Custom Admin Roles

The Main Administrator of a site can create custom admin roles, specifying which menu and workflow items the user will be able to see.

Set Up Menu

The option of Administrator Roles is available in the set-up menu.
Any member who has an admin role who accesses Site Administration will see the below menu when they are in the Set-Up tab
| Admin Home | Administrator Roles | Scoring Rules | Teams | Messaging Groups |

Define Admin Roles
Screen 1 Administrator Roles

When the user follows the menu-path Set Up > Administrator Roles, the "Administrator Roles" screen will open (screen 1) and the title "Administrator Roles" will be displayed. You will also see the message "This is where you can define customized administrator roles granting users access to specific menu options and workflow items. All roles automatically grant access to the Admin home page of the site, the Admin Forum and Help Guides"

Screen 2 Add Admin Role

Click on the Add button and you will see the screen above.
Enter a Role Name
Select Next
If you've chosen a role name that already exists you will see the message:
"An admin role already exists with this name"
If it's unique, then the next step is to define the access for the role

Screen 3 Define Access

The layout of each tab will be the same, with the content varying by type site
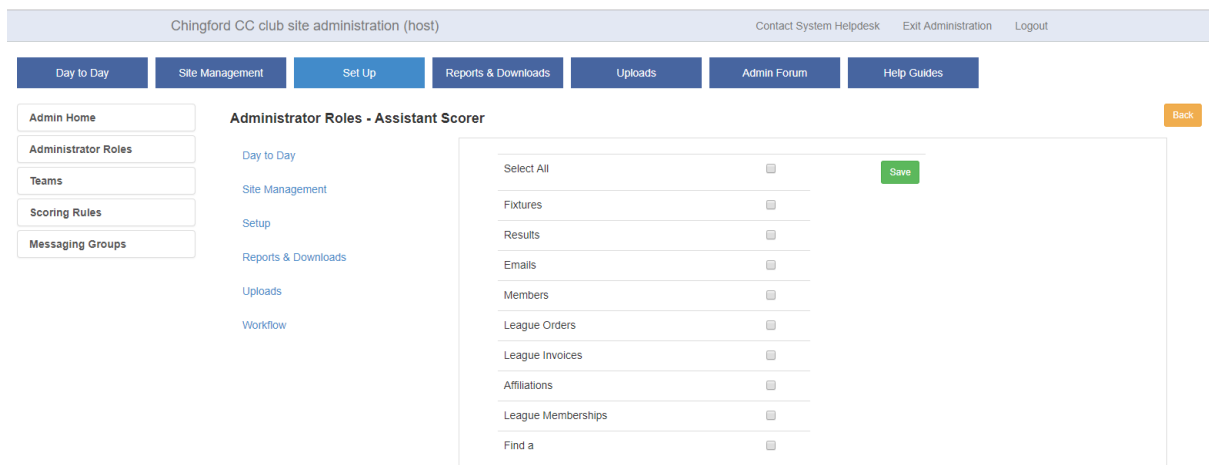
You will see a title of "Administrator Roles - [Name of Role]" and also the tabs
| Day to Day | Site Management | Set Up | Reports & Downloads | Uploads |
Workflow |
On each tab, select/deselect the options and select Save

Screen 4 Define Access Workflow tab

This screen will display a list of possible workflow items for that type of site. There will not be a select all option

The list of possible items is:

Club Site

Administrators requiring review
League invoice
League order form
League registered players requiring a photo
Match officials in scorecards requiring attention
Member of the website
Member records requiring review
Missing or incomplete results
Nominations involving your players
Objections to nominations
Objections to proposed matches
Pending photos
Pending postings
Pending video
Player record request authorised
Player record request awaiting response
Player record request rejected
Players declined team selection
Players in scorecards requiring attention
Questionnaires
Rejected nomination
Rejected player photo
Request to access player's record
Result Queries
Results requiring confirmation

