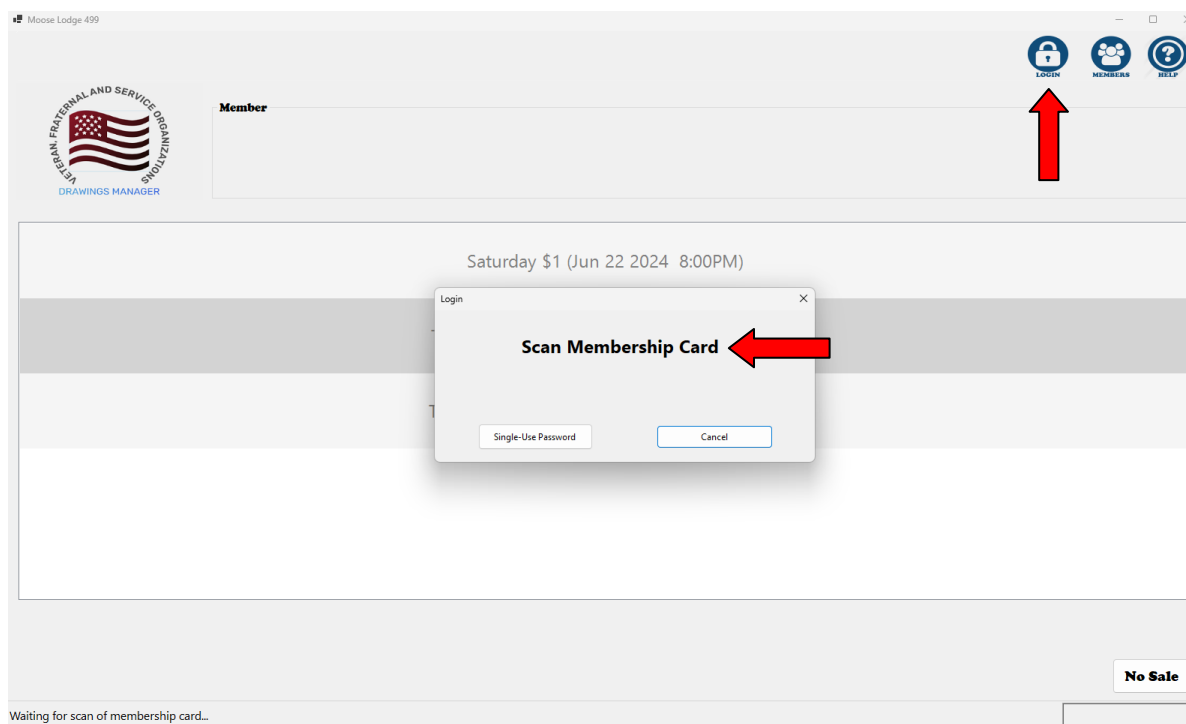


# Assigning Profiles

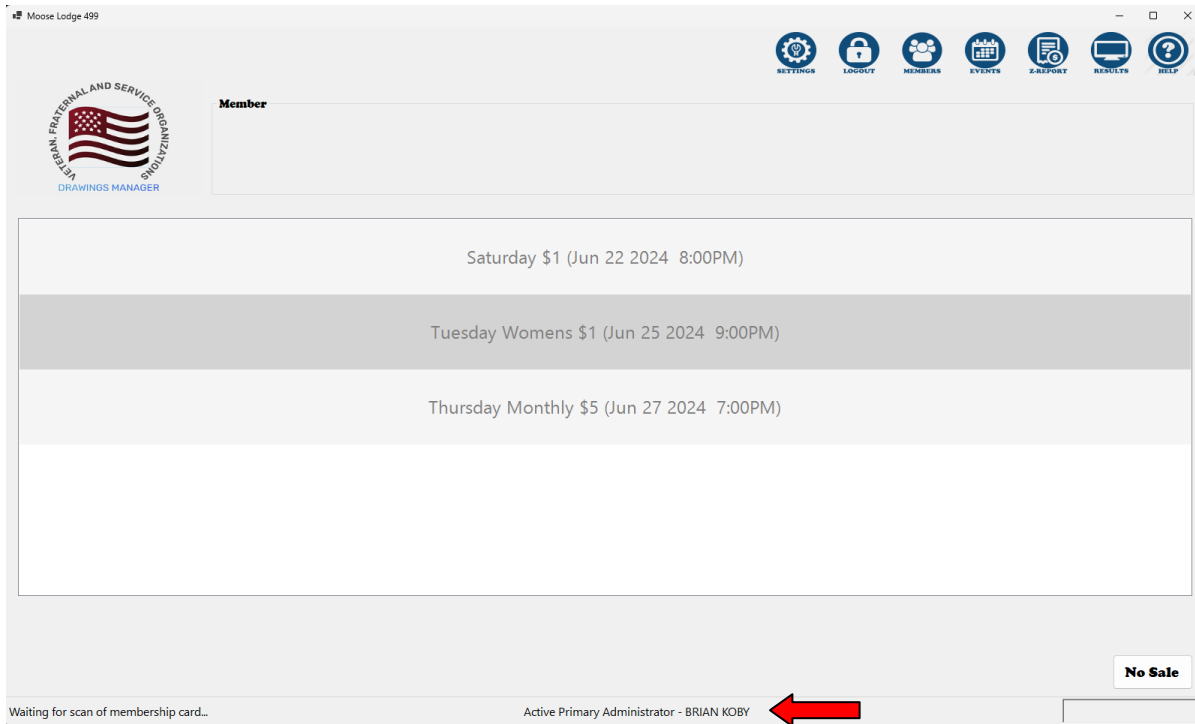
**Note:** Profiles are used by the Drawings Manager to limited what is displayed on the screen for certain users. For example, Drawing Operators won't see icons for importing a member database or assigning profiles.

