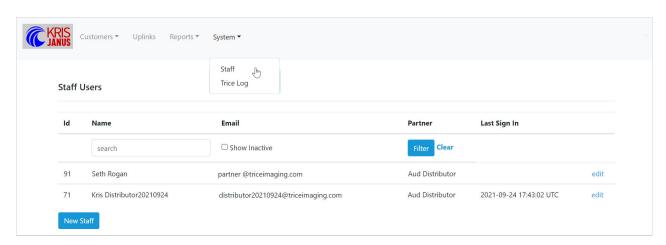# Managing your Staff

Last Modified on 2022-09-26 17:57

Viewing Staff

To view your staff, select **Staff** from the system menu at the top of the screen:

By default, only active staff members will display. Check **Show Inactive** to display members that are no longer active. Enter a name or partial name into the search box to quickly find members.

Select **Edit** next to a staff member to:

- Change their name or email address
- Reset their password
- Change their user role
- Enable or disable two-factor authentication
- Deactivate a staff member

Adding Staff

Select the **New Staff** button to add a new staff member to your account:

Name

[   ]

Email

[   ]

Password

[•••••••••   ]

Password confirmation

[   ]

Roles

```
distributor_admin
distributor_user
```

☑ Active?

[Create Staff]

Enter the following information for your new member:

- Name
- Email address
- Initial password (after the initial login, it is important that your staff change this password by using the Forgot Password feature)
- Role
    - **Distributor Admin:** Select this option to give administrator privileges (explained below)
    - **Distributor User:** Select this option to give basic level privileges

Leave the **Active?** box checked and select **Create Staff**.

Deactivating Staff

To remove a staff a member, select **Edit** next to their name on the Staff page and uncheck the **Active?** box, followed by the **Update Staff** button.

Staff Roles

There are two types of staff roles:

Distributor User: Grants the basic level of functionality:

- Viewing and managing customers
- Viewing and managing accounts
- Viewing and modifying Uplinks
- Viewing Staff Logs
- Viewing reports

Distributor Admin: Grants the same functionality as a distributor user, with the addition of:

- Adding new staff members
- Deactivating staff members

- Editing staff members (including password resets)