4.4 Admin

**Understanding the Basics:**

Admin refers to the management or administration of your business or organization. Adilas is built on a foundation of permissions and settings. Settings help create the specialized work flow of your adilas, as well as the look and feel. Permissions allow administrators the ability to grant or limit access for other users throughout the company’s adilas application. In other words administrators assign, by permissions, how other users view and use the system.

Admin is used throughout the system to denote the higher-end user features which are accessible to those with the higher administrative permissions. These are features that allow more power and accessibility to work in the system and with the data. The flexibility of adilas is that you can give each individual the permissions they need to access the relevant pages and information necessary to do their job.

**Getting Started:**

Admin functionality is based on assigned permissions. To setup new users in the system or to edit information/permissions for any user, go to the Payee Permission Home page. Either search and add for a new user, or click on the name of an existing user to edit info or permissions. This takes you to the Add/Edit Employee/User Permissions page, which is an incredibly powerful page. This is where you setup how that user is able to work in the adilas system. For more information on permissions and settings please check out these sections of the user guide.

Reach the Payee Permission Homepage from the Classic Homepage under System Management – Add/Edit Payees and Permissions; My Favorites Homepage under Other Homepages – Payees & Permissions; or on the Interactive Map under the users button.

**Suggested Permissions and Settings:**

**Admin:** The ultimate administrator in a corporation has 2 key permissions that allow them to work with all other user’s permissions and the corporation-wide settings. These are ultra-admin permissions and should not be given out to anyone but the highest administrators. These permissions are found under the System Management section and are called “Add/Edit Payees & Permissions” and “Manage Corp Info & Permissions”. These two permissions allow you to add users to the system, assign permissions for any user, and manage all of the corp-wide settings.

We recommend that administrators check out both the settings and permissions pages within adilas. Both are important to the management of your adilas. There is an incredible amount of customization available right from the start. If you have any questions about permissions or settings, check out that section of the user guide, search through the permissions or settings - they all have associated descriptions, or contact your rep or adilas support to find your answers.

**Related Pages & Help File Links:**

Add/Edit Employee/User Permissions: This is the critical page for setting up users in adilas. Come here to assign or edit permissions for users and to read descriptions for the permissions.

<https://www.adilas.biz/top_secret/help.cfm?id=106&pwd=permissions>

Manage Corporation Info and Permissions: This page in adilas is your hub for accessing your corporation management links.

<https://www.adilas.biz/top_secret/help.cfm?id=216&pwd=corp_admin>

Corporation Wide Settings and Defaults: This is the page in adilas where you adjust all of your corp-wide settings. The help file, whose link is provided below, contains additional details for all the descriptions associated with each setting.

<https://www.adilas.biz/top_secret/help.cfm?id=336&pwd=settings>

Login, Passwords, & Permissions: This is the section of the User Guide that covers logins, passwords, and permissions. There is some great information here especially regarding the concepts and theory behind these adilas functions.

<https://www.adilas.biz/top_secret/steps_logins.cfm>

**Additional Content:**

 -It would be great to come up with a useful graphical illustration to really illustrate permissions and settings… which should obviously go with permissions and settings but is also applicable here.