

Address, Roles, Staff

Configure: Address, Roles, Staff

Several parts of the Manuscript Manager system can be configured to suit your journal's needs.

In this guide we will walk through the, 'Address', 'Roles' and 'Staff' tabs of the Configure section.

(Step 10 onward shows specifically how to add staff)

Select 'Administrator'

To access the Configure section, you must be an administrator for the journal.

YOUR JOURNAL

Welcome *Jane Simmons* - please select your role

The screenshot shows a role selection interface with seven options arranged in two rows. The 'Administrator' role is highlighted with a red border. The roles are:

- Author (Icon: clipboard with pencil)
- Reviewer (Icon: two people)
- Sub-Editor (Icon: person)
- Administrator (Icon: gear, highlighted with a red border)
- Editor-in-Chief (Icon: person)
- Viewer (Icon: magnifying glass over document)
- Support (Icon: wrench)

Help Center



Company
About
Offices
Product report



Support



Session

Click 'Configure'

From the administrator dashboard, click 'Configure' to open the 'Configure' section.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

DASHBOARD

To do

- 6 new submissions
- 0 resubmissions
- 0 restart suspended submissions

Overdue

- 6 Administrator new submissions
- 6 Editor-in-Chief select Sub-Editor
- 7 Sub-Editor selects Reviewers
- 2 overdue review
- 25 overdue manuscripts
- 3 Invite more reviewers

Monitor

27 all in review

- 1 suspended
- 7 new with Editor-in-Chief
- 8 Sub-Editor inviting reviewers
- 4 with external reviewers
- 0 Sub-Editor recommendation
- 1 Editor-in-Chief decision

Graphs

No data found for this graph

Choose report

Manuscript overview

Start date

2020-01-01

End date

2020-01-30

Go

Total manuscripts by status 0
From 2020-01-01 to 2020-01-30 selected by the date of submission.



Help Center

Address

The first of tab in the CONFIGURE section is the 'Address' tab.

This is where the physical address of your journal should be registered.

'Save changes' at the bottom when done with edits.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] **CONFIGURE** SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles Staff Office Submission Review Reviewers Integrations

Address and contact details for editorial office

Address details [Read more ...](#) +

Journal name*
YOUR JOURNAL

Publisher
Delta

Department
Spec

Institution
AKRON ApS

Street

Help Center

Roles

Manuscript Manager is a roles- based system.

Click the 'Roles' page next to set the staff roles for your journal.

The screenshot shows the 'YOUR JOURNAL' dashboard for Jane Simmons as Administrator. The top navigation bar includes 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE', and '[SIGN OUT]'. A central menu contains icons for 'Address', 'Roles', 'Staff', 'Office', 'Submission', 'Review', 'Reviewers', and 'Integrations'. The 'Roles' icon is highlighted with a red box. Below the menu, the 'Roles and role names' section contains a link for 'Basic staff roles and role name selection'. The 'Editor levels and staff role names and activation' section includes a table with two rows: '1. Basic' and '2. Two review levels'. Each row shows icons for roles (Author, Administrator, Reviewer for 'Basic'; Author, Administrator, Sub-Editor, Reviewer for 'Two review levels') and a 'Select' button.

Editor Level	Roles	Action
1. Basic	Author, Administrator, Reviewer	Select
2. Two review levels	Author, Administrator, Sub-Editor, Reviewer	Select

Editor levels

In this section, click to 'select' next to the diagram that reflects the way your journal operates.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles Staff Office Submission Review Reviewers Integrations

Roles and role names

Basic staff roles and role name selection [Read more ...](#) +

Editor levels and staff role names and activation

Select review level and click on the people icons to rename their roles. [Read more ...](#) +













1. Basic	Author Administrator Reviewer	Select
2. Two review levels	Author Administrator Sub-Editor Reviewer	Select

Help Center

Select




Once selected a check mark appears

Select review level and click on the people icons to rename their roles.
[Read more ...](#)

1. Basic	 Author  Administrator  Reviewer	Select
2. Two review levels	 Author  Administrator  Sub-Editor  Reviewer	Select
3. Three review levels	 Author  Administrator  Editor-in-Chief  Sub-Editor  Reviewer	<input checked="" type="checkbox"/>

Other peer review roles

Viewer(s), Group reviewer(s), Statistician(s) compliment the basic workflow.
[Read more ...](#)














 Viewer Activate	 Group reviewer Activate	 Statistician Activate
---	---	---

Help Center

Other roles




Additional peer review staff roles are available to be activated with the click of a button.

Read more about these roles by clicking the '+'

1. Basic	 Author	 Administrator	 Reviewer	Select		
2. Two review levels	 Author	 Administrator	 Sub-Editor	 Reviewer	Select	
3. Three review levels	 Author	 Administrator	 Editor-in-Chief	 Sub-Editor	 Reviewer	

Other peer review roles

Viewer(s), Group reviewer(s), Statistician(s) compliment the basic workflow. [Read more ...](#) [+](#)

 Viewer Activate	 Group reviewer Activate	 Statistician Activate
---	---	---

Setup and configuration activity [+](#)

[Help Center](#)

'Staff'

Once finished on the 'Roles' page, click the 'Staff' tab to add staff to the roles categories you selected and/ or activated.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles **Staff** Office Submission Review Reviewers Integrations

Roles and role names

Basic staff roles and role name selection [Read more ...](#) +

Editor levels and staff role names and activation

Select review level and click on the people icons to rename their roles. [Read more ...](#) +

1. Basic	Author	Administrator	Reviewer	Select	
2. Two review levels	Author	Administrator	Sub-Editor	Reviewer	Select

Help Center

Staff

On the 'Staff' page, each role chosen on the 'Roles' page is represented here in its own section.

