

# Adding a Hub Administrator

This document explains how to add a hub administrator.

You can manage a hub at the Client Manager, Distributor, and Reseller administrator levels.

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

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

## Hubs

[Add Hub](#)

### Search Hubs

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

Hub:

Country:

State/Province/Region:

City:

Active Licenses:

Purchase Order:

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

☐ Show only Hubs with inventory requests  
☒ Show Hubs who only depend directly on me  
☒ Active Hubs

Search

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

## Hubs

[Add Hub](#)

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Search

Icon Notation: Distributor Reseller Hub Center

Hub	Available Center Licenses	Available Codes	Inventory Requests	Country	State/Province/Region	City	Options
Tolano Adventures	0	0	0	United States	New York	New York	
Tolano Environmental Consulting	0	0	0	United States	New York	New York	

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

The General Info window appears.

**Hubs**  
Tolano Inc. => **Tolano Adventures**  
Hub

**General Info** Licenses Administrators

Please complete the fields to complete the hub information.

Mandatory fields \*

Organization Name: \* Tolano Adventures Phone Number: ( ) - Ext:

Address Line 1: 300 171st Street Address Line 2:

Country: \* United States State/Province/Region: \* New York

City: New York Zip Code/Postal Code: 98032

☒ Active

Cancel Save

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

**Hubs**  
Tolano Inc. => **Tolano Adventures**  
Hub

**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.

**Hubs**  
Tolano Inc. ⇒ **Tolano Adventures**  
Hub

**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.

**General Info** **Licenses** **Administrators**

**Search User**  
Search for an existing user through its email.  
\* Mandatory Fields

☒ Existing User ☐ New User

Email: \* amcsweeney@tolano.com **Search** **Cancel**

Name: Andrew McSweeney

Partner Type	Partner	Role
Center	TA - Seattle	Center Admin
Center	Tolano Adventures - Seattle	Center Admin

**Add**

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

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.

## Hubs

Tolano Inc. ⇒ Tolano Adventures

Hub

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

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 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 Hubs page, click the **Return** button.

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