1. If administrative permissions are enabled on the tablet then you will need to login first; click on the LOGIN icon then you will be prompted to scan your card (or swipe):

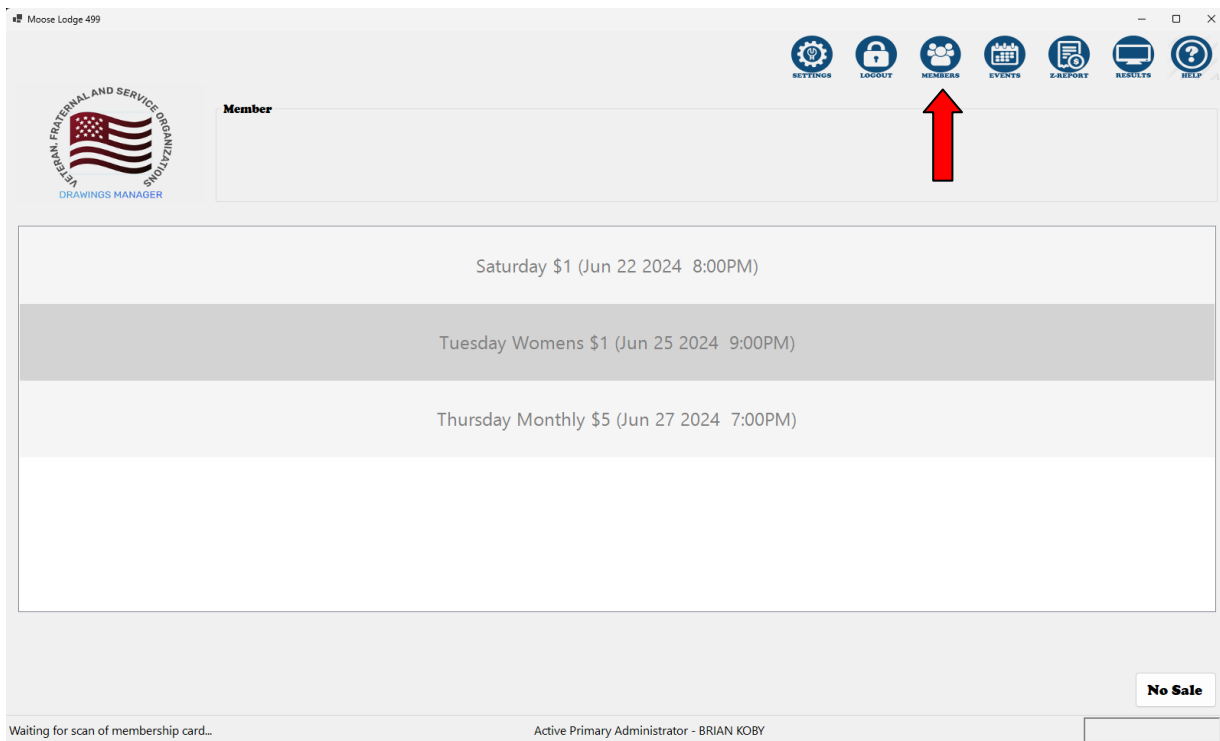
**Note:** you must scan or swipe a membership card that has administrative privledges.



