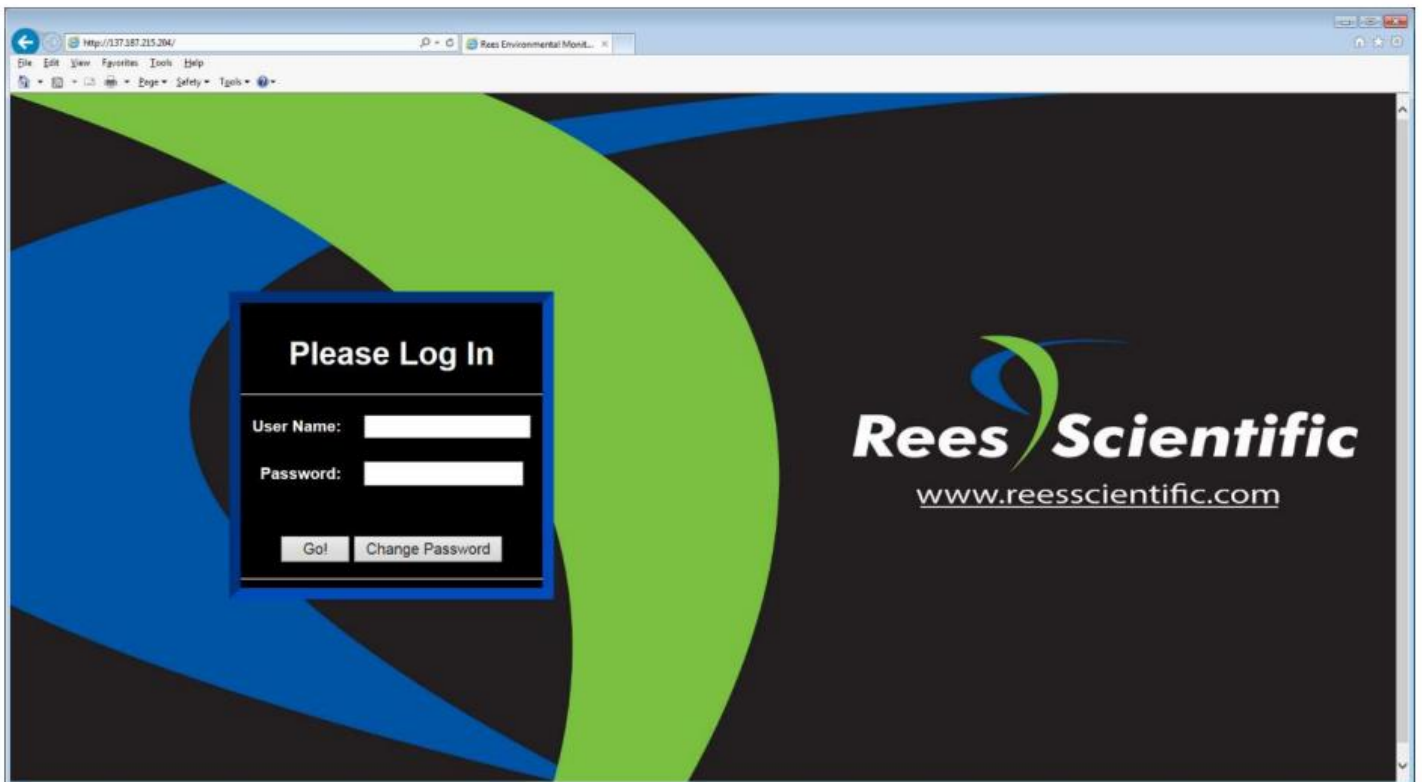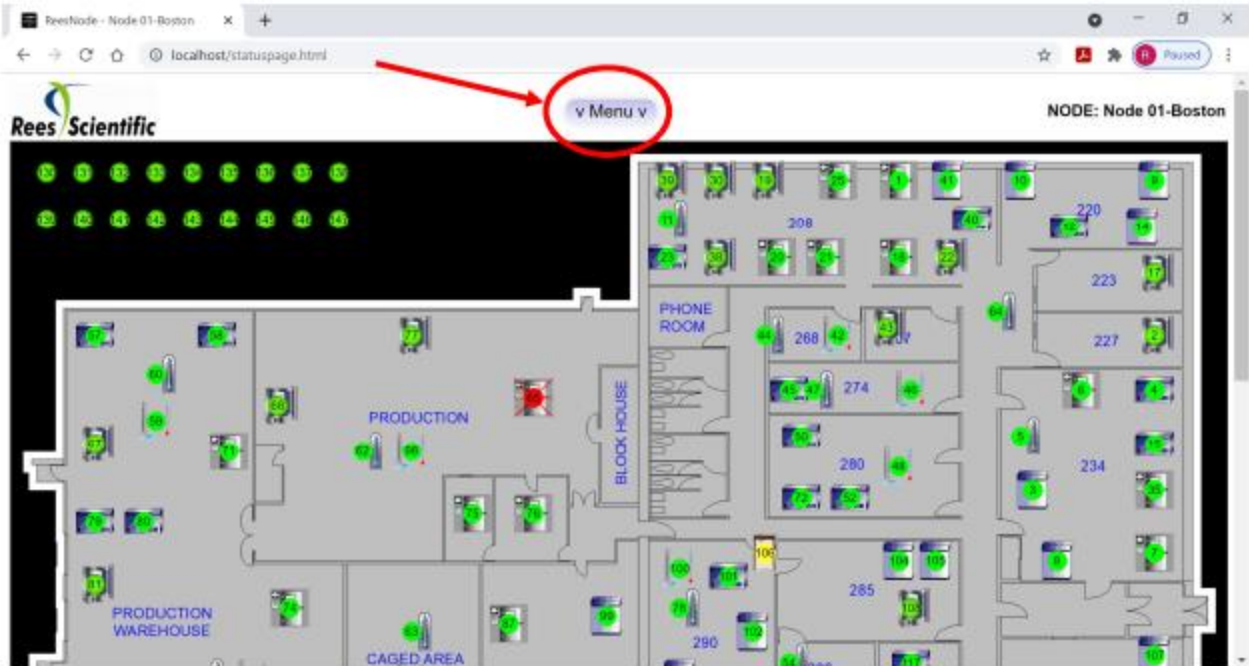# Rees Presidio "On the Go" Web Browser

