

# What is a Jackrabbit User ID?

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A Jackrabbit User ID and password are the keys to your database; these credentials give a User the ability to log into your database. Each enrollment, drop, and transaction entered by a User will have their *User ID* associated with it.

- ★ A Jackrabbit database can maintain as many *User IDs* as needed. However, there is a limit to the number of Users that can be logged into the database at the same time (concurrent Users).
- ★ Users can be limited as to what they can see and what they can do in Jackrabbit using **User Permissions**.

Example: You want your managers to have access to revenue reports, but would like to restrict those areas for all other Jackrabbit Users. This is done by removing the permissions relating to financial reports from all Users except management.

User IDs are managed from *Manage Users & Permissions*, under the *Tools* menu.

The screenshot shows the Jackrabbit application interface. At the top, there is a navigation bar with various menu items: FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, and TOOLS. The 'TOOLS' menu is open, showing a list of options: My Account, Setup Guide, Change Password, Edit Settings, Credit Cards/Bank Accounts Settings, Costume Management, Edit Email Templates, Manage Users & Permissions (highlighted with a yellow box), and Search User Activity. Below the navigation bar, the 'Edit Settings' page is visible. On the left, there are several menu items: CLOSED DATES, DASHBOARD ANNOUNCEMENTS, DROP-DOWN LISTS, LOCATIONS, MY ACCOUNT, NOTIFICATIONS, ORGANIZATION DEFAULTS, and ORGANIZATION LOGO. The main content area is titled 'Manage Users' and contains a table of users. The table has columns for UserID, First Name, Last Name, Email, Role(s), and Ph. The table shows four users: Camille Johns, Dianne Harris, Eva Sargeant, and Stephanie Andrews. The 'Manage Users & Permissions' menu item is highlighted in the 'Tools' dropdown.



**A Jackrabbit User ID must be unique throughout Jackrabbit's entire application.**

## Example

- You have an employee named Dianne Smith who would like her User ID to be "dsmith".
- When you are adding her User ID to your database you receive an error message *User ID not*

*available.*

- You do not have any User ID "dsmith" in your database.

***Why is this User ID not available?***

A school down the street, who also uses Jackrabbit, has an employee named Deirdre Smith and her User ID is "dsmith". Deirdre has already taken the User ID "dsmith" and there can only be one in the 'Jackrabbit World'.

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