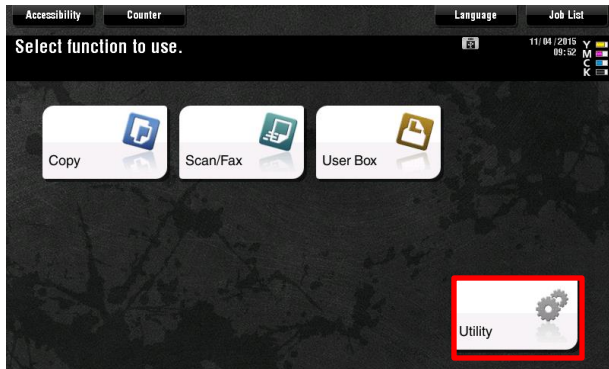
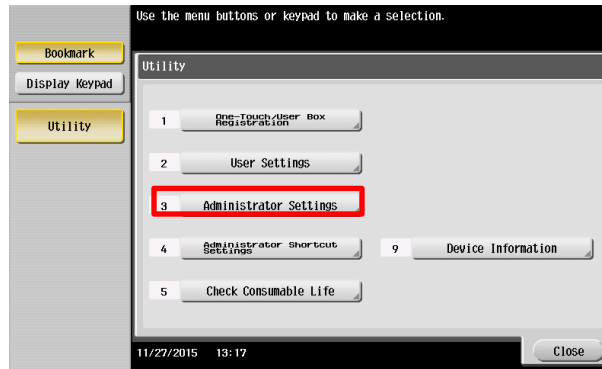


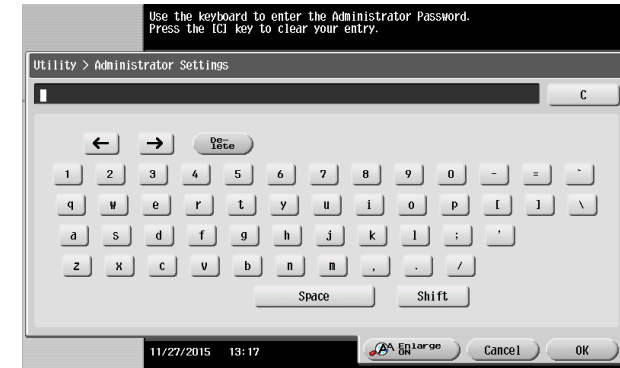
# Account Tracking -Creating a new user



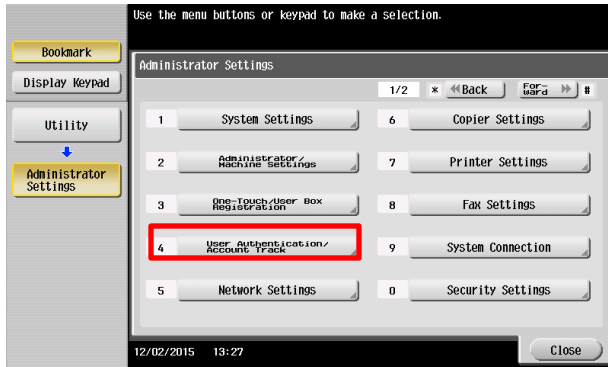
1. Select **Menu** Button on right hand side of panel
2. On the Screen Select **Utility**



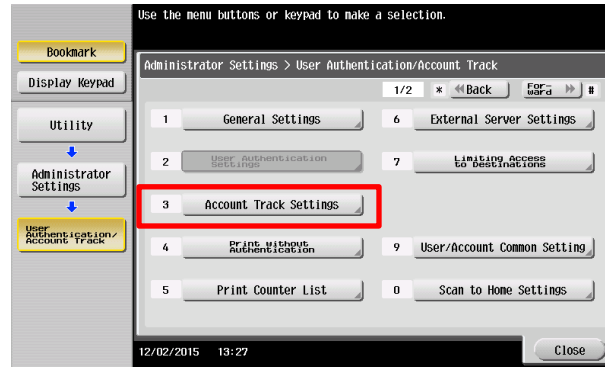
3. Select Option **#3 Administrator Settings**



