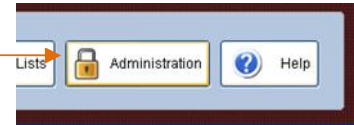


Tutorial 20: Security & User Management

This tutorial tells how to assign staff either standard user access to PranaStudio or administrator access. Administrator access allows the person to make changes to all tabs in PranaStudio. We suggest assigning teachers standard access which is the default setting. This can be easily changed at a later date.

Step 1: Assigning Access to Staff

From the Switchboard, click on “Administration.”



In “Administration” click on the *Staff* tab.

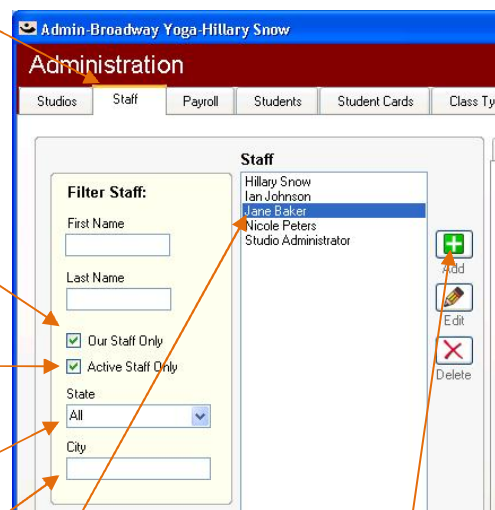
Filter Staff: chooses which staff names will appear in the menu to the right. If some of the names you expected to see are missing check the filter options listed below.

Our Staff Only: chooses only staff from this studio.

Active Staff Only: chooses only staff who have not been designated as inactive.

State: chooses only staff from within that state.

City: chooses only staff from the specified city.

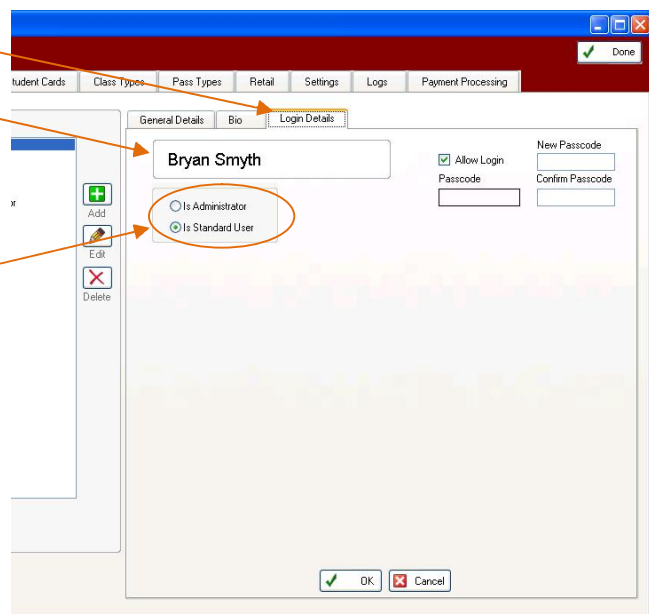


Select the staff member to whom you are assigning access or, for a new staff, click “Add.”

Click on the *Login Details* tab.

The staff member’s name, as entered in the *General Details* tab, appears in this box.

Click on either *Is Administrator* or *Is Standard User*. *Is Administrator* allows access to all “Administration” tabs in PranaStudio. *Is Standard User* allows access to all features required by most staff.

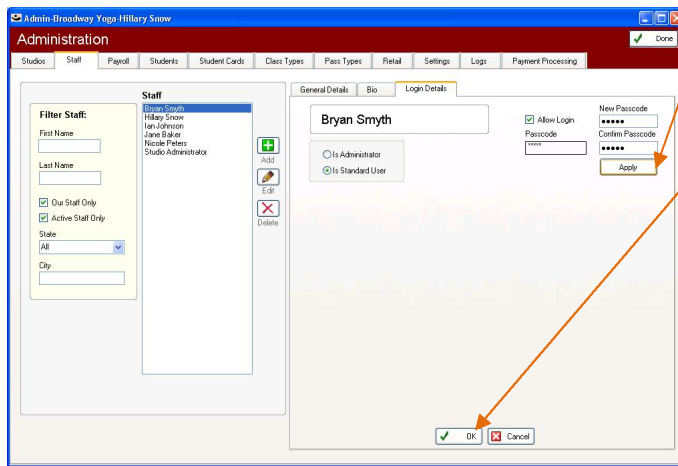
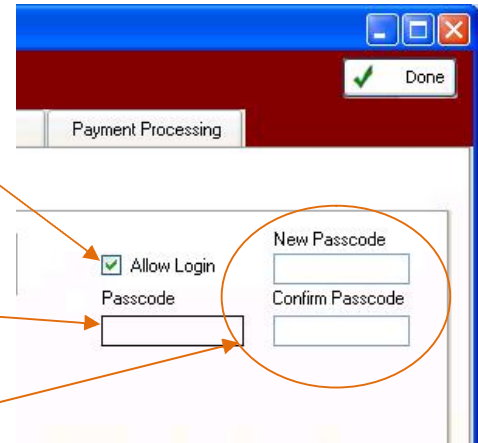


Standard Users have access to all the “Administration” tabs except *Staff*, *Payroll*, *Retail* and *Payment Processing*

Allow Login enables the staff member to login. A guest teacher may be denied login status by unselecting this.

If a *Passcode* was previously chosen, x’s will appear in this box otherwise it is blank.

To create a passcode or change a previous passcode, enter and then re-enter the new passcode in both the *New Passcode* and the *Confirm Passcode* boxes.



Click “Apply” to accept a *New Passcode*.

Click “OK” to complete the changes for this staff member.