

# Adding and Maintaining Users

**Stream Alert**

New Broadcast | List Manager | Reports | Help | Admin | User | Logout | ⓘ

1. Distribution | 2. Message | 3. Recipients | 4. Options | 5. Review

**Distribution** Method Selection

Broadcast Title: \*

Please Select 1 Or More Distribution Methods: \*

- Telephone
- Cell Phone
- Fax
- Email
- Text Messaging(SMS)
- Pager
- Survey
- Conference Call

Continue >

**Stream**

System Manager | User Manager | Documentation | Help | Admin | User | Logout | ⓘ

Users > | Security > | System >

Update  
Add  
 Delete  
 Search  
 Export  
 Import  
 Xerox Devices  
 Save-To-Folders  
 FTP Users

In the User's drop down menu, select 'Add'

Company:

Department:

Fax:

Email:

Dial-in ID:

User ID:

Billing Code:

Other Fax(s):

**Select Company**

Please Select a Company:

Select the company from the drop down menu, and then select 'Continue'

## Add User

Fill in the required fields and press submit to create a new record  
 "\*" denotes required fields

Enter the new user information and select 'Submit'

First: \*

Last: \*

User Name: \*

Company:

Department:

Fax:

Email: \*

Dial-in ID: \*

Password: \*

Active: \*  Active  In-Active

Sync State: \*  False

Role:

Fax Format:

Default Application:

Billing Code:

Other Fax(s):

Dial-in PIN:

Verify Password: \*

No Cover Page:

Personal Cover Page:

**Stream**

System Manager | **User Manager** | Documentation | Help | Admin | User | Logout | i

Users > | Security > | System >

*User added successfully  
no cover page submitted*

Once the user has been added successfully, the message above will appear .

To update, remove, search for, or add another user, return to the 'Users' drop down menu to choose the appropriate function and follow the prompts.

The screenshot displays the 'Stream' user management interface. At the top, there is a navigation bar with 'System Manager', 'User Manager', 'Documentation', and 'Help'. The 'User Manager' section is active, showing a dropdown menu with options: Update, Add, Delete, Search, Export, Import, Xerox Devices, Save-To-Folders, and FTP Users. The 'Search' option is selected, leading to a search form. The form includes a text input field for 'search for user(s)', a dropdown menu for 'Company' (set to 'Stream Communications'), and several other input fields: 'Department', 'Fax', 'Email' (highlighted in yellow), 'Dial-in ID', 'User ID', 'Billing Code', and 'Other Fax(s)'. A 'Multiple field operator' dropdown is set to 'AND'. A 'Search' button is located at the bottom of the form.

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