Simply scroll down to see all sections.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] **CONFIGURE** SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles **Staff** Office Submission Review Reviewers Integrations

Staff

Editorial staff have permissions to perform different actions within the system. [Read more ...](#) +

Administrator

Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove	Principal contact
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉	✎	🗑	⊙
Gardner Danny (Mr) d.gardner@karger.xx	2016-11-07 No. of sign ins: 1		Author Reviewer Administrator	✓	✉	✎	🗑	⊙
Middleton Sara (Ms) s.middleton@delhi.inz	2019-07-31 No. of sign ins: 1	Decisions 4	Author	✓	✉	✎	🗑	⊙

Help Center

Overview

Each section on the 'Staff' page gives a quick overview of

staff roles, availability and recent actions performed are all listed.

There are also edit and contact email shortcuts for you, the administrator.

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles Staff Office Submission Review Reviewers Integrations

Staff

Editorial staff have permissions to perform different actions within the system. [Read more ...](#)

Administrator

Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove	Principal contact
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉	✎	🗑️	⋮
Gardner Danny (Mr) d.gardner@karger.xx	2016-11-07 No. of sign ins: 1		Author Reviewer Administrator	✓	✉	✎	🗑️	⋮
Middleton Sara (Ms) sm@xx.cc.vv	Never signed in	Decisions 4 Recommendations 2	Author Administrator	✓	✉	✎	🗑️	⋮

Help Center

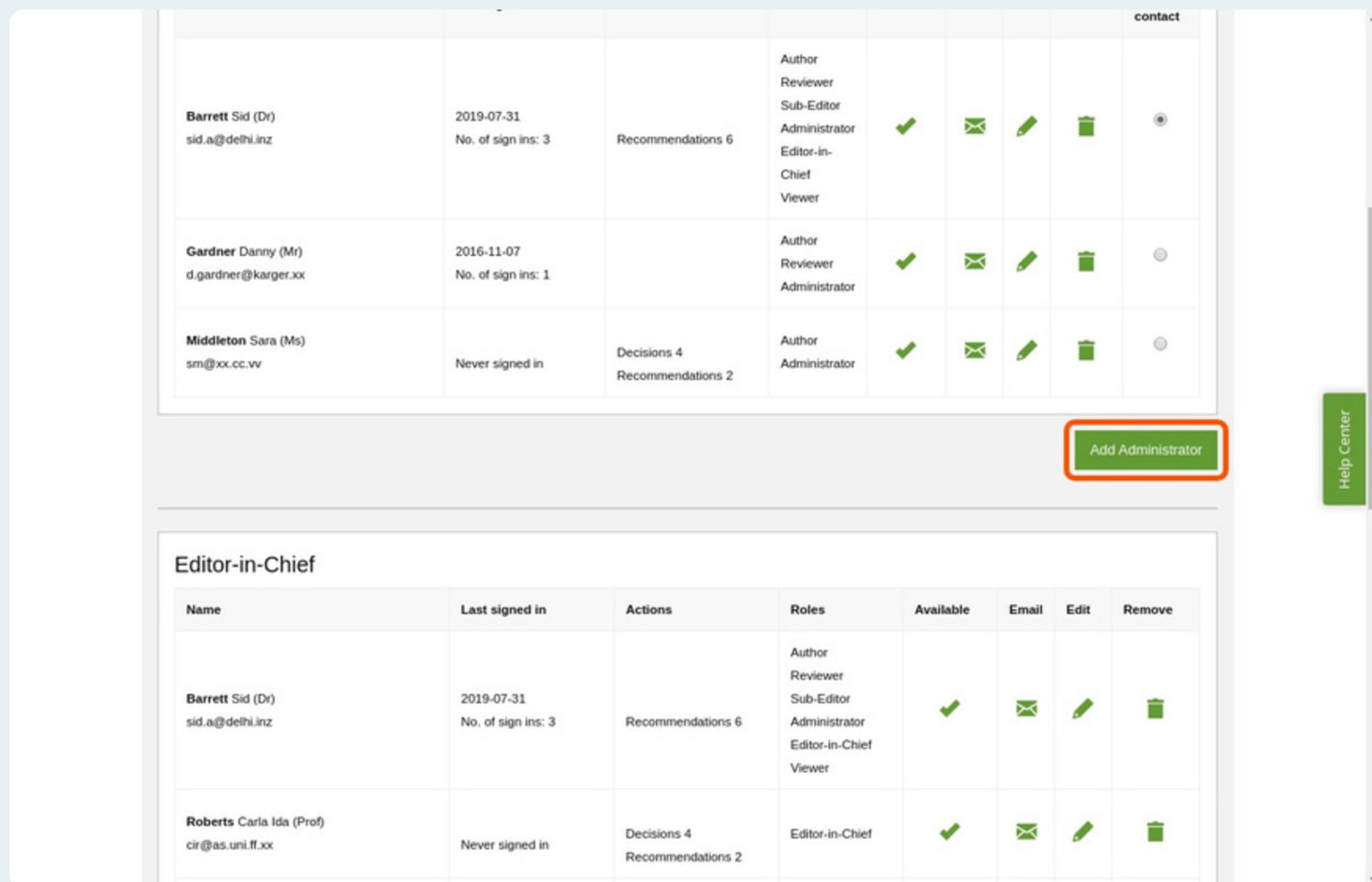
New Journal?

