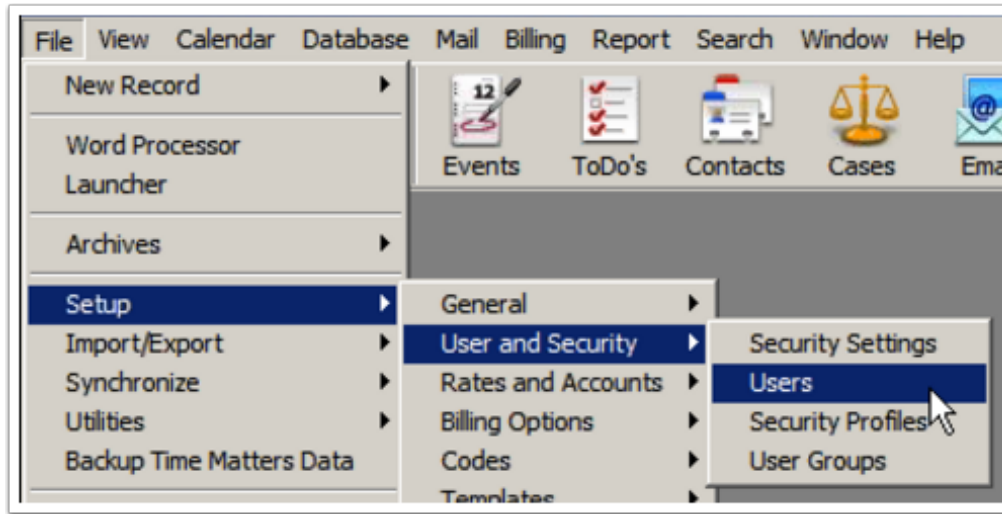
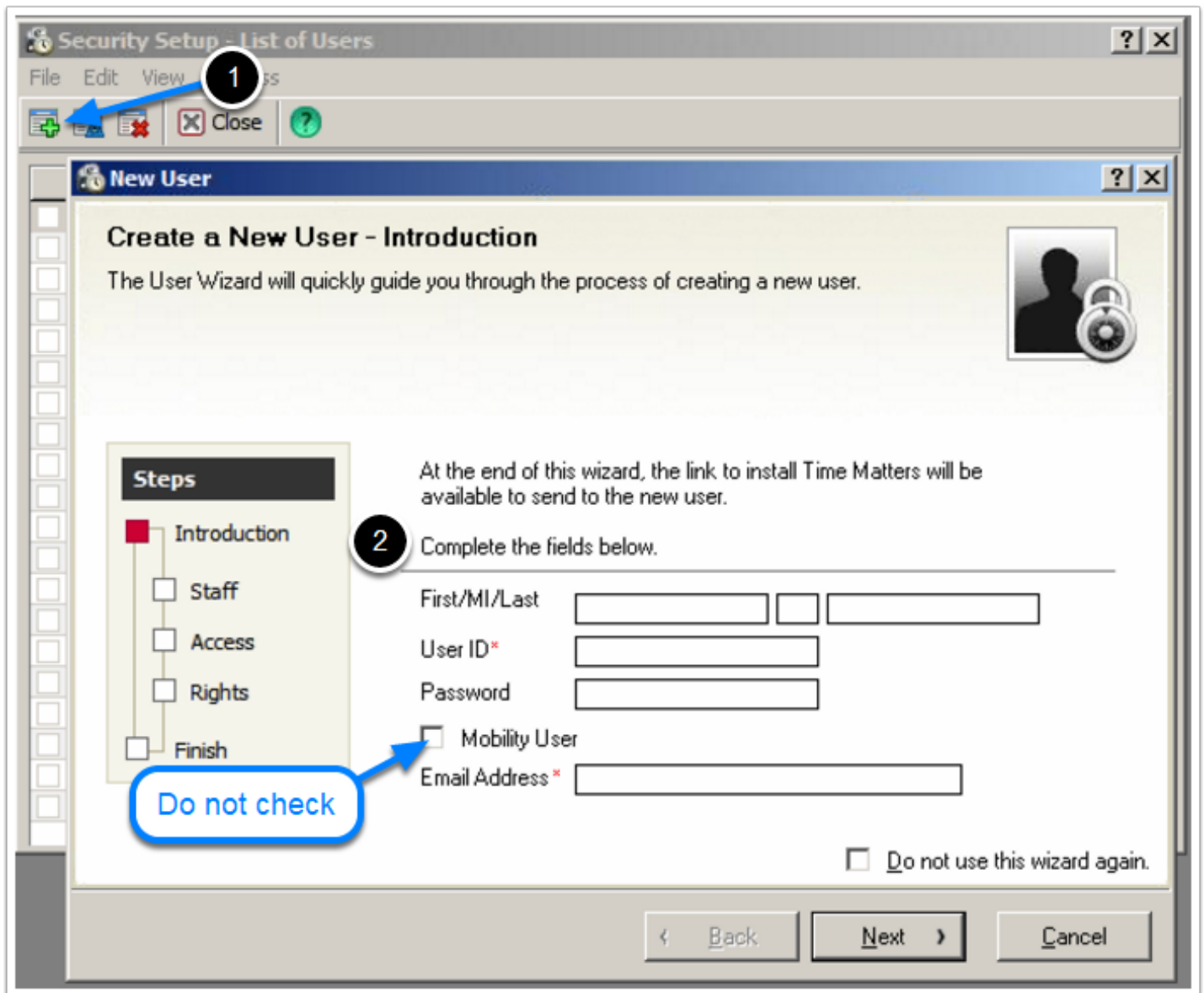


