

ODISS Super Admin Feature Guide



How to Set Up new ODISS Administrator account(s) within ODISS and/or edit and delete existing ODISS admin accounts.

Left Click Your Mouse to Advance Slides, Right click to back up one or press ESC to exit presentation.

2/18/2016

The following slides provide instructions for existing ODISS Super Admins on how to set up and configure a new Administrator, aka, Admin, account in ODISS for and/or edit and delete existing admin accounts in ODISS.

The Off Duty Integrated Scheduling System, www.myODISS.com

ODISS

Welcome Off Duty Coordinator

Home Help/FAQ Logout

PERSONNEL CLIENTS EVENTS FORMS/LINKS **ADMIN PANEL** REPORTS SEARCH TRAINING

44 personnel

0/0 this month events

0/0 next month events

0 this year events

To set up a new Admin Account and/or view, edit, delete an existing admin account in your ODISS system, you must first access your Super Admin module by clicking the red “**Admin Control Panel**” button on your ODISS administrators upper button/tab bar.

Admin Guide; How to Set Up New ODISS Administrator Accounts

The Off Duty Integrated Scheduling System, www.myODISS.com

Update Your Record

If you would like to change your username, email address, group, etc., click on the link below.

- [Update Your Record](#)

View, Add, Edit Your Admins

If you would like to view a list of the current Admins, add an Admin, edit or delete an Admin's record, click on the link below.

Super Admin Features

- [Add an Admin](#)
- [View, edit, or delete current Admins' Information](#)

IMPORTANT NOTE: Not every ODISS admin account is a “Super User”. Typically there are only one or two ODISS Super admins per client although there is no limit to the number. However we recommend our client’s limited the number of Super Admin accounts as other wise it defeats the purpose of having a “Super Admin” who has the ability to add, edit and delete other ODISS admin accounts and/or restrict their admin access.

If this is the first time you’re attempting to utilize the Super Admin feature and you’re not sure if you have these rights, you’ll know if you do by scrolling down to the purple area of your Admin Control Panel page and if you see directly under your “Update Your Record” link the additional purple bar labeled “View, Add, Edit Your Admins” then you have “Super Admin” rights. If the bar circled above in red does not appear then you have regular ODISS admin rights only.

If you are not a ODISS Super Admin and feel you have the need to be one, contact your existing Super Admin to request those rights be added to your admin account as they are the only people that can.

Admin Guide; How to Set Up New ODISS Administrator Accounts

The Off Duty Integrated Scheduling System, www.myODISS.com

Update Your Record

If you would like to change your username, email address, group, etc., click on the link below.

- [Update Your Record](#)

View, Add, Edit Your Admins

If you would like to view a list of the current Admins, add an Admin, edit or delete an Admin's record, click on the link below.

- [Add an Admin](#)
- [View, edit, or delete current Admins' Information](#)

Click Here to Add a New ODISS Admin.



Click here to View, Edit or Delete an existing ODISS admin in your system.



The Off Duty Integrated Scheduling System, www.myODISS.com

To Set up a new admin in your ODISS system:

IMPORTANT NOTE: Any field with a **red asterisk *** next to it is a required field and must be filled in otherwise you will receive an error message after submitting the information.

Step One: Fill in their basic contact information. In most cases, the street address, city, state, etc. will be your agency or organization business address however you can put in whatever you like or just "XXX" to fill the field if you don't know their info.

The e-mail address(s) you enter for them will be used to receive back any bounced messages or automated messages such as when people sign up for an event they've created and they selected the box to be notified.

New Admin Registration Page

Please complete the form below to register an administrator for the ODISS Program.

Enter Name and Address Information

* First Name:

Middle Name:

* Last Name:

Address:

City:

State/Province:

Zip/Postal Code:

Enter your Email Address Information

Email Address 1

Email Address 2 (if applicable):

Email Address 3 (if applicable):

Enter your Phone Numbers

Phone:

Cell Phone:

The Off Duty Integrated Scheduling System, www.myODISS.com

Setting up a new admin, continued:


Step Two: Select by clicking on the group(s) name you want this new admin to have access to.


Step Three: Click Yes or No if you want the new admin to be a Super Admin or not. By default new admins are set at "No" which we recommend unless you want this admin to be able to add, edit or delete other admins in your system.

Step Four: By default, all new admins have the ability to view all the admin modules such as "View Personnel", etc. However if you wish to restrict access to any of the admin modules listed in the scroll box next in step 4 then you would simply highlight those you do NOT want the admin to have access to. Doing this will present a "Sorry, This Page is Restricted" message when they click on the module button.

Step Five: Enter the User Name, Password and Security Challenge Question answer for your new admin, click **Register** and you're done. Please be sure to test their login data.

Enter your Group Information

* Group (Hold down the Ctrl key to select more than one group): 2 
Admin
Citizens Patrol
Search And Rescue
Cert Team

* Super Admin: Yes No 3 

Badge or ID Number (if applicable):

Employee Number (if applicable):

If this Admin will have Restricted Access, select the areas to be restricted

Select the areas where access is to be restricted for this Admin:
Hours Entry
Hours Viewing 4

Select your User Name and Password to use when accessing this program

* User Name:

* Password: 5

* Confirm Password:

* Please answer one of the questions below. If you ever forget your password, it can be reset if you match the response you insert below.

Please note: only answer one of the following 3 questions.

What is your mother's maiden name?:

What is your father's middle name?:

What are the last 4 digits of your Social Security Number?:

To submit this information, click on the "Register" button below

The Off Duty Integrated Scheduling System, www.myODISS.com

View, Add, Edit Your Admins

If you would like to view a list of the current Admins, add an Admin, edit or delete an Admin's record, click on the link below.

- [Add an Admin](#)
- [View, edit, or delete current Admins' Information](#)

List of Administrators

When clicking on the above labeled link **View, edit or delete current Admin's Information**, in your admin control panel, pictured to the right is a sample of what will appear next which is a list of all the admins in your ODISS system. To change their admin rights, group selection, etc. click on the **Edit** link. If the admin account is no longer needed then simply click **Delete**.

Edit	Delete	Last Name	First Name	Address	City	Zip Code
Edit	Delete	Admin	Admin	55 Admin Lane	Adminville	12345
Edit	Delete	Admin	Alex	123 Main Street	Smithtown	94356
Edit	Delete	Admin	Tester	55 Tester Lane	Testville	92880
Edit	Delete	Cert	Sandy	123 Main Street	Smithtown	95459
Edit	Delete	Certain	Cathy	345 Cert Lane	Certain	93493
Edit	Delete	Coordinator	Charlie	55 Arrest Street	Los Angeles	91202
Edit	Delete	Cord	Officer	343 Test	Testing	93939
Edit	Delete	Search	Stan	123 Main Street	Searchville	93434

Good Job, You're Done!

Thank you for taking the time to learn how to use the Super Admin feature to set up new admin accounts in your ODISS system. Please send any comments or suggestions regarding this feature or any other feature to us at info@myodiss.com We assure you all input is reviewed for consideration.

If you need help with this feature or any other feature in ODISS, please contact us and provide as many details as possible of the problem so we can understand it and help you asap. Please forward any help request to: help@myodiss.com and we'll respond quickly, usually in the same day or feel free to call us at: 951-279-6893 although e-mail is our preferred method as we can respond 24/7.