However, if you are starting a new journal, the 'Staff' page will not yet contain any staff members.

Add Admin?

Don't worry, each section has a button that allows you to add a staff members one at a time.

For example, to add another administrator to your team, simply click, 'Add Administrator' at the end of this section, here.



The screenshot displays a user management interface. At the top, there is a table listing staff members. Below this table, a green button labeled "Add Administrator" is highlighted with a red rectangle. Below the button, there is a section titled "Editor-in-Chief" with its own table. A vertical "Help Center" button is visible on the right side of the interface.

Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove	contact
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉	✎	🗑️	⊙
Gardner Danny (Mr) d.gardner@karger.xx	2016-11-07 No. of sign ins: 1		Author Reviewer Administrator	✓	✉	✎	🗑️	⊙
Middleton Sara (Ms) sm@xx.cc.vv	Never signed in	Decisions 4 Recommendations 2	Author Administrator	✓	✉	✎	🗑️	⊙

Add Administrator

Editor-in-Chief

Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉	✎	🗑️
Roberts Carla Ida (Prof) cir@as.uni.ff.xx	Never signed in	Decisions 4 Recommendations 2	Editor-in-Chief	✓	✉	✎	🗑️

Help Center

Form

Now the form opens to add an administrator.

Profile Info

When the basic profile info has been added, including first/last names, email address, and country info, the profile can be saved.

Administrators are users that process and monitor manuscript progress.

Title

First name*

Middle name(s)

Last name*

Email*


Country*

Save

Note: All users are requested to complete their profile and affiliation details when first contacted.

Save

Clicking 'Save' will return you to the staff page and allow you to add another staff member.



The screenshot shows a web form for adding a staff member. The form includes the following fields:

- First name*
- Middle name(s)
- Last name*
- Email*
- Country*

A green 'Save' button is located at the bottom right of the form, highlighted with a red rectangle. Below the form, a note reads: "Note: All users are requested to complete their profile and affiliation details when first contacted."

At the bottom of the page, there is a green navigation bar with three sections:

- Company**: About, Offices, Product report
- Support**: ASK A QUESTION
- Session**: Jane Simmons, Role: Administrator, [Sign out]

A vertical 'Help Center' button is visible on the right side of the form area.

'Staff'

Now you are back at the staff page

Roles & permissions

Note that roles/permissions are set automatically by the system according to the section where the new staff member is added.

Jane Simmons as Administrator [CHANGE ROLE] **CONFIGURE** SEARCH DASHBOARD PROFILE [SIGN OUT]

Address Roles **Staff** Office Submission Review Reviewers Integrations

Staff

Editorial staff have permissions to perform different actions within the system. [Read more ...](#) +

Administrator







Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove	Principal contact
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉	✎	🗑	⊙
Gardner Danny (Mr) d.gardner@karger.xx	2016-11-07 No. of sign ins: 1		Author Reviewer Administrator	✓	✉	✎	🗑	⊙
Middleton Sara (Ms) sm@xx.cc.vv	Never signed in	Decisions 4 Recommendations 2	Author Administrator	✓	✉	✎	🗑	⊙

Help Center

Edit

However, you can also manually edit roles and permissions (or any other user info, for that matter) via the 'edit' shortcut.

The screenshot shows a user management interface with two main sections: 'Editor-in-Chief' and 'Sub-Editor'. Each section contains a table with columns for Name, Last signed in, Actions, Roles, Available, Email, Edit, and Remove. The 'Edit' icon (a pencil) for the Editor-in-Chief role is highlighted with a red box.

Name	Last signed in	Actions	Roles	Available	Email	Edit	Remove
Barrett Sid (Dr) sid.a@delhi.inz	2019-07-31 No. of sign ins: 3	Recommendations 6	Author Reviewer Sub-Editor Administrator Editor-in-Chief Viewer	✓	✉		
Roberts Carla Ida (Prof) cir@as.unilff.xx	Never signed in	Decisions 4 Recommendations 2	Editor-in-Chief	✓	✉		
White Randi (Dr.) ramwh@ss.xx.vv	Never signed in	Recommendations 6	Author Editor-in-Chief	✓	✉		

