

## ProtoCOL 3

### Adding a User - Quick Guide

When ProtoCOL is installed, three default user groups are created:

**ProtoCOL Admins**

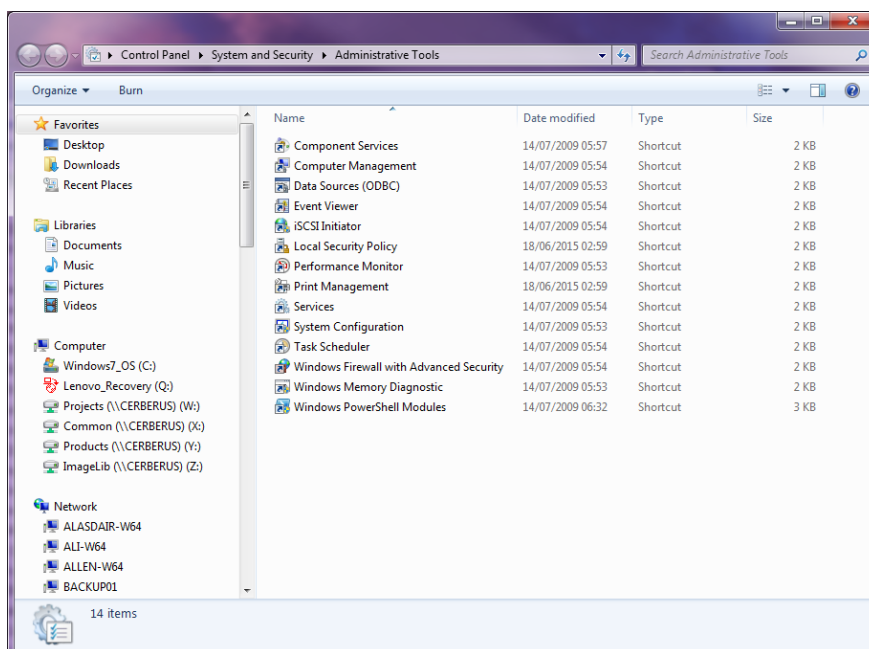
**ProtoCOL Advanced Users**

**ProtoCOL Users**

Every ProtoCOL user needs to be a member of one or more of these groups

1 Log onto system as Administrator

2 Access Computer Management



Access the Control panel

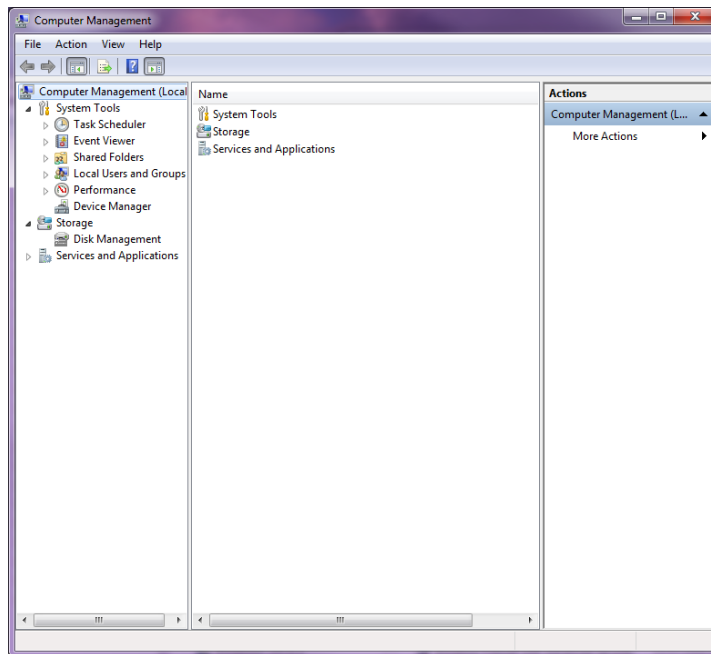
Select system and security

Click on Administrative Tools

Double click on Computer Management

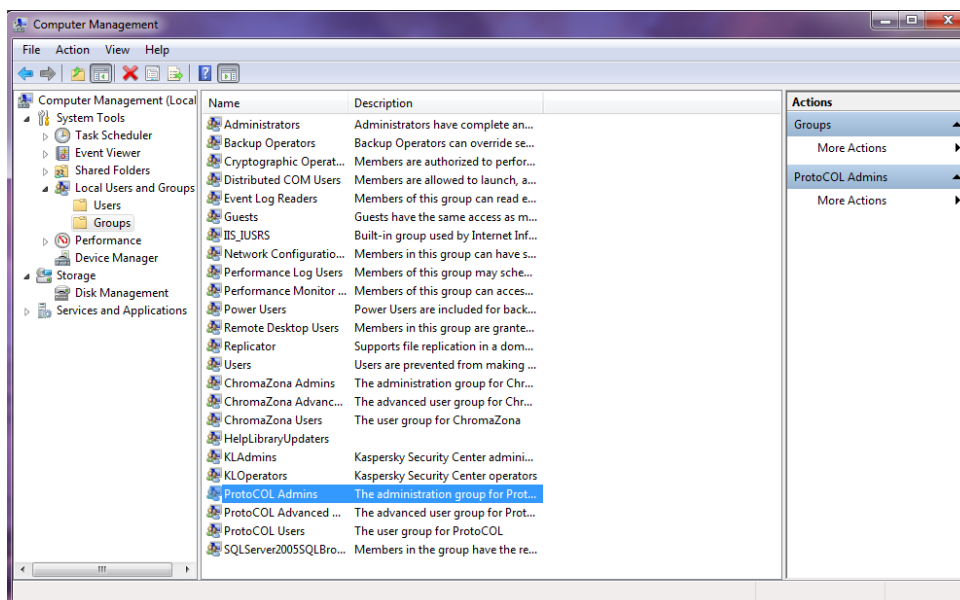
## 3

## Accessing the User Groups



Expand Local Users and Groups and click on Group folder

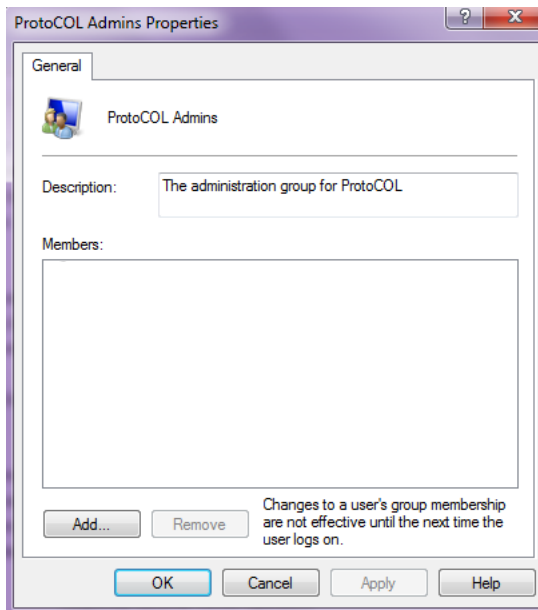
Select groups



Locate and double-click the ProtoCOL Admins group

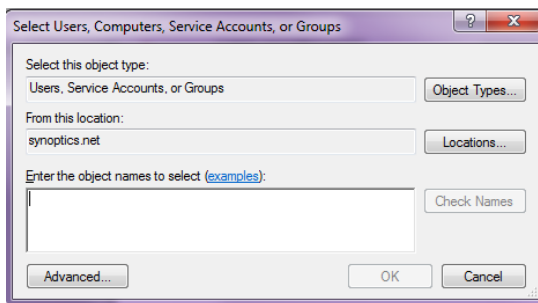
4

## Add a Single User



Click Add

