



QUICK START GUIDE

Users

Step 1

Log In as Food Bank Admin. Go to "Admin Settings"

Home

Reports

TEFAP Compliance Report

Data Export

Duplicate Management

Admin Settings

Step 2

Open Users. Select Organization from drop down. Click Create New User

Admin Settings

Services Intake Templates & Forms Intake Options Agencies Service Area Geographies **Users** Event Schedules Events

Please select an option to display the users associated with that organization.

Organization
Select

All Users Export to excel

Name	Job Title	User Type	Shared Login	Status
No data available in table				

Previous Next

Step 3

Complete Contact Info


Create New User

User Info


First Name*	Last Name*
<input type="text"/>	<input type="text"/>
<small>* This is required</small>	<small>* This is required</small>
Job Title*	Phone #
<input type="text"/>	<input type="text"/>
<small>* This is required</small>	



Step 4

Create a unique username and password for the user.

Email* 

* This is required No email address

Password* 

Confirm Password  

* This is required

Step 5

Select User Type. Determine if this is a shared login.

Organization* User Type* Shared login

* This is required

Please select the status of the user

Inactive Active

Step 6

Select Status and Click Save.

Please select the status of the user

Inactive Active

Cancel

Save