

Manager

Promote User to Administrators

The Promote User function is an option for those with Customer Admin access in Manger. You can use this function to promote current, validated Users to the Supervisor Developer administrative role.

Promote User

- A. Log into your **Manager** website
- B. From the Users section, open **User Listing** and search for the User who will be promoted
- C. Select the **User Name** to open the **User Properties**

Admin Center: Tasty Foods Corp

Manage Users

OPTI **B** ALL Search

2 results

↑ Name	↑ User ID
<input checked="" type="checkbox"/> Adams, Travis	BB98878754
<input type="checkbox"/> Dawson, Travis	MS0000001

- D. From **Properties**, scroll down to the bottom of the page
- E. Select the **Promote to Admin** button

User Information

Username | TAdamsBB98878754 *required*

Password

Password Confirmation

SUBMIT CHANGES ARCHIVE **E** PROMOTE TO ADMIN RESET PASSWORD

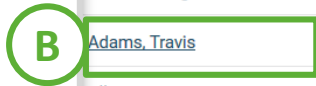
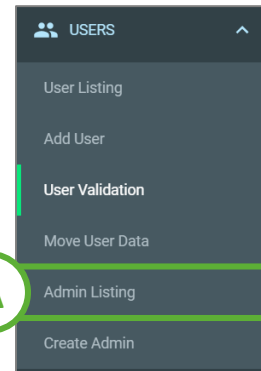
Manager

Assign Administrator Rights

Assign Admin Rights

- A. From the **Users** section, open the **Admin Listing** and search for the newly promoted Admin
- B. Select **User Name** to open the **Admin Properties**

↑ Name	↑ User ID	↑ Position Title
Abbott, James	ABR2823	Forklift Operator I
Adams, Marguerite	65444	Maintenance III
Adams, Travis	BB98878754	Maintenance I
Allison, Sherri	5544	Supervisor, Tank Pushers



- C. Select or enter the corresponding information:
 - Select **Role(s)**
 - Enter an **Email Address**
 - Select appropriate **Groups Supervising Worksite**
 - and any groups they may need to report on
- D. Select the **Update Admin** button

Verify user was promoted successfully by having user log into Manager

Edit Admin

Personal Information

Role(s) required

Facilitator
Monitor
Supervisor-Developer
Supervisor-Developer L1
Coach

First Name required

Travis

Last Name required

Adams

E-mail required

test@alchemysystems.com

Employment Details

Employee ID required

BB98878754

Worksite required

Austin

User Information

Username required

TAdamsBB98878754

Password

Password Confirmation

Associations

Courses None

Groups Supervising

System Groups

Austin 1st Shift
Austin 2nd Shift
Austin-Oats Team 1
Cook Ops - Austin
Cook Ops - Laval
Cook Ops - Mchstr
Forklift Ops - Austin
Forklift Ops - Laval
Forklift Ops - Mchstr

Student Groups System Groups: All Students, Austin 1st Shift; import: All Students Wor

UPDATE ADMIN

DEMOTE ADMIN

EDIT USER INFO

Additional Notes

The login credentials for the new admin record will be the same as the user.



Manager

Remove/Demote a User Administrator Rights

The Demote User function is an option for those with Customer Admin access in Manager. You can use this function to demote those with Supervisor Developer access to User-level access.

Demote User

- A. Log into your **Manager** website
- B. From the **Users** section, open the **Admin Listing** and search for the admin
- C. Select **User Name** to view **Admin Properties**

↑ Name	↑ User ID	↑ Position Title
Abbott, James	ABR2823	Forklift Operator I
Adams, Marguerite	65444	Maintenance III
Adams, Travis	BB98878754	Maintenance I
Allison, Sherri	5544	Supervisor, Tank Pushers

- D. Select **Demote Admin** button

A screenshot of a user management interface. At the top, there is a search bar with a dropdown menu showing 'Austin', 'Caprica', 'College Station', and 'Colorado'. Below the search bar, there are two tabs: 'Student Groups' and 'System Groups: All Students, CD Learning, October Monthly Training, CS Production'. At the bottom, there are three buttons: 'UPDATE ADMIN', 'DEMOTED ADMIN', and 'EDIT USER INFO'. The 'DEMOTED ADMIN' button is highlighted with a green box and a 'D' in a circle.

- E. Check the **Admin Listing** to verify that the user no longer appears as an Admin

A screenshot of the 'USERS' menu and a table. The menu on the left has options: 'User Listing', 'Add User', 'User Validation', 'Move User Data', 'Admin Listing', and 'Create Admin'. The 'Admin Listing' option is highlighted with a green box and a 'E' in a circle. To the right, there is a table with columns '↑ Name' and '↑ User ID'. The table contains the following rows:

↑ Name	↑ User ID
Abbott, James	ABR2823
Adams, Marguerite	65444
Allison, Sherri	5544
Lane, Lucy	KF4591