2. Once you are logged in as an administrator you will see the a message at the bottom of the window showing you are logged in as an administrator:

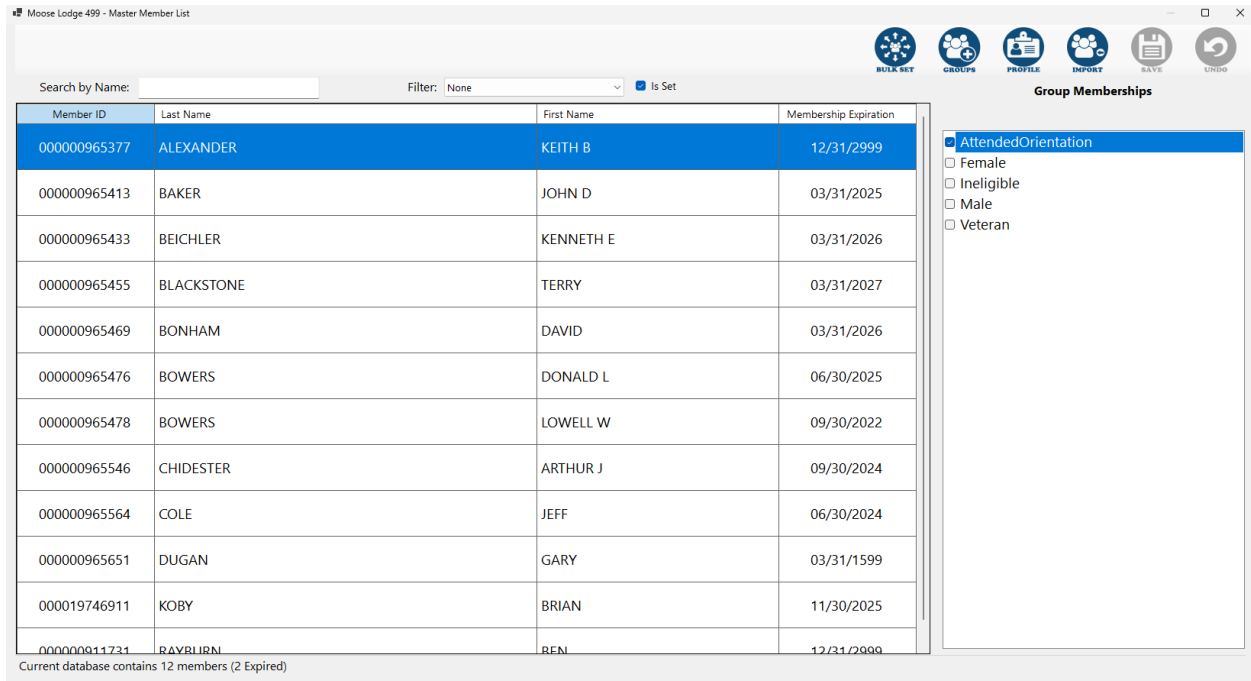


### 3. Click on the MEMBERS icon:



#### 4. The Master Member List will be displayed as a new window:

**Note:** the actual window displayed may look slightly different then the example below, depending on what features are enabled.



