


How can YOUR CHURCH add/edit users?

































Types and Permissions

A list of the users and some info about them


SecureSearch

[+ New User](#)

Main Users

| | |
|---|--|
| <div style="display: flex; align-items: center; gap: 5px;">  Jónatas Eridani  jonataseridani@gmail.com  Admin  Groups: Main </div> | Online  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 3/30/2023, 4:56:05 PM</small> <small>Last Login: 4/2/2023, 6:51:41 PM</small> <small>Base Group: Main</small> <small>Logins: 18</small> <small>Full permission: Enabled</small> </div> | |
| <div style="display: flex; align-items: center; gap: 5px;">  Steve Durie  steve@fakeemail.com  Admin  Groups: Main </div> | Offline  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 4/2/2023, 2:32:39 PM</small> <small>Last Login: 4/2/2023, 2:32:39 PM</small> <small>Base Group: Main</small> <small>Logins:</small> <small>Full permission: Disabled</small> </div> | |
| <div style="display: flex; align-items: center; gap: 5px;">  Julia Eridani  juliaeridani@fakeemail.com  Manager  Groups: Main Church Site 1 Church Site 2 </div> | Offline  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 4/2/2023, 2:33:21 PM</small> <small>Last Login: 4/2/2023, 2:33:21 PM</small> <small>Base Group: Main</small> <small>Logins:</small> <small>Full permission: Disabled</small> </div> | |
| <div style="display: flex; align-items: center; gap: 5px;">  Lara Clair  laraclair@fakeemail.com  Staff  Groups: Main Church Site 1 Church Site 2 </div> | Offline  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 4/2/2023, 2:33:44 PM</small> <small>Last Login: 4/2/2023, 2:33:44 PM</small> <small>Base Group: Main</small> <small>Logins:</small> <small>Full permission: Disabled</small> </div> | |
| <div style="display: flex; align-items: center; gap: 5px;">  Tatiana Malfara  tatianatomain@fakeemail.com  Monitor  Groups: Church Site 2 </div> | Offline  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 4/2/2023, 2:37:56 PM</small> <small>Last Login: 4/2/2023, 2:37:56 PM</small> <small>Base Group: Main</small> <small>Logins:</small> <small>Full permission: Disabled</small> </div> | |
| <div style="display: flex; align-items: center; gap: 5px;">  Fake User  fakeuser@fakeemail.com  Manager  Groups: Main </div> | Blocked  Edit |
| <div style="display: flex; align-items: center; gap: 5px;"> <small>Created: 4/2/2023, 7:08:40 PM</small> <small>Last Login: 4/2/2023, 7:08:40 PM</small> <small>Base Group: Main</small> <small>Logins:</small> <small>Full permission: Disabled</small> </div> | |

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

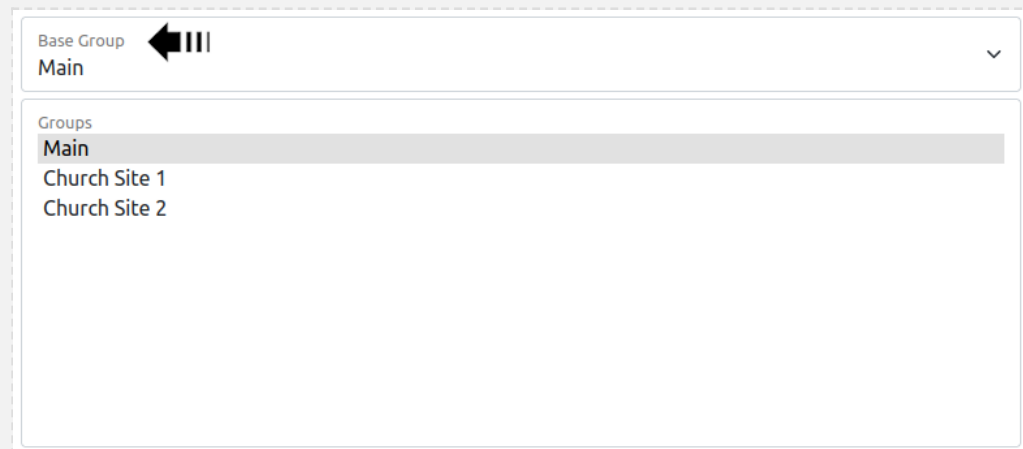
4 - **MONITOR:** Can access all Background Check requests within the groups they were added into (*but not download the final PDF reports*) and submit new BC

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



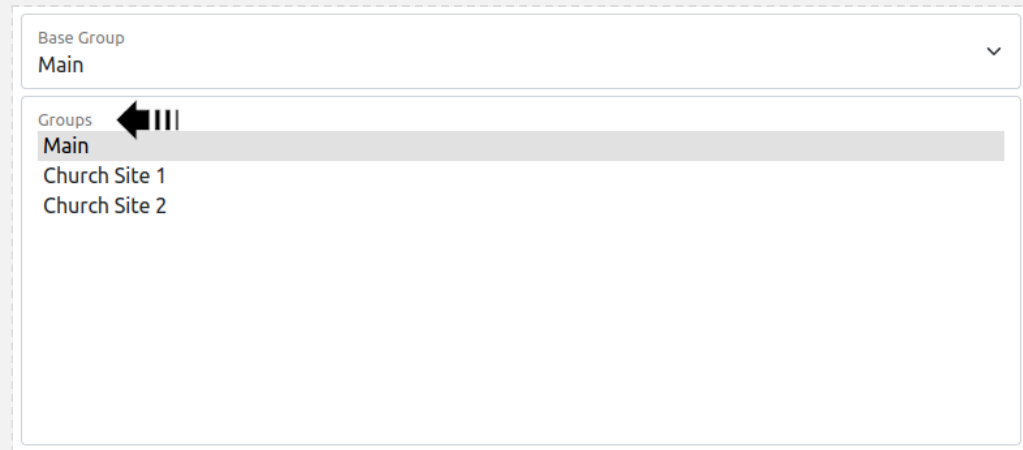
The screenshot shows a dropdown menu for selecting a group. The selected group is "Main", indicated by a left-pointing arrow and a bar to its left. Below the dropdown, a list of groups is shown: "Main", "Church Site 1", and "Church Site 2".

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



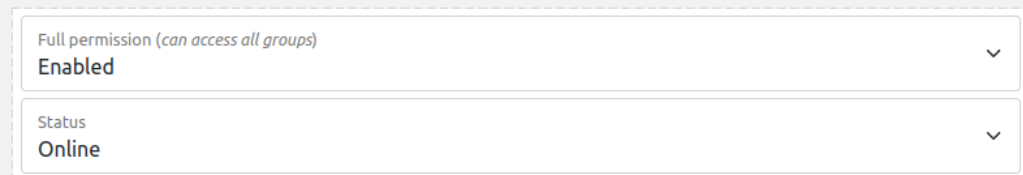
The screenshot shows a user interface with two main components. At the top, there is a 'Base Group' dropdown menu with 'Main' selected. Below it is a 'Groups' list. The 'Groups' list has a header 'Groups' with a left-pointing arrow and a vertical bar. The list contains three items: 'Main', 'Church Site 1', and 'Church Site 2'. The 'Main' item is highlighted with a grey background. An arrow points from the 'Main' item in the list to the 'Main' item in the 'Base Group' dropdown menu.

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



The screenshot shows two configuration options. The first is 'Full permission (can access all groups)' with a dropdown menu set to 'Enabled'. The second is 'Status' with a dropdown menu set to 'Online'.