Scorecard discrepancies
Scorecard missing scorers
Scorecards contain unsure entries for players
Scorecards missing bowlers or fielders
Team captain reports requiring completion
Team sheets containing free text players
Team sheets containing unregistered players
Team sheets containing unsure players
Team sheets without minimum number of players
Wicket keeper not identified in team sheet

Edit and Remove Roles

To edit a role, click on the Edit icon against the role name and change the name of the role or go into the Define Access screen (screen 3) to edit the access rights for that role

To delete a role, click on the Delete icon against the role name, as shown above. The system will validate that no users are connected to that role. If there are, the

system will display the message "There are currently [number of users] using this role". You will need to remove the role from these people before you can delete the role.

If there are no users associated with the role you will get a message:

"Are you sure you wish to delete [name of role]?"

Either press OK to delete the custom role or select Cancel to cancel the process

To remove a role from a member, search for the name of the role in the Members Database Search. In this case we are looking at the role of Treasurer

Name	ID	Email	Tel
Grizzley Adams	4090139	anna.hoad+GA@gmail.com	
Flynn Hoad	28346	anna.hoad@gmail.com	012

We are going to remove the role of treasurer from Flynn Hoad. To do this you tick the box against his name in the **Select All** column, and then select the **Remove Role** option

Site Management

Set Up

Are you sure you wish to remove the Treasurer role from thes

Member Database

Search for

In   Surname

2 records

Name	ID	Email
Grizzley Adams	4090139	anna.hoad+GA@gmail.com
Flynn Hoad	28346	anna.hoad@gmail.com
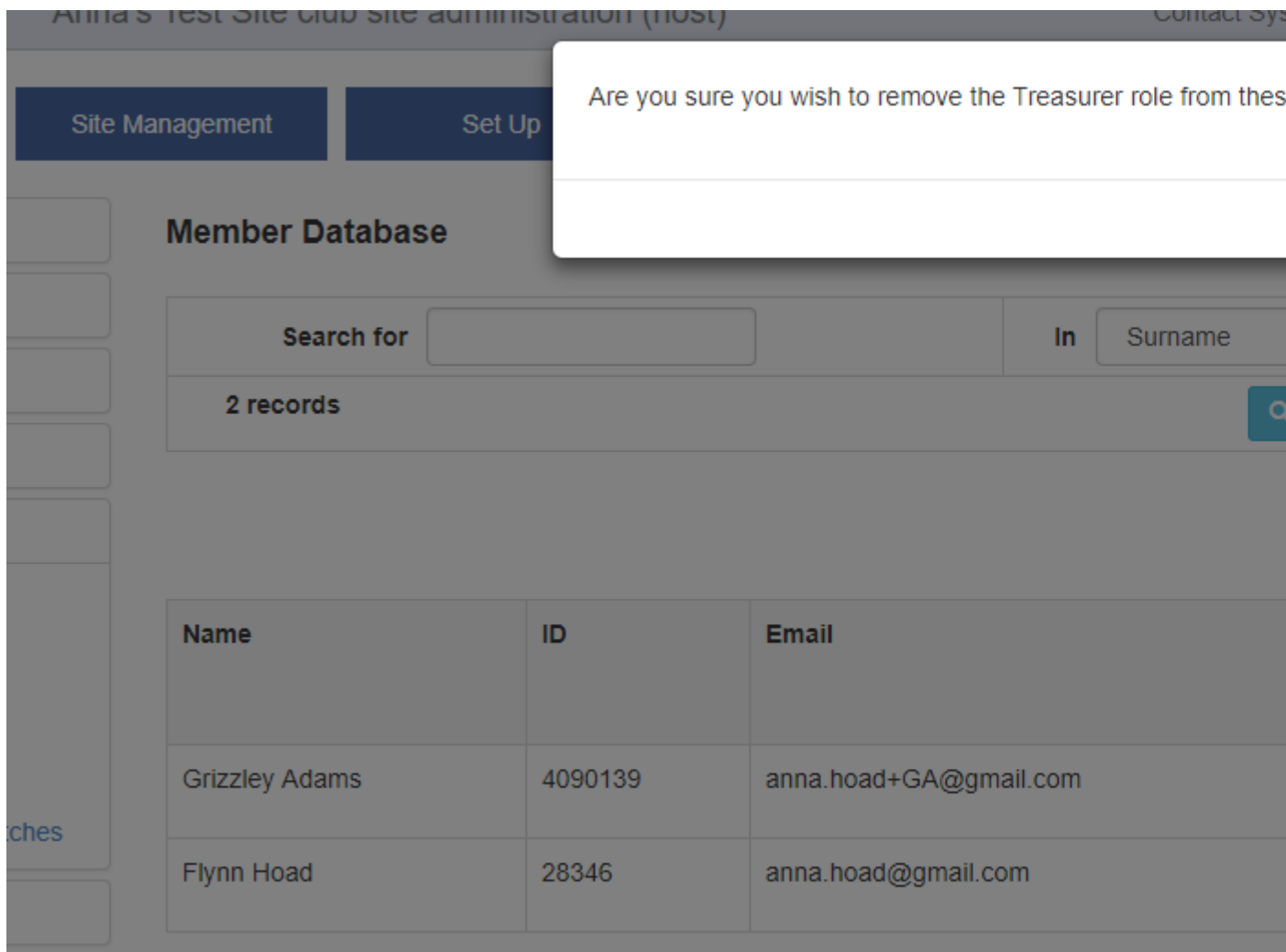
The screen above shows the system message generated as a final warning before the role is removed. Select **Yes** to remove the role

