<u>Setting Up a New User in Motamacs/Motaplan</u>

Load Motamacs/Motaplan

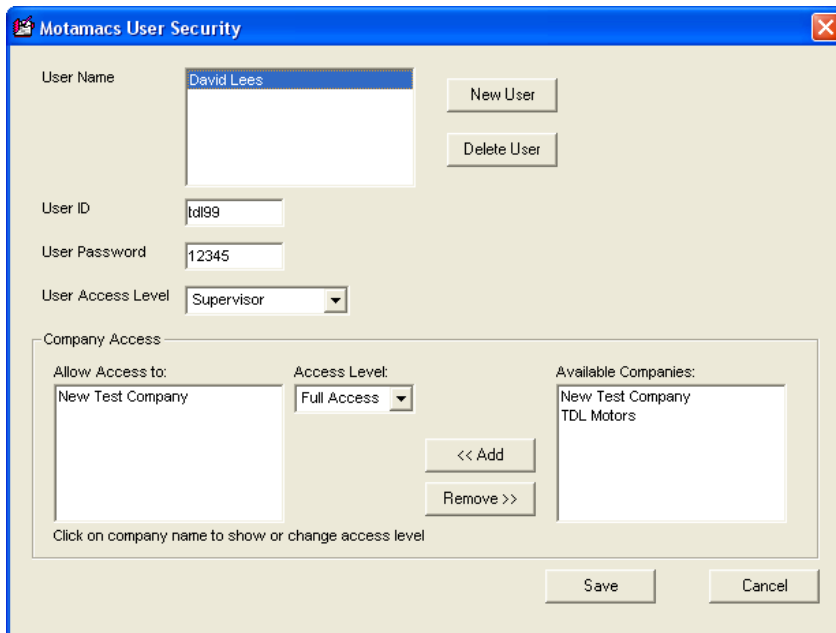   At the login - enter the UserID as sup
    Enter the system password – you will need to contact support for this number
    Click   OK

In the Company Access window:

    Click   'Security'

The following window will be displayed:

    Click   [new user] and enter your name
    Click   OK

    Enter a 'user ID' - this may be anything appropriate - e.g. the Kerridge user ID

    Enter a 'user password' - this can be alpha/numeric - there is no requirement to change this on a regular basis

    Set the 'user access level' to supervisor

    Click on the company name in the 'available companies:' list (right box) to highlight it then click Add to put it into the 'allow access to:' list – repeat for any other companies required

    Click on the company name in the 'allow access to:' list (left box) to highlight it then select 'Full Access' from the 'Access Level' drop-down

    When complete - click Save

    In the Company Access window click - Exit

Re-load Motamacs/Motaplan using your new userID and password - the application will retain the last userID used so that you don't have to enter it each time you load Motamacs/Motaplan

Select the company and click Open