

3.2.1 Creating Your First Administrator

When the program is freshly installed there is only a single administrative user able to log in. You will need to log in as this user and set up at least one administrator account before full program functionality is enabled.

It is important to keep these credentials in a secure location as they will enable a user full access to all areas of the program.

USERNAME: **user**

PASSWORD: **root**

Step 1: launch the application and click "Administrator Login"



Step 2: Enter the credentials above in the boxes and click Log In



The image shows a main dashboard menu with four large rectangular boxes arranged in a 2x2 grid. The top-left box is labeled 'Reports', the top-right box is labeled 'Events and Transactions', the bottom-left box is labeled 'Guardians and Children', and the bottom-right box is labeled 'Settings and Administration'. Inside the 'Settings and Administration' box, there is a blue button with the text 'Edit / Add Administrators' in white, which is highlighted by a red rectangular border. At the bottom right of the dashboard, there is a blue button labeled 'Logout'.

Step 3: At this point the only option available to you will be to Edit / Add Administrators. Click this button to bring up the associated window.

Step 4: You will see a screen that looks like this. Click “Add New” to create your first administrator. Follow the directions in the user manual for creating a new administrator. It is recommended that your first administrator be created as a Full Access Administrator so that you will have unrestricted access to program features for the remainder of the initial setup.

The image shows a form for creating a new administrator. On the left side, there is a large, empty light-yellow rectangular box. To the right of this box, there are several input fields and buttons. The fields are labeled 'Administrator Login Name', 'Administrator Password', 'Confirm Password', and 'Administrator Email'. Below these fields, there are two radio buttons for 'Administrator Access Level', with 'Full Access' selected. To the right of the password fields, there is a blue button labeled 'Change Password'. At the bottom of the form, there are three buttons: 'Add New' (highlighted with a red border), 'Delete', and 'Close'. In the center, there are two buttons labeled 'Save Changes' and 'Revert Changes'.