

Workflow 3: New User Creation

1. Once the project has been selected, the Project Users dialog box will be activated. Select an existing user from the list or create a new user with the following steps.
2. Select **Users>New** from the Project Users pull down menu.

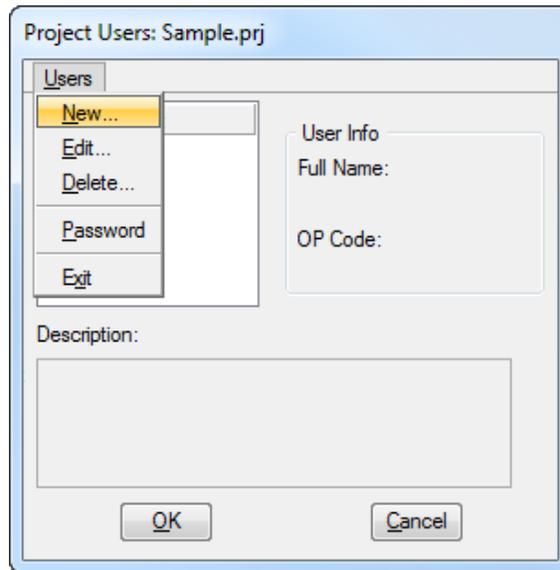


Figure 3.3-1: Project Manager Users

3. From the New Users dialog, shown below, fill in the Name, Full Name, OP Code, and, if desired, the Description fields.

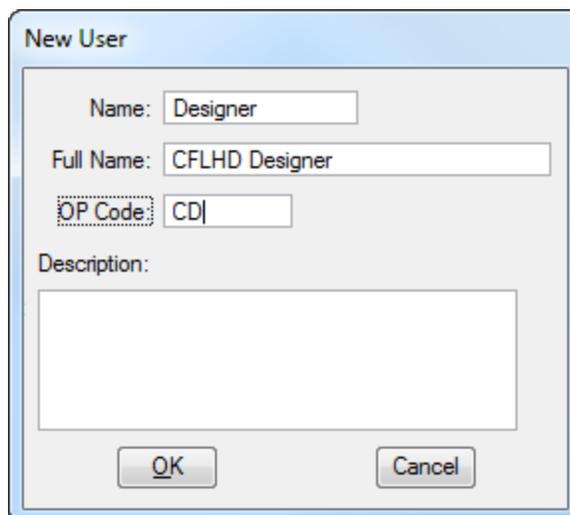


Figure 3.3-2: Create New User

For CFLHD projects, the following standards apply for filling in the New User dialog box:

- | | |
|-------------------|-------------------------------|
| Name: | Users first name |
| Full Name: | Users first and last name |
| OP code: | Users first and last initials |



4. Select the OK button once the information is correct.
5. Once the OK button is picked, GEOPAK will activate an alert box asking if you wish to define a password for this user. Click on the No button.

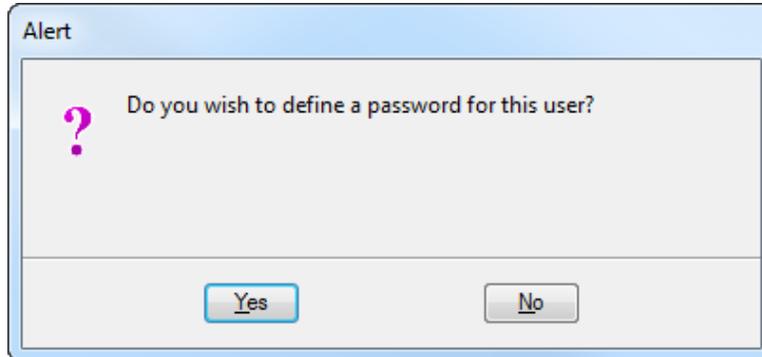


Figure 3.3-3: User Password

6. When finished you will be returned to the Project Users dialog box and the newly created user will be seen in the pick box on the left side of the dialog box. Select the user by double-clicking on the users name, or by highlighting the user and selecting the OK button.
7. This will activate the roadway design Project Manager dialog, as shown below.

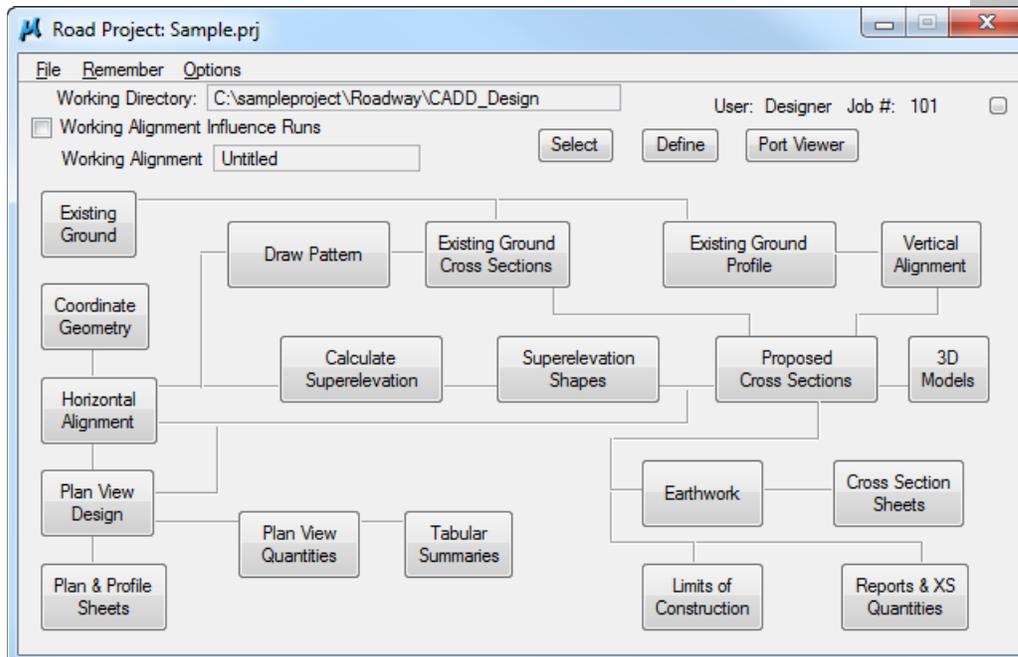


Figure 3.3-4: Project Manager Roadway Flow Chart

You have now completed the preliminary setup for Project Manager. The dialog above will be the starting point for many of the GEOPAK functions that have previously been accessed through GEOPAK pull-down menus or icons. The bottom sections of the project manager dialog, commonly referred to as the flowchart, will take you to the tools you have already been using. We will get into these tools in more depth in future chapters.