**New user**

1. Open SQL Server Management Studio and login using Windows authentication

2. On the left-hand side expand Databases > nodelogin > Tables and right click on the USERS table

3. select Edit top 200 rows

Too add a new user

1. Add the new user info in a new row and press enter

2. Register in the registration page on the login page

To Change a password

1. Change the password field for the desired user and press enter

2. Register in the registration page on the login page

**Tables**

**Name: service\_files\_names**

**Description**: This table was originally used to keep track of what type of therapy each therapist provides but is not in use anymore

**Name: associate\_type**

**Description**: This table holds associate types, if there is a new associate type in the future, you can add a new item in the table and you will see it in the front end on the worker profile page

**Name: email\_password**

**Description**: This table holds the encypted password for [accounting@cfir.ca](mailto:accounting@cfir.ca) email account, to update the password please use the designated page <http://localhost:3000/emailpass>

**Name: invoice\_data**

**Description**: This table holds the invoice data from Penelope, this is updated every morning via automatic script

**Name: payment\_data**

**Description**: This table holds the payment data from Penelope, this is updated every morning via automatic script

**Name: non\_chargeables**

**Description**: This table holds the non chargeable items; these items will be excluded from the total calculation as well as show up in the non chargeable table

**Name: non\_remittable**

**Description**: This table holds the non **remittable** items; these items will be excluded from the invoice and payment data all together and never be imported into the payment or invoice data tables

**Name: payment\_types**

**Description**: This table holds the payment types, this is used to calculate the % and cost per item for using 3rd party payments. You can add new items here as well as change the % and amount and this will be reflected in the invoice

**Name: probono**

**Description**: This table holds the probono service\_names, event\_service\_item\_names that match an item in this table will be treated as a probono case. It will have a separate table and will have it’s own calculation.

**Name: profiles**

**Description**: This table holds the therapist profile information. The items in this table should only be edited through the worker profile page, in case that is not an option you can edit the item manually and it will reflected in the worker profile as well as in the calculation algorithm

**Name: provinces**

**Description**: This table holds the provinces shown on the main page, you can add or remove items from here directly in the database

**Name: rpt\_worker**

**Description**: This table holds the worker profile information shown on the worker profile page, this is a copy of Penelope’s worker profile table and should not be touched and this will also update every morning with the automatic script

**Name: video\_technology**

**Description**: This table holds the video\_technology used by CFIR, and is reflected in the worker profile page in the Video Technology section. You can add or remove items from this table manually

**Views**

**Name: financial\_view**

**Description:** This is a combined view of the invoice\_data table and the payment\_data table. This view is used to calculate the payment data. This View should not be edited unless necessary.