Validator Admin Groups

User Level Capabilities within the Validator Tool

Here is a description of what each user level can do with the **Validator Tool**.

1. The **Super Admin** can set up new **Groups** with a **Group Name**, as well as assign **Managers** and **Group Members**. Only the Super Admin can add Managers and Admins.
   1. Definition: The Super Admin will also be any Primary Admin with permissions in OPS-COM to manage the Validator; they can create groups and have the ability to add users to the group. The permissions that the Super Admin assigns to the individual group members will determine their access level on the system. All permissions must be added or removed by the Super Admin and cannot be done by any other user.

2. The Super Admin will be able to see all current, pending, past and archived (deleted) validations.

   These are the permissions required to use the **Super User Manager** role.

3. Group Managers and Admins will be able to see all of their Groups, current/pending validations and delete future/current validations up to the 15-minute mark of the Start Date. Group Managers can only manage one group at a time.
   1. Please note that deletions would only be available from the Manage Validations page.

   These are the permissions required to be the **Validator Admin** role:

4. The Super User will be able to delete any future, current, and past validations.
   1. Please note that archived is considered deleted. Archived information is not purged from the system. This is due to the need to keep system data integrity.

   These are the permissions required to be the **Validator Entry** role:

User Level Display within the Validator Tool

Here is the description of what each user level can see in the Validator Report and Manage Validations tools.

1. The **Super Admin** will be able to see all **Validator Groups** via the drop-down menu of **All/Individual Validators** within each group. The Super Admin should be able to delete

any entry at any time, pre or post validation.

2. Group Managers will only be able to see their own Validator Groups within a drop-down of **All/Individual Validators** within their group. They will also be able to delete any entry pre-validation.

3. **Admins** will only be able to see and delete their own entries pre-validation or within a 15-minute leeway (as described below).

4. Please set-up a 15-minute grace period on deletions. This will allow a current validation to be deleted up to 15-minutes past the start date, in the case of an input error. (Setting)

5. **Users** will be able to search for a partial or full plate, by entering the time period. No admin name or lot should be required. If the entry was made within the appropriate time period, it should show accordingly. If an Admin name is required then an **All** Admins option, and individual admins within their group are required.

How to create a Group

1. Navigate to **Manage Groups** under **System Config**.

System Config

- 👥 Manage Roles
- 👥 Manage Groups
- 👤 Edit Admin Users

- ▪ Manage Files
- ✖ System Settings
- ✖ Classic System Settings

- ✎ System Messaging
- 🖥 Templates & Design **Beta**

- ✎ Disclaimers & Messaging
- ▤ Notice Literature
- ✉ Email Templates
- 🖥 Email Headers & Footers

- ♻ Reset Database

2. This brings you to the **Manage Administrator Roles** page.
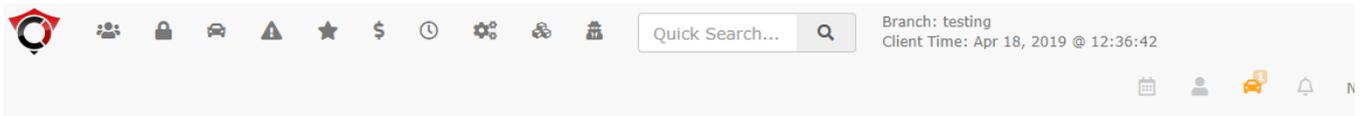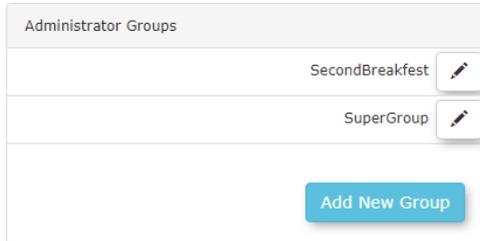
3. To create a group click on **Add New Group** and the Adding a new Group window will appear.
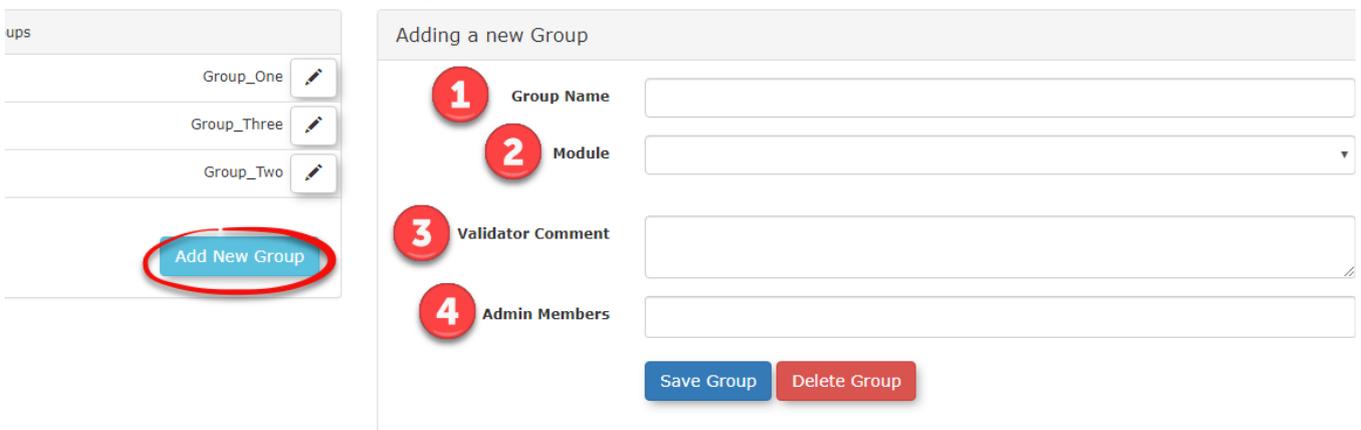
| Adding a new Group	Info

