

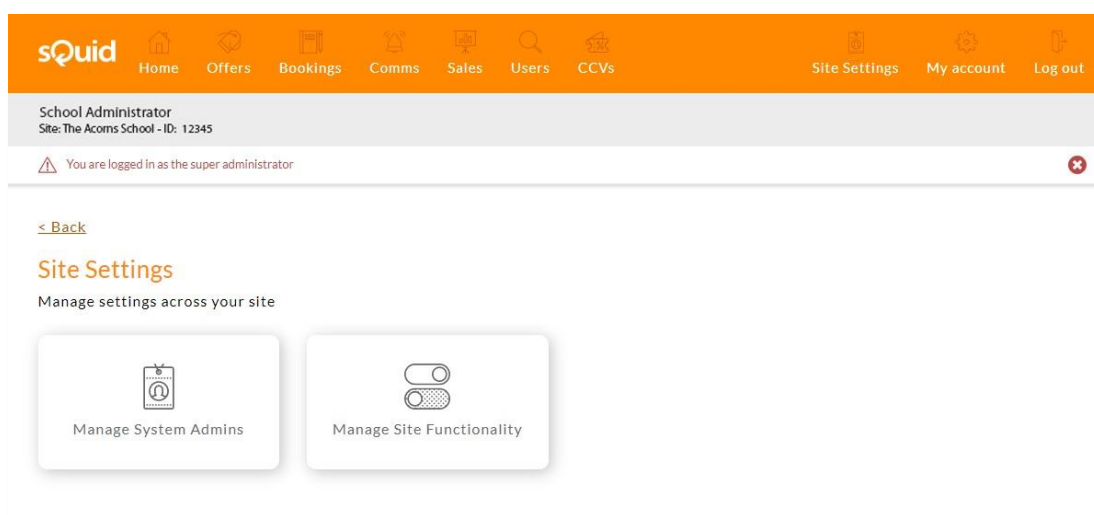
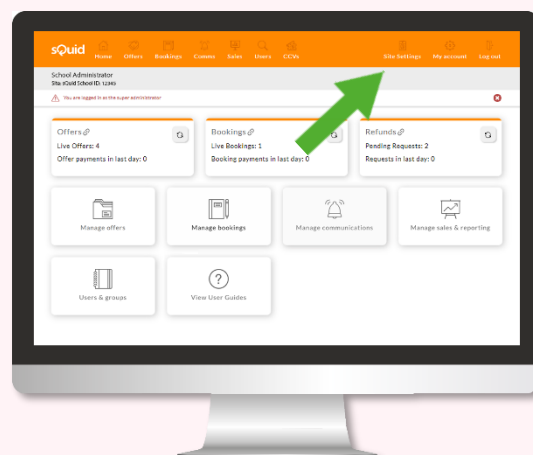
Site Settings

sQuad sQuad Trips & Offers User Guide

Home page: MAIN MENU BAR

Select **Site Settings** from the main menu bar to manage settings across your site.

You can manage your **system administrators** and their permissions, and enable **site functionality** via sQuad Trips & Offers.



Click on **Site Settings** in the **main menu bar** at the top of your home screen to **manage your system administrators and site functionality**.

