

Heaton Eye Admin Portal - Quick Reference Guide

Portal URL: <https://staff.heatoneye.com/admin>

User Roles

Approver (Review & Approve)

- Can approve or reject pending changes
- Cannot publish changes to live site
- Cannot manage user accounts

Editor (Submit Changes)

- Can submit new employees, edits, and deletions
- Cannot approve or reject changes
- All submissions require approval

Note: Login credentials are provided separately by your administrator.

Role Permissions Matrix

Action	Super Admin	Approver	Editor
View Employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve/Reject Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publish Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rollback Versions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approval Workflow

1. **EDITOR** submits change → Status: Pending Review
 2. **APPROVER** reviews → Approves or Rejects
 3. If approved → Status: Ready to Publish
 4. **SUPER ADMIN** publishes → Live on staff.heatoneye.com
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Common Tasks

For Editors

Submit New Employee Employees Tab → Add New Employee → Fill Form → Submit

Edit Employee Employees Tab → Find Employee → Edit → Submit

Delete Employee Employees Tab → Find Employee → Delete → Confirm

For Approvers

Approve Single Change Pending Changes Tab → Review → Click Approve

Bulk Approve Changes Pending Changes → Check boxes → Approve Selected

Reject Change Pending Changes Tab → Review → Click Reject

Administrative Functions

(Super Admin only - contact administrator if needed)

- Publish approved changes to live directory
 - Rollback to previous versions
 - Manage user accounts and permissions
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Email Notifications

Who: Currently sent to Super Admin only (interim solution) **When:** Daily at 9:00 AM UTC (3:00 AM CST / 4:00 AM CDT) **Why:** Notifies when approved changes are ready to publish **What:** Count of changes + breakdown by type + portal link **Future:** Workflow will eventually move to fully automated publishing

Change Types

Badge	Type	Description
●	ADD	New employee being added to directory
●	EDIT	Existing employee information being updated
●	DELETE	Employee being removed from directory

Troubleshooting Quick Fixes

Can't log in?

→ Verify email/password exactly (case-sensitive)

Don't see approve button?

→ Editors can't approve (only submit)

Don't see publish button?

→ Only Super Admin can publish

Don't see Users tab?

→ Only Super Admin has user management access

Changes not on live site?

→ Must be published, not just approved → Hard refresh browser: Ctrl+F5

Important URLs

Purpose	URL
Admin Portal	https://staff.heatoneye.com/admin
Login Page	https://staff.heatoneye.com/admin/login
Public Directory	https://staff.heatoneye.com

Security Reminders

- ✓ Change default passwords after first login
 - ✓ Log out when finished
 - ✓ Don't share credentials
 - ✓ Sessions expire after 7 days
 - ✓ Double-check data before submitting
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Support

 **Email:** tickets@heatoneye.com

For technical support or questions about the admin portal, contact the support team.

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