1. Group Name	The Group Name is how you change the name of a group.
2. Module	The Module is where you can set the purpose of the group.
3. Validator Comment	The Validator Comment is a spot where you can add any comments that you need to.
4. Admin Members	The Admin is the area in which you can add admin members to the group

4. When you are finished click the **Save Group** button. You will see your group added to the bottom of the Administrator Groups.
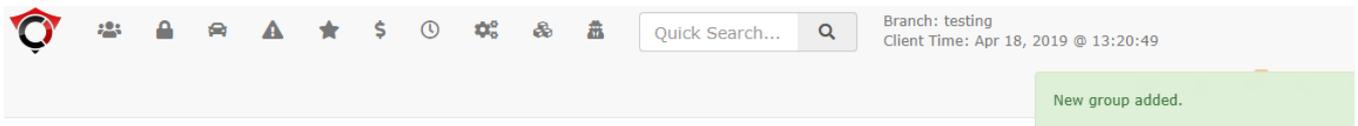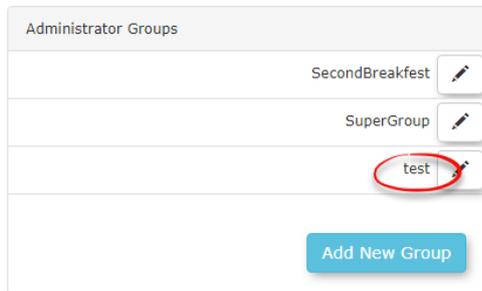
How to Add Members to a Group

1. First, you will have to navigate to **Manage Groups** under **System Config**.

System Config

👥 Manage Roles

👥 Manage Groups

👤 Edit Admin Users

📁 Manage Files

🔧 System Settings

🔧 Classic System Settings

✍️ System Messaging

🖥️ Templates & Design **Beta**

✍️ Disclaimers & Messaging

📖 Notice Literature

✉️ Email Templates

🖥️ Email Headers & Footers

🔄 Reset Database

2. You can edit a group by clicking the blue button with a pencil icon next to the Administrator Groups you wish to edit.

3. You can then click on the **Admin Members** bar to add more members to the group.

4. When finished click the **Save Group** button found at the bottom of the Editing Group.

Zones and How They are Assigned

1. Navigate to **System Config → Edit Admin Users**
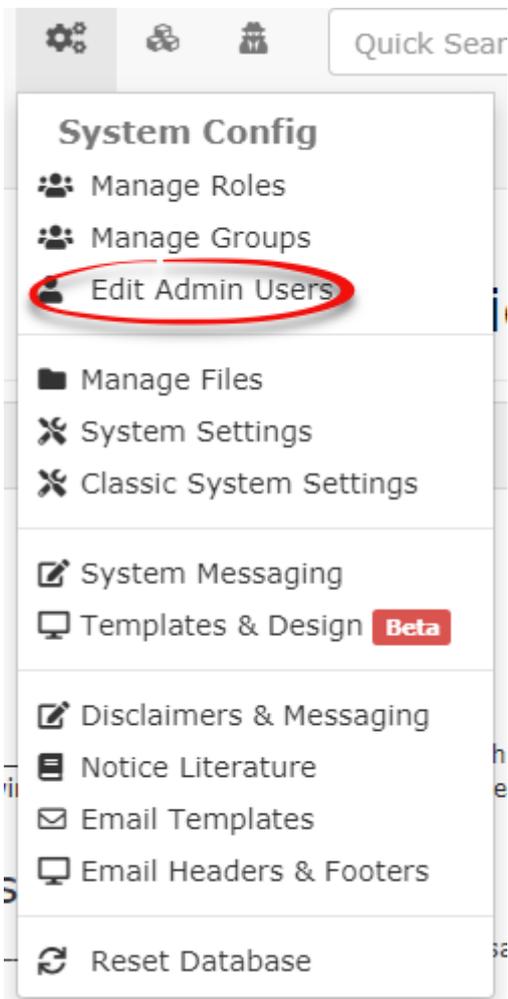
2. Select an **Admin User** which you want to edit and apply the **Parking Validation Lot Zones** they will manage.