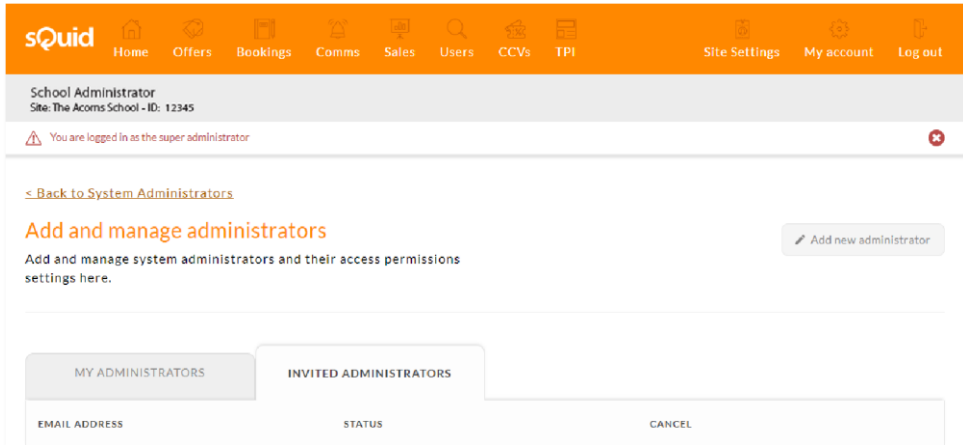
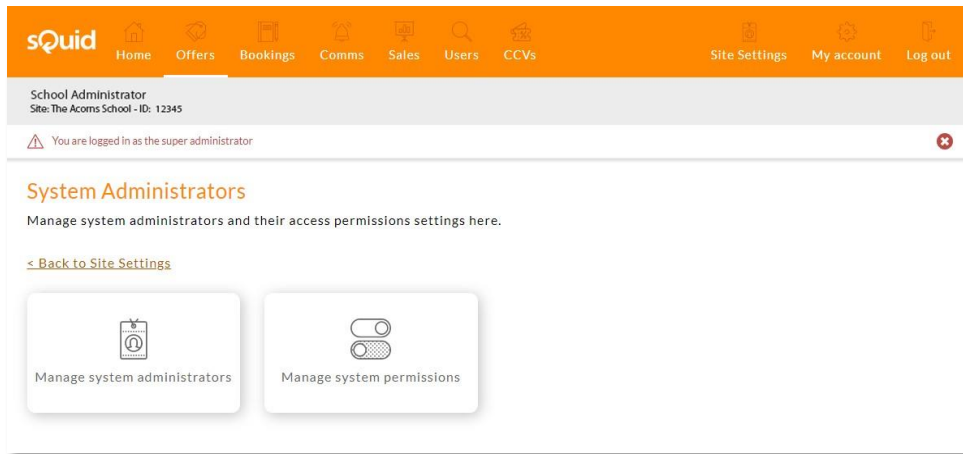
01 Manage System Admins

Click on the **Manage System Admins** tile to **manage system administrators** and their **access permission settings**.

01.1 Manage system administrators

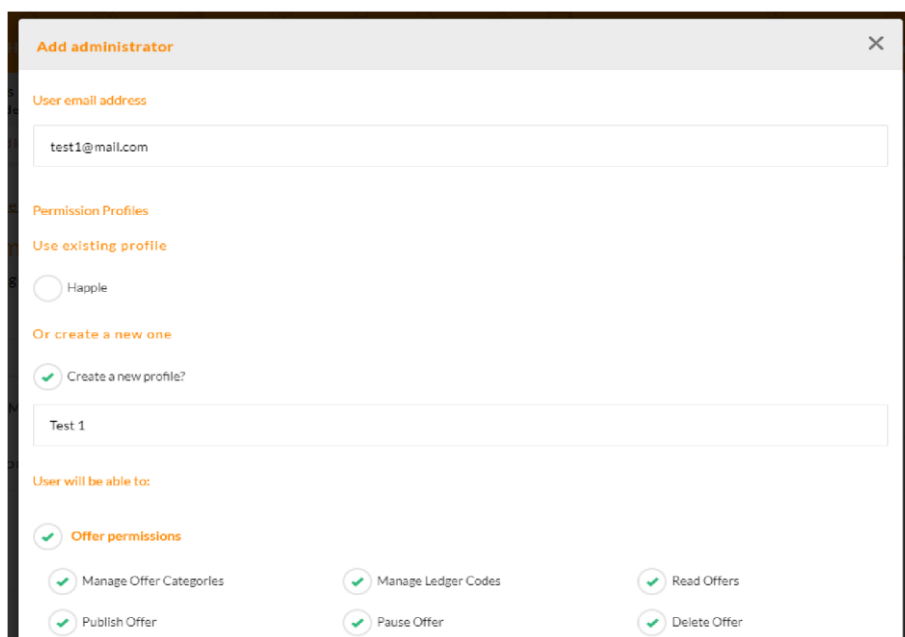
On the **System Administrators** screen, click on the **Manage system administrators** tile - this will take you to the **Add and manage administrators** screen.