Buttons: Add Administrator, Add Editor-in-Chief

Help Center

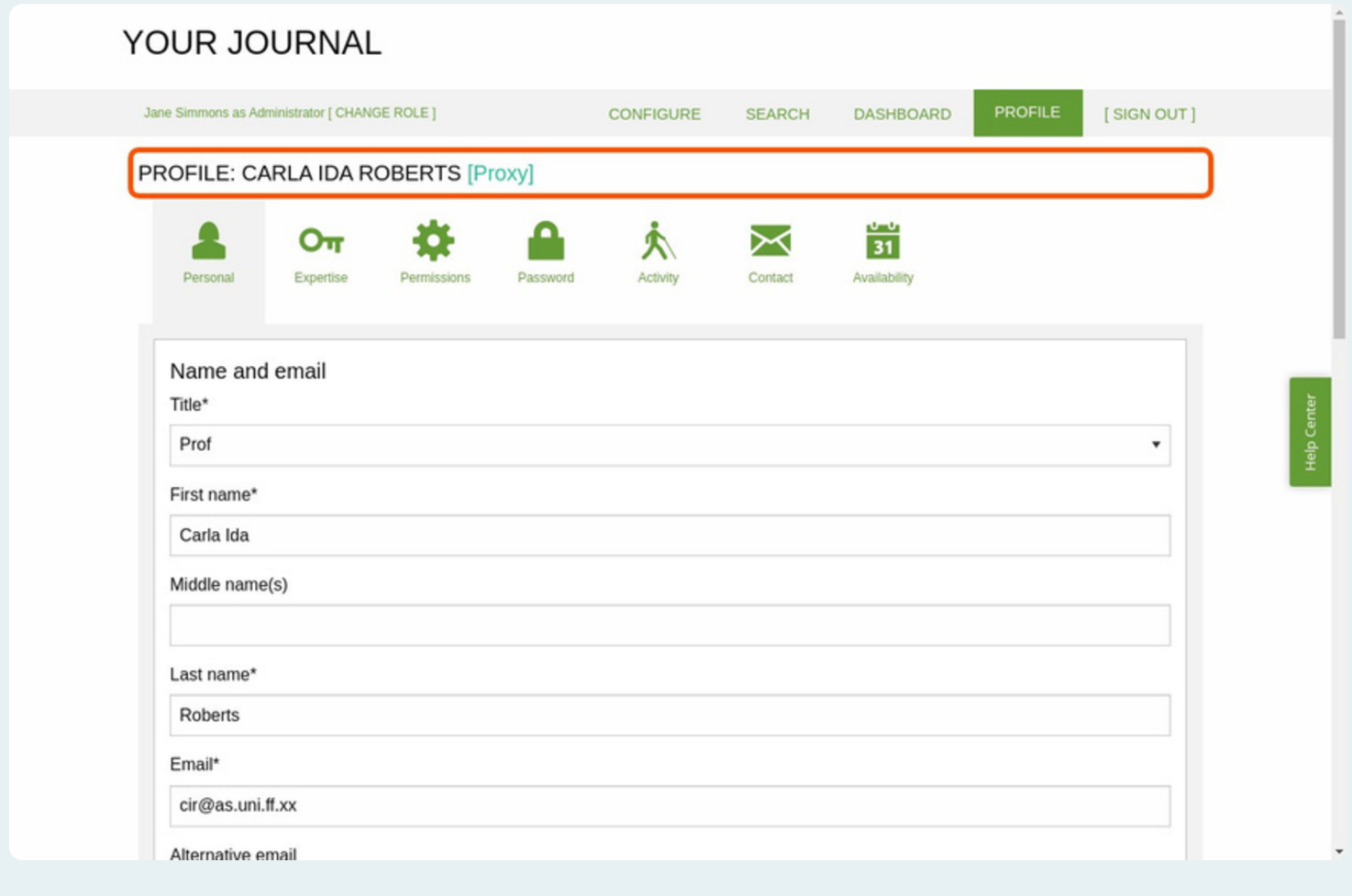
User Profile

By clicking the pencil, 'Edit' shortcut from the 'Staff' page, the administrator can access and edit the staff member's profile info in one of the 7 profile tabs.

User name & proxy

Note that the user name is displayed at the top of the profile page, next to the 'Proxy' option.

(Clicking 'Proxy' allows you to perform tasks on behalf of this user).



The screenshot shows a web interface for a user profile. At the top, there is a navigation bar with the text "YOUR JOURNAL" on the left and "Jane Simmons as Administrator [CHANGE ROLE]" on the right. Below this, there are several menu items: "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (highlighted in green), and "[SIGN OUT]". A red box highlights the text "PROFILE: CARLA IDA ROBERTS [Proxy]" in the main content area. Below this, there are seven icons representing different profile sections: "Personal", "Expertise", "Permissions", "Password", "Activity", "Contact", and "Availability". The "Personal" section is selected and expanded, showing a form with the following fields: "Name and email", "Title*" (with a dropdown menu showing "Prof"), "First name*" (with the text "Carla Ida"), "Middle name(s)" (empty), "Last name*" (with the text "Roberts"), "Email*" (with the text "cir@as.uni.ff.xx"), and "Alternative email" (empty). A "Help Center" button is visible on the right side of the page.

Personal

Now moving from left to right through the 7 tabs in the user profile...

The contact information for the user is stored here, in the first tab, 'Personal'.

The screenshot shows a web interface titled "YOUR JOURNAL". At the top, there is a navigation bar with the user's role "Jane Simmons as Administrator [CHANGE ROLE]", and several menu items: "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (which is highlighted in green), and "[SIGN OUT]". Below the navigation bar, the profile is for "CARLA IDA ROBERTS [Proxy]". A row of seven icons represents different profile sections: "Personal" (a person icon, highlighted with a red box), "Expertise" (a key icon), "Permissions" (a gear icon), "Password" (a padlock icon), "Activity" (a person walking icon), "Contact" (an envelope icon), and "Availability" (a calendar icon). The "Personal" section is expanded, showing a form with the following fields: "Name and email" (Title* with a dropdown menu showing "Prof"), "First name*" (text input with "Carla Ida"), "Middle name(s)" (empty text input), "Last name*" (text input with "Roberts"), "Email*" (text input with "cir@as.uni.ff.xx"), and "Alternative email" (empty text input). A vertical "Help Center" button is visible on the right side of the page.

