ML2000

# Maintenance

From the “Maintenance” link, the user is offered the options of:

* [List Users](" \l "ListUsers)
* [Add New User](#Add)
* [List Location](#ListLoc)
* [Add New Location](#Loc)
* [List ID](#ListID)
* [Add New ID](#ID)

### List Users

  From the “List Users” option of the menu, a list of all current users is displayed.  The user's Login ID,  Name, Initials and assigned Default Location are displayed on the resulting screen.  Placing the cursor/pointer over, and double clicking on, the Login ID will open the maintenance screen for that particular user.

  Once the desired user's information has been displayed, the user may edit any of the displayed fields.  Moving the cursor/pointer over the “Update” button and clicking once with the left mouse button will store the changes to the database.  Moving the cursor/pointer over the “Reset” button and clicking once with the left mouse button will clear the screen.

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### Add New Users

  From the “Add New Users” option of the menu, a blank user maintenance form is displayed.  From here, the supervisor may enter new user information.

When the correct Login ID, User Name and Clerks Initials information has been entered, the supervisor shall select the appropriate home location from the drop down list.  The supervisor shall then click on “Add” to save this information to the database or “Reset” to delete the information and start over.

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### List Locations

  From the “List Locations” option of the menu, a list of all the current locations is displayed.  The Location #,  Location Name, Address, Contact,  and Phone number are displayed on the resulting screen.  Placing the cursor/pointer over, and double clicking on, the Location # will open the maintenance screen for that particular location.

  Once the desired location's information has been displayed, the user may edit any of the displayed fields.  Moving the cursor/pointer over the “Update” button and clicking once with the left mouse button will store the changes to the database.  Moving the cursor/pointer over the “Reset” button and clicking once with the left mouse button will clear the screen.

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### Add New Location

  From the “Add Location” option of the menu, a blank location maintenance form is displayed.  From here, the supervisor may enter new location information.

When the correct Location #, Location Name, Location Address, Primary Contact and Phone number information has been entered, the supervisor shall click on “Add” to save this information to the database or “Reset” to delete the information and start over.

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### List ID

  From the “List ID” option of the menu, a list of all the current forms of identification are displayed.  The ID Code,  ID Name, and ID Description are displayed on the resulting screen.  Placing the cursor/pointer over, and double clicking on, the ID Code will open the maintenance screen for that particular location.

  Once the desired ID information has been displayed, the user may edit any of the displayed fields.  Moving the cursor/pointer over the “Update” button and clicking once with the left mouse button will store the changes to the database.  Moving the cursor/pointer over the “Reset” button and clicking once with the left mouse button will clear the screen.

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### Add New ID

  From the “Add New ID” option of the menu, a blank ID maintenance form is displayed.  From here, the supervisor may enter new ID information.

When the correct ID Code, ID Name, and ID Description information has been entered, the supervisor shall click on “Add” to save this information to the database or “Reset” to delete the information and start over.

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lrd: 03 January 2001