OVERVIEW OF SUB-ADMIN ROLES

Website and community administration can be a time-consuming task. When you decide to delegate portions of your duties to others, create sub-admin roles and add members to them. Each role carries a specific combination of access and responsibilities. Sub-admins gain partial access to the administrative dashboard of your website, but only administrators can view and change all features.

To use the Sub-Admin feature, click on the "Sub-Admin Roles" page listed under the "Membership" tab. To create a new role, click on the "+New Role" button to open the "ADD NEW SUB-ADMIN ROLE" window.

The name and description should make clear what the role entails. These two pieces of information are mandatory. The list of editing and access privileges includes all the website and member features. Click on the checkbox in front of the name of each feature you want your sub-admins to be able to access.

To assign members to the role, click in the "Role Members" box to view and select from a dropdown menu that list all eligible members, along with their e-mail addresses.

Before you can finish creating a new sub-admin role, click on the "View Summary" button to review the criteria you've established. From there, click on the "Back" button to go back to the "ADD NEW SUB-ADMIN ROLE" window and make changes, or the "Save Sub-Admin" button to finish creating the role.

◆ *Note that you can assign a member to only one role, so be sure to define and assign sub-admin roles carefully.*

OVERVIEW OF SUB-ADMIN ROLES - CONTINUED

Once you've defined a role, you can click on the Edit icon to change any aspect of it. The "EDIT SUB-ADMIN ROLE" window presents the same four setup criteria as the window in which you create a new sub-admin role.

The Deactivate and Delete icons open windows that enable you to make a sub-admin role inactive without deleting it altogether, or to remove it completely from the list of roles. To view deactivated roles in the list on the "SUB-ADMIN ROLES" window, activate the "Show Inactive" switch.

Like other windows within the administrative dashboard, the "SUB-ADMIN ROLES" window enables you to search for specific role criteria, including all or part of the names of a role itself or of members assigned to it, all or part of an assigned member's e-mail address, or by a feature that you've assigned to the role.
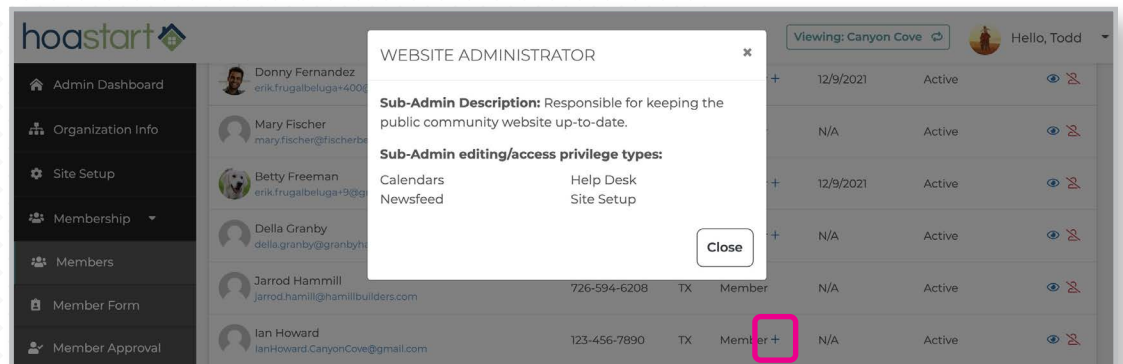
Once you've created sub-admin roles and assigned members to them, you can recognize members with these role assignments by the way their entries show up in the list on the "MEMBERS" window. In the "ROLE" column, a sub-admin's listing will say "Member," followed by a blue "+." This symbol acts as a clickable link to display a sub-admin role management widow that lists the name of the role, its description, and the editing and access privileges it includes.

If you have any further questions about the Sub-Admin features, please visit support.hoastart.com where you can open a support ticket.

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