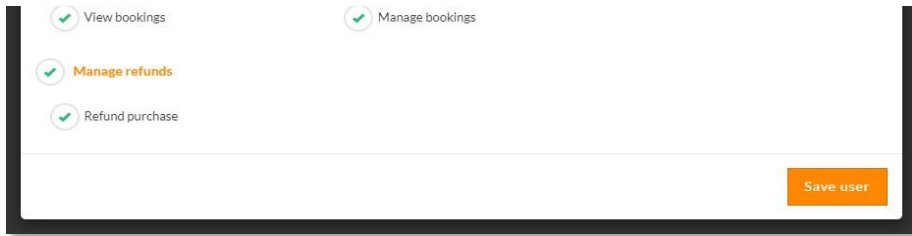
Here you can **view existing and invited administrators**, as well as **adding new ones**.



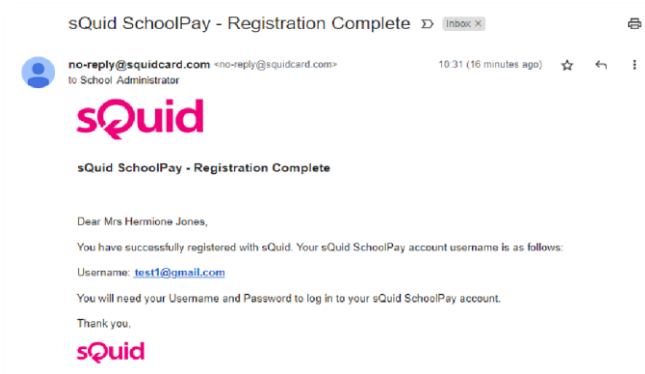
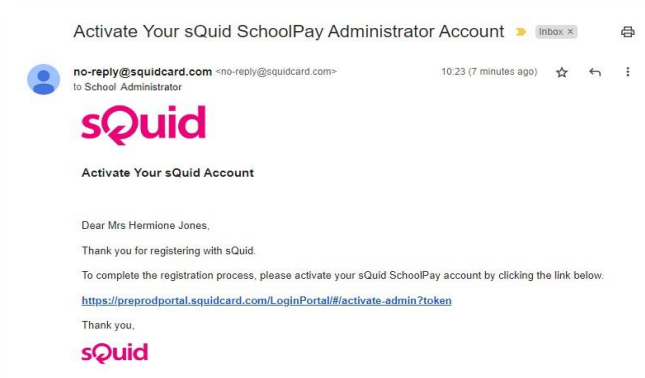
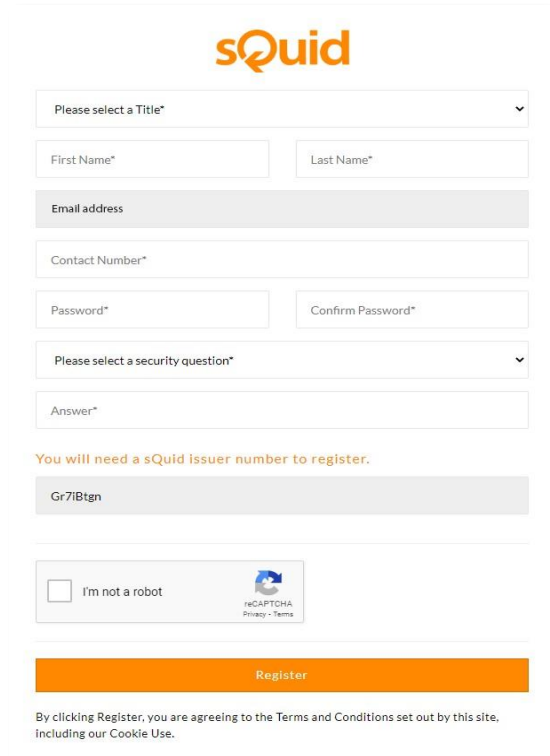
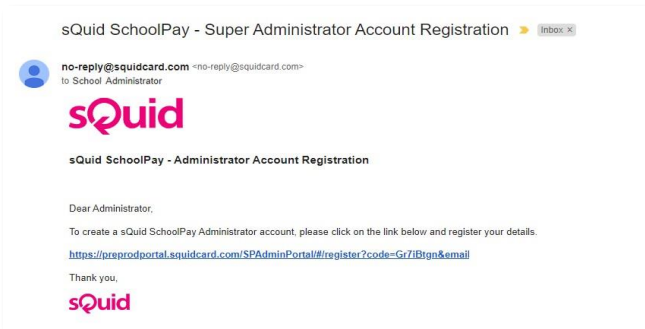
01.1.1 Add a new administrator

- Click on the button at the **top right** of the **Add and manage administrators** screen
- Enter the target **email address** and create a **new profile name**
- Click to **tick** next to all the required **permissions**
- Make sure to click **Save user** at the bottom of the form
- You will see the message **Administrator added**, and the target administrator will now appear on the **Invited Administrators tab** with the status set as **An invitation has been sent** (see 01.1.2).



