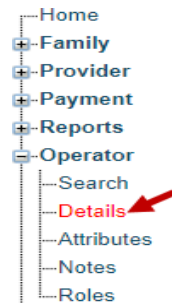


KinderTrack – Add Operator

Use the **Operator > Details** page to create and maintain the **Operator** information, including login. On this page, you assign usernames and passwords, roles, supervisors, backup workers, etc. You can also flag the user to receive Night Run Status alerts, force password change, and lock a user from accessing KinderTrack.

A Press **Details** under **Operator**.



B Press **New** to enable the fields for editing.

*Last Name: <input type="text"/>		Office Locations: Select >>
Middle Name: <input type="text"/>	*Operator Roles: Select >>	
*First Name: <input type="text"/>	Supervisor: Select >>	
Title: <input type="text"/>	Phone Number: <input type="text"/>	
Worker Number: <input type="text"/>	Email Address: <input type="text"/>	
Worker Group: <input type="text"/>	*Active Status: Active ▼	
Office Number: <input type="text"/>	Surrogate Workers: Select >>	
*User Name: <input type="text"/>	Languages: Select >>	
Password: <input type="text"/>	Locked: <input type="checkbox"/>	
	NightRun Status Alert: <input type="checkbox"/>	
	Force password change: <input type="checkbox"/>	

C Enter the required information of the **Operator** indicated by a red asterisk (*) into the fields. You must select your **Office Location** before selecting the **Operator Role** assigned to the new Operator. Note: **Operator Roles** have different permissions that must first be set up.

Note:

- **Active Status** - Press the drop-down arrow to select whether this is an **Active** or **Inactive Operator**. The **Operator** will not be able to log in if inactive.
- **Locked** - Check this box if you would like to block access to this **Operator**. The system automatically locks access. It also automatically checks this box after an **Operator** exceeds the number of incorrect login attempts set by the System Administrator.
- **NightRun Status Alert** - Check this box if this **Operator** needs to receive an alert if **Night Run** fails to run.
- **Force Password Change** - Check this box if you want this **Operator** to be forced to change passwords during the next login.
- **Office Locations** must be selected before the Operator Roles can be selected.

D Press **Save** to create a new Family record.