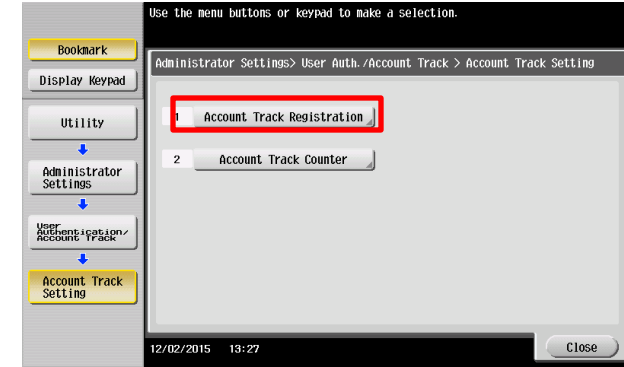
4. Enter Password



5. Select **#4 User Authentication/ Account Track**

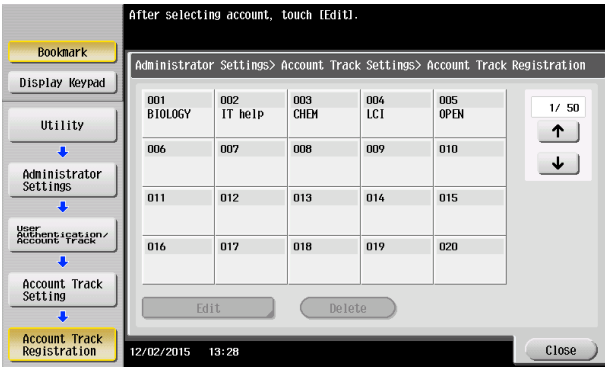


6. Select **# 3 Account Track Settings**

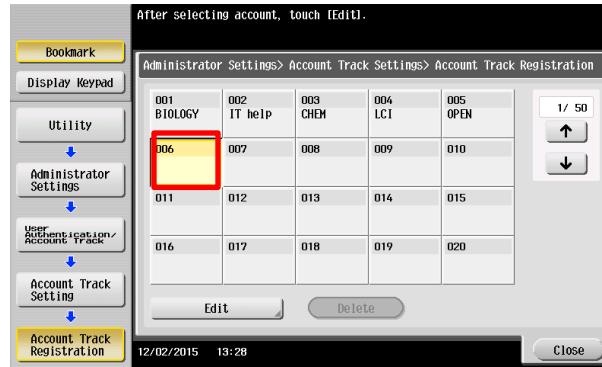


7. Select **# 1 Account Track Registration**

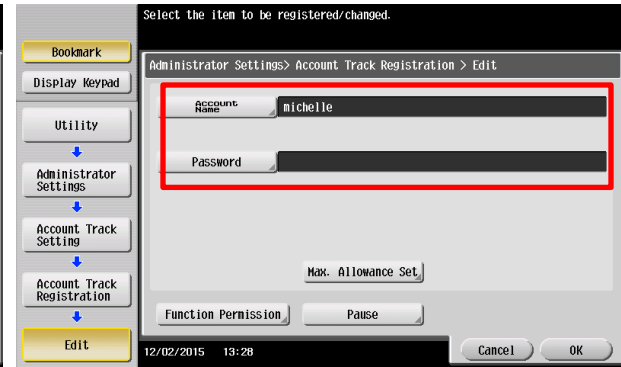
# Account Tracking -Creating a new user



You should see the screen above



8. Select the next empty box number and chose **Edit**



9. Enter the new users / Dept. Name and Password, select **OK**.

Your registration is complete. Press **Close** until you get back to the main screen

\*\*\*Important\*\*\*

For printing purposes the name and password must be entered in the print driver or you will receive an error when printing.