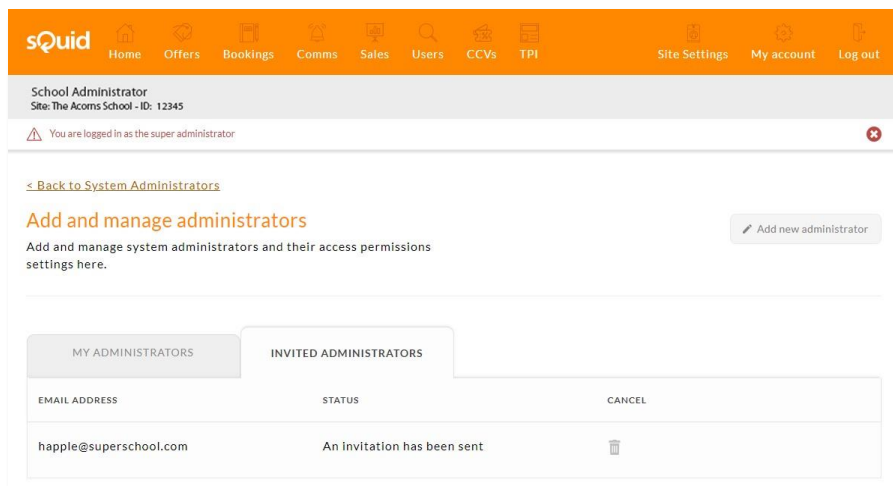


- The invited administrator will receive an **email** containing a **registration link**.
- They should **follow the link** and complete the information requested in the **registration form** **Please note that the sQuid issue number field is pre-populated.* Then click **Register**.
- They will then receive a **further email** with an **activation link** and a **third email** containing their **Username**.
- Finally they will see a **confirmation screen** with an **invitation to log in**
- The **new administrator** will no longer appear in the Invited Administrators tab, but will now be present in the **My Administrators tab** (see **01.1.3**).



01.1.2 Invited administrators tab

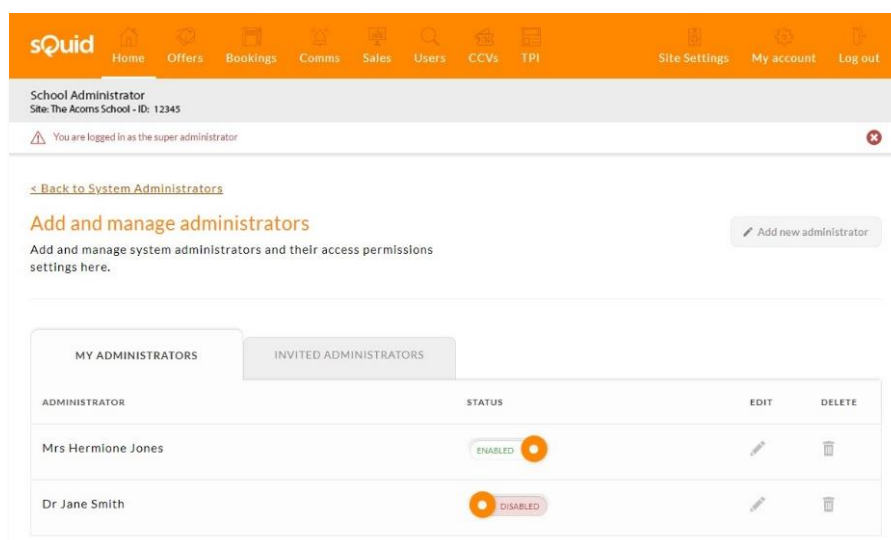
- This shows the email addresses of all **invited administrators** who have **not yet completed the registration process**
- The **STATUS** field shows **'An invitation has been sent'**
- Click on the **trash icon** to **cancel this invitation**.



