

# Service Insights on MealConnect



## MANAGE USERS: Agency Admins

1. Login & select **Admin Settings** from the menu in the top left corner.

The screenshot shows the MealConnect dashboard. On the left is a navigation menu with categories: Duplicate Management, Reports, and Admin Settings. The Admin Settings item is circled in red. The main content area is titled 'Today's Activities' and contains several summary cards for households and individuals served, along with a table for age groups.

Total Households Served (duplicated)		New Households Served (unduplicated)		Total Individuals Served (duplicated)		New Individuals Served (unduplicated)	
3	households	2	households	7	individuals	4	individuals

  

Age groups served	# of Individuals (duplicated)
Children (0-17 yrs.)	2
Adults (18-59 yrs.)	5

2. Select **Users** from the blue menu bar at the top of your screen.

The screenshot shows the 'Admin Settings' page. At the top, there is a blue menu bar with four options: 'Service Area Geographies', 'Users', 'Event Schedules', and 'Events'. The 'Users' option is circled in red. Below the menu bar, there is a message: 'Please select an option from the menu above.'

3. Select one of the existing users to make changes, or select **Create New User** to add a new user and login.

The screenshot shows the 'Admin Settings' page with the 'Users' menu item selected. The page title is 'All Users'. There is an 'Export to excel' link and a 'Create New User' button. Below is a table of users. A red arrow points to the 'Angel, Castile' user name, and another red arrow points to the 'Create New User' button.

Name	Job Title	User Type	Shared Login	Status
<a href="#">Angel, Castile</a>	Flunkie	Agency User	No	Active
<a href="#">Demon, Ruby</a>	Volunteer	Intake User	No	Active
<a href="#">Winchester, Dean</a>	Agency Administrator	Agency Admin	No	Active
<a href="#">Winchester, Sam</a>	Agency Administrator	Agency Viewer	No	Active

#### 4. Make any necessary changes.

The screenshot shows the 'Edit User' form with the following fields and values:

- User Info**
  - \*First Name: Sam
  - \*Last Name: Winchester
  - \*Job Title: Agency Administrator
  - Phone #: 719-111-2222
- \*Email: sam@baby.org (with a help icon) and a checkbox for 'No email address'.
- Blank Password and Confirm Password fields (with a help icon).
- \*Organization: Supernatural (dropdown menu)
- \*User Type: Agency Viewer (dropdown menu) and a checkbox for 'Shared login'.
- Status selection: 'Please select the status of the user' with radio buttons for 'Inactive' and 'Active' (the 'Active' button is selected).

Two red arrows point from the bottom of the page to the Password and Confirm Password fields.

#### 5. To change the password, simply enter the new password into the blank **Password** field, and then re-enter it in the **Confirm Password** field.

NOTE: You will never be able to see an existing password, only reset it to something new. Passwords must be between 8 and 30 characters and contain at least one of each of the following characters: lowercase, uppercase and number.

#### 6. Users cannot be deleted, but you can set them to **Inactive** by clicking the radio button in the last row, or you can simply overwrite this user with someone else's name and information.

#### 7. When you have finished making changes, click the orange **Save** button at the bottom of the screen.