

# Adding a Reseller Administrator

This document explains how to add a reseller administrator.

You can manage a reseller at the Client Manager and Distributor administrator levels.

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

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

## Resellers

[+ Add Reseller](#)

### Search Resellers

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

**Reseller:**

**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 Resellers with inventory requests  
☒ Show Resellers who only depend directly on me  
☒ Active Resellers

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

## Resellers

[+ Add Reseller](#)

### Search Resellers

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**City:**

**Active Licenses:**

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

☐ Show only Resellers with inventory requests  
☒ Active Resellers

Icon Notation: Distributor Reseller Hub Center

Reseller	Available Center Licenses	Available Codes	Inventory Requests	Country	State/Province/Region	City	Options
>  Green Soles	0	0	0	United States	California	Santa Barbara	
Hiking Trails	0	0	0	Canada	British Columbia	Richmond	

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

The General Info window appears.

## Resellers

Tolano Inc. ⇒ **Green Soles**  
Reseller

General Info
Licenses
Administrators
Office 365 Authentication

[Relocate in the Hierarchy Tree](#)

Please complete the fields to complete the reseller information.

Mandatory fields \*

Organization Name: \*

Phone Number:

+1  -  Ext:

Address Line 1:

Address Line 2:

Country: \*

State/Province/Region: \*

City:

Zip Code/Postal Code:

☒ Active

Internal Identifier:  
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**Step 5:** Click the **Administrators** tab to view the current reseller administrators.

General Info
Licenses
Administrators
Office 365 Authentication

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"/>	
Baradoch	Buchanan	bear@greensoles.com	<input checked="" type="checkbox"/>	

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

General Info
Licenses
Administrators
Office 365 Authentication

**Search User**

Search for an existing user through its email.

\* Mandatory Fields

☒ Existing User
 ☐ New User

Email: \*

**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.

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

☒ Existing User ☐ New User

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

Name: Nick Klassen

Partner Type	Partner	Role
Reseller	Green Soles	Reseller Admin
Hub	Tolano Adventures	Hub Admin
Center	Tolano Adventures - Seattle	Center Admin

**Add**

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

**Add Administrator**  
Complete the form to register the new administrator. \* Mandatory Fields

☐ Existing User ☒ New User

First Name: \* Last Name: \* Gender: \* **Select a Gender**

Date of Birth: \* (yyyy-mm-dd) Country: \* **Select a Country** State/Province/Region: \* **Select a State**

City: \* Zip/Postal Code: \*

Language: \* **English** Center Type: \* **High School** Time Zone: \* **(UTC-12:00) International**


Email: \* Password: \*

Registration Date: Last Session: ☒ Active ☐ It only has access to the reports section









**Cancel** **Save**

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** **Office 365 Authentication**




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Andrew	McSweeney	amcsweeney@tolano.com	<input checked="" type="checkbox"/>	 
Nick	Klassen	nklassen@tolano.com	<input checked="" type="checkbox"/>	 
Baradoch	Buchanan	bear@greensoles.com	<input checked="" type="checkbox"/>	 
Denis	Debarre	ddphs@jasper.com	<input checked="" type="checkbox"/>	 

**1**

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

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