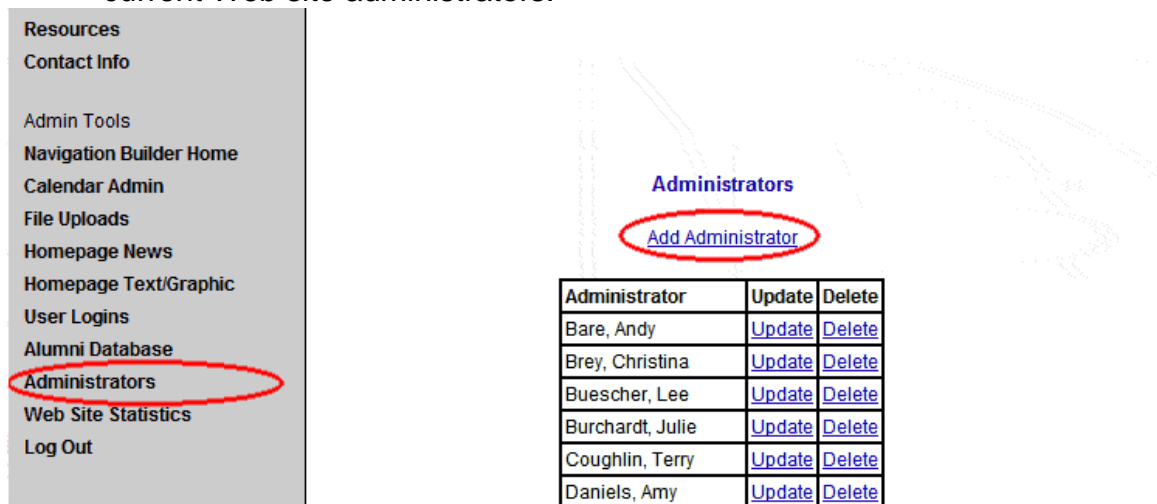


ADMINISTRATORS

This tool allows you to set up as many Web site administrators as you need. A Web site administrator is any individual in your organization that will need to work on and/or maintain your Web site. Best of all, you will be able to give as little or as much administrative permissions to each unique individual, as is necessary.

ADDING A WEB SITE ADMINISTRATOR:

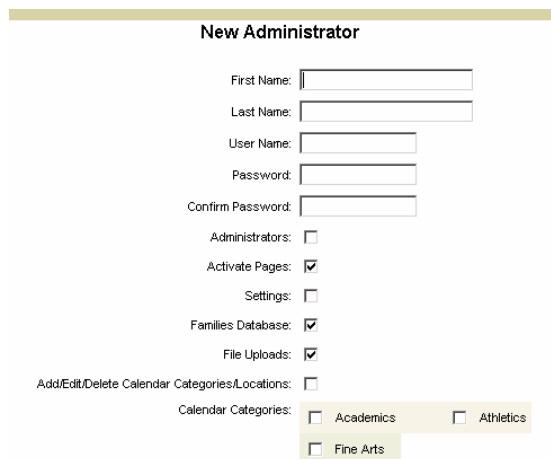
- 1) Click on the Administrators link on the administration toolbar.
- 2) The Administrators page will result. This page will display all of your current Web site administrators.



The screenshot shows the 'Administrators' page. On the left is a sidebar menu with the following items: Resources, Contact Info, Admin Tools, Navigation Builder Home, Calendar Admin, File Uploads, Homepage News, Homepage Text/Graphic, User Logins, Alumni Database, **Administrators** (circled in red), Web Site Statistics, and Log Out. The main content area is titled 'Administrators' and features a red circle around the 'Add Administrator' link. Below this is a table listing current administrators with 'Update' and 'Delete' links for each.

Administrator	Update	Delete
Bare, Andy	Update	Delete
Brey, Christina	Update	Delete
Buescher, Lee	Update	Delete
Burchardt, Julie	Update	Delete
Coughlin, Terry	Update	Delete
Daniels, Amy	Update	Delete

- 3) Click on the Add Administrators link at the top of the page.
- 4) The New Administrators page will result.



The 'New Administrator' form contains the following fields and options:

- First Name:
- Last Name:
- User Name:
- Password:
- Confirm Password:
- Administrators:
- Activate Pages:
- Settings:
- Families Database:
- File Uploads:
- Add/Edit/Delete Calendar Categories/Locations:
- Calendar Categories: Academics Athletics Fine Arts

- 5) Type in the required information for each of the fields.
 - a. First Name: Type in the administrator's first name.
 - b. Last Name: Type in the administrator's last name.

