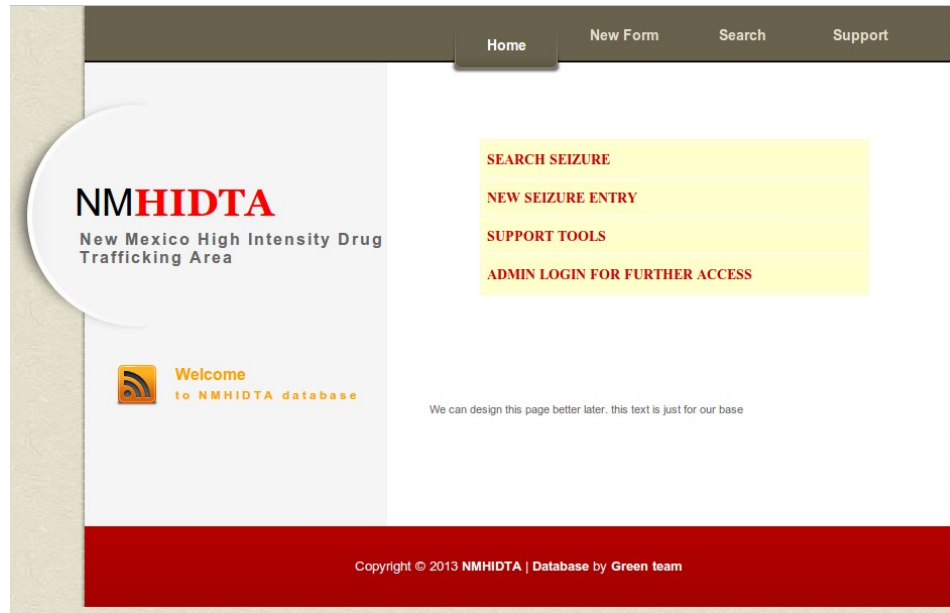# User's Manual

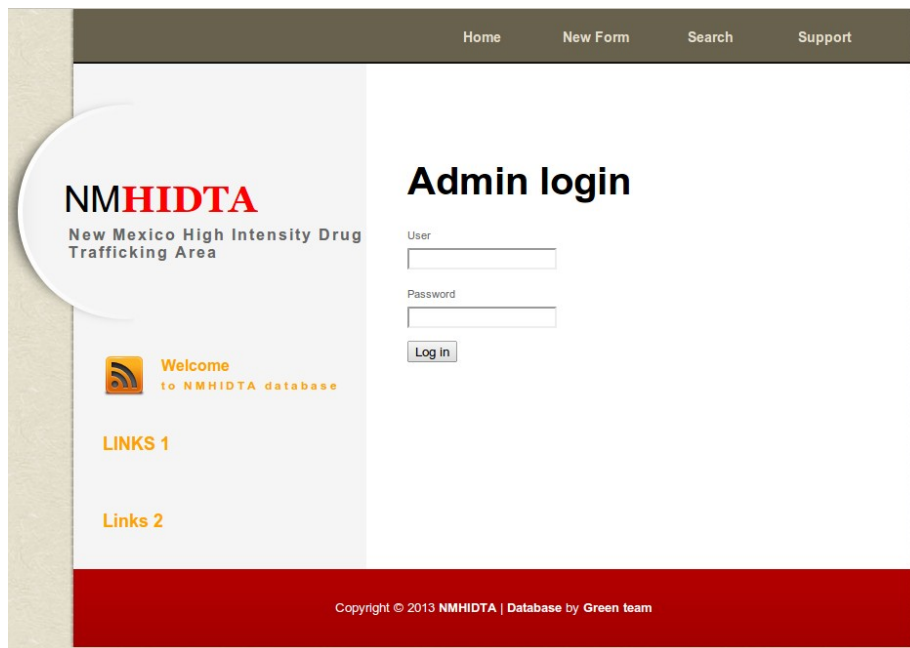Webpage can be found at: Add webpage here.

Login

First Time Login

1. Login through the NMHIDTA Virtual Private Network (VPN).
2. Point your browser to the homepage at:
3. You should now be greeted with the homepage.

