

# Who can add administrators?

A short guide to reviewing who has the ability to add administrators and how to grant this permission

- Communications
- Opinion gathering
- Reports
- Information reports
- Administrator options**
  - Site options and preferences
  - Configure community / demographic group settings
  - Administrator management**
  - Target lists
  - Message templates
  - Activation code letter
- Development requests

Administrator name	Area covered	Date added	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Administrator (Do not remove)	West Midlands	24/08/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Sarah Astbury	Corporate Communications	02/09/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Yellow dot
Dan Barton	Corporate Communications	02/09/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Sharn Braich	West Midlands	31/08/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Matt Brennan	West Midlands	31/08/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Emma Bromley	Birmingham	31/08/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot
Natasha Cooper	Learning and Development	31/08/2016	Envelope	Lock	Factory	Prohibit	101	Group icon	Green dot

Click on "Administrator Management" to see a list of current administrators

This icon shows who has Administration permission to add other administrators

Click "Edit" to review the permissions of that person

# Granting Admin Rights

This permission sets the ability to add or edit other administrators

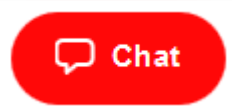
Note: you can only grant permissions that you have yourself. Additional, configuration permissions require VISAV support to update

## User administrator settings

<input type="checkbox"/>	<b>Alter site preferences / options</b> VISAV System Administrators Only: This includes registration demographic questions and groups, site name and default website address etc.	<input checked="" type="checkbox"/>	<b>Add / edit admin users on system</b> This allows the administrator to add new administrators and edit existing administrators on the system.
<input checked="" type="checkbox"/>	<b>View user anomalies</b> This allows the administrator to view user anomalies where users either have no information providers selected or have not mapped correctly.	<input checked="" type="checkbox"/>	<b>Add stop press items</b> VISAV System Administrators Only: This allows administrators to add stop press items to the system; these are displayed when other administrators log in. (Super users only)
<input checked="" type="checkbox"/>	<b>Create publicly accessible recipient lists</b> This allows the administrator to be able to create recipient lists that can be loaded by other administrators of this site.	<input type="checkbox"/>	<b>Control which administrators have access to restricted groups</b> This allows administrators to select which other administrators have permission to see selected restricted groups (must also have "Control community contacts").  <b>Please note:</b> Any user with this permission will be able to see all restricted groups.
<input checked="" type="checkbox"/>	<b>Create user target lists</b> This allows the administrator to be able to target lists of users for specific areas and geodemographic types that are accessed via the Rapport mobile admin.	<input checked="" type="checkbox"/>	<b>Access opinion gathering module</b> This allows the administrator to be able to access the opinion gathering module to create and send campaigns

# More Support

For more support contact VISAV Support

- Email: [support@neighbourhoodalert.co.uk](mailto:support@neighbourhoodalert.co.uk)
- Tel: 0115 9245517 (option 1)
-  Click the Chat button found throughout the Admin system