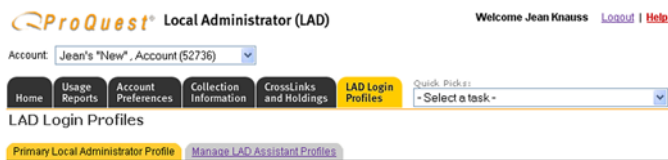


LAD Login Profiles



Add a LAD Assistant Profile

To add a new LAD assistant profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
 - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
 - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 Click **Add a New LAD Assistant Profile**. You see the **Add a New LAD Assistant Profile** page.
- 3 Enter the following information:
 - **Description** Enter the name or function of the administrator (try to keep the name short).
 - **Password** Enter a password for this account.
 - **Functional Area** Check the areas to which you want to give the account access.
- 4 Click **Save**. You will return to the LAD Assistant Profiles page.
- 5 Scroll to the new account and write down the **Screen Name** and **Password** for the new account to give to the LAD Assistant.

Manage Existing LAD Assistant Profiles

This section lets you edit your LAD Assistant profiles. To change a profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
 - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
 - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 In the **Manage Existing LAD Assistant Profiles** section, locate the profile you want to modify.
- 3 Edit the following information:
 - **Description** The name or function of the administrator (try to keep the name short).
 - **Password** The password for this account.
 - **Functional Area** The areas to which you want to give the account access.
- 4 Click **Save** to modify the profile.

Delete a LAD Assistant Profile

To delete a LAD Assistant Profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
 - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
 - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 In the **Manage Existing LAD Assistant Profiles** section, locate the profile you want to delete.
- 3 Click **Delete** in the Action column.