

What is a Jackrabbit User ID?

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

★ A Jackrabbit system can maintain as many *User IDs* as needed. There is no limit to the number of Users that can be logged into the system 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 software interface. At the top, there is a navigation bar with menu items: DASHBOARDS, FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, and REPORTS. Below this is a 'General Settings' section with a 'RETURN' button and a list of settings categories on the left. The main area is titled 'Manage Users' and contains a table of users. A dropdown menu is open from the top right, showing 'Settings' with 'Users & Permissions' highlighted. The 'Manage Users' table has the following data:

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



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 system you receive an error message *User ID not available*.
- You do not have any User ID "dsmith" in your system.

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'.
