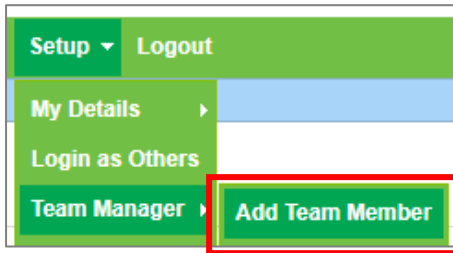
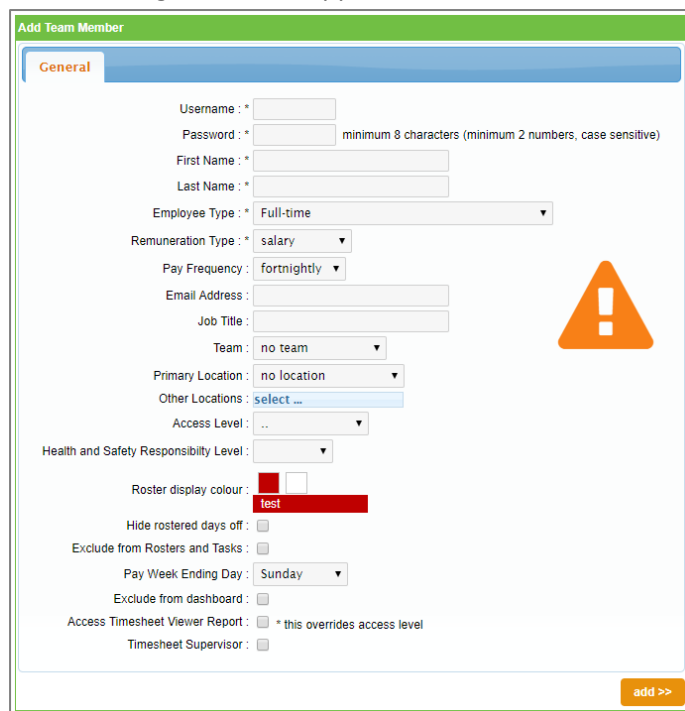


## ADDING AN ADMINISTRATOR TO YOUR LICENCE

1. Hover on *Setup*, hover on *Team Manager*, and click on *Add Team Member*:

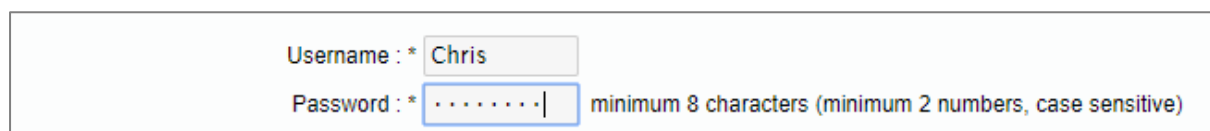


The following screen will appear:

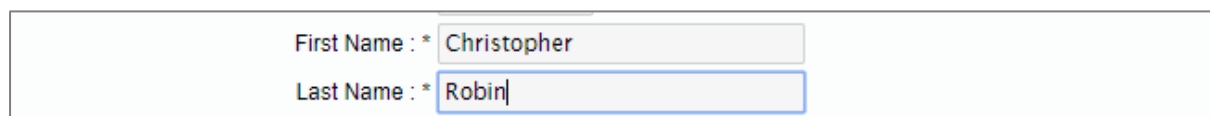


2. Enter in a Username and Password:

**NB: You cannot have the same username for more than one person, and you cannot have the username in the password. Follow the password instructions next to the Password box**



3. Enter in a *First Name* and *Last Name*:




4. Change the Employee Type from *Full-Time* to *Admin Only* (unless the administrator is getting paid):

Employee Type : \* Admin only ▼

5. Enter in an *Email Address*, *Job Title*, and *Location(s)* (if applicable):

Email Address : chris@gmail.com  
Job Title : Director  
Team : no team ▼  
Primary Location : Farm 1 ▼  
Other Locations : select ...



6. Select *Administrator* for the *Access Level*:

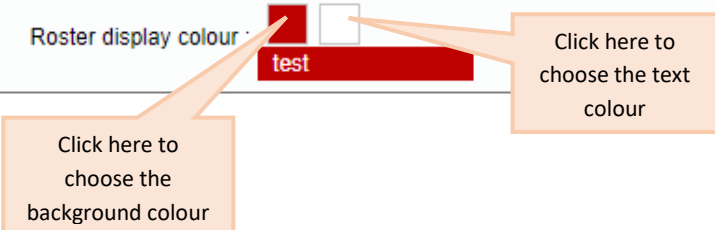
Access Level : Administrator ▼

7. If you have the Health & Safety module, select *Officer* for the *Health & Safety Responsibility Level*:

Health and Safety Responsibility Level : officer ▼

8. If the Administrator is going to be on the Roster, select a *Roster display colour*. To do this:  
**NB: Skip this step if they will be excluded from the Roster**

Roster display colour : test



Click here to choose the background colour

Click here to choose the text colour

Clicking on either display colour boxes will bring up the following screen:



To bring up more colours, click on the circled area below:



This will bring up the following screen:



Select your desired colours.

9. Tick any of the following boxes if they apply:

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day : Sunday ▼

Exclude from dashboard :

Access Timesheet Viewer Report :  \* this overrides access level

Timesheet Supervisor :

10. Click *Add*:

**Add Team Member**

**General**

Username : \* Chris

Password : \* ..... minimum 8 characters (minimum 2 numbers, case sensitive)

First Name : \* Christopher

Last Name : \* Robin

Employee Type : \* Admin only ▼

Remuneration Type : \* salary ▼

Pay Frequency : fortnightly ▼

Email Address : chris@gmail.com

Job Title : Director

Team : no team ▼

Primary Location : Farm 1 ▼

Other Locations : select ...

Access Level : Administrator ▼

Health and Safety Responsibility Level : officer ▼

Roster display colour :  test

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day : Sunday ▼

Exclude from dashboard :

Access Timesheet Viewer Report :  \* this overrides access level

Timesheet Supervisor :

**add >>**

**NB: If the Administrator is getting paid, follow the applicable help document as per their Employment Type i.e. if Full Time follow the *Adding a Full-Time Employee* help document**