



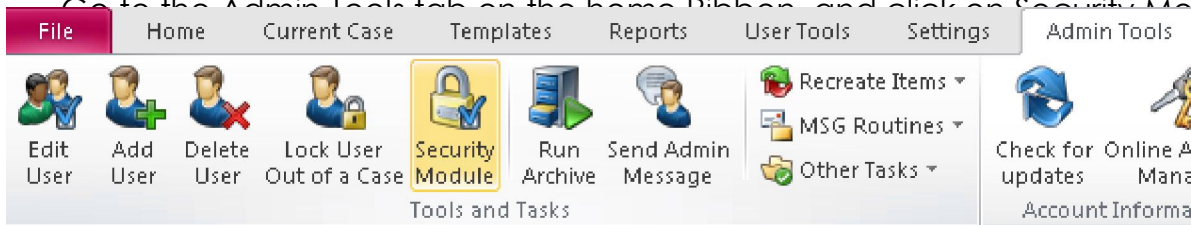
THE SECURITY MODULE & ADDING A NEW USER

This is the most important step in setting up new users as it will allow the user to open TrialWorks

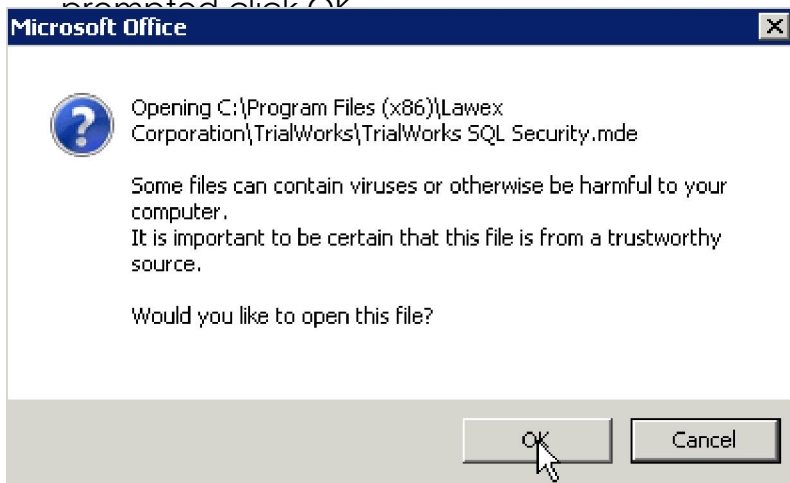
Add Users to TrialWorks SQL Security Module

Go to the Admin Tools tab on the home Ribbon and click on Security Module

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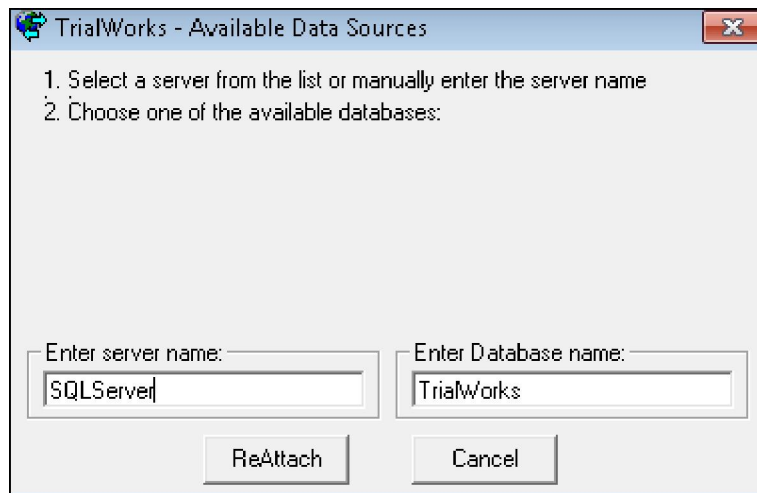


prompted click OK

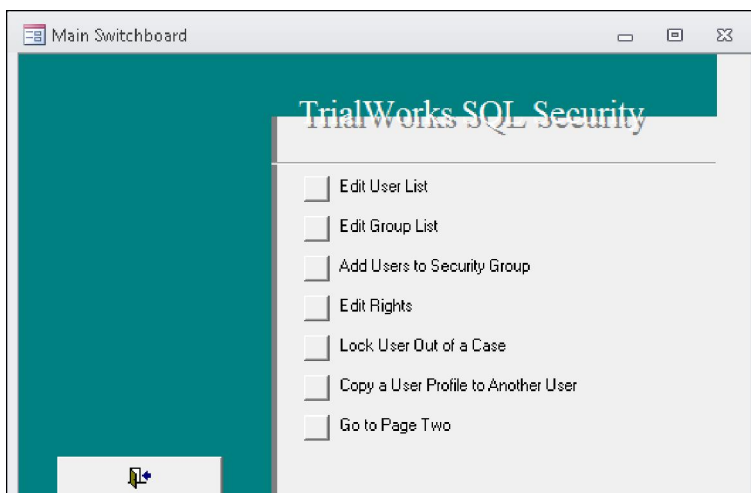




Security Module link



Click the Edit User List button. This is where you will add New Users



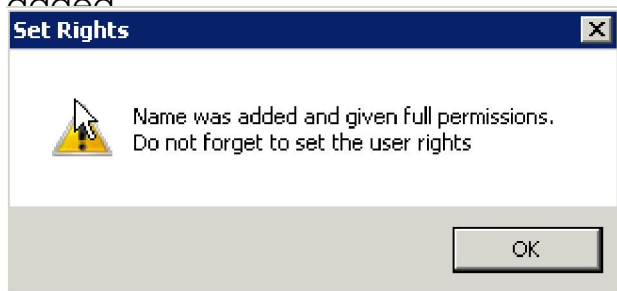


TrialWorks. This is the same name that they use to log into their computer.

Use the checkbox to See All Cases if they have complete access to TrialWorks

User Name	Admin Firm Name	See All Cases
Name		<input checked="" type="checkbox"/>

added

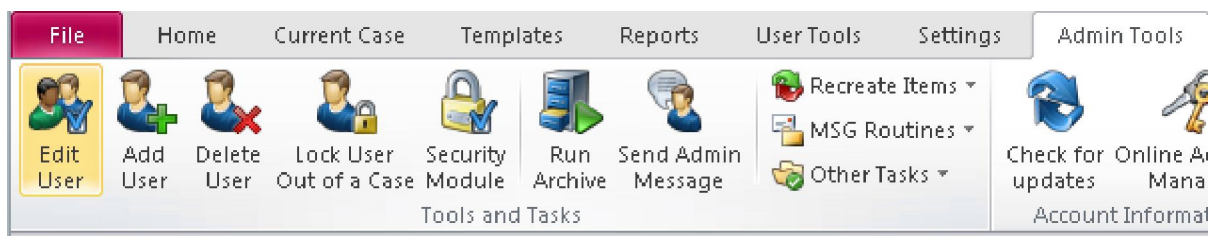


and adjust security in accordance with your policies

employment of the firm.



TrialWorks Author/Users List



Logon Name:	User	Bar No:	Hourly Rate:	User Name	Ext:	Email	Direct Dial:	Direct f
▶ Chad	Chad Mayer		125	Chad Mayer;		Chad@trialworks.com		

Click the Exit (Door) button when finished

