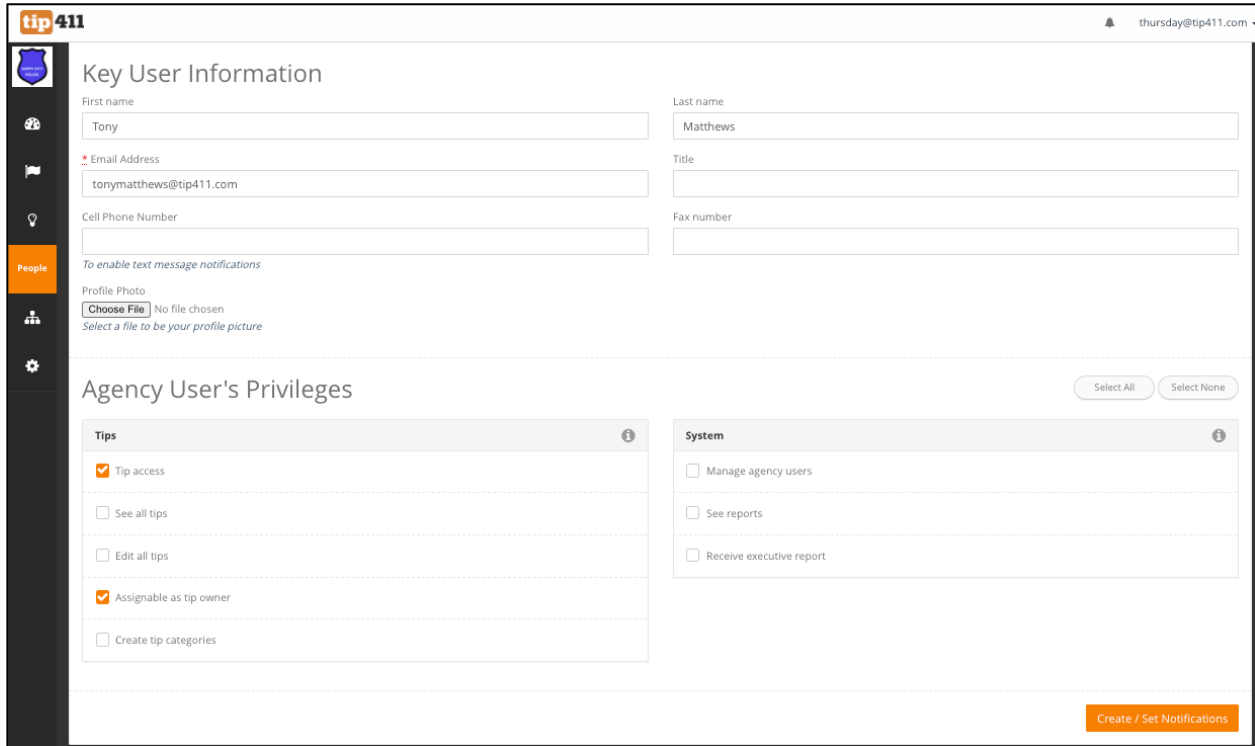


tip411 - Adding Users to A Specific Group

1. First, create a user (People Section > New Person > Agency Admin) and check the User Privileges you see below. When you are finished, click the “Create/Set Notifications” button on the bottom right of the screen.



The screenshot displays the user management interface for tip411. The top left corner shows the tip411 logo and a navigation sidebar with icons for home, messages, notifications, and people. The top right corner shows the user's email address: thursday@tip411.com.

Key User Information

First name	<input type="text" value="Tony"/>	Last name	<input type="text" value="Matthews"/>
Email Address	<input type="text" value="tonymatthews@tip411.com"/>	Title	<input type="text"/>
Cell Phone Number	<input type="text"/>	Fax number	<input type="text"/>

To enable text message notifications

Profile Photo
 No file chosen
Select a file to be your profile picture

Agency User's Privileges

Select All Select None

Tips	System
<input checked="" type="checkbox"/> Tip access	<input type="checkbox"/> Manage agency users
<input type="checkbox"/> See all tips	<input type="checkbox"/> See reports
<input type="checkbox"/> Edit all tips	<input type="checkbox"/> Receive executive report
<input checked="" type="checkbox"/> Assignable as tip owner	
<input type="checkbox"/> Create tip categories	

2. Select the Email and/or Text Notification boxes you see below. When you are finished, click the “Update Notification Settings” button on the bottom right of the screen.

tip411

DASHBOARD / PEOPLE / TONY MATTHEWS / EDIT NOTIFICATION SETTINGS

Agency Admin successfully created

Editing Notification Settings for Tony Matthews

Tips	Email	Text	Mobile App	Web
A tip was assigned to you	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A tip was created for your agency/group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against any tip for your agency/group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against any tip without an owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against your tip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An internal note was added against any tip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internal note was added against any tip without an owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internal note was added against your tip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Notification Schedule

Always send me notifications - 24/7/365

Only during my working hours...

Update Notification Settings

3. Next, scroll to the bottom of the new person’s profile page to the “Group Membership” section and then click “Add New Membership”

tip411

DASHBOARD / PEOPLE / TONY MATTHEWS

Tony Matthews

Phone:
 Email: tonymatthews@tip411.com

Title:
 Fax:

Role:
 Agency:
 Status: Inactive

Resend Signup Info • Send Test Email

Tips Privileges

See All Tips

Edit All Tips

Assignable as Tip Owner

Create Tip Categories

System Privileges

Manage Agency Users

See Reports

Receive Executive Report: No

Notification Settings

Tips	Email	Text	Mobile App	Web
A tip was assigned to you	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A tip was created for your agency/group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against any tip for your agency/group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against any tip without an owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A message was received against your tip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An internal note was added against any tip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internal note was added against any tip without an owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An internal note was added against your tip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Group Memberships

Add New Membership

4. Select the group you want the person associated with from the “Alert group” menu. Then check the boxes you see below. If the person is associated with multiple groups, just repeat this step.

tip411

DASHBOARD / PEOPLE / TONY MATTHEWS / NEW MEMBERSHIP

Add Tony Matthews to an Alert Group

Alert group
Happy City HS

User's Privileges

Select All Select None

Alert Groups	Tips
<input type="checkbox"/> Add contacts to group	<input checked="" type="checkbox"/> See all tips
<input type="checkbox"/> Edit group page	<input checked="" type="checkbox"/> Edit all tips
<input type="checkbox"/> Create sub group	<input checked="" type="checkbox"/> Assignable as tip owner

Alerts	Alert Notifications
<input type="checkbox"/> Create alerts	<input type="checkbox"/> Email alerts
<input type="checkbox"/> Approve alerts	<input type="checkbox"/> Text alerts

Add Member