

## General Administration Configuration

The DAD 2.0 Administration is broken into:

- Admin
- Employees
- Funds
- SR Options
- Project Options
- Local Data Options
- Timekeeping

Admin is the home screen of the Administration Module and contains warning information.

All of these items allow for mouse-over navigation menus or selecting the item to select from a non-mouse-over list.

General Advocacy Group settings include location settings, summary view settings and employee settings.

Every office must configure its office locations and specify a main office location.

The summary view settings allow the administrator to specify the items that will be displayed for clients, service requests and projects.

Security permissions are configured into groups and then Employees would then need to specify which group they belong.

Passwords are configured and not stored within the Administration settings. If a password is compromised or lost, the Change Password function can be used.

Active date ranges control all items in the administration module and are the determining value for whether or not an item shows or if an individual can log in or not.

The administration for DAD 2.0 also relies on default settings, which is why there is a recommendation of creating a default value of Not Selected for most lists of items to allow for quality control checks which check to see if a value was edited or left as default.