- Once the invited administrator has **completed the registration process**, they will disappear from this tab, and will appear in the **My Administrators tab (01.1.3)**.

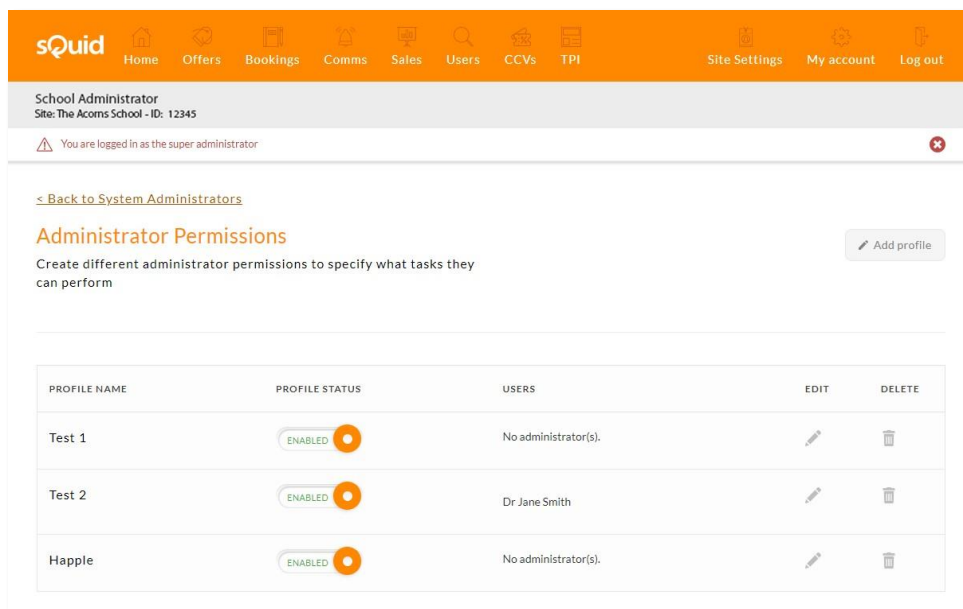
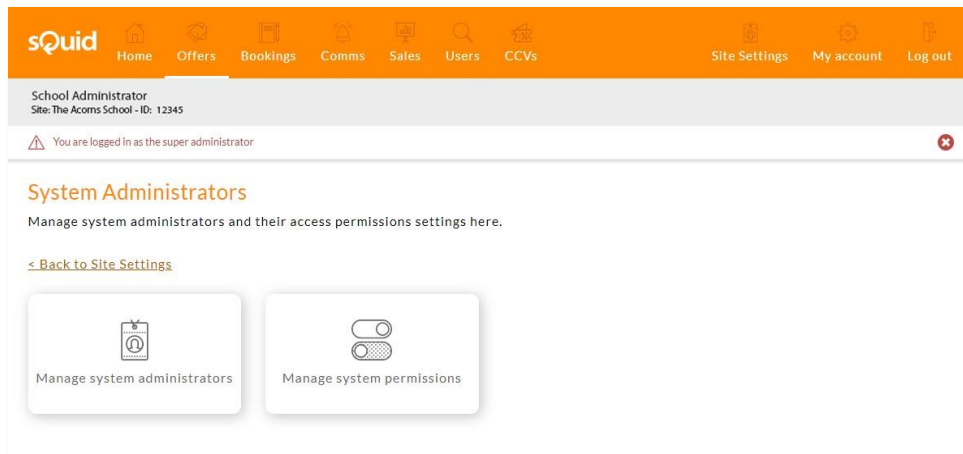
01.1.3 My administrators tab

- Click on the **My administrators** tab to **view all your system administrators**
- The **STATUS** field shows whether they are **Pending** (an invitation has been sent, but they have not yet completed registration), **Enabled** (a system administrator who is enabled according to the permissions given when the invitation was set up) or **Disabled** (administrator status has temporarily been turned off).
- You can **temporarily turn off or on** an administrator's status by moving the **orange slider** from side to side
- Click on the **pencil icon** to **edit the administrator's permissions** by selecting the relevant profile, then ticking or unticking options. Scroll to the bottom and click **Save user** to **save your changes**.
- Click on the **trash icon** to **delete this administrator**.



