

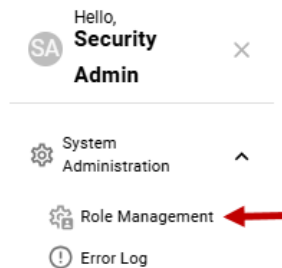
FamilyCentral – Security Administrator

A Security Administrator can view and manage user accounts, view and edit roles and permissions, and view the Error Log.

Role	Definition	Activity/Function
Applicant	Public user applying for childcare.	Create, read, send communication. Create, edit, and submit applications.
Communicator (SSO)	Uses 2-way communication with KinderTrack users.	Create, read, send communication.
Application Processor	Enters applications into FC one after another. May have more than one in-process (i.e., not submitted) at a time. Is restricted to viewing and working on only those applications created by sst. May not download any application data.	Search applications. [Self] Create, edit, and submit applications.
Application Processor Lead	Enters applications into FC one after another. May have more than one in-process (i.e., not submitted) at a time. Is restricted to downloading only non-sensitive data.	Search applications. [Non-sensitive Data] Export application search results. [Non-sensitive Data] Create, edit, and submit applications.
Application Processor Manager	Enters applications into FC one after another. May have more than one in-process (i.e., not submitted) at a time. May view all applications and download all application data.	Search applications. [All Data] Create, edit, and submit applications. Export application search results. [All Data]

View and Edit Roles and Permissions

- A** Select **Role Management** from the menu options.

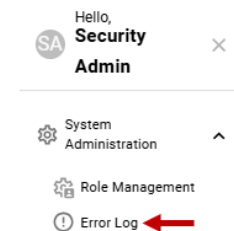


- B** Select the Role you want to modify and press **Next**.

- C** You can edit the Name and Description of the role.
- D** Use the toggle and drop-downs to configure the Role permissions.
- E** Press **Save & Next**.

View Error Log

- A** Select **Error Log** from the menu options.



- B** You can view the errors directly from this page.
- C** If you wish, you may export the Error Log by selecting **Export** and selecting how you wish to export.