

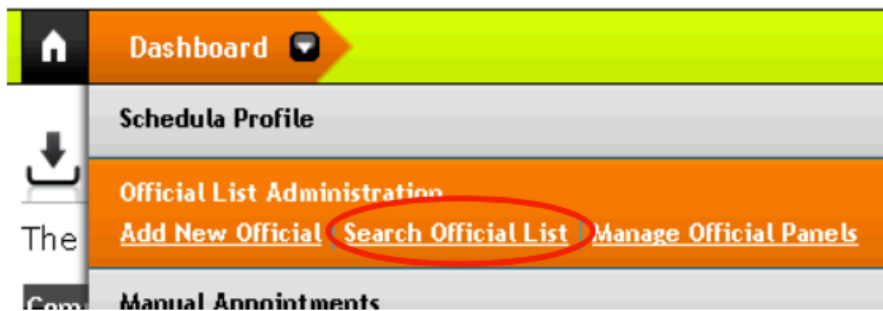
Managing Official Logins

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Using the Schedules database, you can manage each of your people's logins to their customised Dashboard. The following instructions will explain how you can add, change and remove the logins for your people within your Organisation.

Note: You can generate a Login Report from the Reports menu which will assist you in understanding who has a login for Schedules, what their login email is and when they last logged in.

1. Login to Schedules and navigate to List Administration>Search Official List.



2. On the Search Official List dialog, enter in some search criteria to find the person you want to enable as an Administrator then click Search.

Search Criteria	
Name	<input type="text" value="Citizen"/>
Gender	<input checked="" type="radio"/> Both <input type="radio"/> Male <input type="radio"/> Female
DOB	between <input type="text"/> and <input type="text"/> (dd/mm/yyyy)
Address	<input type="text"/>
Suburb	<input type="text"/>
Organisation	<input type="text" value="Eastern Football League"/>
Season	<input type="text" value="2012"/>
Registration Type	<input type="checkbox"/> Field Umpire <input type="checkbox"/> Boundary Umpire <input type="checkbox"/> Goal Umpire <input type="checkbox"/> Coach <input type="checkbox"/> Administrator
	<input type="button" value="Search"/>

Search Results		
There are 1 results.		
Name	DOB	Gender
CITIZEN, Joe	1963-11-03	Male

Click on the person's name to bring up their Profile.

3. On the person's Profile page, scroll down to Account Login Details.

Note: You can generate a Login Report from the Reports menu which will assist you in understanding who has a login for Schedula, what their login email is and when they last logged in. Managing Official Logins Page 1

4. Under the Account Login Details table, you can see the following information:

Account Login Details	
Login Username	support@schedula.com.au
Account Status	Account is operational and does not appear to have any problems. If this person is unable to login to their account and the Forgot Password feature is not working for them, then reset their password using the button below. An automated email will be sent to their Primary email address which is support@schedula.com.au
	<input type="button" value="Reset Account Password"/>
Last 3 logins	14/03/2013 10:42:39 PM 14/03/2013 2:10:07 PM 14/03/2013 12:09:08 PM

Login Username - The email address assigned to this person as their login username.

Account Status - Details the current status of the account.

Reset Account Password - As an Administrator, you can reset a person's login password for them should they not be able to recover their own.

Last 3 Logins - Lists the date and time of the last three logins.

Important: The critical piece here is the **Login Username**. When a person has an email address assigned to them, the email address can be either a **Primary** or **Additional** email address (as demonstrated below).

Email Addresses		
Email	Type	
support@schedula.com.au	Primary	<input type="button" value="Remove"/>
joecitizen@gmail.com	Additional	<input type="button" value="Remove"/>
		<input type="button" value="Add Email Address"/>

The **Primary** email address will be the one that is automatically assigned as the **Login Username**. For the above example, Joe Citizen's login is support@schedula.com.au as this is the **Primary** address assigned to his profile.

Only one person can use an email address as a **Primary** address at any one time, however multiple people can share one email address as an **Additional** address (as this is not used as a login and to identify someone in Schedula).