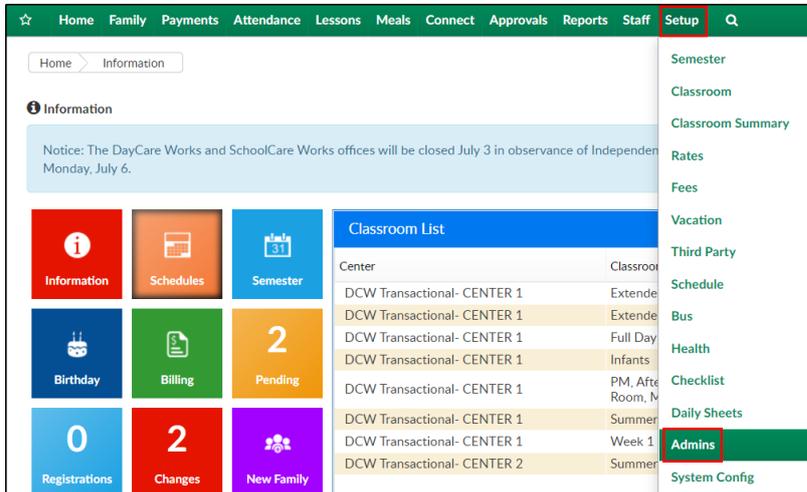


Setup > Admin

Last Modified on 06/29/2020 9:35 am EDT

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



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 and Setup > Admins

The screenshot shows the 'Setup -> Admins' screen with a table titled 'Admin List'. The table has columns for 'User Name', 'First Name', 'Last Name', and 'Email'. Each row includes a blue pencil icon for editing and a red 'X' icon for deleting. The following table represents the data shown in the screenshot:

	User Name	First Name	Last Name	Email	
	[blurred]	[blurred]	[blurred]	[blurred]	
	littlebopeep	Little	BoPeep	[blurred]	
	[blurred]	[blurred]	[blurred]	[blurred]	
	CGdemo	CGdemo	CGdemo	[blurred]	
	DCWSAFull	DCWSAFull	DCWSAFull	[blurred]	
	SiteDirector	Site	Director	[blurred]	
	SiteDirector1	Site	Director	[blurred]	
	cgjanedoe	Jane	Doe	[blurred]	
	TransactEmployee	Transact	Employee	[blurred]	
	[blurred]	[blurred]	[blurred]	[blurred]	
	[blurred]	[blurred]	[blurred]	[blurred]	
	BurtonandJenifer	Burton	Jenifer	[blurred]	
	ListingUser	ListingUser	ListingUser	[blurred]	
	[blurred]	[blurred]	[blurred]	[blurred]	
	[blurred]	[blurred]	[blurred]	[blurred]	

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

Setup -> Admins

Admin List					
	User Name	First Name	Last Name ▲	Email	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	littlebopeep	Little	BoPeep	[REDACTED]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CGdemo	CGdemo	CGdemo	[REDACTED]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DCWSAFull	DCWSAFull	DCWSAFull	[REDACTED]	<input type="checkbox"/>

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

Administrator Information	
* User Name:	littlebopeep
* First Name:	<input type="text" value="Little"/>
* Last Name:	<input type="text" value="BoPeep"/>
Status:	<input type="text" value="Active"/>
Center:	<input type="text" value="Site Administrator (Full Access)"/> DCW - Transactional <input type="text" value="Site Administrator (Full Access)"/> DCW Transactional- CENTER 1 <input type="text" value="Site Administrator (Full Access)"/> DCW Transactional- CENTER 2
Apply To All Selections	
Roles:	<input type="text" value="No Access"/>
<input type="button" value="APPLY ALL"/>	
Email:	<input type="text" value="[REDACTED]"/>
* Password:	<input type="password" value="....."/>
* Confirm Password:	<input type="password"/>
<input type="button" value="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