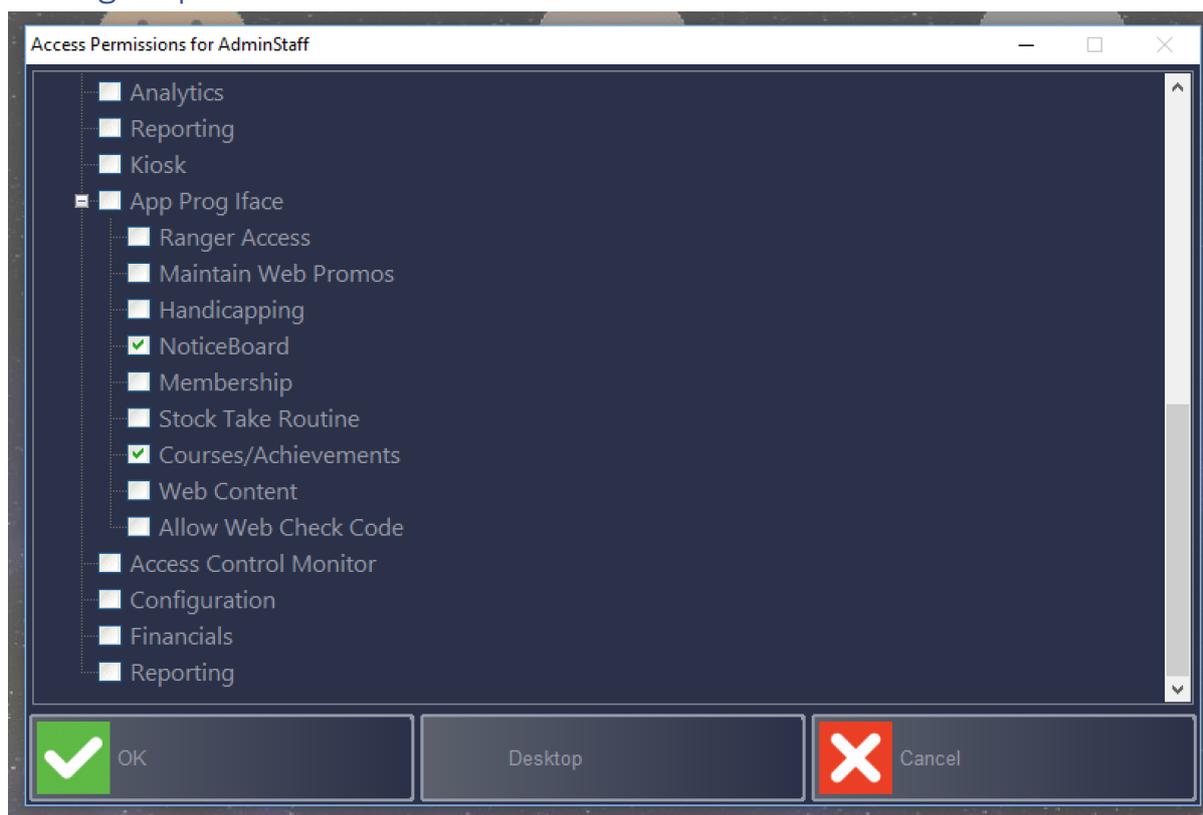# How to set up an EliteLive Admin User

Prerequisites

To set an EliteLive admin user you must have the following for the individual in question.

1) A customer record in Elite, under customer routines.
2) The customer record must be registered as a member in EliteLive.
3) A valid operator record under user's configuration.
4) The user group associated to the operator record must have a user group with the right EliteLive permissions.

User group Permissions

At time of writing, the following options are defined with associated EliteLive access permissions:

Role	Description
Handicapping	Access to functionality related to Handicap Secretary
NoticeBoard	Access to manage and alter the Noticeboard within EliteLive
Membership	Access to functionality related to Site Admin
Courses/Achievements	Access to functionality related to management of courses and achievements

Step 1

With the prerequisites contact ESP support and advised the address code of the individual you want set as an admin, and why.

