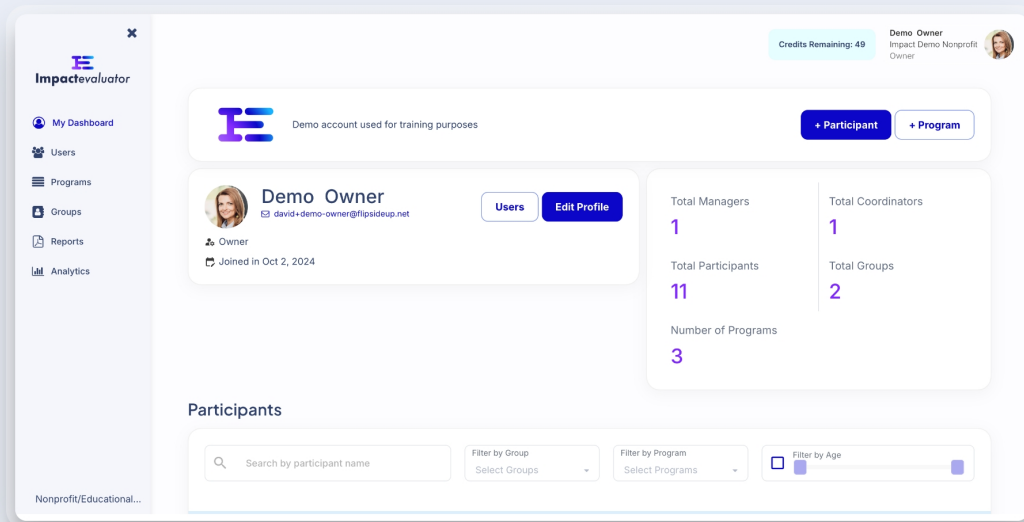


Adding Administrators

1

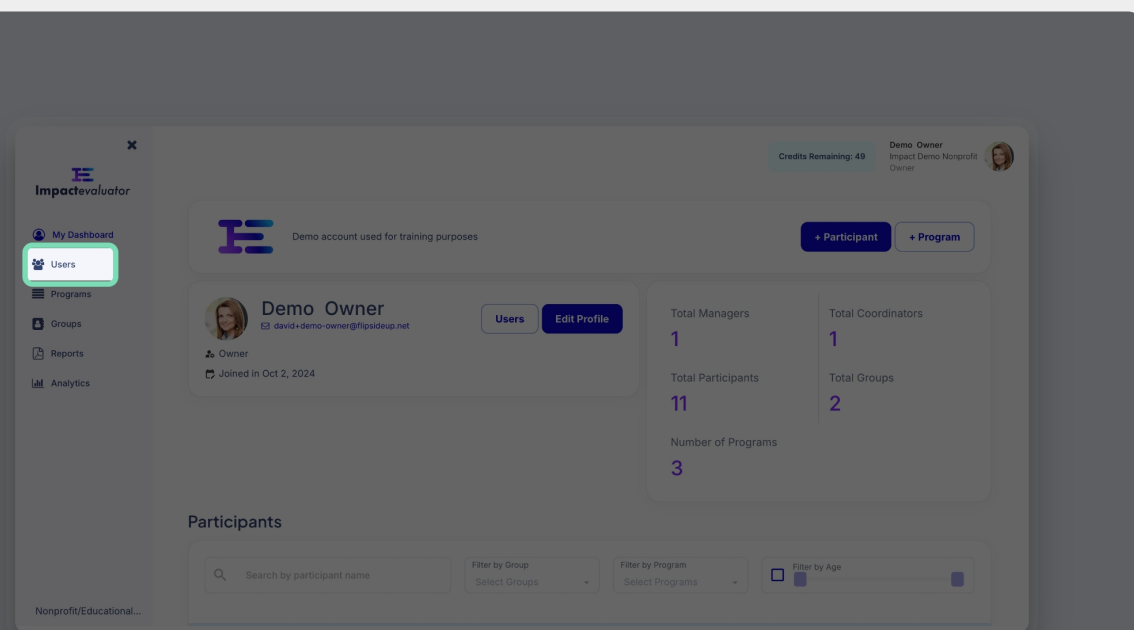
In this tutorial, I'll show you how to invite an Administrator to Impact Evaluator. Let's get started.



