



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:

MANAGING USERS (VOUCHER PROGRAMS)

MANAGE USERS






The Manage Users option in the menu allows you to manage all of the people associated with your program who are able to access your CAPS Online system.

ADD A USER

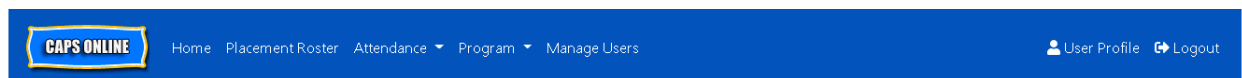
1. To grant a new user access to the system, select the **Add User** button at the top of the page.



Users

Action	Email Address	Name	Telephone	Active User	User Type	Last Login Date
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher Program	04/09/2021
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	

2. The User Info page will appear. Here, you can add the new user's information. First Name, Last Name, and Contact Email are required fields. The user must create a NYC ID using the same email address added below in the user info page in order to access the system.



User Info

User Information





Program Number XXXXXXXX	Last Name * XXXXXXXX	First Name * XXXXXX	Telephone Number (999) 999-9999
Contact Email * XXXXXXXXXXXXXXXXXXXX			

3. Click **Save** to complete.


If a user is already listed, you can manage their role, permissions/access, using the icons in the **Action** column on the left. This can be updated at any time.

Users

Add User

Action	Email Address	Name	Telephone	Active User	User Type	Last Login Date
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher Program	04/09/2021
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	
	XXXXXXXX@XXXXX.XXX	XXXXXXXXXXXX		Y	Voucher user	

There are three icons with the following functions:

 **Manage Roles:** If a user is already listed, you can manage their role, permissions/access, from the manage roles icon. For example, if you only want a user to be able to view closures but not add or edit closures, you would check the box in the “Read Only” column next to Closure. Alternatively, if you would like the user to be able to add or edit closures, you would check the box in the “Read Write” column next to Closure.

Manage Roles

User Information

Email Address

User Name

Phone
 Last Login

Roles for User : XXXXXXX@GMAIL.COM

Description	Read Only	Read Write
Placement Drop (PD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Attendance (AA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITO Attendance (AT)	<input type="checkbox"/>	<input type="checkbox"/>
Closure (AC)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Attendance (AM)	<input type="checkbox"/>	<input type="checkbox"/>

Save Reset




User Info

User Information

Program Number XXXXXXXXXX	Last Name * XXXXXXXXXX	First Name * XXXXXXXXXX	Telephone Number (999) 999-9999
Contact Email * XXXXXXXXXXXXXXXXXXXX			

Save Reset

 **Enable/Disable a User:** Select this icon to enable or disable the user's access to the system.

Submit Changes

Do you want to Deactivate the user.

Submit Cancel