

3.2.1 Creating Your First Administrator

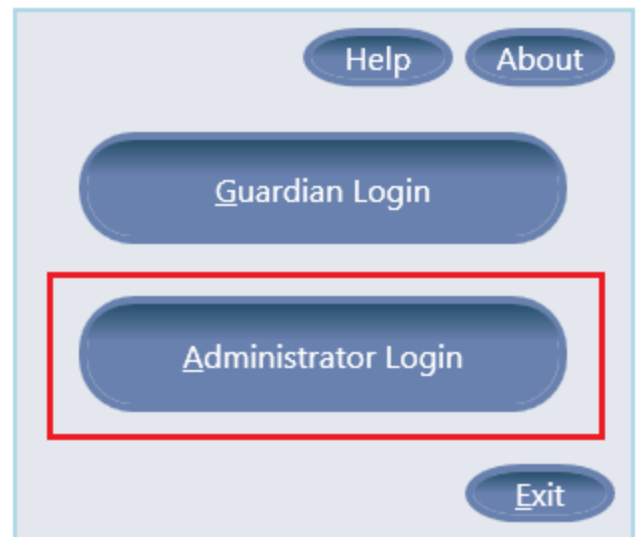
When the program is freshly installed there is only a single administrative user able to log in. You will need to log in as this user and set up at least one administrator account before full program functionality is enabled.

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: **superuser**

PASSWORD: **{&!F4tLtp{?QyA3c**

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



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

A screenshot of the login form. It has a light blue background. At the top, there are 'Username' and 'Password' labels. Below each label is a text input field. The entire input area is enclosed in a red rectangular border. At the bottom, there are two buttons: 'Log In' and 'Close'.A screenshot of the login form, identical to the previous one but with the 'superuser' username entered in the 'Username' field. The 'Password' field is filled with black dots. The 'Log In' button is highlighted with a red rectangular border.

The image shows a main dashboard menu with a light blue background. It contains four rectangular boxes arranged in a 2x2 grid. The top-left box is labeled 'Reports', the top-right 'Events and Transactions', the bottom-left 'Guardians and Children', and the bottom-right 'Settings and Administration'. Inside the 'Settings and Administration' box, there is a blue button with white text that says 'Edit / Add Administrators'. This button is highlighted with a red rectangular border. At the bottom right of the dashboard, there is a blue button with white text that says '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 green rectangular box. To the right of this box are several input fields and buttons. The fields are labeled 'Administrator Login Name', 'Administrator Password', 'Confirm Password', and 'Administrator Email'. Below these fields are two radio buttons for 'Administrator Access Level', with options 'Full Access' and 'Limited Access'. To the right of the password fields is a blue button with white text that says 'Change Password'. At the bottom of the form, there are three buttons: 'Add New' (highlighted with a red rectangular border), 'Delete', and 'Close'. In the middle of the form, there are two buttons: 'Save Changes' and 'Revert Changes'.