

Add User

Home -> Users

Under the "Administration" tab, find and click on "Users".

The screenshot displays the PROFITS4PURPOSE website interface. At the top, there is a logo with a green circular arrow and the text "PROFITS4PURPOSE". To the right of the logo, the tagline "Simple. Relational. Innovative." is visible. Below the logo and tagline is a navigation bar with the following tabs: "Home", "My Details", "Administration", and "Logout". On the far right of the navigation bar, there is a "FAQs" link with a question mark icon. The "Administration" tab is currently selected, and a dropdown menu is open, listing the following options: "Activity Reports", "Users", "Events", "Event Reports", "Donations", "Non-Profits", "Company Goals", "General Settings", and "Reminders". A red arrow points to the "Users" option in the dropdown menu. Below the navigation bar, there is a large text area with the following text: "for visiting our employee volunteer platform. Here you will find tools to help you reference in your community! Use this site to log volunteer hours, learn about new and find out how we're working together to support of community." Below this text area, there are six main content sections, each with a title and an icon: "Company" (with a person icon), "Search Non-Profit Profiles" (with a handshake icon), "Volunteer Opportunities" (with a calendar icon showing "APR 21"), "Track Volunteer Hours" (with a clock icon), "Financial Donations" (with a \$100 bill and coins icon), and "Our Stories" (with a target icon).

Add New User

From this page you can search users, import new users, import banned users, and manually add new users. Click on Add New User.

PROFITS4PURPOSE

Simple. Relational. Innovative.

Home My Details Administration Logout ? FAQs

Manage User

Search Users:

Users ▾ Export to: CSV PDF

- Search Users
- Add New User**
- Import New Users
- Import Banned Users

		FIRSTNAME	LASTNAME	EMAIL	ROLE	LAST LOGIN
		Luke	Harmon	luke@profits4purpose.com	Admin	01/15/2014 14:08:36
2	Conoco	Conoco	Conoco	luke@profits4purpose.com	Admin	11/19/2013 01:22:56
3	P4P Demo	Luke	Harmon	luke@profits4purpose.com	User	11/04/2013 13:34:46
4	Emily Demo	Emily	Sukman	jason@profits4purpose.com	Admin	08/02/2013 16:12:42
5	Daniel P4P			daniel@profits4purpose.com	Admin	07/15/2013 21:32:21
6	ShannonBade			shannon@profits4purpose.com	Admin	04/25/2013 00:02:34
7	lukeh@profits4purpose.com	Luke	Harmon	lukeh@profits4purpose.com	Admin	04/22/2013 10:50:02
8	lharmon100@gmail.com	Luke	Harmon	lharmon100@gmail.com	User	04/22/2013 10:46:18
9	Jon	Jonathan	Blakemore	jon@profits4purpose.com	Admin	03/06/2013 17:42:25

New User Information

At the bottom of your list of users you will find the form for a new user. You will need to fill out the first two fields with the user's:

- Username
- Email Address
- Role
- First Name
- Last Name

Additional fields can be filled out or left for the user to setup when filling out their profile.

By leaving the password field blank, the system will generate a temporary password for the user.

Close

EMAIL: EMAIL: ROLE: User LOCATION: Destination Resorts
Inn and Spa at Lorett
Vail Cascade
Corporate

User Info

First Name:

Last Name:

User Password

New Password:

Confirm Password:

Dimensions

1. Location
Select

2. Department
Select

Add User

Cancel

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