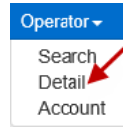


## KinderConnect – Add New Operator

Operators are all system users able to access the Program’s KinderConnect account. A Program can add more than one Operator. You should always **Search** for the Operator before adding a new one to avoid duplication.

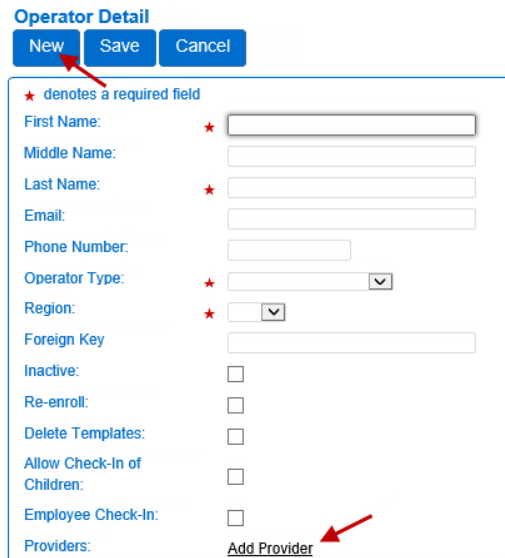
**A** Click **Detail** under **Operator**.



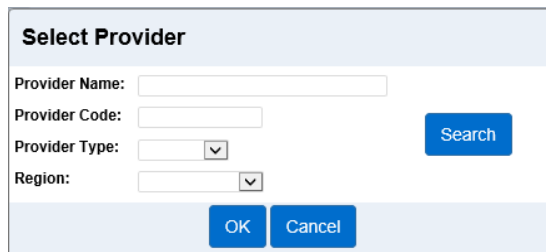
**B** Press **New**, then enter the required information of the Operator indicated by a red asterisk (\*) and click **Add Provider** to add the Program name.

Note: Every Program must have at least one **Operator** with the role **Program System Owner**. Ensure that your Program has at least one **Operator** with this role.

Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.

A screenshot of the 'Operator Detail' form. At the top are buttons for 'New', 'Save', and 'Cancel'. Below is a list of fields: 'First Name', 'Middle Name', 'Last Name', 'Email', 'Phone Number', 'Operator Type', 'Region', 'Foreign Key', 'Inactive', 'Re-enroll', 'Delete Templates', 'Allow Check-In of Children', 'Employee Check-In', and 'Providers'. Red asterisks (\*) indicate required fields. A red arrow points to the 'Add Provider' link at the bottom right.

**C** Enter the **Provider** (Program) **Name** and press **Search** to locate.

A screenshot of the 'Select Provider' dialog box. It contains input fields for 'Provider Name', 'Provider Code', 'Provider Type', and 'Region'. A 'Search' button is located to the right of the 'Provider Type' field. At the bottom are 'OK' and 'Cancel' buttons.

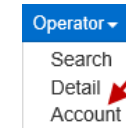
**D** In the search results, click to select the Provider and press **OK** to return to the Operator **Detail** page.

**E** Press **Save**. The system displays a message indicating that the record was saved successfully.

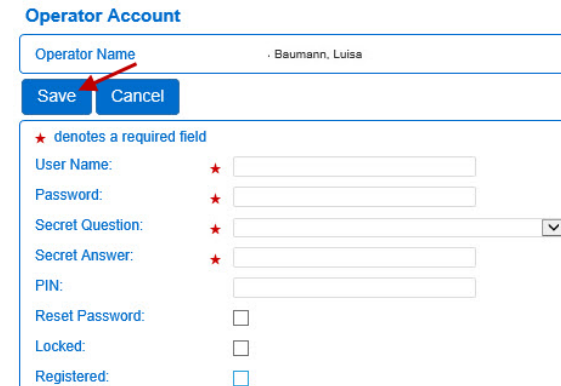
## KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login related information.

**A** Click **Account** under **Operator**.



**B** Enter the required information of the Operator indicated by a red asterisk (\*).

A screenshot of the 'Operator Account' form. At the top is a field for 'Operator Name' with the value '. Baumann, Luisa'. Below are buttons for 'Save' and 'Cancel'. The form contains several fields: 'User Name', 'Password', 'Secret Question', 'Secret Answer', 'PIN', 'Reset Password', 'Locked', and 'Registered'. Red asterisks (\*) indicate required fields.

**C** Press **Save**. The system displays a message indicating that the record was saved successfully.