

# Adding a Distributor Administrator

This document explains how to add a distributor administrator.

You can manage a distributor at the Client Manager administrator level.

**Step 1:** Log in to [Jasperactive](#). If necessary, select the **Client Manager** role from the Role menu.

**Step 2:** Click the **Distributors** option in the panel to display the Distributors page.

## Distributors

[+ Add Distributor](#)

### Search Distributors

In this section you can create, search, edit and view distributors.

Distributor:

Country:

State/Province/Region:

City:

Active Licenses:

Purchase Order:

[Search](#)

☐ User Activation Codes  
☒ Center License  
Filter results with less or equal than to the specified amount.

☐ Show only Distributors with inventory requests  
☒ Active Distributors

**Step 3:** Enter criteria if desired, then click the **Search** button to display the results.

## Distributors

[+ Add Distributor](#)

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[Search](#)

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Icon Notation: Distributor Reseller Hub Center

Distributor	Available Center Licenses	Available Codes	Inventory Requests	Country	State/Province/Region	City	Options
Andrew	0	0	0	Canada	British Columbia		
Canada Test	0	0	0	Canada	British Columbia		
CCI Learning Test	0	0	0	Canada	British Columbia		
Certipoint	0	0	0	United States	Utah	American Fork	
DouglasDist	1	12	0	United States	California	Hollywood	
Emmanuel's Distributor	0	995	0	Mexico	México	México	
Kim's Test	0	0	0	United States	Florida		
Kona Software	0	0	0	Canada	Ontario	Ontario	

**Step 4:** In the search results table, locate the row for the distributor for which you want to add an administrator, and in the **Options** column, click the (pencil) icon.

The General Info window appears.

### Distributors

CCI Learning ⇒ **Tolano Inc.**  
Distributor

General Info
Licenses
Administrators

Please complete the fields to complete the distributor information.

Mandatory fields \*

Organization Name: *	Phone Number:
<input type="text" value="Tolano Inc."/>	<input style="width: 100px;" type="text" value="( ) - - Ext: "/>
Address Line 1:	Address Line 2:
<input type="text" value="#112 - 9440 202nd Street"/>	<input style="width: 100px;" type="text"/>
Country: *	State/Province/Region: *
<div style="border: 1px solid #ccc; padding: 2px;">Canada ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">British Columbia ▼</div>
City:	Zip Code/Postal Code:
<input type="text" value="Langley"/>	<input type="text" value="V1M 4A6"/>
<input checked="" type="checkbox"/> Active	
<div style="display: inline-block; border: 1px solid #ccc; padding: 5px 10px; margin-right: 10px;">Cancel</div> <div style="display: inline-block; border: 1px solid #ccc; padding: 5px 10px;">Save</div>	

**Step 5:** Click the **Administrators** tab to view the current distributor administrators.

General Info
Licenses
Administrators

+ Add

In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

There are no administrators

Return

**Step 6:** Click the **Add** button. The Search User options appear.

General Info
Licenses
Administrators

#### Search User

Search for an existing user through its email.

\* Mandatory Fields

☒ Existing User    ☐ New User

Email: \*

Search

Cancel

**Step 7:** You can search for an existing user or add a new user. The table below outlines each option.

## Search for an Existing User

1. Click the **Existing User** radio button.
2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role.
3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.

The screenshot shows the 'Search User' interface within the 'Administrators' tab. It includes a search bar for email, radio buttons for 'Existing User' (selected) and 'New User', and a 'Search' button. Below the search bar, the user information for 'Andrew McSweeney' is displayed, including a table of 'Current User Roles'.

Partner Type	Partner	Role
Center	Tolano Adventures - Seattle	Center Admin

An 'Add' button is located at the bottom of the user information section.

4. Click the **Add** button to designate this person as the Distributor Administrator.

A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

## Add a New User

1. Click the **New User** radio button. The Add Administrator screen appears.

The screenshot shows the 'Add Administrator' form within the 'Administrators' tab. It includes fields for personal information (First Name, Last Name, Gender, Date of Birth, Country, State/Province/Region, City, Zip/Postal Code), language (English), center type (High School), time zone (UTC-12:00 International), email, password, registration date, last session, and an 'Active' checkbox. There are 'Cancel' and 'Save' buttons at the bottom.





2. Complete the form as directed, and then click **Save**.  
A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

General Info
Licenses
Administrators

+

 Add


In this section, you can edit the selected administrator's information, reset the password, and change the status. To Save the changes, click **Save**. To exit without saving, click **Cancel**.

First Name	Last Name	Email	Active	Options
Andrew	McSweeney	amcsweeney@tolano.com	<input checked="" type="checkbox"/>	 
Nick	Klassen	nklassen@tolano.com	<input checked="" type="checkbox"/>	 

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Return

To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you want to access, and in the **Options** column, click the  (pencil) icon.

To delete an administrator, locate the row for the administrator you want to delete, and in the Options column, click the **X** icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Distributors page, click the **Return** button.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.