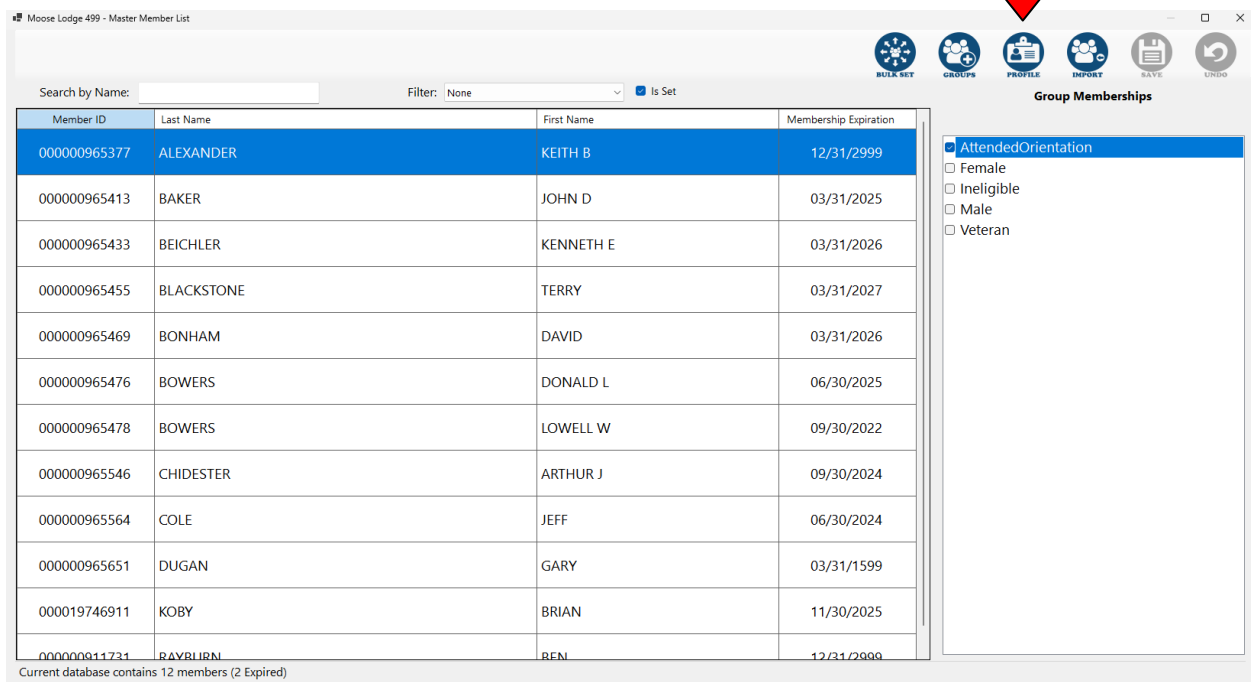
Current database contains 12 members (2 Expired)

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
000000965546	CHIDESTER	ARTHUR J	09/30/2024
000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599
000019746911	KOBY	BRIAN	11/30/2025
000000011731	RAYBLURN	REN	12/31/2000

Group Memberships

- ☒ AttendedOrientation
- ☐ Female
- ☐ Ineligible
- ☐ Male
- ☐ Veteran

#### 5. On the Master Member List window click on the PROFILE icon:



Current database contains 12 members (2 Expired)

Member ID	Last Name	First Name	Membership Expiration
000000965377	ALEXANDER	KEITH B	12/31/2999
000000965413	BAKER	JOHN D	03/31/2025
000000965433	BEICHLER	KENNETH E	03/31/2026
000000965455	BLACKSTONE	TERRY	03/31/2027
000000965469	BONHAM	DAVID	03/31/2026
000000965476	BOWERS	DONALD L	06/30/2025
000000965478	BOWERS	LOWELL W	09/30/2022
000000965546	CHIDESTER	ARTHUR J	09/30/2024
000000965564	COLE	JEFF	06/30/2024
000000965651	DUGAN	GARY	03/31/1599
000019746911	KOBY	BRIAN	11/30/2025
000000011731	RAYBLURN	REN	12/31/2000

Group Memberships

- ☒ AttendedOrientation
- ☐ Female
- ☐ Ineligible
- ☐ Male
- ☐ Veteran

## 6. A new Column will appear for Profile

Moose Lodge 499 - Master Member List

Search by Name:  Filter: None ☒ Is Set

BULK SET GROUPS PROFILE IMPORT SAVE UNDO

Group Memberships

Member ID	Last Name	First Name	Membership Expiration	Profile
000000965377	ALEXANDER	KEITH B	12/31/2999	
000000965413	BAKER	JOHN D	03/31/2025	
000000965433	BEICHLER	KENNETH E	03/31/2026	
000000965455	BLACKSTONE	TERRY	03/31/2027	
000000965469	BONHAM	DAVID	03/31/2026	
000000965476	BOWERS	DONALD L	06/30/2025	
000000965478	BOWERS	LOWELL W	09/30/2022	
000000965546	CHIDESTER	ARTHUR J	09/30/2024	
000000965564	COLE	JEFF	06/30/2024	
000000965651	DUGAN	GARY	03/31/1599	

Current database contains 12 members (2 Expired)

