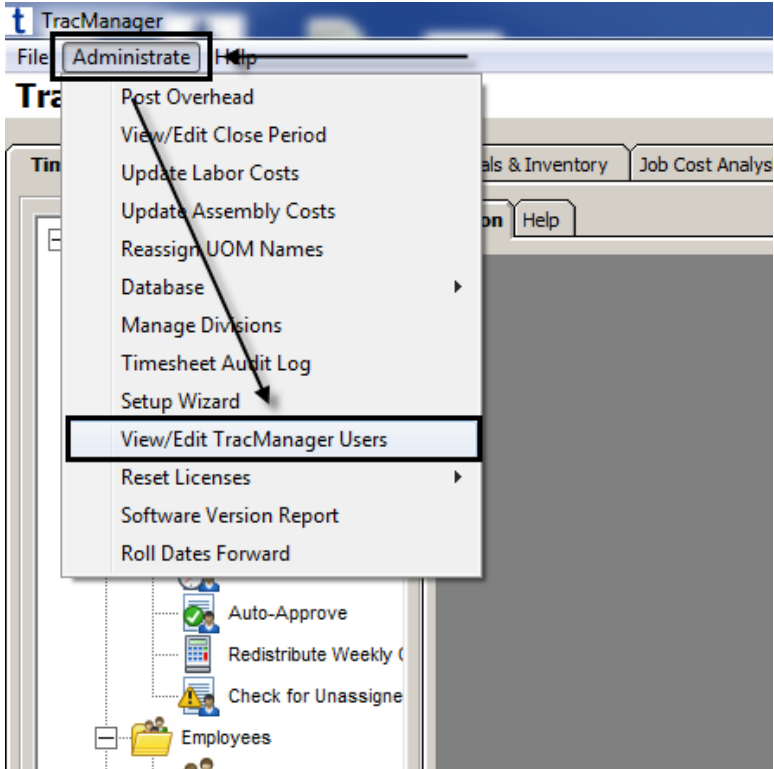
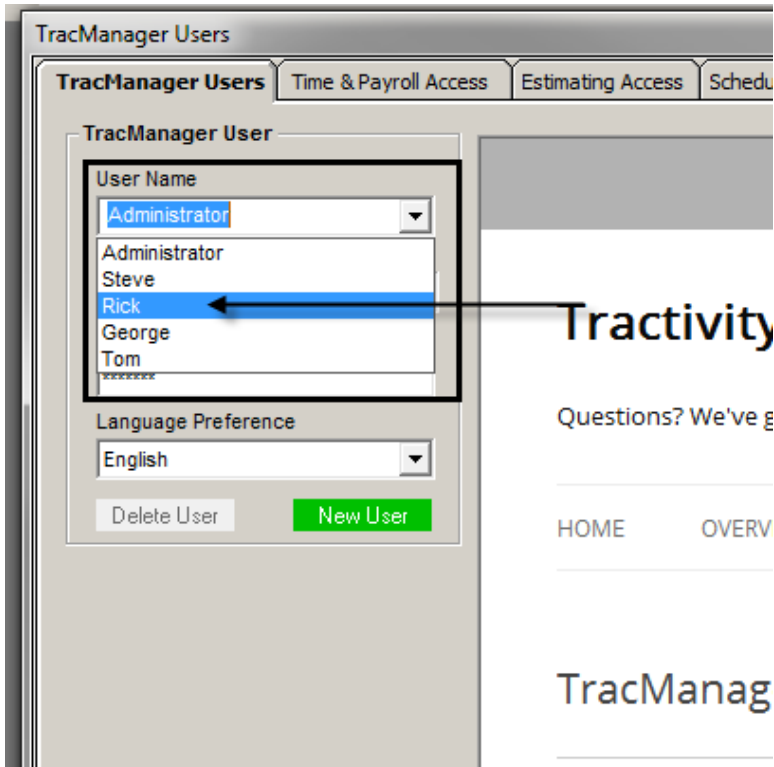


How To Make An Admin

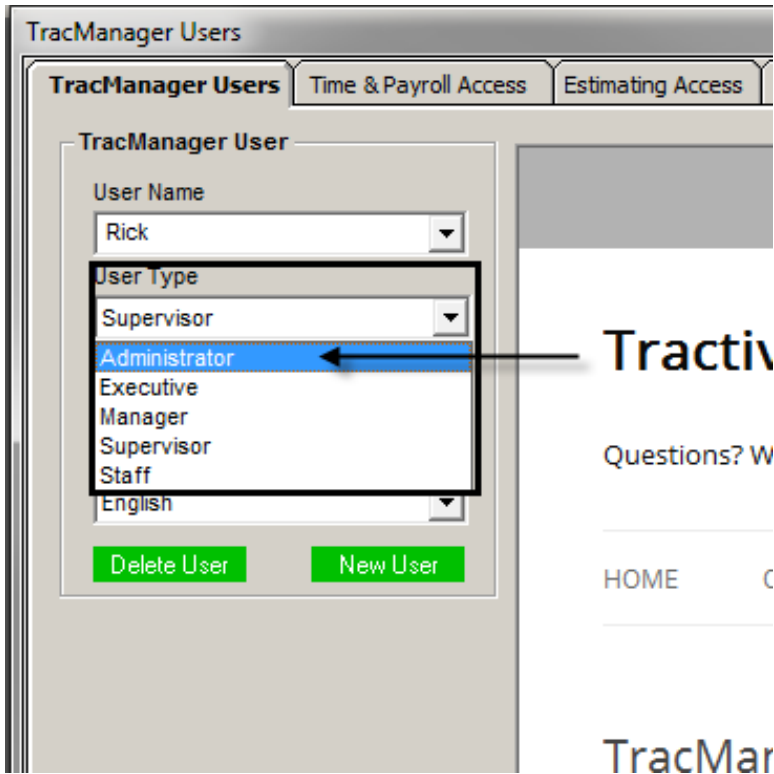


1. Go to "Administrate"
2. Open "View/Edit TracManager Users"



3. Choose User from drop down list

How To Make An Admin



The screenshot shows the 'TracManager Users' application window. It has three tabs: 'TracManager Users' (active), 'Time & Payroll Access', and 'Estimating Access'. Below the tabs is a 'TracManager User' form. The 'User Name' field contains 'Rick'. The 'User Type' dropdown menu is open, showing a list of options: 'Supervisor', 'Administrator', 'Executive', 'Manager', 'Supervisor', 'Staff', and 'English'. The 'Administrator' option is highlighted in blue, and a blue arrow points to it from the right. Below the dropdown are two green buttons: 'Delete User' and 'New User'. To the right of the form, there is a sidebar with the text 'Tractiv', 'Questions? W', 'HOME', and 'TracMar'.

4. Select "Administrator" from "User Type" drop down box