

Adding a Center Administrator

This document explains how to add a center administrator.

You can manage a center at the Client Manager, Distributor, Reseller, and Hub administrator levels.

Step 1: Log in to [Jasperactive](#). If necessary, select an administrator role from the Role menu.

Step 2: Click the **Centers** option in the panel to display the Centers page.

Centers

[+ Add Center](#)

Search Centers

In this section you can create, search, edit and view centers.

Center: **Country:** **State/Province/Region:** **City:**

Active Licenses: **Purchase Order:** **License Code:**

User Activation Codes
 Center License
 Filter results with less or equal than to the specified amount.

Only show Centers with license requests or renewal requests
 Show Centers who only depend directly on me
 Active Centers

[Search](#)

Step 3: Enter criteria if desired, then click the **Search** button to display the results.

Centers

[+ Add Center](#)

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[Search](#)

Icon Notation: Center

Center	Available Center Licenses	Available Codes	License Requests or Renewal Requests	Country	State/Province/Region	City	Options
TA - Seattle	1	1	0	United States	Washington	Seattle	
Tolano Education	0	0	0	United States	Arizona	Phoenix	

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Step 4: In the search results table, locate the row for the center for which you want to add an administrator, and in the **Options** column, click the (**pencil**) icon.

The General Info window appears.

Centers
Tolano Adventures => Tolano Education
Center

General Info Licenses Administrators Office 365 Authentication

Please complete the fields to complete the center information.

Mandatory fields *

Organization Name: * Tolano Education Phone Number: +1 () - - Ext.

Address Line 1: Address Line 2:

Country: * United States State/Province/Region: * Arizona

City: Phoenix Zip Code/Postal Code:

Active
Internal Identifier: 874

Cancel Save

Step 5: Click the **Administrators** tab to view the current center administrators.

Centers
Tolano Adventures => Tolano Education
Center

General Info Licenses **Administrators** Office 365 Authentication

Add

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

There are no administrators

Return

Step 6: Click the **Add** button. The Search User options appear.

Step 7: You can search for an existing user or add a new user. The table below outlines each option.

Search for an Existing User

1. Click the **Existing User** radio button.
2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role.
3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.

Current User Roles		
Partner Type	Partner	Role
Center	TA - Seattle	Center Admin

4. Click the **Add** button to designate this person as the Center Administrator.

A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

Add a New User

1. Click the **New User** radio button. The Add Administrator screen appears.

2. Complete the form as directed and then click **Save**.
A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Curtis	Gorski	cgorski@tolano.com	<input checked="" type="checkbox"/>	

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Add (top right)

Return (bottom right)

To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you want to access, and in the **Options** column, click the (pencil) icon.

To delete an administrator, locate the row for the administrator you want to delete, and in the Options column, click the **X** icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Centers page, click the **Return** button.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.