

Client Introduction Email Template

Subject: New Heaton Eye Staff Directory Admin Portal - Now Live

Dear [Client Contact Name],

I'm pleased to announce that the new Heaton Eye Staff Directory admin portal is now live at:

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

This secure, password-protected system replaces the previous OAuth-based authentication and provides enhanced control over your employee directory with a streamlined approval workflow.

KEY FEATURES

☒ **Three-Tier Role System:**

- Super Admin - Full control (approve, publish, manage users)
- Approver - Review and approve/reject changes
- Editor - Submit directory updates

☒ **Automated Email Notifications:**

- Daily digest at 9:00 AM when changes need attention
- Ensures nothing falls through the cracks

☒ **Version History & Rollback:**

- Complete audit trail of all changes
- Ability to restore previous versions if needed

☒ **Enhanced Security:**

- Session-based authentication with secure JWT tokens
 - Role-based access control
 - No more OAuth dependencies
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YOUR TEAM'S LOGIN CREDENTIALS

Super Admin (Full Access):


- Email: jryan5150@gmail.com
- Password: HeatonAdmin2025!

Approver (Review & Approve):

- Email: m.balderas@heatoneye.com
- Password: Balderas2025!

Editor (Submit Changes):

- Email: editor@internal
- Password: HeatonEditor2025

 **IMPORTANT:** Please change these passwords after your first login and store them securely.

HOW IT WORKS

1. **EDITOR** submits employee directory changes (add, edit, delete)
2. **APPROVER** reviews and approves/rejects submissions
3. **SUPER ADMIN** publishes approved changes to live directory
4. **EMAIL NOTIFICATION** sent daily if approved changes are waiting

This workflow ensures accuracy and maintains quality control over your public-facing employee directory at <https://staff.heatoneye.com>.

WHAT'S NEXT?

1. Review the attached User Guide (detailed instructions by role)
 2. Review the Quick Reference Guide (one-page cheat sheet)
 3. Test login with your credentials
 4. Reach out with any questions or requests
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SUPPORT

If you need assistance or have questions about the system:

 Contact: [Your Contact Email]  Phone: [Your Phone Number]

The system is fully operational and ready for your team to use. Thank you for your continued trust in our services.

Best regards, [Your Name] [Your Company]