

How to Add a New Database User

To add a user to The Clubhouse Database:

- 1) Check to see if the individual already has a personal folder:
 - a. Open the Personal Folder module and navigate to the Administration Panel.
 - b. In the “Change Affiliations” area of the panel, check the “Everyone” pulldown menu. If you find the individual’s name, a personal folder has already been created.
- 2) Return to the Personal Folder Module’s Data Entry Panel.
- 3) If a personal folder already exists, Use the “Open a Personal Folder” pulldown menu to open it:
 - a. Find and select the name on the pulldown menu.
 - b. Press the [Enter] or [Tab] key.
 - c. If you don’t find the individual’s name on the “Open a Personal Folder” pulldown menu, adjust the radio buttons immediately above the pulldown menu to modify data visibility.

If a personal folder DOES NOT already exist, create one:

- a. Press the “Create a New Personal Folder” button.
- b. Then, on the “New Personal Folder Control Panel”, identify the primary affiliation which the individual has with the clubhouse and press the appropriate button.
- c. When creating a new folder, the individual’s first and last names (in reverse order) should be entered immediately.

The screenshot shows the 'Personal Folders' interface. At the top, there is a title bar with 'Personal Folders' on the left and 'Reporting Sub-Group Your Clubhouse' on the right. Below this is a 'Data Entry Panel' with two buttons: 'Enter Existing Folders' and 'Add'. Underneath these are two radio buttons: 'Open a Personal Folder' (selected) and 'Create a New Personal Folder'. To the right of the radio buttons are two dropdown menus: 'Data Visibility for Editing' and 'Default Visibility'. Below the radio buttons is a search box with the text 'List Currently Affiliated People' and a dropdown menu with the text 'Last name first, Enter to select'. At the bottom, there are two large red arrows pointing upwards. The left arrow is labeled 'Open' and points to the 'Open a Personal Folder' radio button. The right arrow is labeled 'Create New' and points to the 'Create a New Personal Folder' button. On the left side of the interface, there is a yellow sidebar with several buttons: 'Show Main Menu', 'Data Entry', 'Reports', 'Contact Management', 'Admin. Tools', 'Active Status', and 'Help'.

The image shows a dialog box titled "Password Change Form" with a close button (X) in the top right corner. The form contains the following elements:

- A title bar with a minimize/maximize/close icon and the text "Password Change Form".
- A central title box with the text "Password Change Form".
- An authorization message: "Authorization: Password of logged in database user." in a white box.
- A "Your Password" label followed by a text input field and an "Unmask" button.
- A section header: "Create a new password for the owner of this personal folder." in a white box.
- A "New Password" label followed by a text input field and an "Unmask" button.
- A "Verify New Password" label followed by a text input field.
- Two buttons at the bottom: "Change Password" and "Close".

- 5) Adjust the individual's permissions (Administrators only):
- The maximum permissions for a User Level are set by default when the User Level is changed.
 - The administrator may then fine tune the permissions by unchecking (removing) one or more of that User Level's default permissions.

NOTE: To add any permission not granted by default at a specified User Level, the User Level must be increased.