

# What is a Jackrabbit User ID?

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. There is no limit to the number of Users that can be logged into the database at the same time (unlimited 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 under the **Gear icon > Settings > Users & Permissions > User IDs** (left menu).

The screenshot shows the Jackrabbit application interface. At the top, there is a navigation bar with links for DASHBOARDS, FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, and REPORTS. Below this is a 'General Settings' section with a left-hand menu containing various settings categories. The 'USER IDS' category is highlighted. The main content area displays a 'Manage Users' table with columns for UserID, First Name, Last Name, and a search field. A dropdown menu is open from the gear icon in the top right, showing a path: Settings > Users & Permissions. The 'Users & Permissions' option is highlighted with a mouse cursor.

UserID	First Name	Last Name		
1	AmySmith	Amy	Smith	asmith
2	cbarnhardt	Carol	Barnhardt	cbarnhardt
3	ebarnhardt	Erma	Barnhardt	ebarnhardt
4	HBarnhardt	Heather	Barnhardt	hbarnhardt
5	JanBartlett	Janet	Bartlett	jbartlett@ja
6	jwebber	Jess	Webber	jweb@email.com
7	KarlLomonteM	Kari	Lomonte	klomonte@jackrabbittech.com
8	kBarnhardt	Kendra	Barnhardt	speters@jackrabbittech.com
9	LBarnhardt	Lisa	Barnhardt	lbarnhardt@email.com
10	MVFrontDesk	Front	Desk	myfrontdesk@email.com
11	NewEdsRecUser	New	EdsRecUser	donotdelete@jackrabbittech.com
12	rbarnhardt	Rebecca	Barnhardt	rbarnhardt@email.com
13	solsoneds	Sandi	Olson	solson@jackrabbittech.com
14	StO'Brien	Stephanie	O'Brien	sobrien@jackrabbittech.com



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 studio down the street, which 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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