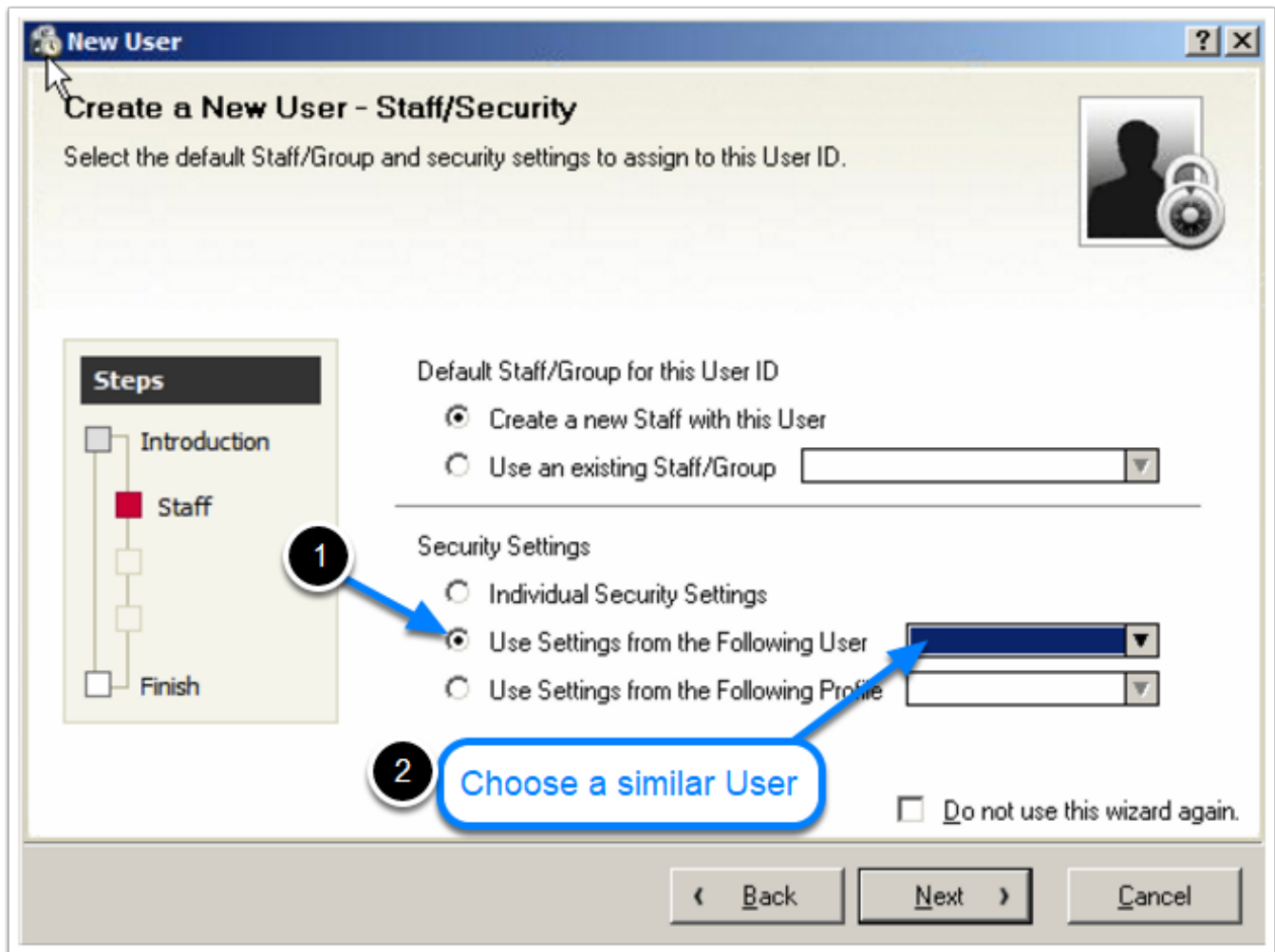
Open Users Window



Start the New User Wizard



New User



New Staff

New Staff

Create a New Staff - Introduction

The Staff Wizard will quickly guide you through the process of creating a new staff.

Steps

- Introduction
- Address
- Custom
- Billing
- Finish

A Staff is a person or a resource (e.g., conference room/other) for which you maintain a calendar and/or assign records.

Enter the name and unique initials (2-4 characters) for this person/resource. The unique identifier will be used throughout the application for identification.

Last:

First:

Middle:

Initials of this person or resource:

Do not use this wizard again.

Change to correct abbreviation

