

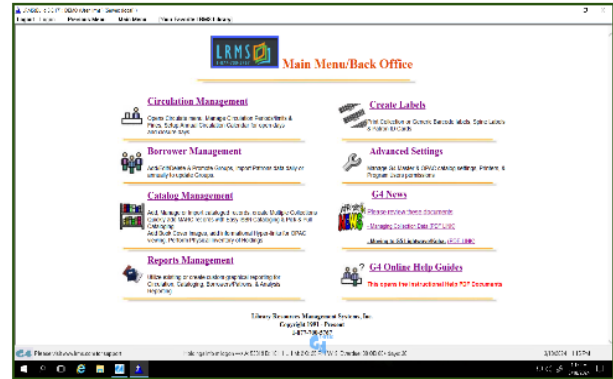
G4 Library System

A How to Add a Staff member.



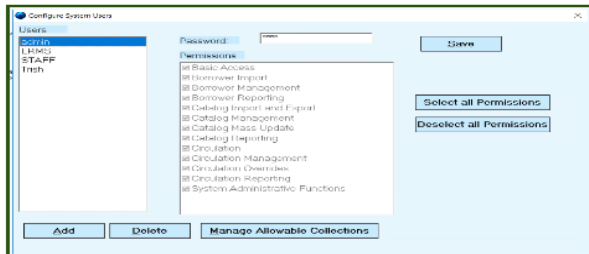
Step 1.

Select the BackOffice to begin adding new staff members.



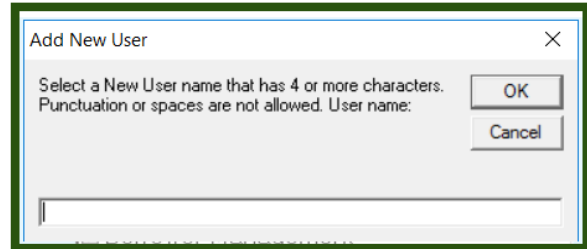
Step 2.

Select Advanced Settings



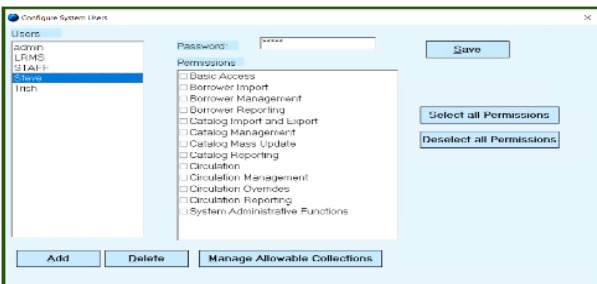
Step 3.

Select Manage Users and click the Add menu button.



Step 4.

Add the new name of your User, 4 or more characters with no punctuation or spaces. Wait for the program and server to reply. The name entered will also be the user password which can be changed if needed.



Step 5.

Highlight the new user and assign what permissions you wish them to have within the G4 Program.