Adding Users

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1. Click Administration > Employees. Then, click 'Add' in the upper-left area of the "New Employee Setup" window.

2. Enter as much information as desired on the right side of the window.

   a. The "Login" field is required, and defaults to an ALL CAPS display.

   b. The "Type" field is required. If a user's name should appear as an option in the "Case Manager" drop-down list for matters, then assign the type Attorney/Case Manager or Paralegal/Case Manager. If a user's name should appear as an option in the "Lead Attorney" or "Hearing Attorney" drop-down list for matters, then assign the type Attorney or Attorney/Case Manager.

3. You will also want to enter the First Name, Last Name, and Initials, as this information may be needed in merge document templates.

4. Click 'Save' in the upper-right corner of the window.