☒ AttendedOrientation  
☐ Female  
☐ Ineligible  
☐ Male  
☐ Veteran

## 7. Type the name of the member you want to give administrative privileges to in the search box:

Moose Lodge 499 - Master Member List

Search by Name: koby  Filter: None ☒ Is Set

BULK SET GROUPS PROFILE IMPORT SAVE UNDO

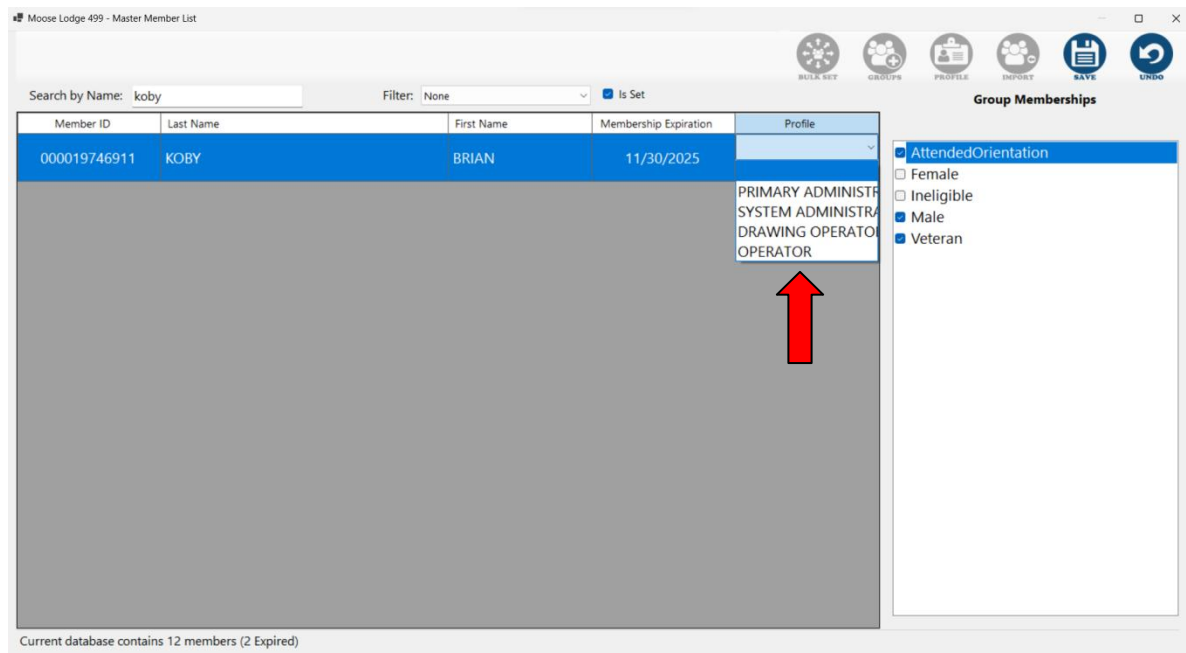
Group Memberships

Member ID	Last Name	First Name	Membership Expiration	Profile
000019746911	KOBY	BRIAN	11/30/2025	

Current database contains 12 members (2 Expired)

☒ AttendedOrientation  
☐ Female  
☐ Ineligible  
☒ Male  
☒ Veteran

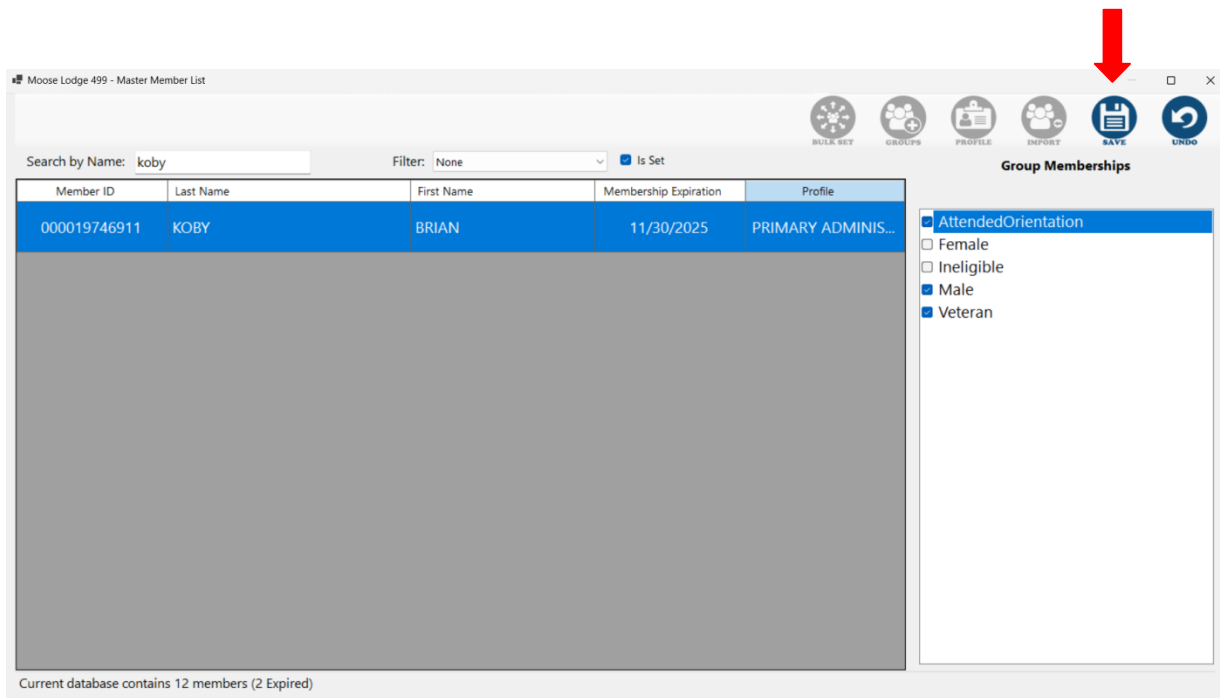
8. Touch the top part of the box under the Profile column until you see a drop-down menu



