Understanding the Administrator Panel

When you log in to Jasperactive as an administrator, you land at the administrator panel associated with your log in level. Your administrator panel allows you to view the number of active entities assigned to your administrator account.

The name of the panel and the options you have available will vary depending on the administrator account level (Distributor, Reseller, Hub, or Center) at which you log in.

The following figure displays an example of the Distributor Panel, which appears when you log in as a distributor administrator.

The numbers that appear within the parentheses to the right of the option names in the panel indicate the number of entities in your organization.

For example, two active resellers have been set up by the administrator for the Tolano distributor. There are also two hubs, five teachers, and 12 students who are registered among the nine centers associated with Tolano.

To access the information for any of the options in the panel, click that option. The following table describes each option, not all of which are available at all administrator levels.

Option	Description
Resellers	Organizations that are selling the product on your behalf
Hubs	Divisions in an organization or category of entities in which Jasperactive will be used, such as a school district or central office location
Centers	Subdivisions in an organization or category of entities in which Jasperactive will be used, such as a school within a school district, or a branch location
Teachers	People who have been designated as teachers at a hub or center within your organization
Students	Students who have activated their Jasperactive licenses at an entity within your organization
Distributor Kit	A package of resources provided to help you market and sell Jasperactive to your clients
Find Users	A search function you can use to find a user or users within your organization assigned to one or more user roles
License Inventory	Review, request, or renew one or more licenses you have purchased; you can also view the number and type of active licenses purchased
Reports	Displays a Partner Tree of the hierarchy of entities within your organization. You can generate administrative reports at any level in the hierarchy to view information about a specific entity and all entities below it.

In the Distributor, Reseller, and Hub administrator levels, a **Centers with Licenses About to Expire** link appears that provides you with information about any licenses that are due to expire.

Not all options are available at all administrator levels. For example, the following figure shows the administrator panel for a center administrator. The available options reflect the appropriate administrator account level.
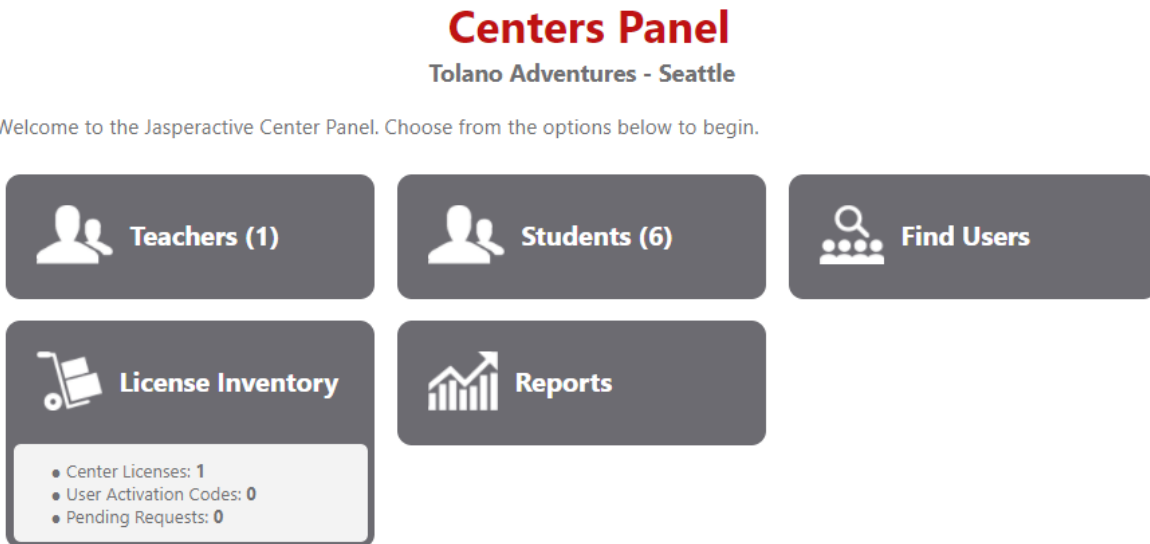
If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.

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