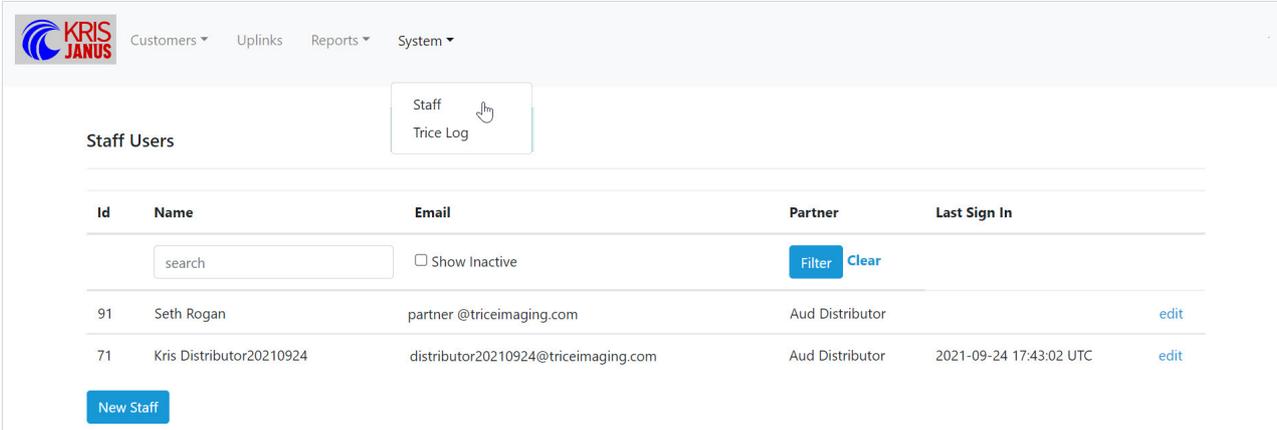


# Managing your Staff

Last Modified on 09/26/2022 5:57 pm EDT

## Viewing Staff

To view your staff, select **Staff** from the system menu at the top of the screen:



The screenshot displays the KRIS JANUS system interface. At the top, there is a navigation menu with options: Customers, Uplinks, Reports, and System. The 'System' menu is expanded, showing 'Staff' and 'Trice Log'. Below the menu, the 'Staff Users' section is active. It features a search box with the text 'search', a 'Show Inactive' checkbox, and 'Filter' and 'Clear' buttons. A table lists staff members with the following data:

Id	Name	Email	Partner	Last Sign In
91	Seth Rogan	partner@triceimaging.com	Aud Distributor	
71	Kris Distributor20210924	distributor20210924@triceimaging.com	Aud Distributor	2021-09-24 17:43:02 UTC

A 'New Staff' button is located at the bottom left of the interface.

By default, only active staff members will display. Check **Show Inactive** to display members that are no longer active. Enter a name or partial name into the search box to quickly find members.

Select **Edit** next to a staff member to:

- Change their name or email address
- Reset their password
- Change their user role
- Enable or disable two-factor authentication
- [Deactivate a staff member](#)

## Adding Staff

Select the **New Staff** button to add a new staff member to your account:

Name

Email

Password

Password confirmation

Roles

distributor\_admin  
distributor\_user

Active?

Enter the following information for your new member:

- Name
- Email address
- Initial password (after the initial login, it is important that your staff change this password by using the [Forgot Password feature](#))
- Role
  - **Distributor Admin:** Select this option to give administrator privileges (explained below)
  - **Distributor User:** Select this option to give basic level privileges

Leave the **Active?** box checked and select **Create Staff**.

## Deactivating Staff

To remove a staff a member, select **Edit** next to their name on the Staff page and uncheck the **Active?** box, followed by the **Update Staff** button.

## Staff Roles

There are two types of staff roles:

**Distributor User:** Grants the basic level of functionality:

- [Viewing and managing customers](#)
- [Viewing and managing accounts](#)
- Viewing and modifying Uplinks
- Viewing Staff Logs
- Viewing reports

**Distributor Admin:** Grants the same functionality as a distributor user, with the addition of:

- Adding new staff members
- Deactivating staff members

- Editing staff members (including password resets)
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