Update

Remember to, 'Update' after edits.

town/city*

Zip/Post code

Country*

Austria ▼

Telephone

Fax

Web

 Create or Connect your ORCID ID

Update

Help Center



Company

About
Offices

Product report



Support

ASK A QUESTION



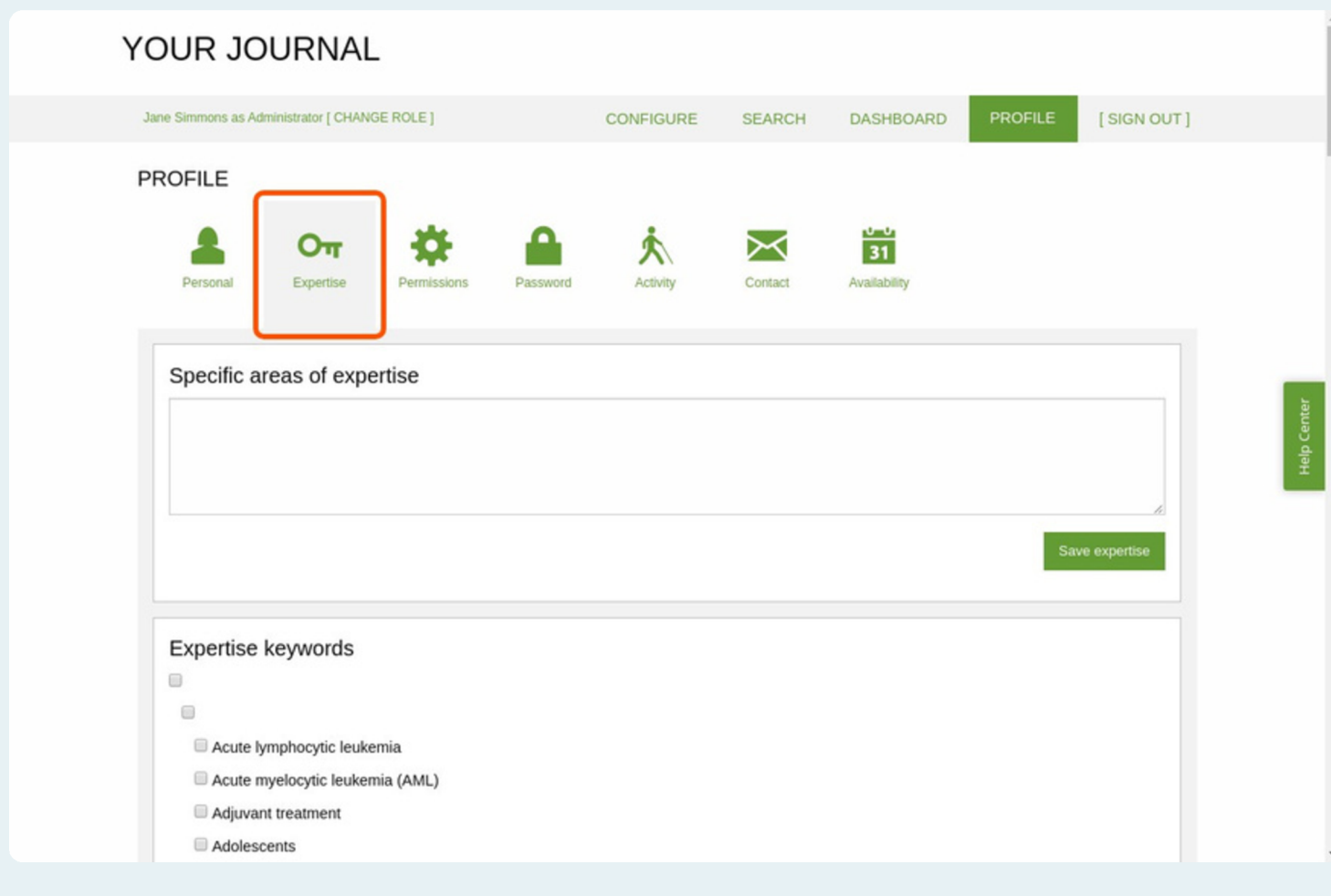
Session

Jane Simmons
Role: Administrator
[Sign out]

Expertise

On the next tab, the user's areas of expertise are registered.

If this section has not been completed by the user, administrators, can assist.



The screenshot displays a user profile interface titled "YOUR JOURNAL". At the top, it shows the user's name "Jane Simmons as Administrator" with a "CHANGE ROLE" link, and navigation options: "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (highlighted), and "[SIGN OUT]".

The "PROFILE" section contains several icons for different profile settings: "Personal", "Expertise" (highlighted with a red box), "Permissions", "Password", "Activity", "Contact", and "Availability".

Below the "Expertise" icon, there is a section titled "Specific areas of expertise" with a large empty text input field and a "Save expertise" button.