Adding a new contact to system
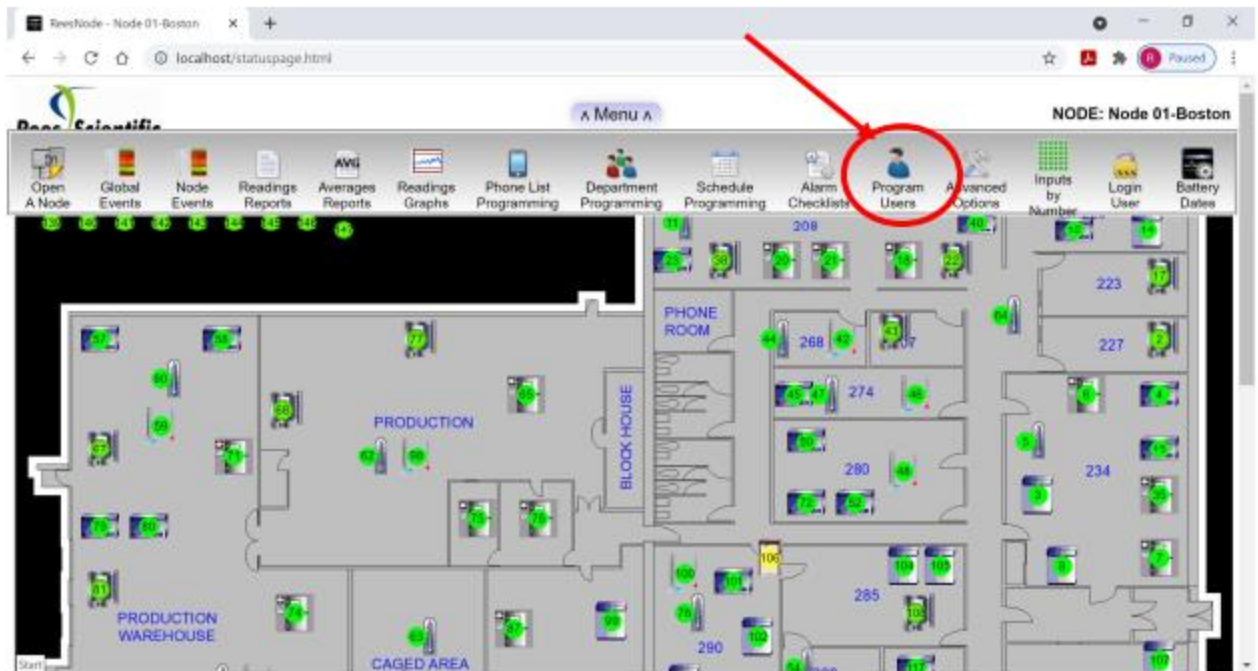
1. To access the Rees system, you must be on the Cleveland Clinic (either onsite or VPN). Type in your Type in your URL into the bar at the top of any web browser. i.e., http://cc-clrees57 (Pharmacy).