Member Database Search

You can search for members who hold a role by selecting a role name from the drop-down list and then pressing Search

When you search for the role of: Cricket Force, Main Administrator, Member Of The Website, Scorer, Umpire, or any customised admin role created for the site, then you will see the 'Apply this role to other members' button, which will assist you to add other members to the role.

Name	ID	Email	Telepho
Grizzley Adams	4090139	anna.hoad+GA@gmail.com	
Flynn Hoad	28346	anna.hoad@gmail.com	01223 5(

Members Admin Edit Roles

Having identified a member with an admin role, you can amend their roles by clicking on the Edit Roles icon

You will see two fields: Member of the Website and Administrator Role. By selecting the drop-down menu against the Administrator Role field you will see all the roles and the message "Select either a main administrator role which provides access to all menu and workflow items or a customized role defined in the site set up"
If a member already has a main administrator role with the site then Main Administrator will be displayed. If the member has a sub administrator role, then nothing will be displayed.

If a member does not have an admin role with the site, the user can select one and press Save. The role will be added with a pending status and a message displayed: "The administrator role is now awaiting activation by [member name] who has been notified of this by email" An example of which is below:

Hi Amber Leonard,

You have been granted an admin role in the Anna's Test Site Play-Cricket site. In order to activate that role, login to http://annatest.play-cricket.com/ and click on your name at top right; select the Site Admin option and accept the Terms & Conditions to activate your admin rights. You can only access the admin functionality from this site and with the login for which it has been granted, not with another login or from the main Play-Cricket page or another site.

Kind Regards,
Mars Leonard
Anna's Test Site Website Administrator

Web - http://annatest.play-cricket.com/
Email - Mars Leonard

Once the user accepts the admin T&Cs, the status of the admin role will be changed to active.

If a member already has an admin role(s) with a site, if you select a different role and press Save, the existing admin roles will be physically removed with the newly selected Administrator role marked as active

You'll see the message "Administrator role has been activated", but no email will be generated.

And a pending admin email will not be generated

Mobile Result Entry

If a registered user has a role of Scorer, Main Administrator or Results Administrator with a site, when they access their account on a mobile phone they will see an option for Result Entry