



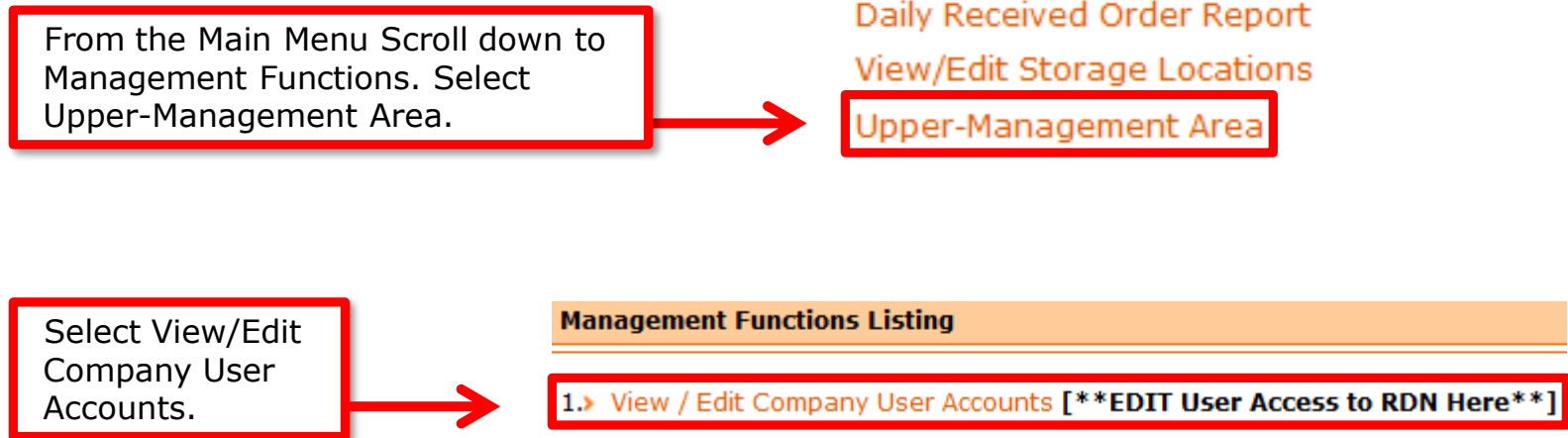
RDN Training Guide: Full Version Adding a New User





Adding a New User

To add a user into RDN, you will first need to create a profile. You may only add a New User if you are within your RDN User License. Contact RDN Support to purchase an additional User License if needed.





Adding a New User

Current User Licenses.

Using **56** of **72** User Licenses

Select Add
New User.

Add New User>>

(you will not be able to activate the new user unless you are below your max allowed users)

Select inactive
(New User).


No	(New User)
No	(New User)



Adding a New User

Each User Name must be unique. You may key in a password, or select Generate for a system generated password. Apply a check mark next to Show Password to obtain the system generated password.

Last Name:
First Name:
User Name:
New Password:

User
New
USER #65330
 Generate <input type="checkbox"/> Show Password
Reset

Enter new password here or click Generate below for system generated password

To receive emails from RDN, please enter a User Email. Password Reset Email field will be required for the User to receive Password Reset Emails.

User Email:
Password Reset Email:



Adding a New User

Restrict Allowed Login Day(s) by deselecting the day. You may change the allowed Login time, however the time must be configured to Arizona Time.

Allowed Login Days:
From:

M T W Th F Sa Su
midnight to 11:59:59

This MUST be figured in ARIZONA TIME (Current Arizona time: 11:36 AM)

To restrict Login by IP Address, enter IP Address is field provided and select <<Add.

Allowed IP Addresses:
(enter "ALL" for no restrictions)

ALL

<< Add (Current IP: 65.172.255.29)

Highlight IP Address to restrict Login by IP Address. Leave ALL highlighted for no restrictions.

Allowed IP Addresses:
(enter "ALL" for no restrictions)

65.172.255.2
ALL



Adding a New User

Apply permissions.
Administrator permission has access to all sections of RDN. Manager permission has limited administrative access to RDN. A user must have the Administrator or Accounting permission to access Accounting or perform accounting functions.

Apply Active permission.
Only an Active User has access to RDN.

- Allowed to create invoices:**
- New Order Email Notification:**
- Receive Updates From Other Users:**
- Fax Administrator:**
- Require Two Factor Authentication:** Inherit global setting TFA not setup
- View Clients:**
- Use Openlane:**
- Investigator:**
- Can delete photos and documents:**
- Administrator:**
- Manager:**
- Accounting:**
- Can use multisearch bulk options:**

- MATS Lookup:**
- License Plate Lookup:**
- MasterQueue Billing:**
- Can Purchase Key Services:**

- Active:**



Adding a New User

Modify User [changes will not take effect until user logs out]
Cancel

Click Modify User to complete adding the New User to RDN. They may now login.

www.recoverydatabase.net

HOME

ABOUT US

AGENTS

LENDERS

FORWARDERS

CONTACT US

LOGIN