How to Create an Admin User in RIO

1. Click "Admin User Management"

Outuoors

min Dashboard		
ustomer Management	Activities Management	Forms Management
ustomer Management	Products	Form Builder
ustomer Eligibility Verification	Product Print Order Manager	Form Data (Game Reg Lookup)
pecies Preference Management	Product Category Sort Manager	Curtory Management
	Promotion Management	System Management
gent management	Place Admin Order	Lookup Management
gent Management	Business Rules	Admin User Management
gent issue Tracker	Process Year Management	Role Management
ales Home		Permission Management
ansaction Management	Harvest Reporting	Category Management
otal Sales Report	Report Harvest without Tag	Site Settings
pprove Void Pending Transactions	Harvest Report Settings	Accounting Code Management
weep Management Report	Harvest Report	County Management
lanual Adjustments	Communical Manine	Email Templates
	Commercial Marine	Feature Management
eason and Drawing Management	Search and Manage Licenses	Host Admin Site Settings

2. Click "Create Admin User"

DE ISLAND Outdoors			Timothy+
Admin User N	lanagement		Create Addrin User
User Search User Id		User by Role	· · · · ·
First Name		Last Name	
Bureau Status		Location Department	
All Clear Search		• [
Done			
EARN	JOIN	CONTACT	

3. Fill out the required fields. Please note that usernames are case sensitive.

First Name Required		Last Name	Required
Tim		Smith	
Email Required		Username	Required
timothy.smith@tylertech.com		tim.smith	1
Bureau		Departmer	nt
RIDEM	*	RI DEM	~
Status Required		Location R	equired
Active	~	RI	
Available Roles			Selected Roles DEM Enforcement - Vehicle View C
	Select All	Remove All	
		•	
Available State Agencies			Selected State Agencies
(Select All	Remove All	
		~	
Available Agent Classes			Selected Agent Classes
	Select All	Remove All	
		~	

Remember to set the Status field to Active. If the user account is not Active they cannot log in.

4. Select the users Roles. The Role will determine what permissions this user has. In this example we have selected the DEM Enforcement - BASIC and DEM Enforcement - Vehicle View.

You can find more information about each Role by navigating to Role Management from the Admin Dashboard.

Tim		Smith		
Email Required		Username R	Required	
timothy.smith@tylertech.com		tim.smith		
Bureau		Department	1	
RI DEM	~	RI DEM	~	
Status Required		Location Red	quired	
Active	~	RI		
Available Roles	Colore All	Denne (1911)	Selected Roles DEM Enforcement - BASIC DEM Enforcement - Vehicle View	5
	Select All	Remove All		-
Available State Agencies		-	Selected State Agencies	
	Select All	Remove All		
		~		
Available Agent Classes			Selected Agent Classes	
	Select All	Remove All		
		~		
Cancel Create				
LEARN JO	IN		CONTACT	
News Ev	ents		General Information: 401-222-4700	

Tip! If you're unsure which role should be assigned, search Admin User Management for a DEM employee who has the same or similar job, and see what roles they have assigned.

5. State Agencies determine which Agency is available from Sales Home. This is only relevant for for employees who are selling products, and can be left blank if not applicable.

LIM]	Smith		
Email Required		Username	Required	
timothy.smith@tylertech.com		tim.smit	ı	
		Usernames a	are case sensitive.	
Bureau		Departme	nt	
RI DEM	~	RI DEM	~	
Status Required		Location R	lequired	
Active	~	RI		
Available Roles	<u>Select All</u>	Remove All	Selected Roles DEM Enforcement - Vehicle View O	
Available State Agencies	<u>Select All</u>	Remove All	Selected State Agencies	
Available Agent Classes		\bigcirc	Selected Agent Classes	
	Select All	Remove All		
Cancel Create				
LEARN	JOIN		CONTACT	
 News	Events		General Information: 401-222-4700	
Data and Maps	Rules & Regulations		After Hours Emergencies: 401-222-3070	RHODE ISLAND

6. Agent Class determines which products the user can sell from Sales Home. This can be left blank if not applicable.

LIM]	Smith				
Email Required		Username	Required			
timothy.smith@tylertech.com		tim.smith				
		Usernames a	re case sensitive.			
Bureau		Departmen	nt			
RI DEM	~	RI DEM	~			
Status Required		Location R	equired			
Active	~	RI				
Available Roles	<u>Select All</u>	Remove All	Selected Roles DEM Enforcement - BASIC O DEM Enforcement - Ve	ehicle View 🛛		
Available State Agencies	Select All	Remove All	Selected State Agencies			
Available Agent Classes	<u>Select All</u>		Selected Agent Classes			
LEARN	JOIN		CONTACT		S NEM	
 News Data and Maps	Events Rules & Regulations		General Information: 401-222-4700 After Hours Emergencies: 401-222-3070		RHODE ISLAN	

7. Click Create. The user will receive an email asking them to finish their account set up. This includes setting up their password.

LIM]	Smith]	
Email Required		Username	Required	
timothy.smith@tylertech.com		tim.smith	1	
		Usernames a	ire case sensitive.	
Bureau		Departme	nt	
RI DEM	~	RI DEM	~	
Status Required		Location R	equired	
Active	~	RI		
Available Roles	<u>Select All</u>	Remove All	Selected Roles DEM Enforcement - MASIC O DEM Enforcement - Vehicle View O	
Available State Agencies	<u>Select All</u>	Remove All	Selected State Agencies	
Available Agent Classes			Selected Agent Classes	
	Select All	Remove All		
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Cancel Create				
LEARN	JOIN		CONTACT	
News	Events		General Information: 401-222-4700	
Data and Maps	Rules & Regulations		After Hours Emergencies: 401-222-3070	RHODE ISLAND