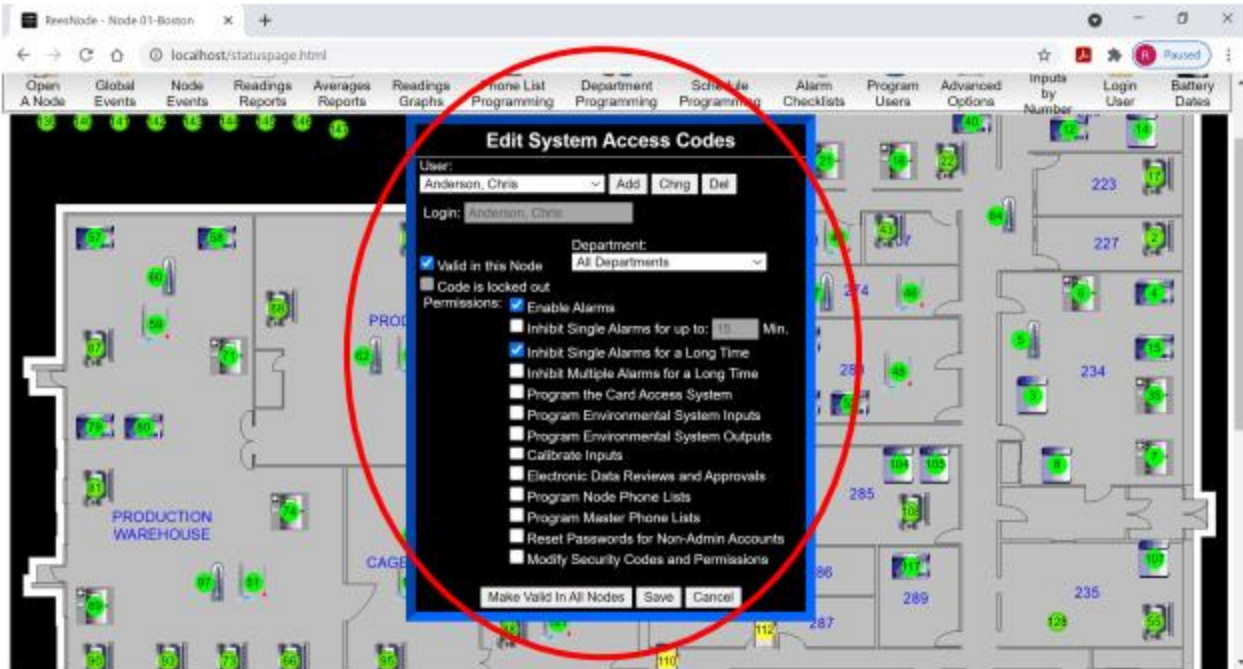2. Log in to the Rees system with your department's username and password.