New Staff

New Staff

Create a New Staff - Address/Phone Numbers

Enter an address and phone numbers for this staff.

No need to fill this in. Press Next.

Steps

- Introduction
- Address**
- Custom
- Billing
- Finish

Address

Home

Mobile

Beeper

Do not use this wizard again.

New Staff

New Staff

Create a New Staff - Billing Options

Complete the billing information for this staff.

Steps

- Introduction
- Address
- Custom
- Billing**
- Finish

Rate Type Use Rate Table Rate Table <Custom Rate> ...

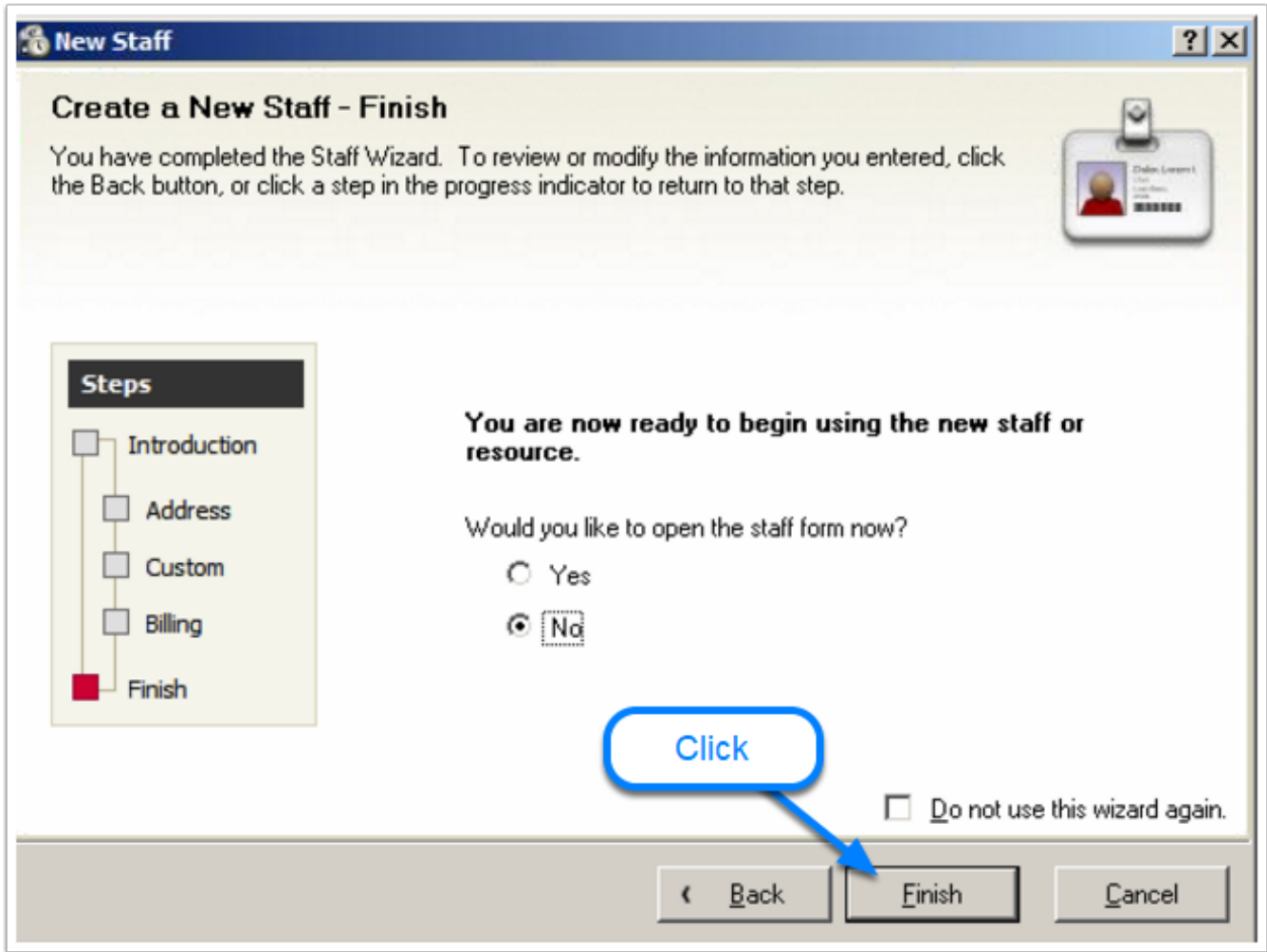
Rate Table	Use Custom Ra
<Custom Rate>	Use Custom Ra
ATTY	1-240 2-280 3-3
CLERICAL	1-40 2-60 3-75
LAWCLERK	1-90 2-90 3-90
PARALEGAL	1-80 2-120 3-12

