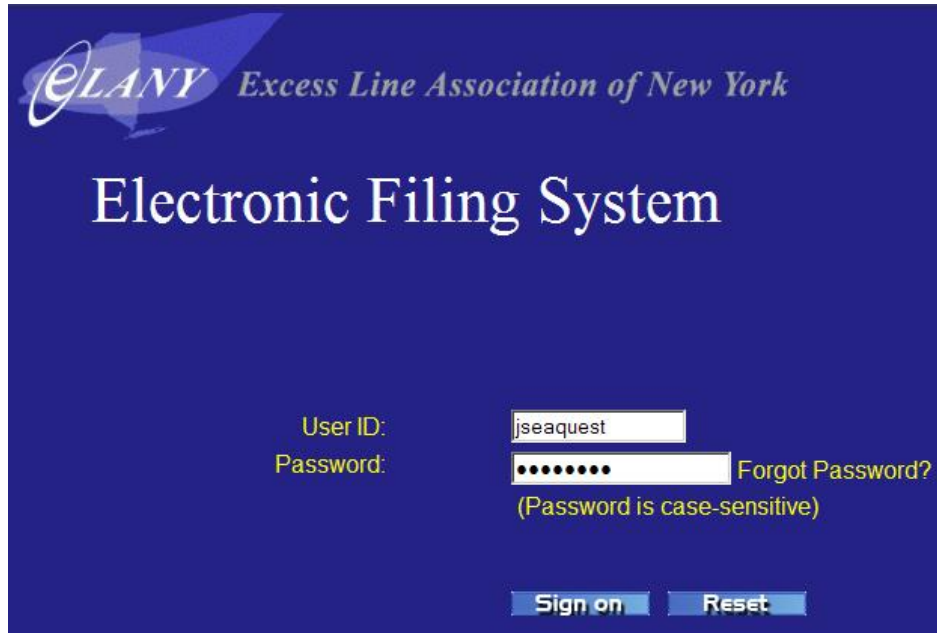


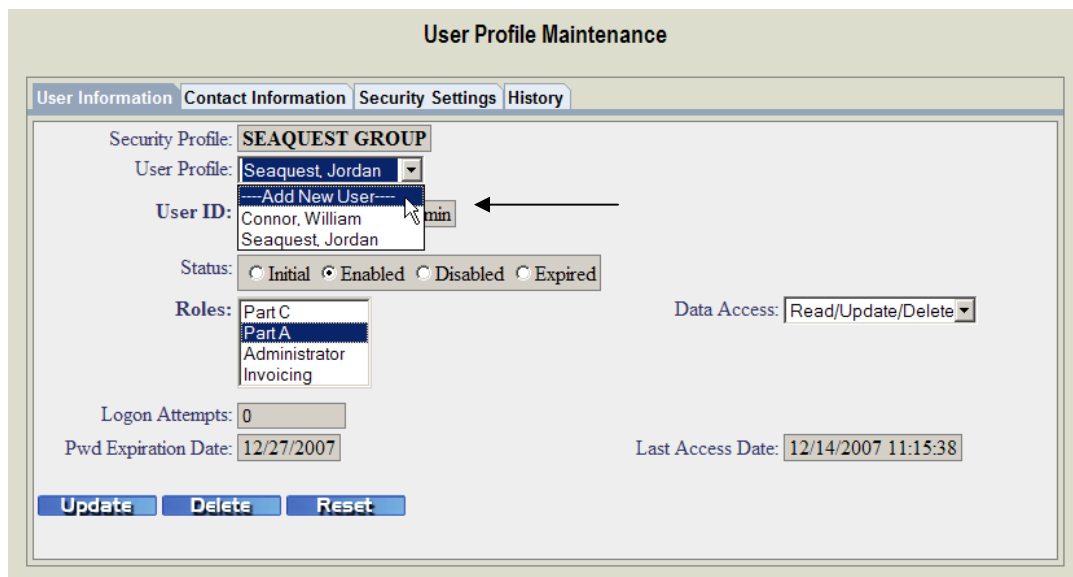
ELANY Electronic Filing System Administrator's Quick Guide – Adding New Users to EFS

This brief tutorial will help you add new users to the ELANY Electronic Filing System. Please note that this tutorial does not pertain to existing users of the affidavit filing system.



