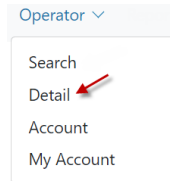


KinderConnect – Add System User: Operator

An “Operator” is a system user able to access the Provider’s KinderConnect account. A Provider can add multiple operators. You should always **Search** for the Operator before adding a new one to avoid duplication.

A Click **Detail** under **Operator**.



B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider**.

Note: Every **Provider** must have at least one **Operator** with the role **Provider Administrator**. Ensure that your Provider has at least one **Operator** of this type.

Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.

A screenshot of the 'Operator Detail' form. It has buttons for 'New', 'Save', and 'Cancel' at the top. The form contains several input fields: 'First Name: *', 'Middle Name:', 'Last Name: *', 'Email: *', 'Phone Number:', 'SMS Phone Number:', 'Operator Type: *' (with a dropdown menu showing 'Device Maintenance'), 'Region: *' (with a dropdown menu showing '-Select-'), 'Foreign Key:', 'Inactive:' (with a checkbox), 'Is Single Sign On:' (with a checkbox), and 'Providers:' (with an 'Add Provider' button).

C Enter the **Provider Name** and press **Search** to locate.

A screenshot of the 'Select Provider' form. It has a 'Search' button at the bottom left and 'Cancel' and 'OK' buttons at the bottom right. The form contains input fields for 'Provider Name:', 'Foreign Key:', 'Provider #:', 'License #:', and a dropdown menu for 'Region:' showing '-Select-'.

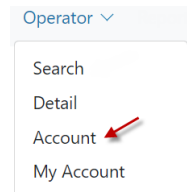
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login-related information. This process will be different from Commonwealth Operators.

A Click **Account** under **Operator**.



B Enter the required information of the Operator indicated by a red asterisk (*).

Note: You **must** select the **Registered** checkbox to add the account. It will not be created if you leave it unchecked.

A screenshot of the 'Operator Account' form. It has buttons for 'Change Password', 'Save', and 'Cancel' at the top. The form contains input fields for 'Operator Name' (with a dropdown menu showing 'Admin, Provider'), 'User Name: *', 'Password: *', 'Secret Question: *' (with a dropdown menu showing 'What was the name of your first pe'), 'Secret Answer: *', 'PIN:', 'Reset Password:' (with a checkbox), 'Force PIN Change:' (with a checkbox), 'Locked:' (with a checkbox), and 'Registered:' (with a checked checkbox).

C Press **Save**. The system displays a message indicating that the record was saved successfully.