




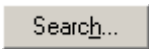
System Managers can change contact details or preferences for users in their own firm.

1. Display the **Maintain User** screen:



- > Click  to display the **External System Administration** screen.
- > Select **User | Maintain User...** to display the **Maintain User** screen.

2. Search to display the user's details:

- > Click  to display the **External Search** screen.
- > Enter the search criteria, search and select the user from Search Results.

3. Select the Contact Details tab:

- > Change the user's details as required.


4. Select the Preferences tab:

- > Change the user's preferences as required.



System Managers can change contact details for their own firm.

1. Display the **Maintain Firm** screen:

- > Click  to display the **External System Administration** screen.
- > Select **Firm | Maintain Firm...** to display the **Maintain Firm** screen.

Step 2

2. Select the Details tab.

3. Change the firm's details as required.


The screenshot shows the 'Maintain Firm' screen in the Landonline External System Administration. The 'Details' tab is active, displaying the following information:

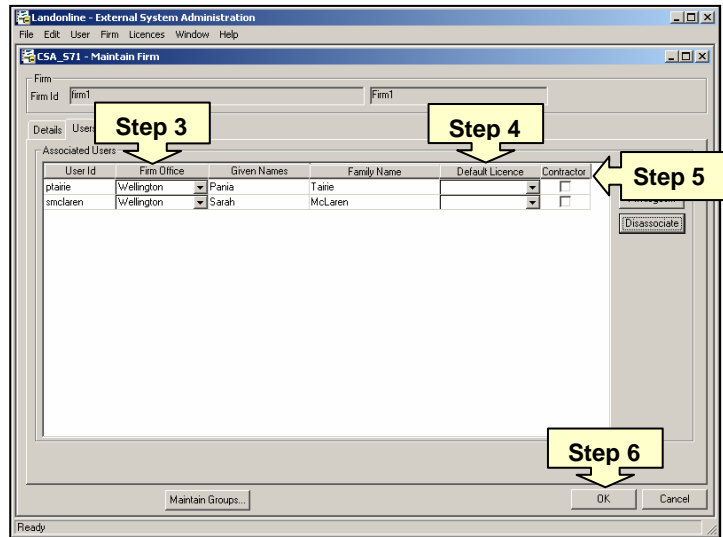
- Firm:** Firm Id: brownhillassoc, Firm Name: Brown, Hill and Ass.
- Contact Details:** Title: Mr, Given Names: Henry John, Family Name: Brown, Phone: [empty], Mobile: [empty], Fax: 04 7624971, email: h.jennedy@linc.govt.nz
- Physical Address:** Street: 4 High Street, Town: Wellington, Country: New Zealand, Postcode: 5008
- Postal Address:** Address: Private Bay 46, Town: Wellington, Country: New Zealand, Postcode: [empty]
- Preferences:** Notifications Medium: Email

Buttons at the bottom include 'Maintain Groups...', 'OK', and 'Cancel'.


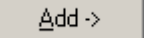
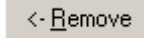
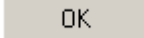


System Managers can change the branch office of a firm a user works for, change the default licence assigned to the user, and specify if the user is a contractor.

1. Display the **Maintain Firm** screen.
2. Select the Users tab.
3. Select a new branch from the Firm Office drop down list to associate a user with another office in your firm.
4. Select a different licence from the Default Licence drop down list to change the default licence for a user.
5. Check the Contractor check box to identify a user as a contractor if applicable.
6. Click  to save and close.

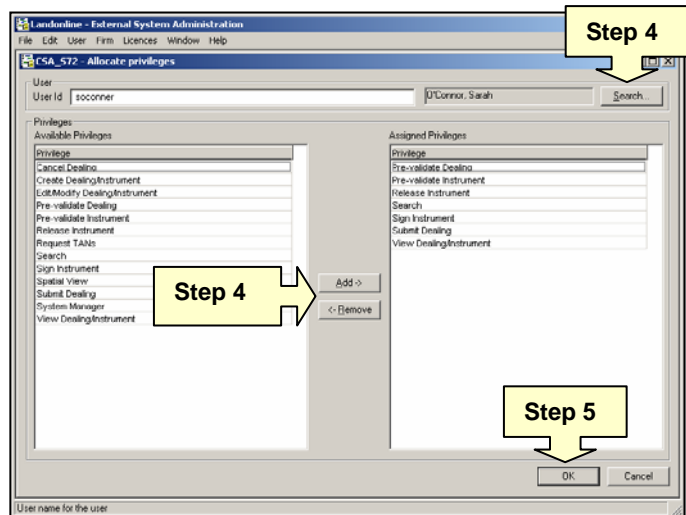


System Managers can allocate or remove user privileges. Privileges allow a user access to specific functions in Landonline.

1. Display the **Maintain Firm** screen.
2. Select the Users tab.
3. Select the user and click  to display privileges for the user in the **Allocate Privileges** screen.
4. Add or remove privileges for the user:
 - > Select Available Privileges and click  to allocate them to the user.
 - > Select Assigned Privileges and click  to remove them from the user.
5. Click  to save the user's privileges and close the **Allocate Privileges** screen.

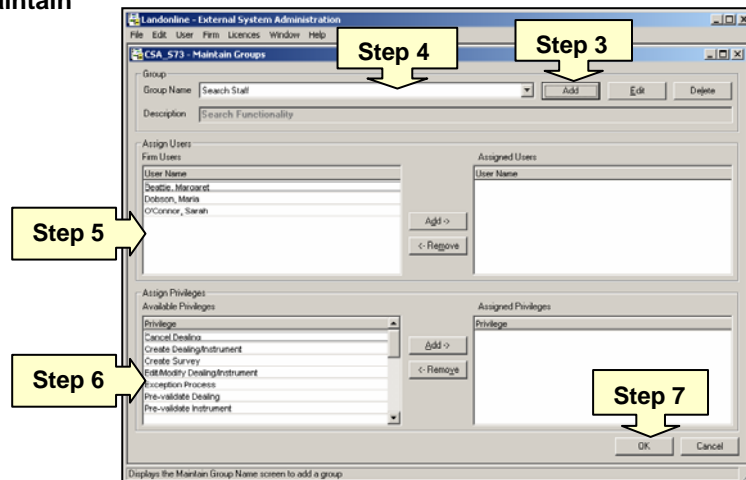


To select multiple privileges for a user, hold **Ctrl** and click each privilege required.




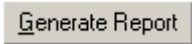

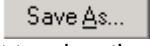
System Managers can create Privilege Groups. Groups allow you to manage the assignment of privileges without having to assign privileges to individual users.

1. Display the **Maintain Firm** screen.
2. Click **Maintain Groups...** to display the **Maintain Groups** screen.
3. Click **Add** to open the **Maintain Group Name** screen:
 - > Enter a name and description for the group and click **OK** to save the group and return to the **Maintain Group** screen.
4. Select the group you created in the Group Name field.
5. Select Users from the Firm Users list and click **Add ->** to assign users to the Group.
6. Select privileges from the Available Privileges list and click **Add ->** to assign privileges to the group.
7. Click **OK** to save and close the **Maintain Groups** screen.





System Managers can generate a licence usage report to show current or historic use within their own firm.

1. Click  to display the **External System Administration** screen.
2. Select **Licences | Licence Report**.
3. Click **Current** or **Date Range**.
4. Enter the **Start Date** and **End Date** if applicable.
5. Click 
6. Print or save the Licence Usage Report:
 - > Click  to print the report.
 - > Click  to save the report to a location on your computer.

