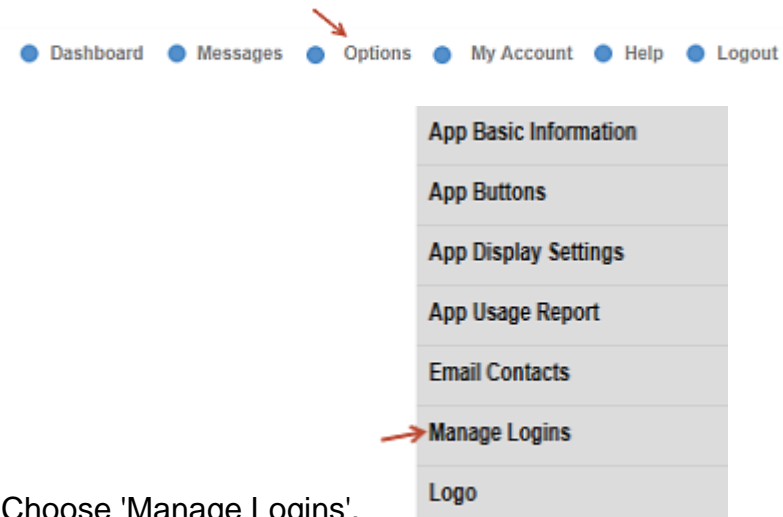


## Create/Change Associate Permissions

Note: Only administrators are allowed to create or change associate permissions.

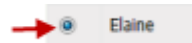
From the Dashboard:

1. Select 'Options' in the header.

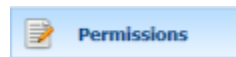


2. Choose 'Manage Logins'.

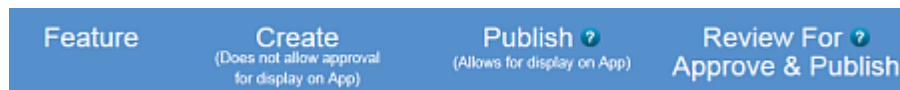
3. Click the radio button by the associate's name.



4. Select 'Permissions' on the right.



5. Check the boxes by the features for which you would like the associate to be able to create content. **Note: When an associate is only able to create, approval will be required from an authorized person before being published on the App.**



6. Next, check the boxes by the features for which you would like the associate to be able to publish content directly to the App without going through any approval process.

7. Check the boxes by the features that you would like the associate to review, approve and then publish on the App for content that has been created and is awaiting approval.
8. Check the boxes by the areas you would like to give the associate access.

\* Note: To allow access to the following areas, select the appropriate check boxes below.

☐ **Select All** (Note: Items in grey color indicate that you don't have access to those modules.)

<input type="checkbox"/> Access Messages / Tips	<input type="checkbox"/> Access Private Module Functions
<input type="checkbox"/> Notifications	<input type="checkbox"/> Manage Buttons
<input type="checkbox"/> App Settings	<input type="checkbox"/> Contacts
<input type="checkbox"/> Access Market Place	<input type="checkbox"/> Manage Associate Logins
<input type="checkbox"/> Access App Background Image	<input type="checkbox"/> Access Banner Ads
<input type="checkbox"/> Home	<input type="checkbox"/> Our Mission
<input type="checkbox"/> Links	<input type="checkbox"/> Social
<input type="checkbox"/> Gallery	<input type="checkbox"/> App Statistics
<input type="checkbox"/> Release History	
<input type="checkbox"/> SmartConnect	

The following describes the permissions given:

**Access Messages / Tips** - gives the associate the ability to view and monitor any messages that come in, as well as being able to block senders.

**Access Private Module and Private Call Module Functions** - gives the associate the ability to manage private button invitations and viewer devices.

**Notifications** - allows the associate to send immediate notifications and SMS (texts) if enabled to smart devices.

**Manage Buttons, App Settings and Access App**

**Background Image** - allows the associate to make changes to the App itself.

**Contacts** - allows the associate to manage the contact lists for emails.

**Access Market Place** - gives the associate authority to purchase additional products for your organization.

**Manage Associate Logins** - allows the associate to create and change associates and their permissions.

**Access Banner Ads** – allows the associate to create banner ads that rotate across the bottom of the App for your sponsors. You may want to create a separate associate login for a sponsor to produce and manage its own banner ads. (This will take the sponsor to a Dashboard that only allows management of banner ads when the sponsor logs in.)

**Home** and **Our Mission** – gives the associate permission to create a company portrait and any other pertinent information.

**Links** – permits the associate to add links that will display on the app and to form categories for them.

**Social** – lets the associate add or change the social media links that will display on the App.

**Gallery** – allows the associate to manage the App's public image gallery.

**App Statistics** – lets the associate monitor the number of app downloads and how many times users have opened your app

**Release History** – permits the associate to view the release notes of any enhancements, new features and bug fixes.

**SmartConnect** – allows the associate to create and manage the buttons in the SmartConnect directory as well as route the incoming messages from the buttons to the proper contacts.

9. Check the box if you would like the associate to receive email notifications for messages sent from the App from the Contact Us and/or the Tips (Feedback) button.


\* Note: Check the box to receive email notifications sent from the App.

☐ **Select All**

☐ Contact Us

☐ Receive Tips

10. When the Download box is checked the associate will have the ability to access the download button on the Dashboard which

gives access for installing a desktop short cut and a notification manager.  Downloads

11. For Branded Apps a QR code pointing to your App in the app stores will be included here and may be downloaded for print and digital use along with a flyer that displays the QR code.

12. When you are satisfied, select 'Update'. 