How can <u>YOUR CHURCH</u> add/edit users?

☐ Types and Permissions

A list of the users and some info about them

User Types:

1 - **ADMIN**: Can create all kinds of new users (*including ADMIN accounts*), manage and "attach" groups to some users, set "full permission", change main configuration, switch modes, full access to the Dashboard and access LOG data

2 - **MANAGER**: Can manage and create their own users (*including other MANAGER accounts, but not ADMIN - Can also access their data*), create/manage and "attach" users to groups, submit new Background Checks into any group they have access, download final PDF reports, export Dashboard data and access their own LOG

3 - **STAFF**: Can access all Background Check requests within the groups they were added into, submit new BC and download the final PDF reports
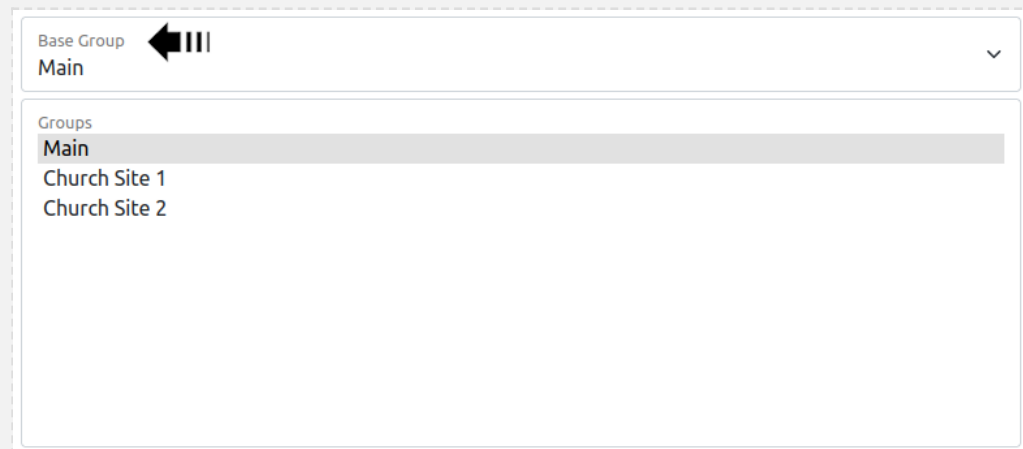
4 - **MONITOR**: Can access all Background Check requests within the groups they were added into (*but not download the final PDF reports*) and submit new BC

5 - **USER**: This kind of user should be "attached" to a single and special group of type *USER* and will be able to request a new Background Check (*into the attached group*), only see their own requests and won't be able to download the final PDF report

Groups

For all users, you can set the following group permissions:

1 - Base Group: This is the group that will be used when requesting a new Background Check

Base Group ◀ |||
Main   ∨

Groups
Main
Church Site 1
Church Site 2

2 - Groups: All other groups that will be listed and that the user can view details and depending on the user type, download the final PDF report

Base Group
Main

Groups
Main
Church Site 1
Church Site 2

☐ Special Configuration

There are a couple important configurations for every user

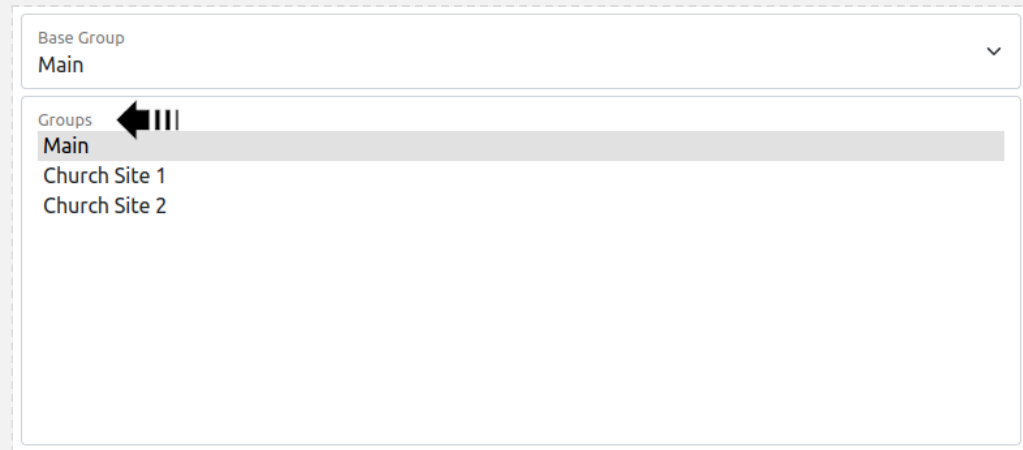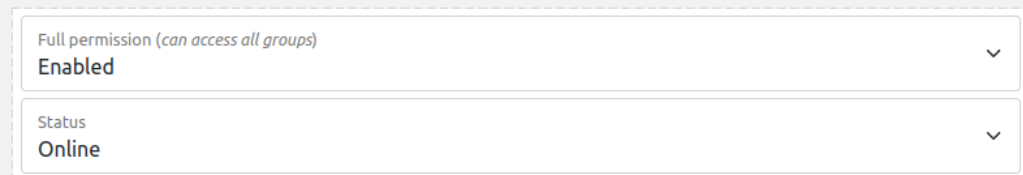1 - **Full Permission**: You can have an user type different of ADMIN with "full permission", which means that this user can access all groups, requests and final PDF reports. This is useful for having "special" users (*without the ADMIN or MANAGER privileges*), but also without the need of manually adding all groups into that user. All groups created in the past or future, will be visible by an user with "Full Permission" enabled

2 - **Status**: You can change a user status into "Blocked", which means the user and his data will remain active, but the user won't be able to get logged in

Full permission (*can access all groups*)
Enabled

Status
Online