ESP support will then evaluate the request. If successful they will flag the address code to be able to have EliteLive admin access.

This will appear to the individual in question on EliteLive (as shown in the screenshot below).
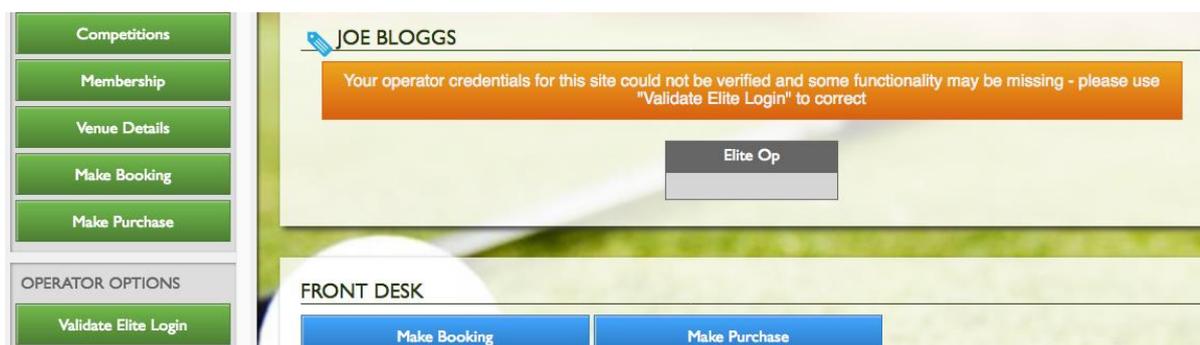
An authorised but, as-yet, not validated role, will display an "Elite Op" box, usually detailing their permissions, empty as well as a warning message of their need to verify their operator credentials. The menu on the left will offer a "Validate Elite Login" option:

Step 2

The user should select the option in the left menu detailed "Validate Elite Login" and enter the username and password for the Elite Operator record (created above) that they are to use:

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Successful validation will result in EliteLive auto-validating the user upon subsequent logins unless an issue is encountered (see "Authorised but Not Validated").

Step 3

Any authorised user will see the "Elite Op" box detailing their available permissions as well as any applicable menu options within the "Operator Options" segment:
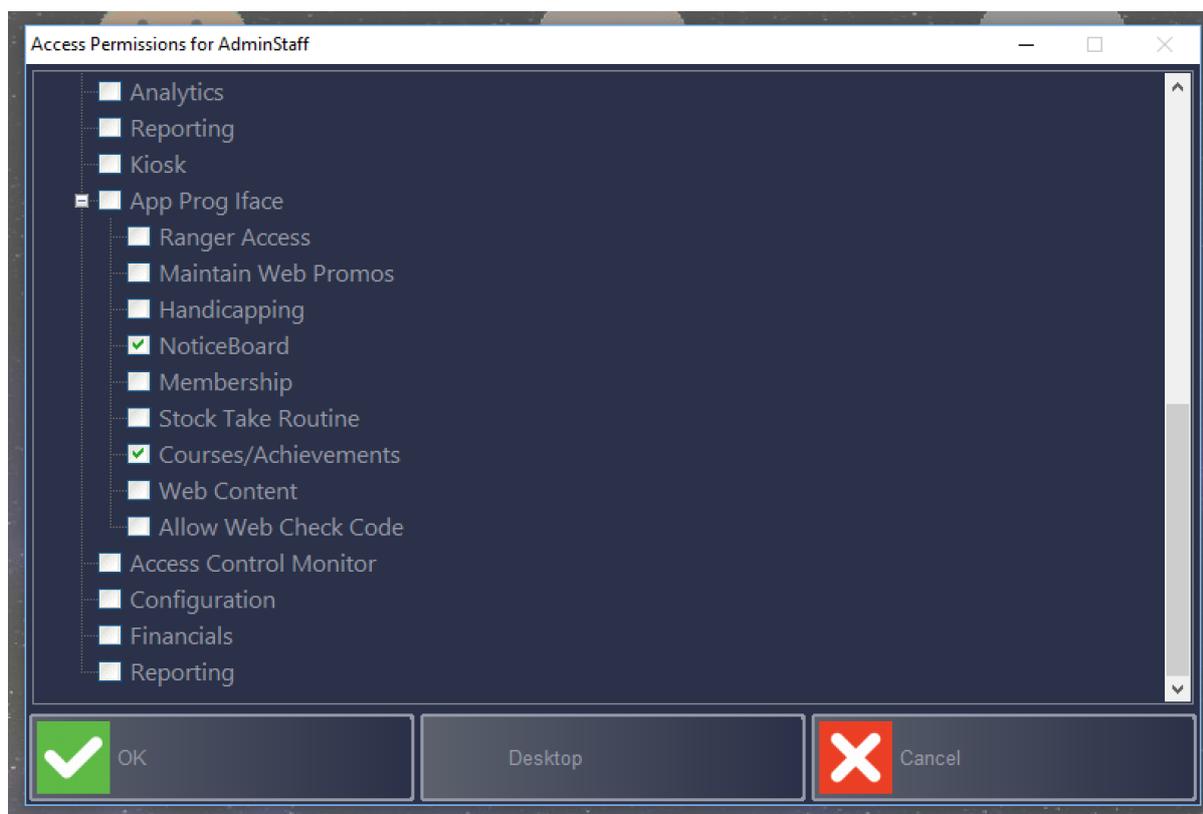

