

Setting up your Team by giving them Access

Once you get your Auction site address and admin login information, the first thing you are likely going to want to do is add the rest of your team to the user list.

If you have admin rights you can solve access problems for anyone on your team. Having another admin is a safety in case you forgot your password.

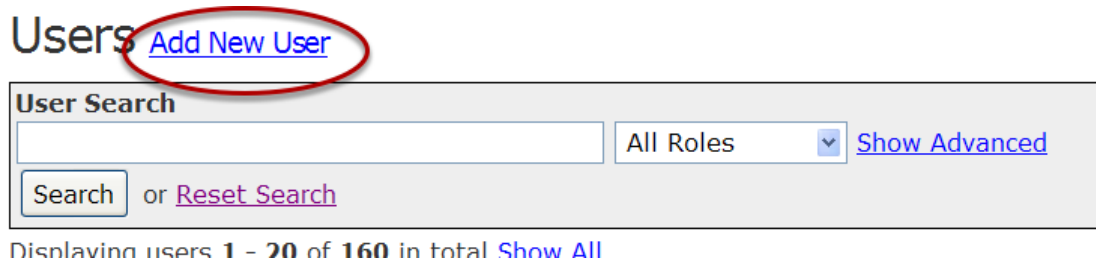
User Roles and What Each Can Do

Admin Can do everything but Delete Orders.

Volunteer (Defined by limitations) No Admin page access. Cannot delete Users.

Staff Same as volunteer but appropriate where organization is paying those doing the work.

Adding a New User



The screenshot shows a web interface for managing users. At the top left, the word "Users" is displayed. To its right, a blue link "Add New User" is circled in red. Below this is a "User Search" section containing a search input field, a dropdown menu set to "All Roles", and a "Show Advanced" link. Below the search field is a "Search" button and a "Reset Search" link. At the bottom of the search section, it says "Displaying users 1 - 20 of 160 in total" with a "Show All" link.

1. Logon
2. Click on **User** tab .
3. Click on **New user** link.

New user

Is business:

First name Last name

Login

Password Confirm Password

Address

City State Zip

Relationship to organization

Tracking ID

Contact Information

	Primary	Secondary
Phone	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	NA
Website	<input type="text"/>	NA
Email	<input type="text"/>	<input type="text"/>
Instant Message	<input type="text"/>	<input type="text"/>

Seating Preference

Name

Close to:

Relationship to Organization

Name

Choose from List

Roles

Member of Available Roles

Required fields (numbered) to set up team member accounts:

1. Login (Recommend a pattern you can remember such as e-mail or Initial-last name combination.)
2. Password (Recommend a pattern such as changeme so you have less to remember.)
3. Name
4. Choose role (Admin, Volunteer, or Staff)

5. Move it in the direction of the box you want using the arrows.
6. The role will move.

Click on **Create** button at bottom of screen to save your work.

Repeat until you have as many volunteers and admin as you need. You can also use this to reset passwords or recover forgotten logins.

Seeing who is on Your Team

Users [Add New User](#)

User Search

or [Reset Search](#)

All Roles
 All Roles
 Guest
 Admin
 Volunteer
 Ticket Holder
 Donor
 Online Auction
 POS Operator
 POS Customer
 Staff

[Show Advanced](#)

Displaying users 1 - 30 of 50 in total

Name	Email	Role *	Last Updated	
Tofino Volunteer		Volunteer	about 1 month	Edit Delete
Joe Volunteer		Volunteer	less than a minute	Edit Delete
Baba Ganoush		Guest, Ticket Holder	3 days	Edit Delete
baba ganesh		Guest, Ticket Holder	3 days	Edit Delete
no paycheck		Guest, Ticket Holder	3 days	Edit Delete

Sortable Columns (click to re-sort)

1. Go to the User tab.
2. Search by Role.
3. Sort columns by role, name, last updated etc.