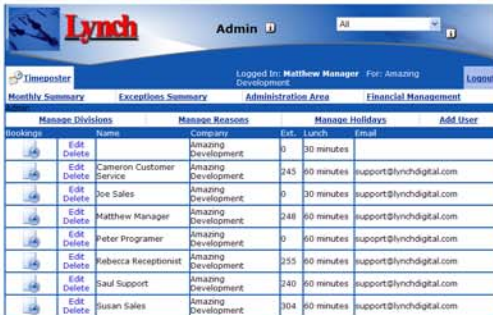


## Accessing and Updating the Admin Section

Within the admin section of Timeposter you are given the ability to manage divisions, manage reasons, and add a new user to Timeposter. These options allow you to tailor Timeposter to be unique and specific to your company.



Bookings	Manage Divisions	Manage Reasons	Manage Holidays	Add User	
	Name	Category	Est.	Lunch	Email
	Amazing Development	Amazing Development	5	30 minutes	
	Cameron Customer Service	Amazing Development	245	30 minutes	support@lynchdigital.com
	Joe Sales	Amazing Development	9	30 minutes	support@lynchdigital.com
	Matthew Manager	Amazing Development	248	30 minutes	support@lynchdigital.com
	Peter Programmer	Amazing Development	9	30 minutes	support@lynchdigital.com
	Rebecca Receptionist	Amazing Development	255	30 minutes	support@lynchdigital.com
	Saul Support	Amazing Development	240	30 minutes	support@lynchdigital.com
	Susan Sales	Amazing Development	304	30 minutes	support@lynchdigital.com



In order to edit a division, first select a Division then Edit the Caption.  
To edit a Subdivision select a Division first. Then, you will be able to select a Subdivision and change it's Caption.

Division: Reliable Network Ser

Caption: \_\_\_\_\_

Update Division Cancel

Add a Division Add Subdivision



Add Division

Division: \_\_\_\_\_

Caption: \_\_\_\_\_

Update Reason Cancel

Add Reason



Add User

Username: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Initials: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Profile Picture: \_\_\_\_\_

Save Cancel

## Manage Divisions

In this section of Timeposter you have the ability to fully manage all of the divisions you wish to post from your company.

- In order to edit a division first select a division within the drop down menu, then edit the caption located below the drop down menu. Once you have edited the caption, click on the "Update Button".
- To edit a "Sub Division" select a division, then a sub division. Change the caption located below the division drop down menu, and then click the "Update Division" button.
- If you wish to add a division or a sub division simply click on one of the buttons titled "Add a Division" or "Add Sub Division" located at the bottom of the screen.

Please Note: When deleting a Division it is important that you remove all of the users from that division as it may leave them orphaned. To do so go to the Admin Area and click on the edit button for the users that belong to that division and then change their division in the "Edit Screen".

## Manage Reasons

In the Edit Reason Area you are given the opportunity to edit the reasons. These Reasons are used when adding New Bookings and when viewing bookings.

The Calendar Display box is a very important aspect of the Reason list. It is used to validate what bookings a Receptionist can edit, It is also used in the bookings view in order to allow for fast filtering.

- To edit a reason simply select a new reason from the first drop down menu, and click the "Update Reason" button.

## Add a User

In this section of Timeposter you have the ability to choose a user's division, sub division and input the new user's information and profile picture.

- To add a profile picture click the small image icon in the top left corner of the profile section. You can then use the image manager to find your desired image by clicking the "Browse" button, once you have selected your image click the "Upload" button. Once your image has uploaded you then have the ability to adjust the image dimensions, alignment and border options.

## Contact Information

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