Hourly Rate Amount \$0.00

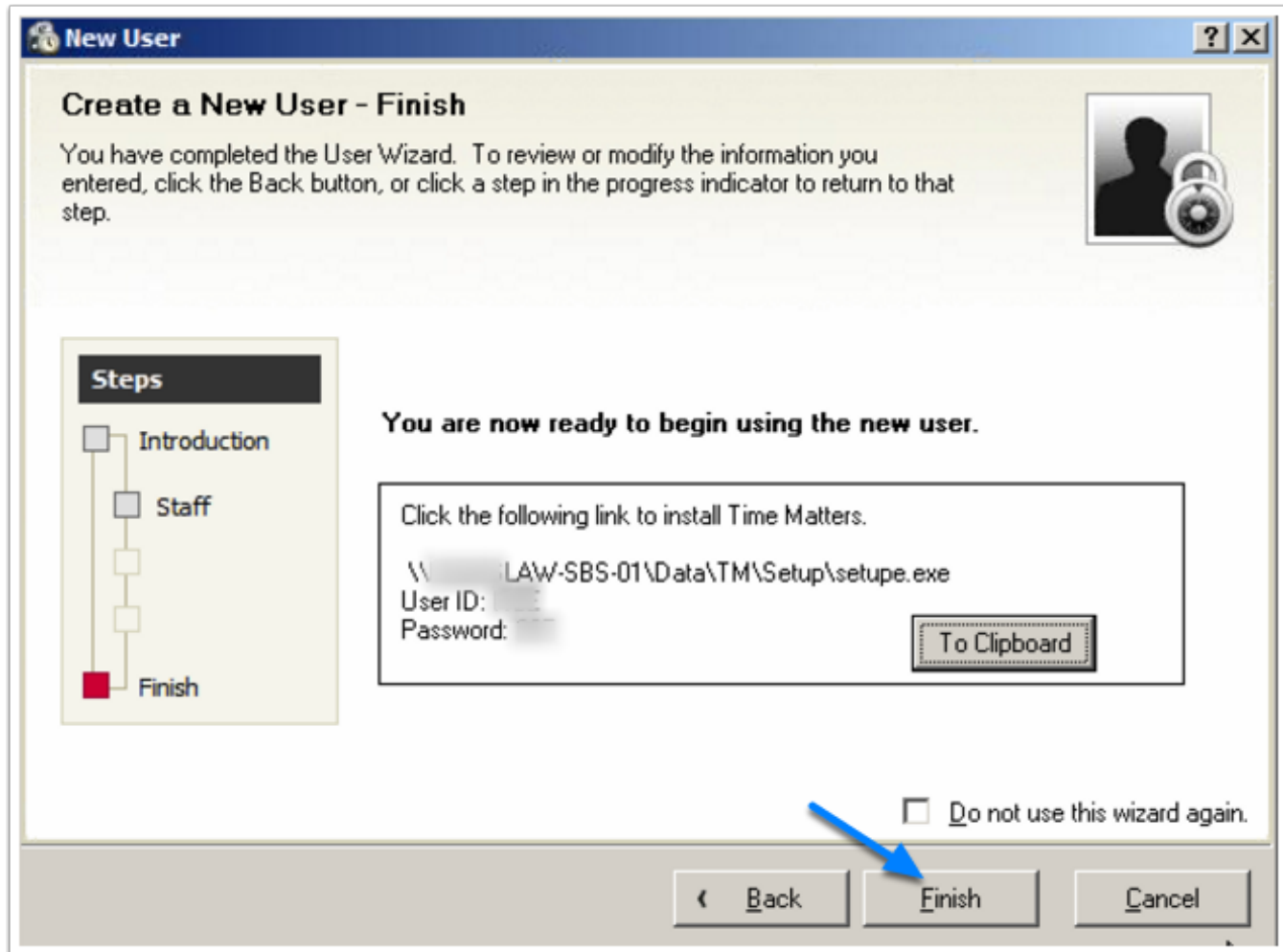
Do not use this wizard again.