How to revoke admin privileges

There are two methods to revoke a user, or a user groups admin privileges.

User Group

To revoke the access for a user group, through user's configuration, access the relevant user group, and untick the options no longer required, before accepting these changes.

Permissions as follows:

At time of writing, the following options are defined with associated EliteLive access permissions:

| Role	Description
Handicapping	Access to functionality related to Handicap Secretary
NoticeBoard	Access to manage and alter the Noticeboard within EliteLive
Membership	Access to functionality related to Site Admin
Courses/Achievements	Access to functionality related to management of courses and achievements

Individual

If you want to stop the individual from having access to Elite, and EliteLive admin permissions, inside the operator under user's configuration select F7 action, followed by Expire Password.

Then answer yes to the following prompt.
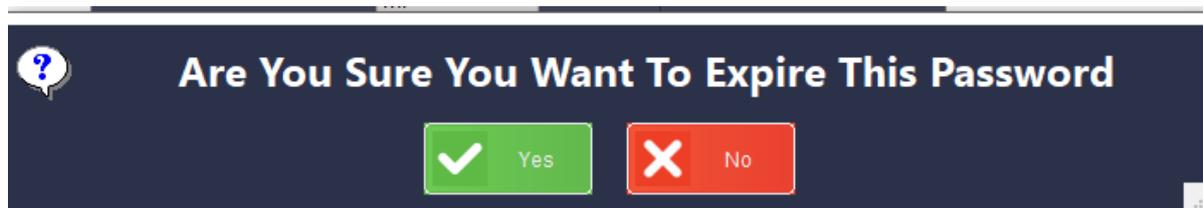
If you want the user in question to maintain Elite access, but to lose EliteLive privileges, please contact ESP Support.

Additional Detail

Permissions for Modules Not Enabled

If you tick a permission for a module you do not have enabled, it will not display/enable that module in EliteLive

Elite Password Expiry

When the user's operator record is nearing expiry, they will be prompted within Elite to update this password. When this password is updated, EliteLive will prompt for the new password to be keyed in with the username to validate again.

Force Renewal

If the operator has not managed to renew their password in Elite and it has expired, from within the user's operator record, select F7 action and force password renewal. If they then log into Elite with their Username and previous working password, they will be prompted to change the password.