# **Manage Admin Users**

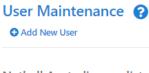
A User is someone that is able to login to the ResultsVault and/or SportzVault Administration web site to carry out certain administrative tasks.

A User Account can have one or more User Roles assigned to it, that gives the ability to carry out different tasks, and/or access different parts of the administration site. Any number of User Accounts can be created within an Organisation. For example, a Club may wish to set up a different User to enter Results for each of its teams' different Users to help maintain the website content.

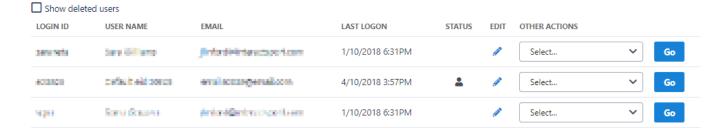
#### Create or Edit User

The User Maintenance screen lists all Users currently created within the organisation.





## Netball Australia user list



The Edit User screen will display.

## Edit User 🔞

#### Back to User List

Login ID	Use an alphanumeric ID Use an email address as ID  Use an email address as ID
User Name	* User's first and last names.
Email	* Enter a valid email address. You can enter up to 3 addresses separated with a semi-colon(;). Ensure there are no spaces anywhere in the text field.
Mobile Phone Number	Enter as local phone number, no international codes, spaces or non numeric characaters.
User Roles	✓ SYSTEM ADMIN ✓ RESULTS MANAGER ✓ UMPIRE MANAGER ✓ CONTENT MANAGER ✓ PERSON MANAGER  * ✓ USER MANAGER ✓ ADMINISTER CHILD ✓ EMAIL SENDER ✓ SMS SENDER ✓ SMS SENDER  Select at least one user role. Note: SMS SENDER access also includes access to the Newsletter Manager.
Grade access	No Restriction    Select Grades
Person Role access	No Restriction
	Save

## This is the ID used to log in to the system. Login ID \* A Login ID is: · recommended to contain at least 4 alphanumeric characters. • recommended to contain at least one numeric character (but it shouldn't contain only numbers). must be unique to the system, so you cannot create an ID that is already in use by someone else. Examples of suitable IDs: mylogin, mylogin1, my1login, 1mylogin. Examples of unsuitable IDs: myl, 1234, 123456. When logging in to the system, the ID is not case-sensitive (however the Password is case-sensitive). Name of User. **User Name** Valid email address of the User. You can enter up to 3 addresses separated with a semi-colon. Ensure there are no spaces entered Email \* between the email addresses and the semi-colon(s). For example: myaddress@example.com; another addresss@example.comWhen creating a new User, optionally check the Send User welcome email checkbox that will email a welcome message to the new User containing the ID and Password, and in most cases, a PDF Getting started guide. Mobile Mobile phone number of User. Phone Number

## **Roles of Admin Users**

		SYSTEM ADMIN	RESULTS MANAGER
		SITE MANAGER	✓ UMPIRE MANAGER
		CONTENT MANAGER	PERSON MANAGER
User Roles	*	✓ USER MANAGER	ADMINISTER CHILD
		MAIL SENDER	FINANCIAL MANAGER
		✓ SMS SENDER	

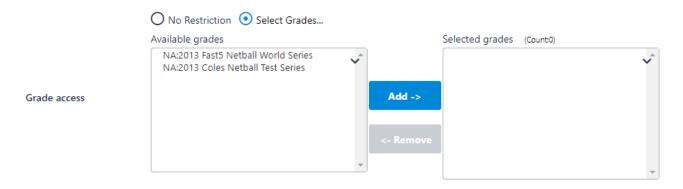
Select at least one user role. Note: SMS SENDER access also includes access to the Newsletter Manager.