Underneath, the "Expertise keywords" section lists several keywords with checkboxes:

-
-
- Acute lymphocytic leukemia
- Acute myelocytic leukemia (AML)
- Adjuvant treatment
- Adolescents

A vertical "Help Center" button is located on the right side of the page.

Expertise

There is space to manually write expertise keywords at the top, or to select keywords from the journal keywords list below if they have been input.

(All profiles have all 7 tabs listed above, the section can be left blank, though denoting 'Expertise' is especially useful in reviewer profiles)

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD **PROFILE** [SIGN OUT]

PROFILE

- Personal
- Expertise**
- Permissions
- Password
- Activity
- Contact
- Availability

Specific areas of expertise

leukemia, lymphatic leukemia

Save expertise

Expertise keywords

-
-
- Acute lymphocytic leukemia
- Acute myelocytic leukemia (AML)
- Adjuvant treatment
- Adolescents
- Adverse events

Help Center

Permissions

In the 'Permissions' tab, the roles and permissions available to this staff member are listed at the top, followed by their 'Reviewer Status.'

At the bottom, any relevant templates or communication controls for this user are listed and can be accessed for edits and adjustments.

The screenshot shows a web interface for a user profile. At the top, it says "YOUR JOURNAL". Below that, there's a navigation bar with "Jane Simmons as Administrator [CHANGE ROLE]", "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (highlighted in green), and "[SIGN OUT]". The main heading is "PROFILE: CARLA IDA ROBERTS [Proxy]". Below this is a row of icons for different profile sections: Personal, Expertise, Permissions (highlighted with a red box), Password, Activity, Contact, and Availability. The "Permissions" section is expanded, showing "User roles/permissions" with a description: "The user roles gives permission to access various features in the program. See the user guide for a full description of each role." Below this are three checkboxes: "Administrator" (unchecked), "Editor-in-Chief" (checked), and "Sub-Editor" (unchecked). An "Update" button is at the bottom right of this section. The "Reviewer status" section is partially visible below, with text explaining "Editorial board/frequent reviewer" and "Ordinary reviewers". A "Help Center" button is on the right side of the page.

Password

From the password tab, you can send a password set/reset email, or, if proxying, create a new password.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE]

CONFIGURE

SEARCH

DASHBOARD

PROFILE

[SIGN OUT]

PROFILE: CARLA IDA ROBERTS [Proxy]



Personal



Expertise



Permissions



Password



Activity



Contact



Availability

C Reset and send password to Carla Ida Roberts at cir@as.uni.ff.xx

Help Center



Company

About
Offices

Product report



Support

ASK A QUESTION



Session

Jane Simmons
Role: Administrator
[Sign out]

Activity








The next tab is the 'Activity' tab.

This is where a record of all journal activity is stored for this user.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD **PROFILE** [SIGN OUT]

PROFILE: CARLA IDA ROBERTS [Proxy]


 Personal  Expertise  Permissions  Password  **Activity**  Contact  Availability


Account activity


Account created	Created by	Last updated	Last updated by	Last sign in	Signed in
2016-11-02	Jane Simmons			Never signed in	

No review activity
No submissions as corresponding author
No submissions as co-author

