

# RinTin

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Animal Shelter Scheduling

Design Comps: Task 3—Approve a Pending User Account



Schedule

Users

Shifts

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Forums

# Administrator Dashboard

## Schedule

HELP ?

### Empty Shifts

There are no upcoming empty shifts within the next [1 week]

### Pending Shifts

1. Lisa Holcomb	Night Volunteer	Tuesday, November 15, 2016
2. Kristine Kolbus	Night Volunteer	Wednesday, November 23, 2016
3. Leanne Nedeau	Night Volunteer	Thursday, November 17, 2016
4. Leanne Nedeau	Night Volunteer	Thursday, November 24, 2016

Go to Schedule

## Users

HELP ?

### Pending Users

- 1. Stella Boyak
- 2. Emily Bruce

### Active Users

1. Linda Johnson		8. Gregg Beaty	
2. Kristine Kolbus		9. Emma Biber	
3. Leanne Nedeau		10. Karen Thorington	
4. Lisa Holcomb		11. Loreina Smith	
5. Patrick Hugenard		12. Brandy Deisenroth	
6. Madison Sadler		13. Emily Flynn	
7. Carol Murk			

Go to Users

### Invite a New User

First Name

Last Name

Email

# RinTin

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## Users

### Pending Users

Click on a pending user's name to review their account and begin the approval

- |                 |           |                         |
|-----------------|-----------|-------------------------|
| 1. Stella Boyak | Volunteer | yamallets1948@yahoo.com |
| 2. Emily Bruce  | Volunteer | emily.bruce@gmail.com   |



Manually Add a New User

### Invite a New User to the System

First Name

Last Name

Email

Submit

### Active Users

Click on an active user's name or the triangle next to their name to view their details. To close their details click on their name or the triangle again.

▶ Linda Johnson



▶ Kristine Kolbus



▼ Leanne Nedeau



#### User Details

**Address:** E9280 Lehnen Road  
**City:** Munising  
**State:** MI  
**Zip:** 49862  
**Phone #:** (906)458-8121  
**Work #:** (906)387-3311  
**Email:** leanne.nedeau@gmail.com  
**Type of User:** Administrator  
**Position:** Director

**Emergency Contact:** Dan Nedeau  
**Emergency Phone:** (906)458-8232  
**Contact Relationship:** Spouse

#### User Permissions

**Cancel Shift Online?** Yes. 1 week prior.  
**Post in Forums?** Yes.



## Review Pending User

### New User Details

**Step 1**  
Review Details

**Step 2**  
Set User Permissions

**First Name:** Stella  
**Last Name:** Munising  
**Address:** 987 Superior St  
**City:** Wetmore  
**State:** MI  
**Zip:** 49895  
**Phone #:** (906)987-6541  
**Work #**  
**Email:** yamallets1948@yahoo.com  
**Type of User:** Volunteer  
**Position:** Volunteer  
**Emergency Contact:** Tom Boyak  
**Contact Phone #:** (906)123-4567  
**Contact Relationship:** Spouse

#### Would you like to continue the user approval process?

Click the 'Continue' button to continue the approval process.

Click the 'Decline' button to deny the user access to the RinTin scheduling system for your organization. If you would like to approve the user in the future the user must re-register for an account.

Click the 'Cancel' button to cancel the approval process and come back to it later.'

**NOTE:** You should only approve the user if you recognize them as an active member of your organization, as not to give organization information to non-affiliated individuals.

**Continue**

**Decline**

**Cancel**



## Review Pending User

### New User Permissions

**Step 1**  
Review Details

**Step 2**  
Set User Permissions

**1. Allow this user to cancel shifts online? \***

- Yes  
 No

**2. Allow this user to post in forums? \***

- Yes  
 No

**3. Allow this user to edit their posts in forums?\***

- Yes  
 No

**4. What type of shift(s) can this user sign up for?  
(Check all that apply) \***

- Employee Shifts  
 Volunteer Shifts  
 Event Shifts

**Would you like to finalize the new user approval process and add the user to the active users list?**

Click the 'Submit' button to finish the approval process.

**Submit**

**Cancel**

### Active Users

Click on an active user's name or the triangle next to their name to view their details. To close their details click on their name or the triangle again.

▶ Linda Johnson



▶ Kristine Kolbus



▼ Leanne Nedeau



Address: E9280 Lehnen Road

City: Munising

State: MI

Zip: 49862

Phone #: (906)458-8121

Work #: (906)387-3311

Email: leanne.nedeau@gmail.com

Type of User: Administrator

Position: Director

Emergency Contact: Dan Nedeau

Emergency Phone: (906)458-8232

Contact Relationship: Spouse

Cancel Shift Online? Yes, 1 week prior

Post in Forums? Yes

# RinTin

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## Users

### Pending Users

Click on a pending user's name to review their account and begin the approval

1. Emily Bruce Volunteer emily.bruce@gmail.com

 Manually Add a New User

### Invite a New User to the System

First Name

Last Name

Email

Submit

### Active Users

Click on an active user's name or the triangle next to their name to view their details. To close their details click on their name or the triangle again.

Your new account approval was successful!

▶ Stella Boyak			
▶ Linda Johnson			
▶ Kristine Kolbus			
▶ Leanne Nedeau			
▶ Lisa Holcomb			
▶ Patrick Hugenard			
▶ Emma Biber			
▶ Madison Sadler			
▶ Karen Thorington			