Synthesis Tutorial #1
Creating New Users
Overview of the Tutorial
This tutorial is intended to go over the steps involved in creating and removing users from the Synthesis Information Management System. This tutorial will take approximately 15 minutes to complete.

Tutorial

Step 1 - Open Synthesis Administration
Open Synthesis Administration. Enter the User name of "New Administrator" and the password of "synthesis" to get into the program.

Step 2 - Select the User Menu
Go to the menu "Users" and select "Add User..."
**Step 3 - Type in a User Name**
Type in a user name for the person. It MUST BE at least 6 characters long. The password will automatically fill in as that same thing as the user name. This is ok, since you have to change your password after the first use.

**Step 4 - Make the User an Administrator**
Select Administrator as the user level. This gives full control to the user. For data entry people, the "Technician" level will provide enough access to enter data. Click OK.

**Step 5 - Open Synthesis program**
Quit Synthesis Administration and open Synthesis. At the login screen type in the new user name (We used Test Administrator). Type in the password, which is the same as the name including spaces (Test Administrator). You should get a prompt that you need to change your password.
Step 6 - Enter a New Password
Type in a new password twice and select OK. The password MUST BE 6 characters long to be valid.

Step 7 - To Remove a User
In the event that a user needs to be removed (users forget their passwords, no longer an employee, etc.) Go into the "Users" menu and select the "Remove User" option. Select the User to remove and click OK.

Congratulations!

You have successfully created a new user and logged into Synthesis. In the next tutorial you will learn how to create a new site where all of your data can be organized.