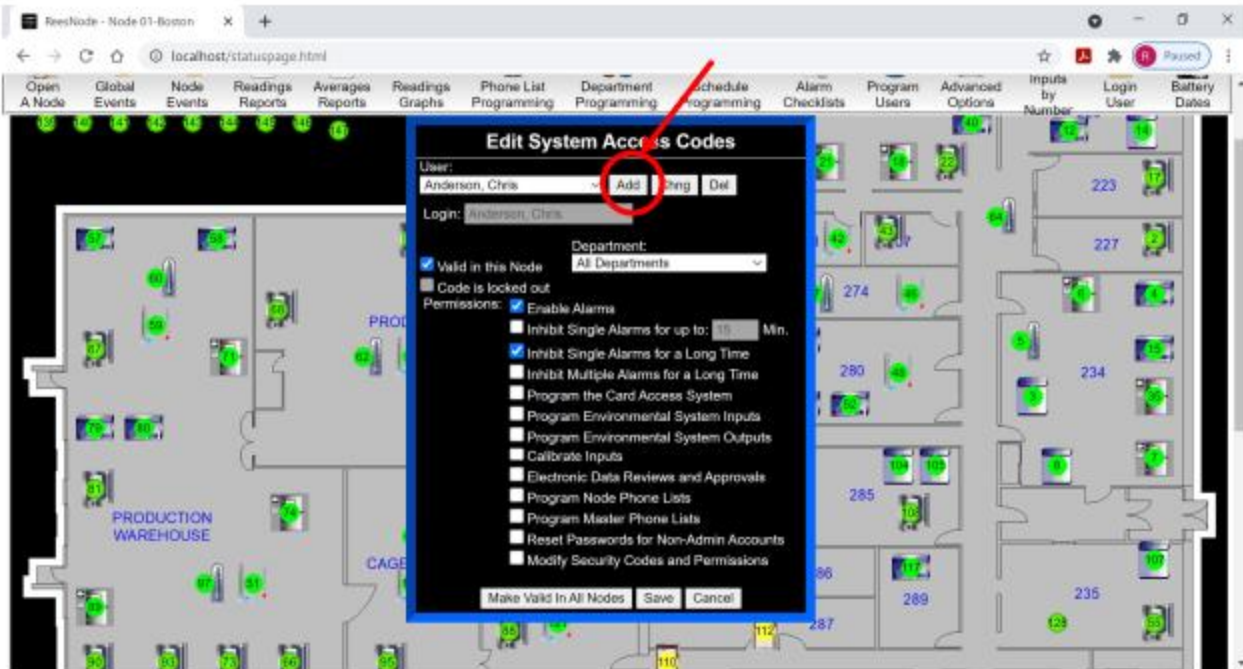## 3. Click on the Menu Icon.

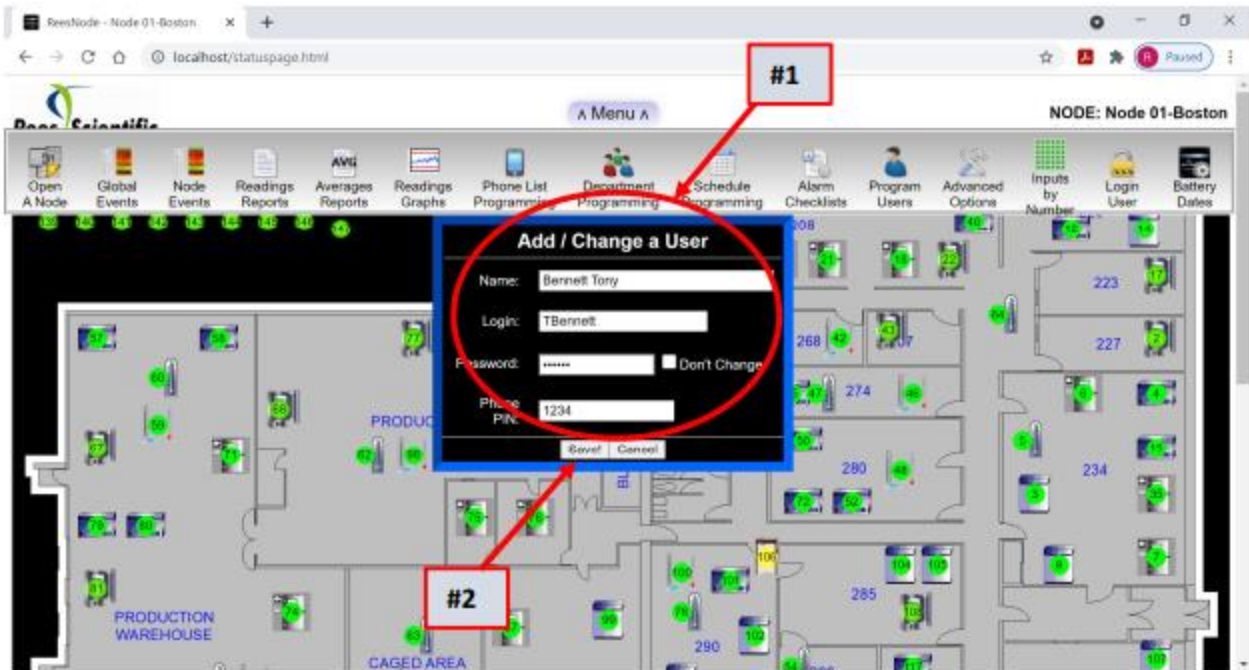## 4. The following window will be displayed. Click "Program Users" icon

5. The "Edit System Access Codes" will appear.

6. To add new user, click "Add"

7. **Add new user information, then click Save.**

8. Complete the following steps to set up new user.

    A. Scroll down to find new user

    B. Make Valid in Node

    C. Scroll to find department new user is to be associated with

    D. Give permission levels

    E. Click Save