Tutorials for the Database.

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5. Signing In

To Sign in you must load the web page. Then put in your password and user name into the text boxes then click “submit”. If you do not have an account contact your database manager and have him put you into the system.

1. User permissions

Each user has assigned permissions to its account. Each user may only access the information that they permission to see.

1. Input forms

To use the input forms fill in every \_\_\_ then \_\_\_.

1. Output Reports

Simply click on the report you wish to access, if you have permission to access that report it will \_\_\_\_\_