- c. User Name: Type in the user name that this administrator will be using to log into the administrative area of the Web site.
 - d. Password: Type in the password that this administrator will be using to log into the administrative area of the Web site.
 - e. Confirm Password: This will make sure that you entered your password into the system correctly. Type in the same password that you put in the previous field.
 - f. Administrators: Check this box if this individual should be able to add other new administrators AND change the permissions of other administrators. **We strongly recommend that you limit this permission to the top 2-3 administrators in your organization.**
 - g. User Side Logins: Check this box if this individual should be able to setup user side logins.
 - h. Alumni Database: Check this box if this individual should be able access the alumni database. This individual will be able to make changes to the database.
 - i. Homepage News/Text/Graphics: Check this box if this individual should be able to edit the main homepage.
 - j. Activate Pages: Check this box to allow this individual to make pages active or inactive. You may want to have someone work on the site but want to restrict them from being able to make the page go live without prior authorization.
 - k. Add/Edit/Delete Calendar Categories/Locations: This individual will be able to edit the calendar categories and locations. To maintain a clean database of categories and locations, you should limit the number of administrators with this level of access.
 - l. Calendar Categories: Check all the categories that this administrator should be able to edit. He/she will not be able to add events to categories that are not checked.
- 6) Set up the appropriate page level permissions for this individual.

- a. The page permissions table will contain two columns of permission options.
- b. The first column will allow this administrator to Add/Update/Delete all pages in this section and below.
- c. For example, in the diagram to the right, the individual will be able to edit the Mrs. Johnson page AND the Links, Photo Gallery and Online Survey pages below it. In addition, this administrator will be able to add new pages as 3rd level links below the Mrs. Johnson page.

Add/Update/Delete all pages in this section and below	Update only the contents of this individual page	
<input type="checkbox"/>	N/A	Links
<input type="checkbox"/>	<input type="checkbox"/>	Home
<input type="checkbox"/>	<input type="checkbox"/>	Our Mission
<input type="checkbox"/>	<input type="checkbox"/>	Staff Profiles
<input type="checkbox"/>	<input type="checkbox"/>	Faculty Web Pages
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mrs. Johnson
<input type="checkbox"/>	<input type="checkbox"/>	Links
<input type="checkbox"/>	<input type="checkbox"/>	Photo Gallery
<input type="checkbox"/>	<input type="checkbox"/>	Online Survey
<input type="checkbox"/>	<input type="checkbox"/>	Mr. Floyd
<input type="checkbox"/>	<input type="checkbox"/>	School News
<input type="checkbox"/>	<input type="checkbox"/>	School Calendar
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Calendar
<input type="checkbox"/>	<input type="checkbox"/>	Academics Calendar

- d. The second column will allow this administrator to Update only the contents on this individual page.
- e. For example, in the diagram to the right, the individual will be able to edit the Mrs. Johnson page only! She will **not** be able to touch the Links, Photo Gallery, Online Survey or any new pages that are added.
- f. With this permissions table, you can check off as many boxes as apply and are able to check some in the 1st column and in other places the 2nd column.
- g. Once all the fields have been filled and the appropriate permissions have been checked, click the Add button.
- h. To make sure this was done properly, you may want to log out of the system and log in as the new administrator. This way you can make sure that this individual does not have any rights that she is not supposed to have.

Add/Update/Delete all pages in this section and below	Update only the contents of this individual page	
<input type="checkbox"/>	N/A	Links
<input type="checkbox"/>	<input type="checkbox"/>	Home
<input type="checkbox"/>	<input type="checkbox"/>	Our Mission
<input type="checkbox"/>	<input type="checkbox"/>	Staff Profiles
<input type="checkbox"/>	<input type="checkbox"/>	Faculty Web Pages
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mrs. Johnson
<input type="checkbox"/>	<input type="checkbox"/>	Links
<input type="checkbox"/>	<input type="checkbox"/>	Photo Gallery
<input type="checkbox"/>	<input type="checkbox"/>	Online Survey
<input type="checkbox"/>	<input type="checkbox"/>	Mr. Floyd
<input type="checkbox"/>	<input type="checkbox"/>	School News
<input type="checkbox"/>	<input type="checkbox"/>	School Calendar
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Calendar
<input type="checkbox"/>	<input type="checkbox"/>	Academics Calendar

UPDATING AN ADMINISTRATOR:

- 1) Click on the Administrators link on the administration toolbar.
- 2) The Administrators page will result. This page will display all of your current Web site administrators.

Administrators

[Add Administrator](#)

Administrator	Update	Delete
Anderson, Susan	Update	Delete
Tim, Johnson	Update	Delete
Vander Berg, Mike	Update	Delete

- a) Update: Click this link to change a user name, password, permission levels or anything else that relates to this administrator.
- b) Delete: Click this link to delete an administrator. Once you delete an administrator, you will be unable to restore this individual's account. (You would need to create a new account.)