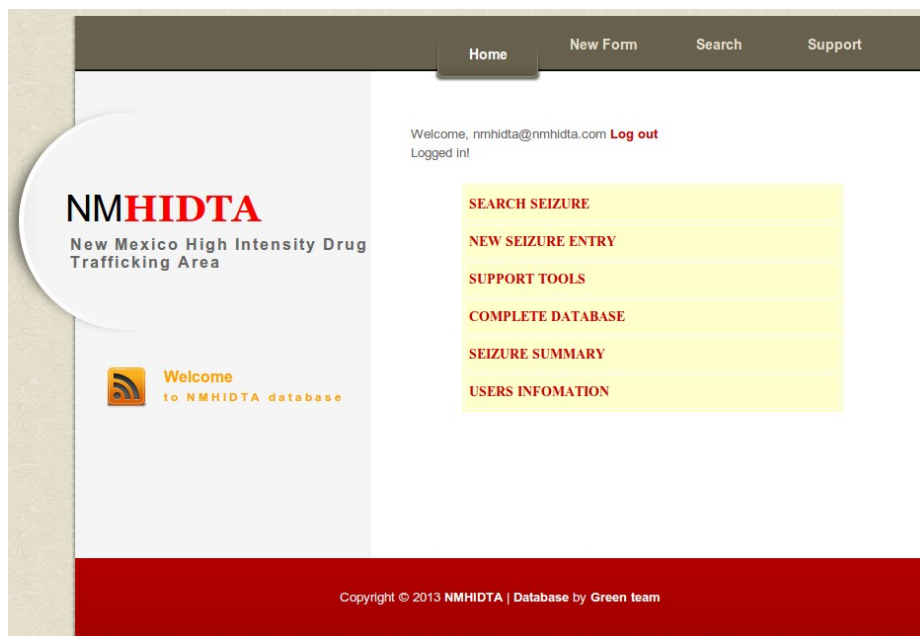
Illustration 1: NMHIDTA database homepage

Admin Login
1. Point your browser to the homepage at:
2. On the homepage you will have the option to login as Admin by clicking the link: **Admin Login for Further Access**.

Illustration 2: Login Page

3. You will be greeted with a form asking for Username and Password, enter these and select **Submit.**
4. You should now be greeted with the Admin home page.

Illustration 3: Administrator's home page

Navigation

Home

1. This is the landing page at first login. See Illustration 1.
2. You can access four pages using the top navigation bar: **Home**, **New Entry**, **Search**, and **Support.**
3. If you navigate away from this page there are two ways to navigate back:
   a. Click on the first link titled **Home** on the top navigation bar.
   b. Click on the NMHIDTA logo on the left side of the screen.

New Entry

1. The New Entry page is where users can submit new Seizure Forms.
2. To reach this page, select **New Entry** from the top navigation bar.
3. Upon reaching the new entry page, you should see an editable form for data entry.
4. Once all fields are entered, and they abide by the validation, scroll to the bottom of the form and select the **Submit** button.

Illustration 4: New database entry/New seizure report page

Search
1. The Search page is where users can query the database for entries submitted via the Seizure Form.
2. To reach this page, select **Search** from the top navigation bar.
3. Upon reaching the search page, you have the option to query by: Entire Seizure Report, Vehicle, Person, or Drug.

Illustration 5: Search Page

Support
1. The Support page is where users can view support document or contact a system administrator.
2. To reach this page, select **Support** from the top navigation bar.
3. On this page you have the option to look through a series of Frequently Asked Questions and various support documents.

Admin Privileges

Audit Trail
1. Login as an Admin.
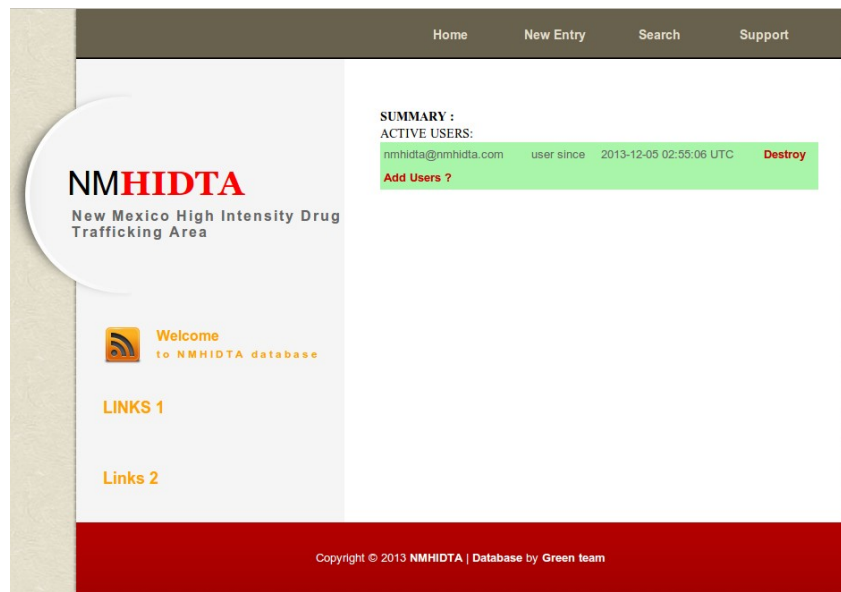2. On the Admin page you will see a link for **Seizure Summary**.

Illustration 6: Audit Page

3. On this page you will see a list of all changes made to the database along with the date and time the changes are made.
4.

Admin Account Management
1. Login as an Admin
2. On the Admin page you will see a link for **Users Information**.
3. On this page you can either add or delete Admin users.

Illustration 7: Account Administration Page