

Add/Revoke a Jackrabbit User ID

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A Jackrabbit database can maintain as many **User IDs** as needed. There is no limit to the number of Users that can be logged into the database at the same time (unlimited concurrent Users).



Each User ID must be unique throughout Jackrabbit's entire application, i.e., the User ID cannot be in use by any other Jackrabbit customer.

User IDs are managed from *Manage Users & Permissions*, under the *Tools* menu.

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	UserID	First Name	Last Name	Email	Role(s)	Phone	Last Login (local time)	Last Login (server time)	Restrictions
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
1	bkerner	Brianne	Kerner	buzzbee@email.com	Manager, Instructor/Coach		11/7/2019 11:49:00 AM	11/7/2019 2:49:00 PM	Normal
2	cbova	Carol	Bova	cbova@jackrabbittech.com	Owner		10/16/2019 8:53:00 PM	10/16/2019 11:53:00 PM	Normal
3	diharris	Dianne	Harris	dilinh@gmail.com	Instructor/Coach	(704) 683-1672	12/27/2017 10:39:00 AM	12/27/2017 1:39:00 PM	Normal
4	stephandrews	Stephanie	Andrews	stephandrewsjr@gmail.com	Office Staff				Normal

Add a User ID

1. Point to **Tools** and click **Manage Users & Permissions**.
2. Click **Add User**.
3. Enter a **User ID**. You will be alerted if that User ID is not available. If it isn't, enter another User ID until you are notified it is available. *Note: Once added, the 'name' of the User ID cannot be changed. Instead, clone the User ID giving it the new name and then revoke the original User ID's login status.*
4. Enter a **New Password** and then **Re-enter Password**. For security, a password must contain:
 - o 9 characters
 - o 1 lowercase
 - o 1 uppercase
 - o 1 number

5. Add a **First Name**, **Last Name**, and an **Email** for the User.
6. Identify the **Role** the User performs. Multiple roles can be selected.
7. Optionally you can **Match (the User) to a staff person**. If you use the **Staff Portal** and this User will also work in the Staff Portal, you can match their User ID to their **Staff record**. This allows them to share the one User ID/Password for both logging into your database and logging into the Staff Portal.
8. Click **Save**.

Once you have added the User ID, be sure to edit their **User Permissions** and add any User access restrictions (Locations or Category1) that may apply to the User.



To quickly add another User ID that will have the same User Permissions as the User ID you've just added, save time and use the **Clone User** option to create the new User ID.

Revoke a User ID

When a staff member is no longer employed with you, we encourage you to revoke the User ID instead of deleting it. If you revoke the User ID you will still be able to search previous user activity on the account and the ex-employee will no longer have access.

1. Point to **Tools > Manage Users & Permissions > User IDs**.
2. Click the **User ID** you want to revoke.
3. Click the **Revoke User ID** button. The User will no longer be able to log into Jackrabbit.

If the User ID was matched to a staff member, revoking access from the database will also keep them from being able to log into the Staff Portal. Change the staff member's status to inactive on the *Summary* tab of the *Staff* record instead of deleting. Deleted staff members can be recovered by our Development Team, but there is a fee to recover information.
