

Managing Administrators

Welcome to ACEMAPP! In this video, we will walk you through how to view and edit permissions for your administrators and how to add a new administrator.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

Step 1. Viewing Permissions

From your home screen click on "Permissions", if you do not see the Permissions button, click the More button then select permissions. The Permissions table shows all administrative users, all features and who has access to each feature. The green check marks indicate that the user has full access and the red x means they do not have permissions for that feature.

Step 2. Adjusting Permissions

On the Permissions table, click on the "Edit" icon next to the member you wish to change permissions for. To add or remove a permission for a user use this page. Depending on if you want to add or remove, locate the correct row and indicate any features, programs, or roles for that user. If you are able to provide a phone number for this member, please add that at the top of the page.

If you need to remove access to this user, click the Remove Admin Access button in the Navigation section. Indicate a note, and click the send request button.

Step 3. Adding an Administrator

If you would like to add an administrator to ACEMAPP. Click the Add Admin button from your Permissions page. Enter in the required fields indicated with an orange bar. If you have additional information, please complete those fields. Once all information is added, click the Send Request button.

All of these updates will be submitted to ACEMAPP Customer Support. You will be notified once the update has been completed.

If you have questions or need assistance, please contact us at 844-223-4292 or email support@acemap.org.