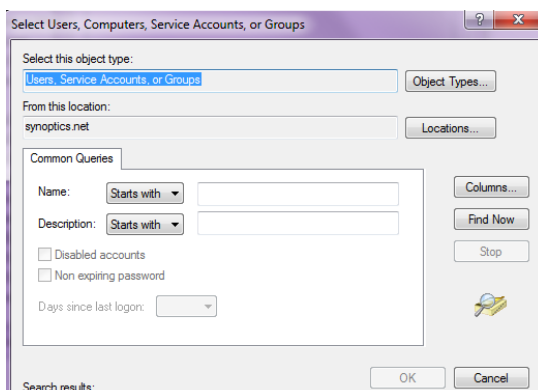
To add a single user, enter their username in the box labelled "Enter the object names to select" and click Check Names. Click OK to return to the ProtoCOL Admin Properties Dialog and the user has been added to the ProtoCOL Admins group



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## Add a Group of Users

Advanced...

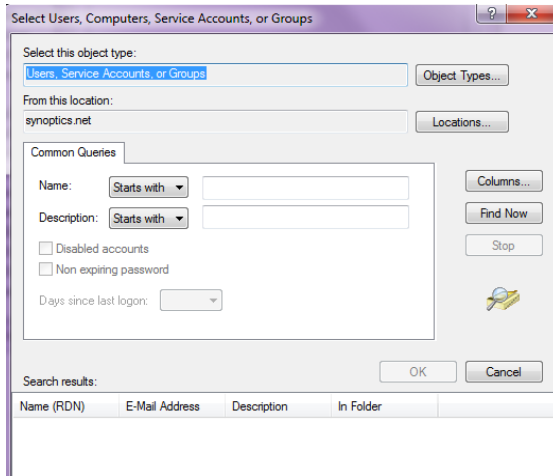


To add a group of users to a ProtoCOL group click Advanced on the page entitled "Select Users, Computers or Groups"

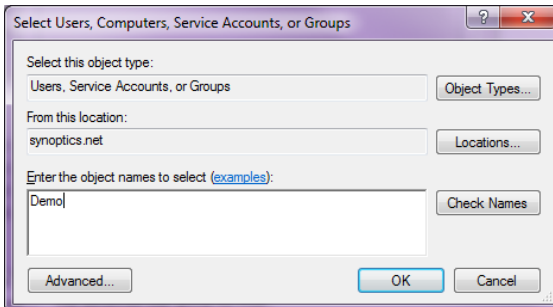
Then click Find Now

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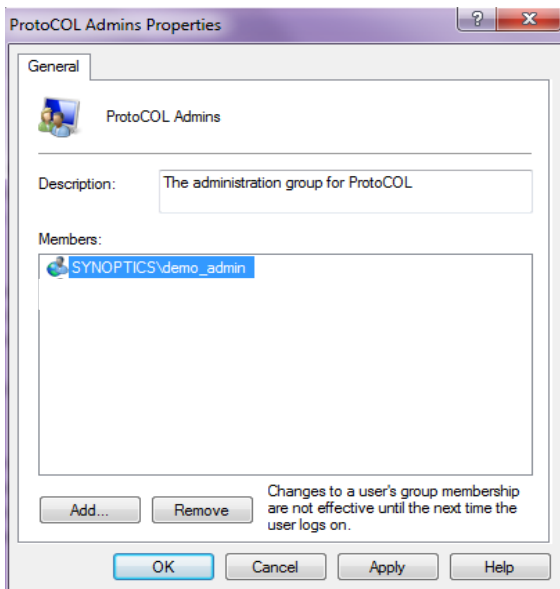
## Add a Group of Users (Cont)



Select the group you want to add and click OK



Click OK



Click OK to close the dialog

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