

Authorization to Set Up Administrative User(s)

For MIP Fund Accounting or Fundraising 50 on Cloud Offering

An “administrator” in the Abila cloud/hosted environment has the following permissions:

* “Edit” permissions in the MIP application to “Set Up System Menus” for the applicable database(s)
* “Edit” permissions in the MIP application to “Set Up Organization Menus” for the applicable database(s)
* Grant Security Rights in the Fundraising 50 application

Here’s how to set up an Administrator:

If you are an administrator in **MIP Fund Accounting** and would like to set up another *existing* user as an administrator, you may easily do this yourself by utilizing the following menus selections in the Administration application:

* Go to Security>Set Up System Menus. Assign the user “Edit” permissions to the “Set Up System Menus” option
* Go to Security>Set Up Organization Menus. Assign the user “Edit” permissions to the “Set Up System Menus” option

If you are an administrator in **Fundraising 50** and would like to set up another *existing* user as an administrator, you may easily do this yourself by utilizing the following menus selections in the Administration application:

* Go to Administration>Security>Users and Passwords

If you are an administrator and would like to have an additional person at your organization set up as an administrator, you may simply request it by calling Abila by Community Brands Support at 800-945-3278, establishing a support case and completing the appropriate Administrative Request Form.

If the organization *does not have anyone who is currently set up as an administrator* **(such as a situation where the only administrator no longer works at the organization)**, then please send an official request on the organization’s letterhead. To help ensure the security of your system, be sure to include the following information:

* Support Case Number (obtained by contacting Abila Support at: 800-945-3278)
* Full name of person(s) to be set up as administrator
* Existing user logon name (if the person is an existing user)
* Email address of the person(s) to be set up as administrator
* Requested effective date of changes
* Signature of person making the request
* Printed name of person making the request
* Title of person making the request (director level or “Chief”-level officer required)

Please fax the request to **Abila by Community Brands Support Fax Number: 855-366-8455**