**Member Profiles do the following by default (these functions can be updated in settings):**

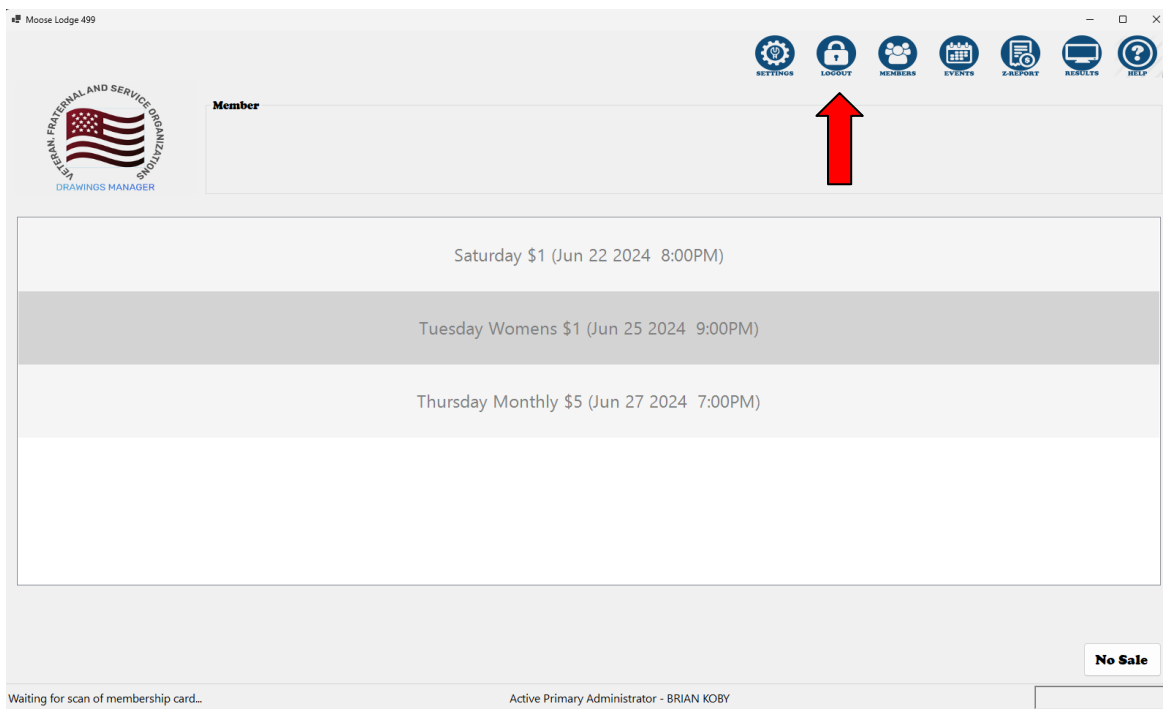
- **Primary Administrator** is able to perform any function with the Drawings Manager program
- **System Administrator** can do anything the Primary Administrator can do except assign profiles
- **Drawing Operator** can be used to allow a user to run a drawing
- **Operator** can be setup to signup members for a drawing; by default this user isn't used

9. Select the type of profile you want to assign to the user then click on any other box under a different column that is highlighted in blue then click on the save ICON:



10. When finished assigning profiles click on the X in the upper right corner of the window.

11. LOGOUT AS ADMINISTRATOR (if applicable); click on the LOGOUT icon



12. Verify the “Active Administrator - <NAME>” message at the bottom of the window is no longer present.