Manage Administrator Users

Insert New User ▾   Retrieve
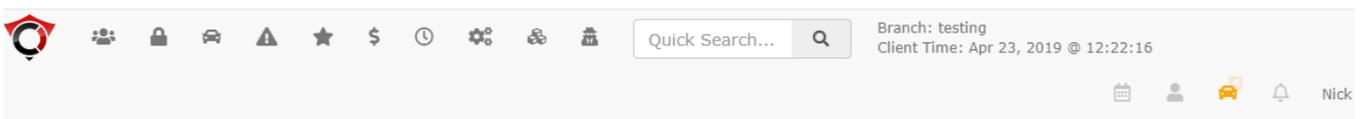
Creating New User

☐ Activate this account and allow system login

Username [   ]

Password [   ]

Leave this blank to keep the existing password.
Passwords are case sensitive.

Active Roles

☐ Administrator   Administrators are the highest role under Owne
                       may not have all the permissions

☐ Appeals Officer   Manage Appeals, granting, Upholding or Canceli

☐ Counter Admin   Front facing Admin, customer contact, accepts
                       and hands out permits

☐ Dispatcher   Dispatcher enters dispatches and can assign to
                       Incident

☐ Financial Admin   Ability to manage payments, refunds and all re

3. Scroll to the bottom of the page to find the **Parking Validation Lot Zones** window. Select the **Zone(s)** in which this admin will be managing validations.
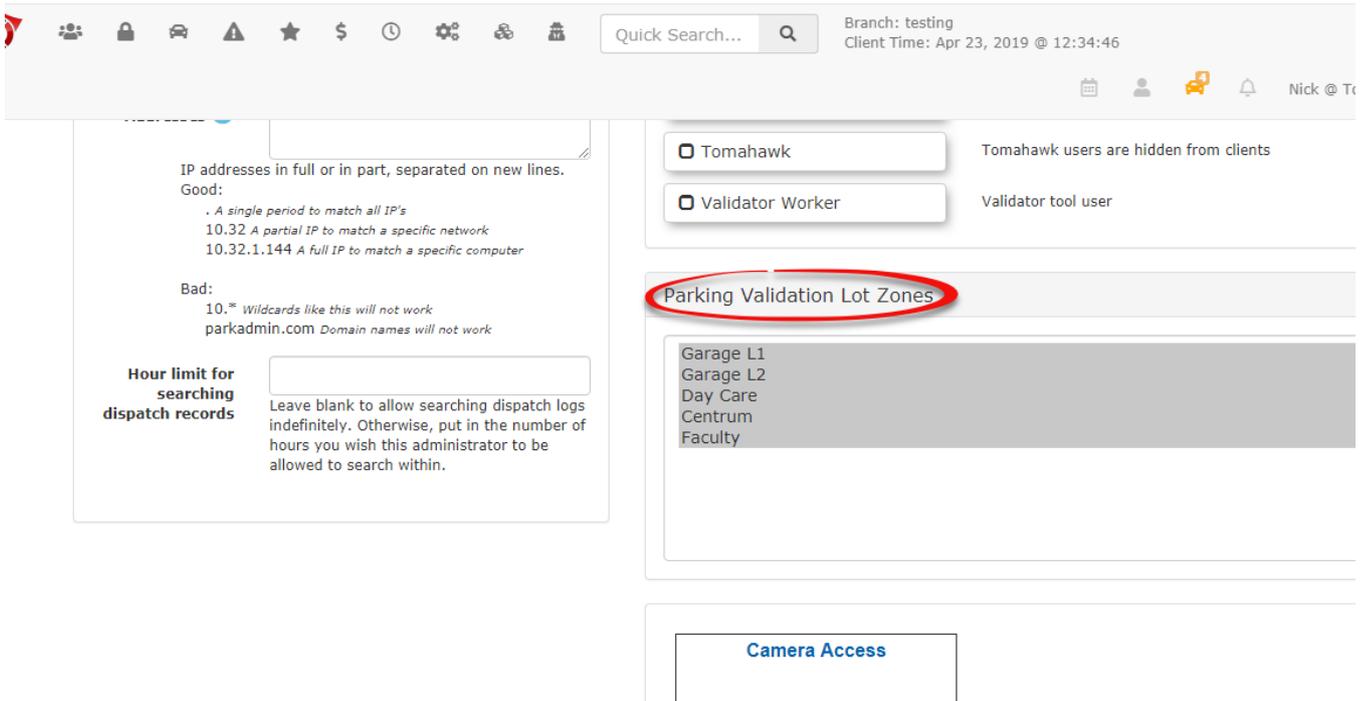
4. Click any **Zones** that apply to this Admin and click **Update User** at the bottom of the page to finish.

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