

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 checked="" type="checkbox"/>
Publish Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rollback Versions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

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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