Electronic Filing System Login

1. Login to EFS with your admin user ID and password provided by ELANY, if you are not already logged in.
2. Click the SECURITY tab on the top menu.
3. In the menu on the left side of the screen, under the USER PROFILE heading, click MAINTENANCE. The USER PROFILE MAINTENANCE screen displays.



Click 'Add New User' under User ID Field

4. In the USER PROFILE field, click the down arrow (▼) and then click --- ADD NEW USER ---. The fields in the USER PROFILE MAINTENANCE screen reset.

ELANY Electronic Filing System Administrator's Quick Guide – Adding New Users to EFS

The screenshot shows the 'User Profile Maintenance' window with the 'Security Settings' tab selected. The 'User ID' field contains 'rtrusc|' and has a callout box labeled 'Step 5' pointing to it. The 'Roles' dropdown menu is open, showing 'Part A' selected, with a callout box labeled 'Step 6' pointing to it. The 'Data Access' dropdown menu is open, showing 'Read Only' selected, with a callout box labeled 'Step 7' pointing to it. Other fields include 'Security Profile: SEAQUEST GROUP', 'User Profile: ---Add New User---', 'Copy From: Choose a User', 'Status: Initial Enabled Disabled Expired', 'Logon Attempts: 0', and 'Last Access Date: 12/14/2007 02:16:20'. Buttons for 'Create', 'Cancel', and 'Reset' are at the bottom.

Type the New User ID in the User ID Field

5. In the USER ID field, type the new user ID. For consistency purposes, ELANY recommends that the user ID consist of the user's first initial followed by their last name.
6. In the ROLES field, click the roles that this user will perform. To select more than one role, hold down CTRL and click on the desired role(s).
7. In the DATA ACCESS field, click the down arrow (▼) and select the access level for this user.

The screenshot shows the 'User Profile Maintenance' window with the 'Contact Information' tab selected. The form contains the following fields: 'First Name: Rebecca', 'Last Name: Truscott', 'Address Line One: 55 Vernon Terrace', 'Address Line Two: Apartment 4C', 'City: Poughkeepsie', 'State: New York', 'Zip Code: 12601', 'Country: USA', 'Phone: (845) 361-9779', 'Email Address: rtruscott@gmail.com', and 'Web Site:'. The fields for First Name, Last Name, Address Line One, Address Line Two, City, State, Zip Code, Country, Phone, and Email Address are bolded. Buttons for 'Create', 'Cancel', and 'Reset' are at the bottom.

New User Contact Information

8. Click the CONTACT INFORMATION tab and complete all **bolded** fields; non-bolded fields are optional.
9. Click the SECURITY SETTINGS tab.

ELANY Electronic Filing System Administrator's Quick Guide – Adding New Users to EFS

The screenshot shows the 'User Profile Maintenance' window. At the top, there are four tabs: 'User Information', 'Contact Information', 'Security Settings', and 'History'. The 'Security Settings' tab is selected. Below the tabs, the form contains the following fields and controls:

- Security Profile: SEAQUEST GROUP
- User Profile: Rebecca Truscott
- Challenge Question: [Empty text box]
- Challenge Answer: [Empty text box]
- Password: [Masked text box with 7 dots]
- Confirm Password: [Masked text box with 7 dots]
- Buttons: Create, Cancel, Reset

User Password

10. Enter a temporary password for the new user into the PASSWORD field. Enter the same password into the CONFIRM PASSWORD field.

Note: Do not complete the CHALLENGE QUESTION or CHALLENGE ANSWER fields. These fields must be completed by the user when they first login to the EFS.

11. Click CREATE. The ELANY EFS successfully creates the new user profile.
12. To add more users to the ELANY Electronic Filing System, click the USER INFORMATION tab and repeat Steps 3 through 11.

The final stage in user profile creation entails each new user logging into the ELANY EFS with their user ID and temporary password. The EFS will then prompt them to complete the security CHALLENGE QUESTION and CHALLENGE ANSWER fields. Each user will also be prompted to change their password upon first login.