

Change Associate Permissions

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

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

Feature	Create (Does not allow approval for display on App)	Approve and Publish (Allows for display on App)
Bulletins	<input type="checkbox"/>	<input type="checkbox"/>
Event Calender	<input type="checkbox"/>	<input type="checkbox"/>
Surveys	<input type="checkbox"/>	<input type="checkbox"/>

2. Next check the boxes by the features you would like the associate to be able to approve and publish on the App.
3. 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.

- ☐ Manage Message Receipt
☐ Push Notifications ☐ Manage Buttons
☐ App Settings ☐ Contacts

Granting access to Manage Buttons and App Settings allows the associate to make changes to the App itself. Access to Push Notifications allows the associate to send immediate notifications to smart devices; access to Contacts allows the associate to manage the contact lists for emails. Manage Message Receipt gives the associate the ability to view and monitor the messages that come in.

4. Check the box if you would like the associate to receive email notifications for

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

messages sent from the App. ☐ Receive Feedback/Tips

5. When the Download box is checked the associate will have the ability to access the download button on the Dashboard which gives access to installing a desktop short cut and a notification manager. ☐ Downloads

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

Update