Help Center

 Company
About
Offices
Product report

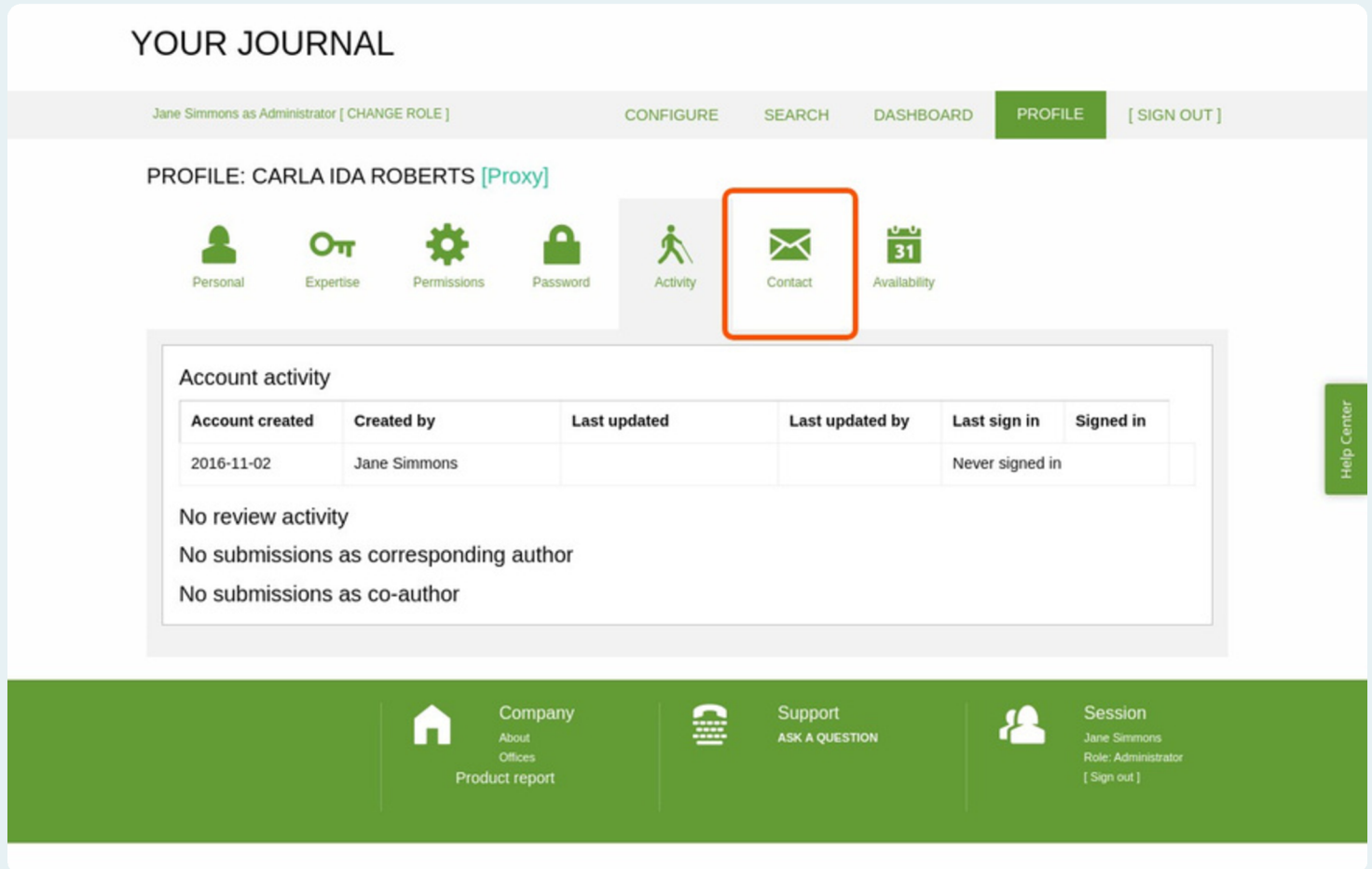
 Support
ASK A QUESTION

 Session
Jane Simmons
Role: Administrator
[Sign out]

Contact

Next comes the, 'Contact,' tab.

If you click this tab...



The screenshot shows a user profile page titled "YOUR JOURNAL". The user is identified as "Jane Simmons as Administrator [CHANGE ROLE]". The navigation menu includes "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (which is highlighted), and "[SIGN OUT]". The profile is for "CARLA IDA ROBERTS [Proxy]". A row of icons represents different profile sections: Personal, Expertise, Permissions, Password, Activity, Contact (highlighted with a red box), and Availability. Below this, the "Account activity" section contains a table with the following data:

Account created	Created by	Last updated	Last updated by	Last sign in	Signed in
2016-11-02	Jane Simmons			Never signed in	

Below the table, it states: "No review activity", "No submissions as corresponding author", and "No submissions as co-author". The footer contains three sections: "Company" (About, Offices, Product report), "Support" (ASK A QUESTION), and "Session" (Jane Simmons, Role: Administrator, [Sign out]). A "Help Center" button is visible on the right side.

Contact Mail

The hyperlink contact email template for this user opens and can be edited.

This is the template for an email this user might send from within the program.

YOUR JOURNAL

Jane Simmons as Administrator [CHANGE ROLE] CONFIGURE SEARCH DASHBOARD PROFILE [SIGN OUT]

EMAIL

Hyperlink Contact ▼

Manage templates ✎

TO: Carla Ida Roberts

cir@as.uni.ff.xx

CC:

BCC:

Title:

Hyperlink Contact

Message:

Manuscript: DEMO-- - () -
Authors:
Date submitted:

Help Center

Availability

And finally, the availability tab displays this staff member's availability and allows easy access to make adjustments.

The screenshot shows a web interface for a user profile. At the top, it says "YOUR JOURNAL". Below that, a navigation bar includes "Jane Simmons as Administrator [CHANGE ROLE]", "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (highlighted in green), and "[SIGN OUT]". The main content area is titled "PROFILE: CARLA IDAROBERTS [Proxy]". A row of icons represents different profile sections: Personal, Expertise, Permissions, Password, Activity, Contact, and Availability (highlighted with a red box). Below the icons, a box displays "Currently available to accept new tasks" and an "Add unavailability period" button. A vertical "Help Center" button is on the right. The footer contains three sections: "Company" (About, Offices, Product report), "Support" (ASK A QUESTION), and "Session" (Jane Simmons, Role: Administrator, [Sign out]).

