



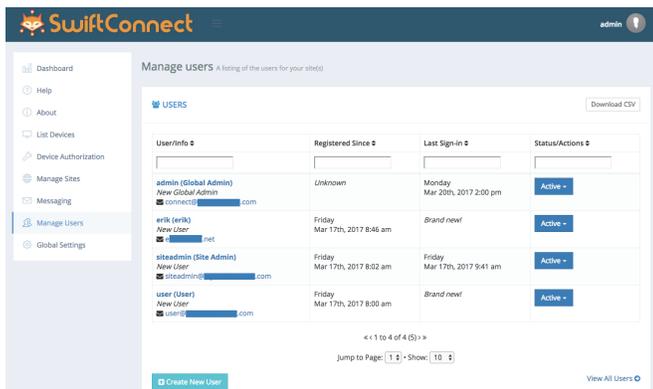
Enabling Client Control

Setting Up Site Administrators

The "Site Administrator" role works exactly like the "Global Administrator" except they only have access to one site that is defined when their account is initially created. The Site Administrator is generally reserved a member of your client's staff (i.e. Manager of a Hotel or Apartment property).

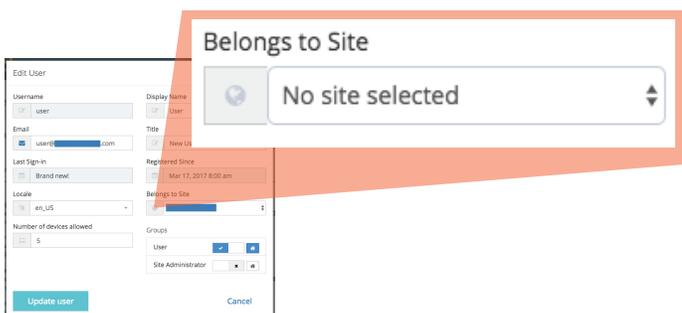
STEP 1

To configure a Site Administrator account you must first login to your Global Administrator account. From here, click on **Manage Users**.



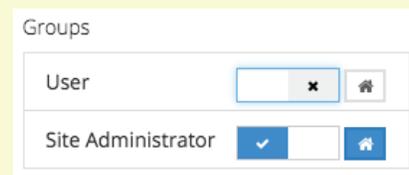
STEP 2

Create new user. In the window that opens, fill out the information for the Site Administrator (username, email, display name, etc). Make sure to set the Site that they will have access to:



STEP 3

Lastly, set the user's permissions. In the box labeled "Groups," **checkmark the Site Administrator option and select the "home" button** so it turns blue. After, deselect the "User" option above.



STEP 4

Click on the blue **Create User** button.

STEP 4

Once the Site Administrator is created the email used to during the Site Administrator creation will receive an email to setup the password for the account.

If this email is not received, you can resend it by clicking the **blue Active button** next to the user account in your Manage Users section and selecting **Change Password** from the dropdown menu. Make sure **"Send the user a link that will allow them to choose their own password"** is selected and click **Submit**.