In this tutorial, I'll show you how to invite an Administrator to Impact Evaluator. Let's get started.

2

To add an Administrator, first click on 'Users' in the left menu.



To add an Administrator, first click on 'Users' in the left menu.

3

Then, navigate to the 'Administrators' tab at the top of the page.

The screenshot shows the Impactevaluator web application. The 'Administrators' tab is highlighted in the top navigation bar. Below the navigation bar, there are buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. A search bar is present with the placeholder text 'Search by Participant Name'. Below the search bar, there are filters for 'Filter by Group', 'Filter by Program', and 'Filter by Age'. A table of participants is displayed with the following data:

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	Chris Brown	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	
<input type="checkbox"/>	David Wilson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	
<input type="checkbox"/>	Emily Davis	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	
<input type="checkbox"/>	James Anderson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	
<input type="checkbox"/>	Jane Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	

Then, navigate to the 'Administrators' tab at the top of the page.

4

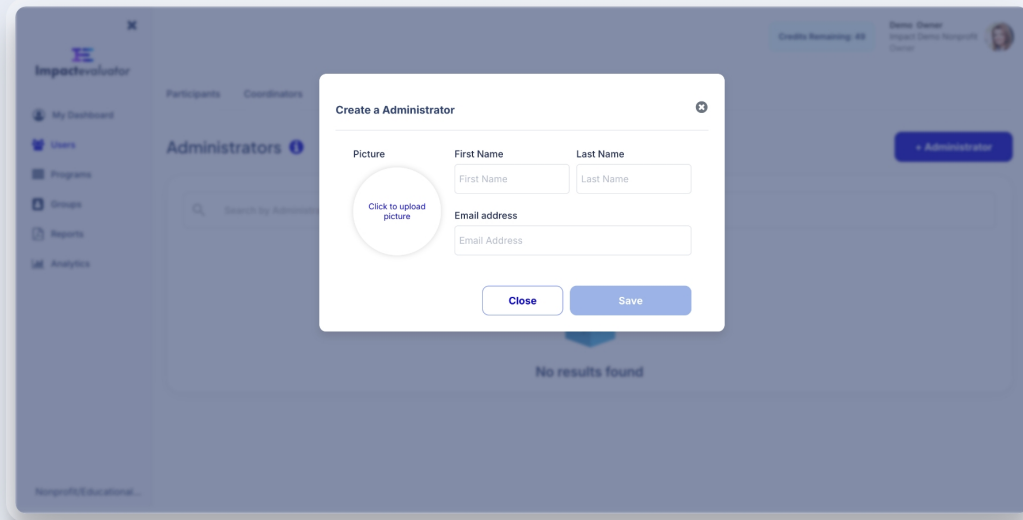
Once you're on the Administrators tab, click the '+Administrator' button.

The screenshot shows the Impactevaluator web application with the 'Administrators' tab selected. A blue button labeled '+ Administrator' is highlighted with a red box. Below the button, there is a search bar with the placeholder text 'Search by Administrator Name'. In the center of the page, there is a blue box icon and the text 'No results found'.

Once you're on the Administrators tab, click the '+Administrator' button.

5

A popup will appear where you can fill in the Administrator's details, including their name, profile pic and email.