< Back Next > Cancel

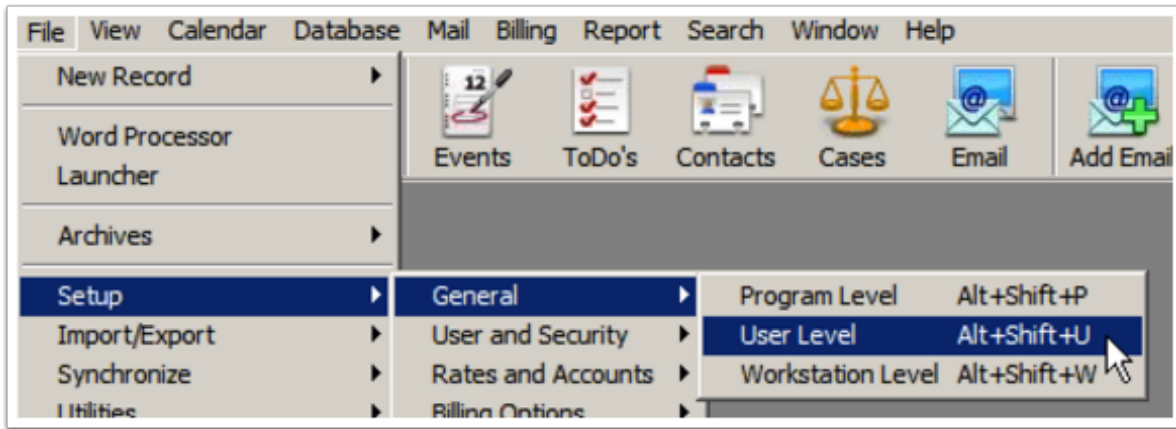
Finish Creating the New Staff



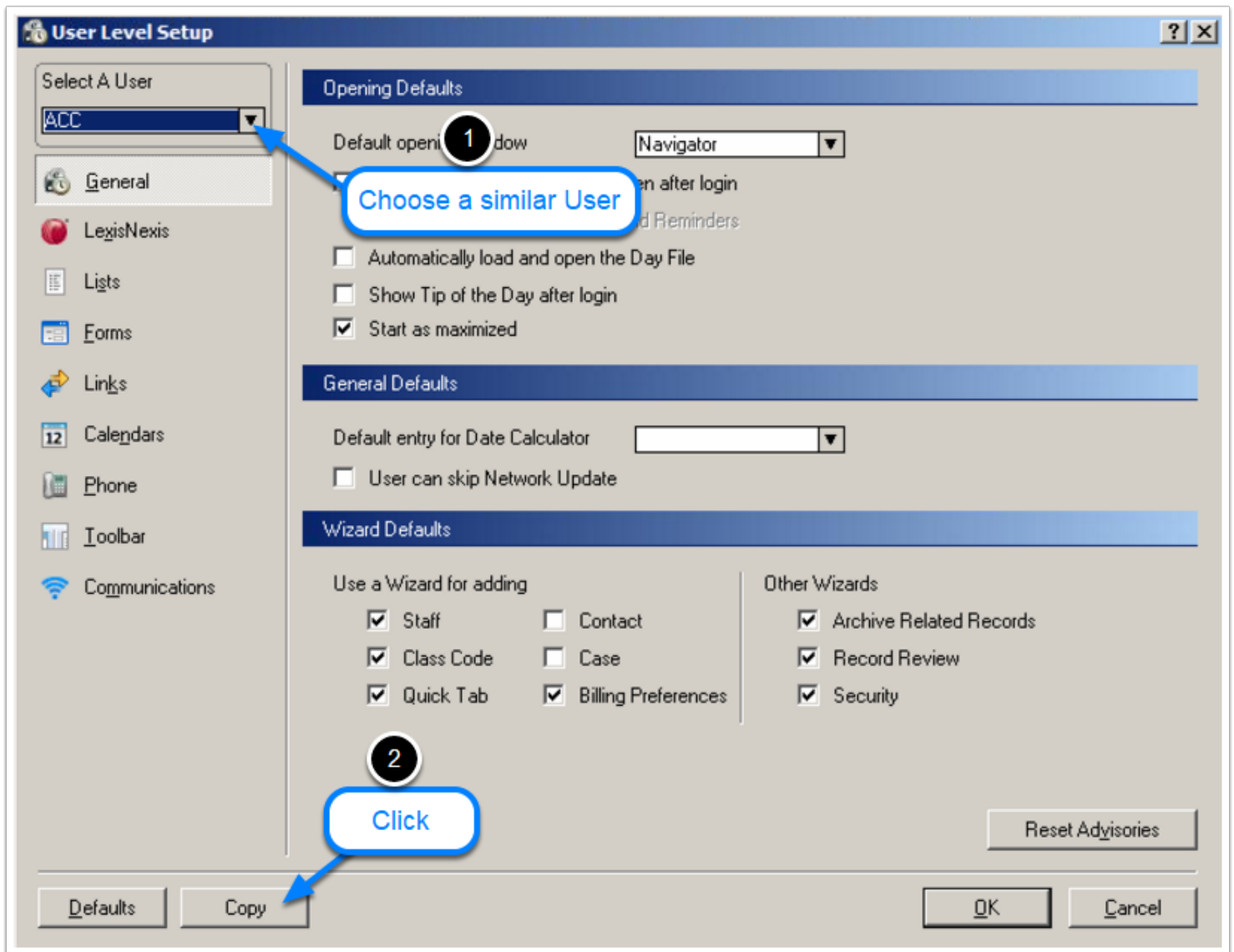
Finish Creating the New User



