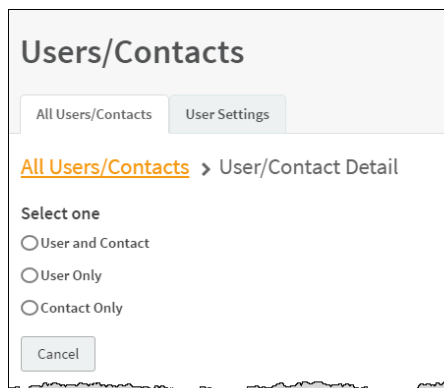


Add User and Contact

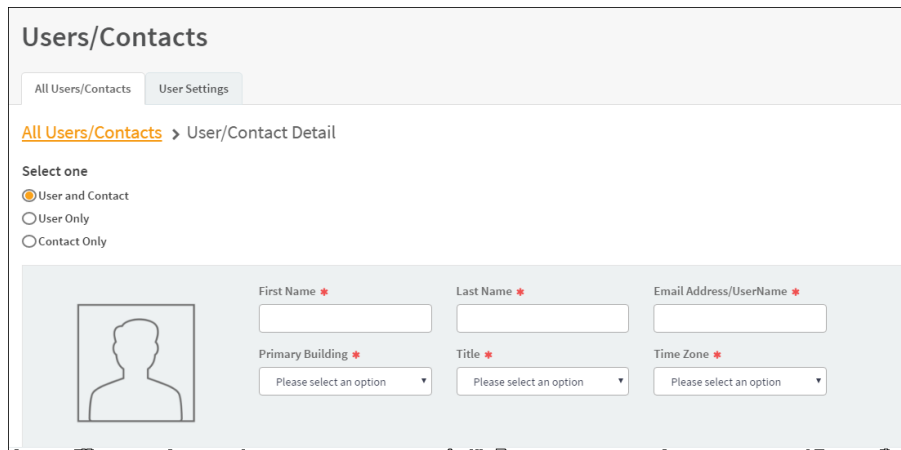
Users with the *Can Manage Users* permission can add users and contacts to the Raptor system.

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.



The screenshot shows the 'Users/Contacts' workspace. At the top, there are two tabs: 'All Users/Contacts' (selected) and 'User Settings'. Below the tabs, there is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. Underneath, there is a section titled 'Select one' with three radio button options: 'User and Contact', 'User Only', and 'Contact Only'. A 'Cancel' button is located at the bottom left of the dialog.

3. Select the **User and Contact** option.



The screenshot shows the 'User/Contact Detail' workspace. At the top, there are two tabs: 'All Users/Contacts' (selected) and 'User Settings'. Below the tabs, there is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. Underneath, there is a section titled 'Select one' with three radio button options: 'User and Contact' (selected), 'User Only', and 'Contact Only'. Below this, there is a form with a profile picture placeholder on the left and several input fields on the right. The fields are: 'First Name *', 'Last Name *', 'Email Address/UserName *', 'Primary Building *', 'Title *', and 'Time Zone *'. The 'Primary Building', 'Title', and 'Time Zone' fields are dropdown menus with the text 'Please select an option'.

4. On the **User/Contact Detail** workspace, specify the following user information in the fields (all fields are required):
 - **First Name*** – Enter the user's first name.
 - **Last Name*** – Enter the user's last name.

- **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
- **Primary Building*** – Select the user's primary building from the drop-down list.
- **Title*** – Select the user's title from the drop-down list.
- **Time Zone*** – Select the time zone where the user is located.

5. In the **User Detail** area, specify the following information:

The screenshot shows a 'User Detail' form with the following fields and values:

User Status *	Last Login	Failed Logins *	
Active	4/27/2016 12:09:30 PM	1 / 10	Reset Failed Logins
Created Date/Time	Created By	Modified Date/Time	
2/25/2016 1:03:00 PM	devin@raptor6.com	2/25/2016 1:03:00 PM	Reset Password

- **Enter New Password*** – Enter a password; the password must contain 8 or more characters, at least one character in uppercase, and at least one special character.
- **Confirm New Password*** – Re-enter the password to confirm it.
- **User Status*** – Select the user's status from the drop-down menu (Active or Deactivated).

6. In the **Contact Detail** area, specify the following information:

The screenshot shows a 'Contact Detail' form with the following fields and values:

Preferred Contact Method *	Text Messaging Phone	Voice Phone
Email and Text	(281) 777-7777	


- **Preferred Contact Method*** -- Select how the user wants to be contacted from the drop-down list.
- **Text Messaging Phone** – Enter the phone number to send text message notifications.
- **Voice Phone** – Enter the phone number to send a voice notification.

7. Under **Role and Permissions**, select the **Role** to assign to the user account.

- In the **Building(s)** field, click **Add Building** and select the building from the drop-down list to specify the building to which the user has permission to view in Raptor. You can add multiple buildings if the role allows for this.

Note If the Role is set to *District Admin* or *District Volunteer Coordinator*, this field does not display since they can access all buildings.

- Depending on the role that is selected, the allowable permissions display in the lower portion of the **Role and Permissions** section. Select the check box next to each permission you want the user to be granted.

Note If the check box has an  icon next to it, the user creating the new account does not have permission to grant that specific permission.

- Click **Save**.

You are returned to the **All Users/Contacts** workspace and a message displays indicating the new user was successfully saved.