30 A System Administrator's guide to using System Configuration

System Configuration enables system administrators to add icons, contact and reference types.

How to use System Configuration

Simply follow the steps below

1. Go to the Administration function.
2. Expand the Configure System folder.
3. Select from the three options available: Attribute icon, Contact types, Reference types.

Attribute Icons

To add an attribute icon:

1. Click on the Add button.
2. Input the icon name.
3. Click on the Browse button to search for and select the required icon.
4. When you have completed the relevant information click on the Save and Close button.

You will then be able to find the attribute icon in the Administration function/Configure system/Attribute icons folder, where you can view, amend or delete it.

Attribute icons, such as an organisation's business card, can be used when setting up an individual's support team, as shown below.

Contact types

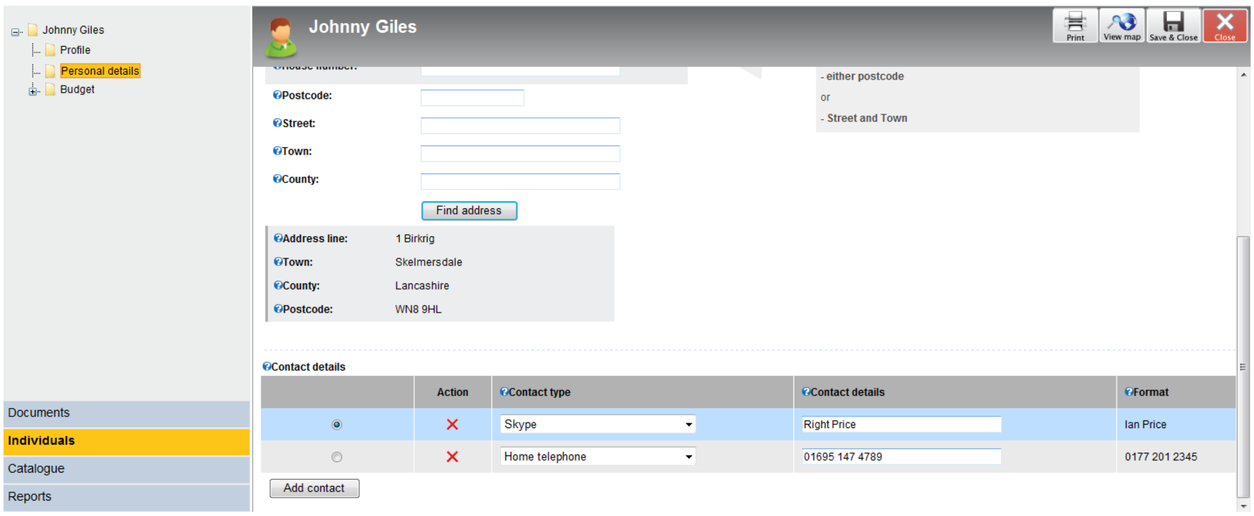
To add a contact type:

1. Click on the Add button.
2. Type the contact details.
3. When you have completed the relevant information click on the Save and Close button.

You will then be able to find the contact type in the Administration function/Configure system/Contact types folder where you can view, amend or delete it.

Please note, fields marked with an asterisk (*) are mandatory.

Contact types can be added to an individual's Personal details profile, as shown below.



Reference types

To add a reference type:

1. Click on the Add button.
2. Input the contact details.
3. When you have completed the relevant information click on the Save and Close button.

You will then be able to find the reference type in the Administration function/Configure system/Reference types sub folder where you can view, amend or delete it.

Reference types such as a membership number or any custom information can be added to the individual's further personal details, as shown below.