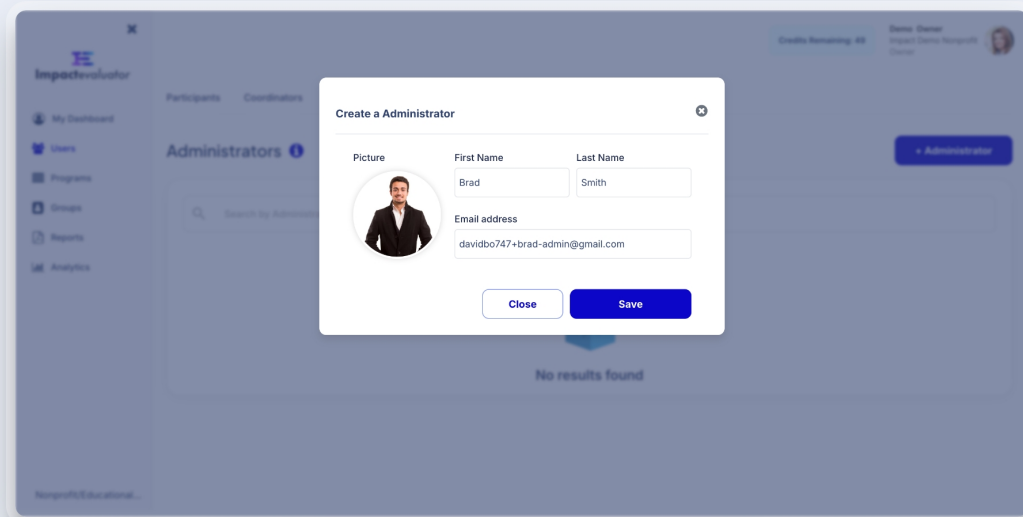
The screenshot shows the 'Create a Administrator' popup form. The form has a 'Picture' field with a circular placeholder and the text 'Click to upload picture'. There are two input fields for 'First Name' and 'Last Name', both containing the text 'First Name' and 'Last Name' respectively. Below these is an 'Email address' field containing 'Email Address'. At the bottom of the form are 'Close' and 'Save' buttons. The background shows the 'Administrators' page with a search bar and a 'No results found' message.

A popup will appear where you can fill in the Administrator's details, including their name, profile pic and email.



6

Remember, any user can edit their own details, so adding a profile picture is not required at this stage. I have however added one for this demo.



The screenshot shows the 'Create a Administrator' popup form with a profile picture of a man in a suit. The 'First Name' field contains 'Brad' and the 'Last Name' field contains 'Smith'. The 'Email address' field contains 'davidbo747+brad-admin@gmail.com'. The 'Close' and 'Save' buttons are visible at the bottom. The background shows the 'Administrators' page with a search bar and a 'No results found' message.

Remember, any user can edit their own details, so adding a profile picture is not required at this stage. I have however added one for this demo.



7

After filling in the necessary details, click 'Save' to send the invitation.




The screenshot shows a modal window titled "Create a Administrator" overlaid on a dashboard. The dashboard has a sidebar with "My Dashboard", "Users", "Programs", "Groups", "Reports", and "Analytics". The main content area shows "Administrators" with a search bar and a "+ Administrator" button. The modal form contains a "Picture" field with a profile picture of a man, and three input fields: "First Name" with "Brad", "Last Name" with "Smith", and "Email address" with "davidbo747+brad-admin@gmail.com". At the bottom of the modal are "Close" and "Save" buttons. The "Save" button is highlighted with a red rectangular border.

After filling in the necessary details, click 'Save' to send the invitation.

8

The invited Administrator will receive an email with a registration link.