SYSTEM ADMIN	High level system administration.
SITE MANAGER	Higher level website and competition related maintenance that is typically related to 'setup' or 'configuration' tasks, such as:  Grade setup Online Form & Registration Product configuration Registration Types & Registration Period setup Access to Season & Competition settings Website tasks Person Manager capabilities
CONTENT MANAGER	Website content related maintenance (e.g. create and maintain Html content, home page, News, Events, Slideshow Galleries).
User MANAGER	Create and maintain other Users.
	Users who have this role can effectively grant themselves any other role.
EMAIL SENDER	Access to send email messages
	i Exception: In Cricket, SITE MANAGER can also send Fantasy League messages.
SMS SENDER	<ul> <li>Sending of SMS messages.</li> <li>Ordering SMS credits.</li> </ul>
RESULTS MANAGER	Competition Results related maintenance (e.g. clubs: results and scores update, associations: match confirmation, exception reports etc).
MATCH OFFICIAL MANAGER	
PERSON MANAGER	Creation, editing, deleting of person records - e.g. Players, Contacts, Umpires and tasks related to person records.
ADMINISTER CHILD	Managing competitions between other 'child' organisations to 'administer' a child organisation without requiring a separate login to that organisation.  For example, an association User with the role can 'administer' one of its participating clubs directly (from the dropdown list on the administration home page). See below for more information about administering child organisations.
FINANCIAL MANAGER	<ul> <li>Tasks relating to financial information - e.g payments/subscriptions made by players or other people in the system.</li> <li>Additional 'special' roles that are not available in all cases.</li> </ul>



- 1. Each role is independent of each other a "Super User" (ie a User able to do anything) should be a member of **all** the above roles. It is highly recommended that each
  - organisation has at least two such Users, so that if one User locks their access to the system, the other "super User" can reset the account.
- 2. If a User attempts to access a screen without being a member of the appropriate Role, they will be redirected to a 'No Access' screen.
- 3. Setting a User to be the 'Principal User' automatically assigns all User roles to the User.

#### **Grade Access for Admin Users**



By default, a User has access to all grades that are relevant to their organisation. This can be restricted as follows:

- 1. Click the Select Grades radio button
- 2. Select one or more grades from the Available Grades list box
- 3. Click the Add button

A User who has restricted grades assigned will only see their 'allowed' grades in any grade dropdown list (e.g. within the selector bar on most pages - in which case an asterisk \* will appear next to the grade dropdown list to indicate this).

Restricted Grades are assigned typically by:

- A Club restricting a User to a single Grade so that he/she can only enter results for that Grade (e.g. 'team managers').
- An Association restricting a User to a single Grade so that he/she can only review/lock results for that Grade.



If new grades are added to the Organisation (e.g. in a new season), any Users that have the **Select Grades** radio button selected **will not automatically have access to the new grade**, and each affected User Account will need to be edited to add the Grade (if applicable). Users

that have the No Restriction radio button selected automatically have access to all Grades, including new ones that are added from time to time.

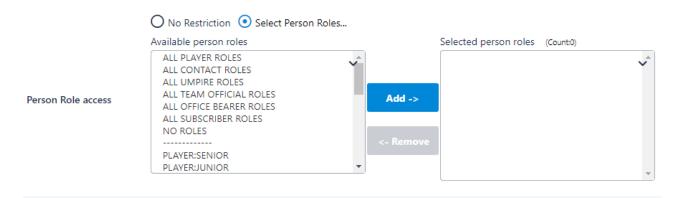
#### **Person Role Access**

By default, a User has access to all person records within their Organisation irrespective of the Person Roles (e.g. PLAYER, CONTACT) that the person record has. This can be restricted as follows:

- 1. Click the Select Person Roles radio button.
- 2. Select one or more Person Roles from the Available Person Roles list.
- 3. Click the Add button.



- It is possible to select ALL roles of a particular type, or specific sub-roles. For example, ALL PLAYER ROLES will allow sub roles such as PLAYER:SENIOR, PLAYER:JUNIOR.
- If both ALL PLAYER ROLES and (e.g.) PLAYER:SENIOR is selected, then ALL PLAYER ROLES will take precedence.
- NO ROLES should be selected where the User requires access to records with NO ROLES (e.g. past players).



A User who has restricted Person Roles assigned will not be able to access any person record for editing or viewing which does not hold at least one of their allowed roles. These records would also have personal information obscured in any person list for that User.

