* 1. Accessing the main page:

1. Login to the main site.
2. Click on the “Administrator” tab.
3. This will lead you to a list of the different types of Drug Details that can be submitted to the site.
   1. View summary information:
4. Select the appropriate Detail to edit by clicking the link with the proper name.
5. This will lead you to a list of entries for the type you selected.
6. To filter out some of the entries, use the appropriate search filter.
7. To add a new entry of the current type, select the “New” button located above the search filters.
8. To edit the details of a Drug Detail, select the “Edit” link. To view the details of the value, select the “View” link. To remove an incorrect Drug Detail, select the “Delete” link.
   1. Adding a new Drug Detail:
9. Select the “New” button.
10. This will lead you to a new form page where you can enter all of the details for the Drug Detail.
11. If the information is correct, select the “Submit” button to confirm the new detail. To return to the summary page without saving the detail, select the “Cancel” button.
    1. Editing a Drug Detail:
12. Select the “Edit” link.
13. This will lead you to a form similar to the “New” form described above, but the fields will be filled with the details from the currently selected detail.
14. If you wish to keep the changes, select the “Submit” button to confirm. To return to the summary page without saving changes, select the “Cancel” button.
    1. View Drug Detail:
15. Select the “View” link.
16. This will lead you to a page that displays all of the information on the Drug Detail.
    1. Delete Drug Detail:
17. Select the “Delete” link.
18. There will be a prompt asking for confirmation for the deletion.
19. Select “Yes” to confirm, and continue on with the deletion. Select “No” to cancel the deletion.
20. The prompt will then disappear, and depending on your confirmation, the Drug Detail will be gone.