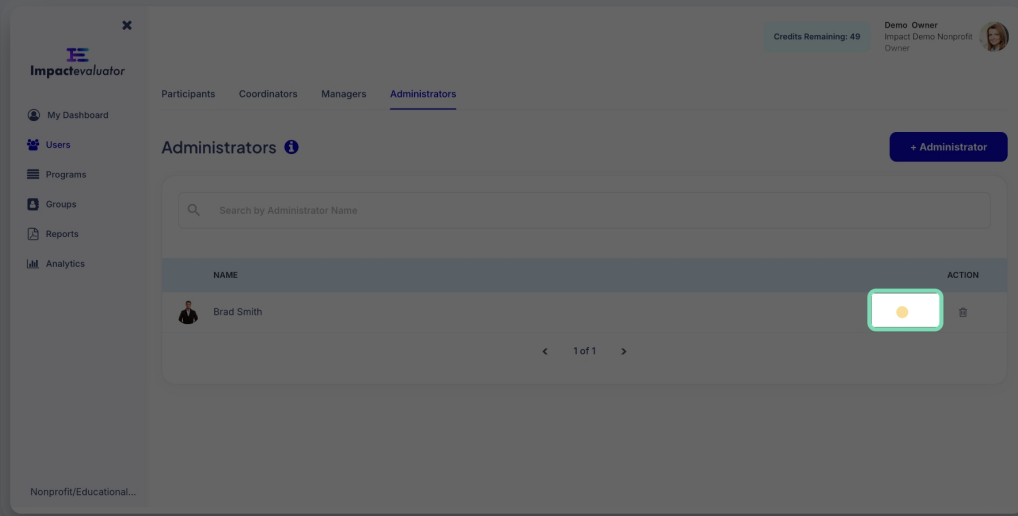
The screenshot shows the "Administrators" page in the Impactevaluator system. The dashboard sidebar is visible on the left. The main content area has a search bar "Search by Administrator Name" and a table of administrators. The table has two columns: "NAME" and "ACTION". One administrator is listed: "Brad Smith" with a profile picture, a yellow status indicator, and an email icon. Below the table is a pagination control showing "< 1 of 1 >". The "Save" button from the previous step is highlighted with a red rectangular border.

NAME	ACTION
 Brad Smith	 

The invited Administrator will receive an email with a registration link.

9

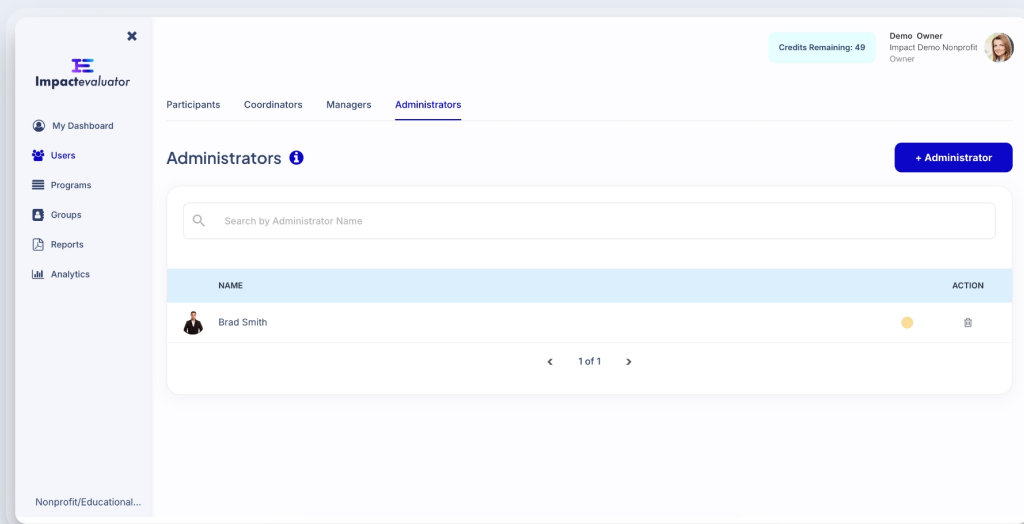
Once they've completed registration and confirmed their account, their status will change to green, indicating they are now active.



Once they've completed registration and confirmed their account, their status will change to green, indicating they are now active.

10

And that's how you add an Administrator to Impact Evaluator. They'll now be able to manage users, groups, programs and more within the system. Thanks for watching!



And that's how you add an Administrator to Impact Evaluator. They'll now be able to manage users, groups, programs and more within the system. Thanks for watching!