Setup > Admin

The Setup > Admin screen allows users to be added to the system, determines what role the user should have within the system, and allows for a password reset for admins.

1. Click Setup, then select Admins

☆ Ho	ome	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹
Home) In	nformatio	on								Semes	ter
											Classr	oom
Infor	mation	1									Classr	oom Summary
Notic	e: The	DayCar	e Works and	SchoolCare W	orks office	es will be	closed July	3 in observa	nce of Inde	epender	Rates	
Mon	tay, Jul	y 6.									-	
_		_									Fees	
			_	Cla	Classroom List					Vacati	on	
	1			31	Contor			Classroot		Party		
Infor	mation	4	Schedules	Semester	DC	N Transa	tional- CF	NTER 1		Tytende	Sched	ule
					DC	N Transa	ctional- CE	NTER 1		Extende	Bus	
	11		S٩	2	DC	N Transa	ctional- CE	NTER 1		- ull Day		
	Birthday Billing				DC	N Transa	ctional- CE	NTER 1	1	nfants	Healtr	1
Birl			Billing	Pending	DC	DCW Transactional- CENTER 1 PM, Af Room,		PM, Afte Room, N	Check	list		
					DC	N Transa	ctional- CE	NTER 1	1	Summer	Daily S	Sheets
	0		2	282	DC	N Transa	ctional- CE	NTER 1		Week 1	Admir	IS
Decis	mations		Changes	New Temily	DC	N Transa	ctional- CE	NTER 2	1	Summer	Syster	n Config
Regis	rations		Changes	New Family							Syster	ii Coning

2. On the Admins screen, all listed users have a username and password to log into the website. This list contains users setup under Staff > Staff List <u>and</u> Setup > Admins

Admi	n List					
		User Name	First Name	Last Name 🔺	Email	
1	0	Sector Sector	and a second	and the second sec	and the second second	×
1		littlebopeep	Little	BoPeep		×
1		and the second sec	1000	10.00	and the second se	×
1	-	CGdemo	CGdemo	CGdemo		×
1	-	DCWSAFull	DCWSAFull	DCWSAFull		×
1	-	SiteDirector	Site	Director		×
1	-	SiteDirector1	Site	Director		×
1	-	cgjanedoe	Jane	Doe		×
1	-	TransactEmployee	Transact	Employee		×
1	-	CONTRACTOR OF A	100	- Constitution of		×
1						×
1	-	BurtonandJenifer	Burton	Jenifer		×
1	-	ListingUser	ListingUser	ListingUser		×
1		100 million (100 million)	100			×
1	0	1000		1.000	and the second se	×
	-	:0	D	Duting and	Tromeilare	-

3. To edit the user's role detail, click the Modify icon in the left column

up -> Admins							
Admin List							
	User Name	First Name	Last Name 🔺	Email			
1	100 C	and the second se	and the second se	And the second second	×		
1	littlebopeep	Little	BoPeep		×		
/	1000	100	10 million 10	and the second second	×		
1	CGdemo	CGdemo	CGdemo		×		
/	DCWSAFull	DCWSAFull	DCWSAFull		×		

4. The details will display in the Administrator Information section below

Administrator Info	rmation			
• User Name:	littlebopeep			
* First Name:	Little			
* Last Name:	ВоРеер			
Status:	Active 🗸			
Center:	Site Administrator (Full Access)	~	DCW - Transactional	
	Site Administrator (Full Access)	~	DCW Transactional- CENTER 1	
	Site Administrator (Full Access)	~	DCW Transactional- CENTER 2	
l	Apply To All	Selections		
Roles:	No Access	~		
APPLY ALL				
Email:	disadaria.			
* Password:	•••••			
Confirm Password:				
SAVE				

- The Username is read-only. Once a username is set, it cannot be changed
- First Name/Last Name these can be changed at any time
- Status set the admin's status as Active or Inactive. This determines if they can log into the site
- Center select the user role for each site/facility, or
- Select the role under the Roles section to apply to all centers
- Add an email address
- Password use this field to change the user's password, then click Save