#### Examples:

User's 'allowed' Person Roles	Person has these roles	Does User have access to the person record?
ALL PLAYER ROLES	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:SENIOR	PLAYER:SENIOR, COACH:SENIOR	YES
PLAYER:JUNIOR	PLAYER:SENIOR, COACH:SENIOR	NO
ALL PLAYER ROLES	(No roles)	NO
ALL PLAYER ROLES,NO ROLES	(No roles)	YES



Grade and Person Role takes precedence over User Roles. A User will still require the applicable User role (e.g. RESULTS MANAGER or PERSON MANAGER) in order to access various Admin Pages.

## More information about administering child organisations

When a User administers a Child Organisation:

- User Roles EMAIL\_SENDER, SMS\_ SENDER, FINANCIAL\_MANAGER, CONTENT\_ MANAGER are rendered inactive. For example, the User
  will not be able to send an email while administering the child organisation.
- Any grade restrictions that User has remain active.
- Grades are further restricted to the grades managed by the User's Organisation.
   For example, Club C belongs to Association A (that has Grades G1 and G2) and Association B (that has Grades G3 and G4). Club A participates in Grades G1, G2, G3 and G4. A User from Association A administering Club C will only have access to Grades G1 and G2.
- A User with 'unrestricted' Person Role access can only access PLAYER type roles in the child organisation.
- A User with restrictions on Person Role access can only access the PLAYER type roles in the Child Organisation that are in their 'allowed' list
  (and no other types of roles).

When the User administers their own Organisation, all their normal access is restored.

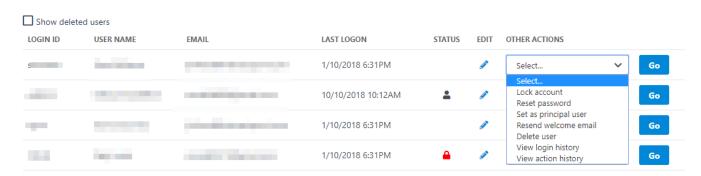


The above restrictions do not apply for any User that has the special SYSTEM ADMIN User role.

## More actions for System Admin Users

## User Maintenance ?





#### Lock /unlock account

A User who has more than 5 consecutive login failures will be automatically locked, and cannot log in to the system. This is to prevent hacking attempts.

An Account can be locked manually in order to temporarily disable a login, without deleting the Account.

#### To lock an Account:

- Select the Lock account action and click Go.
- Click **OK** in the confirmation message box to lock the Account. The User will then not be able to login to the system again until the Account is unlocked.

## To unlock an Account:

- Select the UnLock account action and click Go.
- This will unlock the Account, and leave the User's password unchanged. It will then send an email notification to the User with a password reminder.

# Reset a password

You can reset a User's password, regardless of whether or not the User Account is locked (although typically you would only do this on a locked Account).

- Select the Reset Password action and click Go.
- Click **OK** in the confirmation message box to reset the password.

The User password will be changed to a randomly generated password, that will be emailed to the User. The User will need to change that password the next time they login.

# Set as principal User

Select the Set as Principal User action and click Go.

#### Resend welcome email

When a User Account is created, an email is sent containing the User's login details, information about how to log in, and optionally a PDF 'Getting started guide'. This email can be re-sent to the User at any time.

Select the Resend welcome email action and click Go.

## To delete a User Account: Delete /Undelete • Select the **Delete User** action and click **Go**. User • Click **OK** in the confirmation message box to delete the User Account. Undelete a User Account: • Select the UnDelete User action and click Go. • Click **OK** in the confirmation message box to undelete the User Account. You cannot delete your User Account or the Principal User Account. • If a User Account has been newly created and you delete the account BEFORE the User logs into the system for the first time, the Account will be removed from the system and cannot be restored at a later time. If a User Account will be newly created and you delete the account <u>AFTER the User logs into the system for the first time</u>, the Account will remain in the system and the User Account will be marked as "deleted". These accounts can be restored at a later time and will be displayed in the User List if the Show Deleted accounts checkbox is checked. Show list of latest login attempts - success/failure, time stamps and IP address. View Login History Show list of latest action attempts/pages views. View

Action History