Unavailability

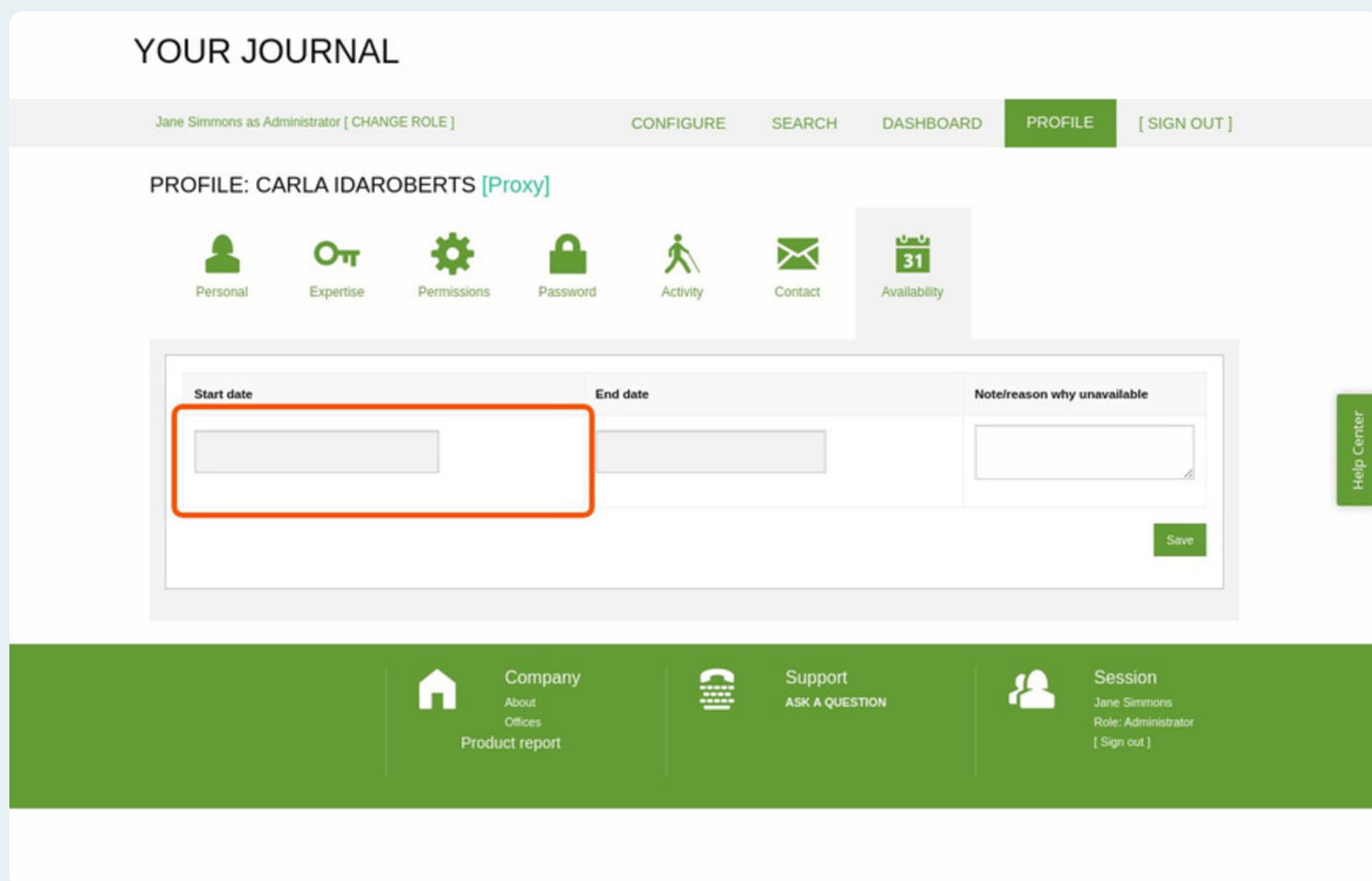
Simply clicking this button allows a period of unavailability to be added.

This can either be done by the user or by you, the administrator.

The screenshot shows a web interface for a user's profile. At the top, it says "YOUR JOURNAL". Below that, there's a navigation bar with "Jane Simmons as Administrator [CHANGE ROLE]", "CONFIGURE", "SEARCH", "DASHBOARD", "PROFILE" (highlighted), and "[SIGN OUT]". The main content area is titled "PROFILE: CARLA IDAROBERTS [Proxy]". There are several icons representing different profile sections: Personal, Expertise, Permissions, Password, Activity, Contact, and Availability (highlighted). Below the Availability icon, there's a box containing the text "Currently available to accept new tasks" and a button labeled "Add unavailability period" which is highlighted with a red rectangle. On the right side, there's a vertical "Help Center" button. At the bottom, there's a green footer bar with three sections: "Company" (About, Offices, Product report), "Support" (ASK A QUESTION), and "Session" (Jane Simmons, Role: Administrator, [Sign out]).

Start/end

Start date, end date and reason can all be noted before saving.



The screenshot shows a web application interface for managing user profiles. At the top, the user is identified as 'Jane Simmons as Administrator' with a '[CHANGE ROLE]' link. Navigation tabs include 'CONFIGURE', 'SEARCH', 'DASHBOARD', 'PROFILE' (which is active), and '[SIGN OUT]'. Below this, the profile is for 'CARLA IDAROBERTS [Proxy]'. A row of icons represents different profile sections: Personal, Expertise, Permissions, Password, Activity, Contact, and Availability (which is highlighted). The 'Availability' section contains a form with three columns: 'Start date', 'End date', and 'Note/reason why unavailable'. The 'Start date' input field is highlighted with a red rectangle. A 'Save' button is located at the bottom right of the form. A vertical 'Help Center' button is on the right side of the page. The footer contains links for 'Company' (About, Offices, Product report), 'Support' (ASK A QUESTION), and 'Session' (Jane Simmons, Role: Administrator, [Sign out]).

Congratulations!

You have now completed a walkthrough of
'Configure: Address, Roles, Staff'

We hope this guide has provided an overview of the configurable options within these tabs in the Configure section.

To continue with the next guide in the series, please go to, 'Configure: Office'