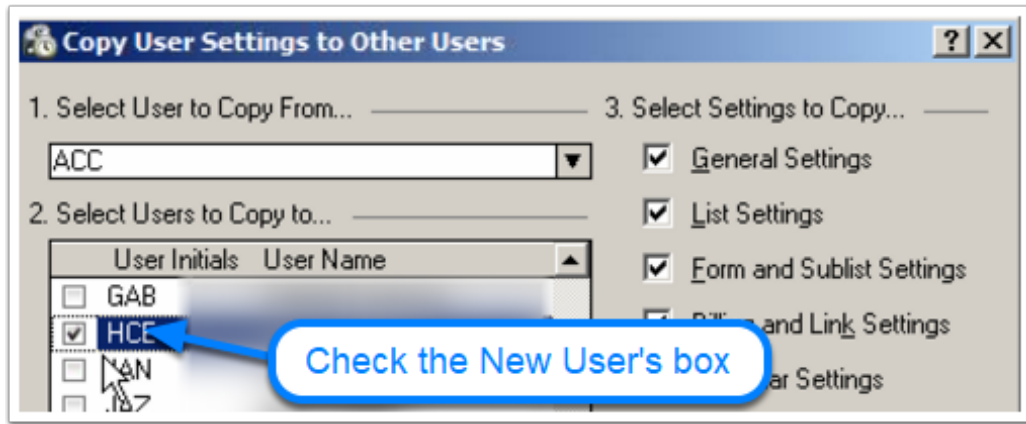
Go to User Level



Choose a Similar User



Check the New User's Checkbox



Press OK



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