

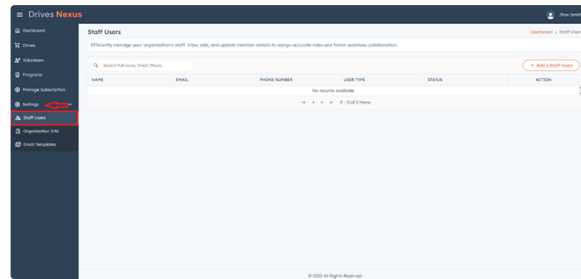
# User Guide to Add/Edit Staff Users

## Add/Edit the Staff Users [🔗](#)

**Scope:** To enable administrators to add and manage staff users, assign roles, and grant permissions for coordinating drives, programs, and organizational activities, while ensuring role-based access control and efficient collaboration.

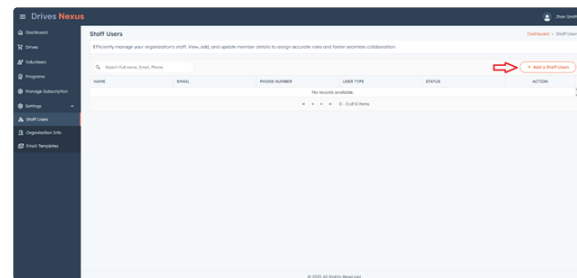
### Step 1: Navigate to the Staff Users Menu

- In the left menu, find and click on "**Settings.**" Then, click on "**Staff Users.**"



### Step 2: Add a New Staff User

- On the Staff Users list page, click on the "**+ Add a Staff User**" button located at the top right of the page.



### Step 3: Fill in Staff User Details

- **Fill in the required and optional details for the new staff user:**
  - o Required Fields are First Name, Last Name, Email, and Phone Number.
  - o Optional Fields are Address 1, Address 2, City, State, and Zip Code if applicable.
- **Staff User Status:**
  - o Verify the "**Is Active**" checkbox. Leave it checked if the staff user should be active immediately. Uncheck it if they should be inactive upon creation.

**Add a Staff User**

First Name\*

Last Name\*

Email\*

Phone Number\*

Address 1

Address 2

City State Zip Code

Select State

☒ Is Active

Cancel Save changes

#### Step 4: Save or Cancel

- Click **"Save changes"** to create the staff user and return to the Staff Users list. Click **"Cancel"** if you don't want to save the changes and wish to exit the form.

#### Step 5: View the Staff Users List

- After saving, you will be returned to the Staff Users list page. Here, you can view all existing staff users. You can edit a staff user by clicking on the Edit icon or delete a staff user by clicking on the cross icon.

**Staff Users**

Efficiently manage your organization's staff. View, edit, and update member details to assign accurate roles and foster seamless collaboration.

Search Full Name, Email, Phone

Export Staff Users Add a Staff User

NAME	EMAIL	PHONE NUMBER	USER TYPE	STATUS	ACTION
Richard Bennett	richardbennett@gmail.com	(000) 422-0844	Staff User	Active	Edit Delete

1 of 1 items