01.2 Manage system permissions

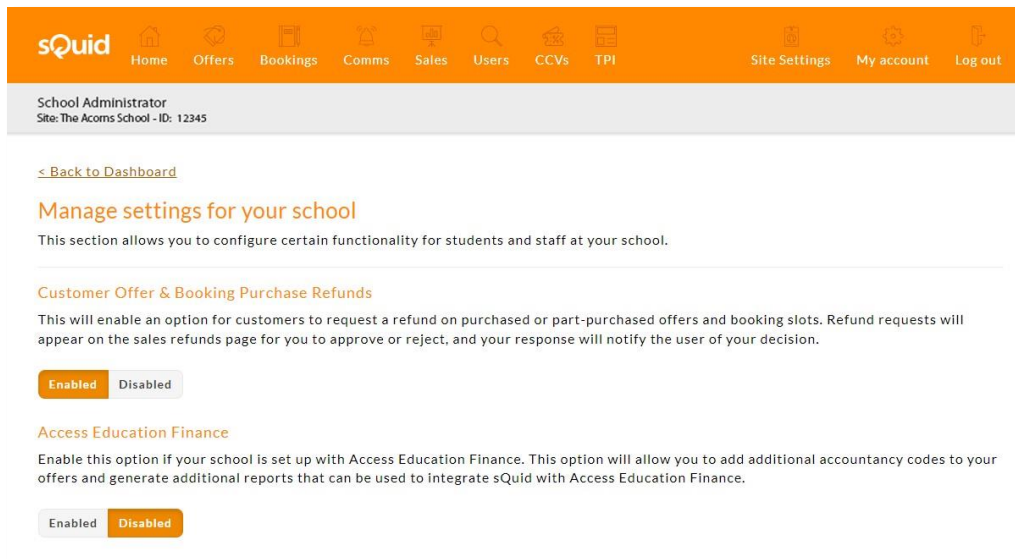
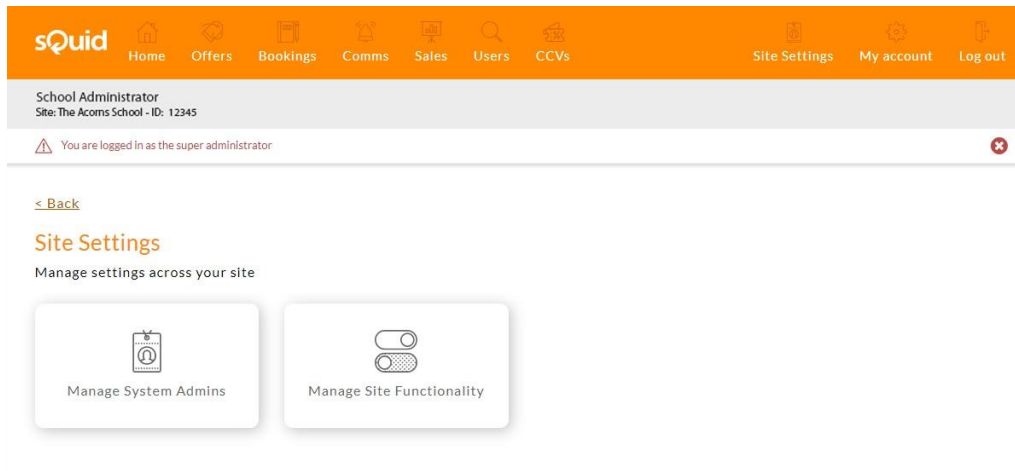
On the **System Administrators screen**, click on the **Manage system permissions tile** - this will take you to the **Administrator permissions screen**.



- Here you can **view all your administrators** and their **profile name**
- **Disable or Enable your administrators** by sliding the **orange button: Enabled** (a system administrator who is enabled according to their assigned permissions) or **Disabled** (administrator status has temporarily been turned off).
- **Edit their permissions** by clicking on the **pencil icon**
- **Delete an administrator** by clicking on the **trash icon**

02 Manage Site Functionality

Click on the **Manage Site Functionality tile** to **manage settings for your school**. This section allows you to configure certain functionality for students and staff at your school.



- You can **Enable or Disable functionality** which has been set up for your school, *if you have the appropriate permissions*, by **clicking the Enabled/Disabled buttons**.
- When you make a change, you will see a **confirmation screen**.

