

## **Senior Staff / Chapter Admin**

The Chapter Admin access is the highest level access designed for Chapter Owners. The Senior Staff Access is just below the Chapter Owner. This access allows the user to perform any function to update/add players and characters. The first thing a user will notice is that once they login it will default to their “Home Chapter”.

Please note that an admin will have 2 logins one so they can access your characters (i.e. Player’s Access) and one to do the admin work (Staff, Senior Staff and Chapter)

*Note: Any entry followed by ++ is restricted to your “Home Chapter”.*

The functions available are as follows:

### Admin

- 1) View Personal Info
- 2) Change Password
- 3) Edit Chapter Info
- 4) Check for Invalid Members
- 5) Check for Invalid Characters
- 6) Knowledge Base

### Chapters

- 1) Switch Chapter

### Add User

- 1) Add User Info ++

### Search

- 1) Player/Character Search

### Player/Character Updates

- 1) View/Update Players
- 2) View Characters
- 3) Manual Add Goblin Blankets ++
- 4) Add Goblin Points
- 5) Subtract Goblin Points
- 6) Update Deaths
- 7) Add Event Blankets
- 8) Add Staff Blankets ++
- 9) Remove XP ++
- 10) Print Character Sheets

### View

- 1) View Chapter Owners
- 2) View Staff Users

3) View Membership Status ++

Staff Reports\*

1) My Reports

2) Admin Reports ++

### **Admin Features**

***Change Password*** – This function lets the admin change their password. It asks for the existing password and then asks for the new password twice to confirm that the info is correct. Once the new password is submitted it is encrypted and stored in the DB.

***Edit Personal Info*** - This function will bring up the users contact info for review. Once on this screen if any information is incorrect the user can click the “Edit Personal Info” link at the bottom to update their contact info.

***Edit Chapter Info*** – This function is identical to the one above except it is for your local chapter.

***Check for Invalid Members*** – This function shows any player that was added and was not processed correctly. If you add a player but they do not show in your player list please check here before adding them again.

***Check for Invalid Characters*** – This function shows any character that was added and was not processed correctly. If you add a character but it does not show in your character list please check here before adding them again.

***Knowledge Base*** – This function opens a new window and provides an faq on the db functions and how it works.

### **Chapter Features**

***Switch Chapter*** – This function allows the staff user to switch between all chapters listed in the DB. Once they login it defaults to their home chapter (this is based on how they are added) and then if they need to switch to another chapter to perform updates, they click on the switch chapter link and select which chapter they wish to switch to that is listed in the DB.

### **Add User Feature**

***Add User*** – The function is available to each admin level At the Chapter Level the user is able to add new Players or Staff Users to the DB. The interface needs at minimum the **First Name, Last Name and Valid E-mail** address. Once the add button is clicked this function adds the players info and does the following

1) Generates a username

- 2) Generates password
- 3) E-mails this information to the e-mail address provided

Please make sure to use a **valid e-mail address** for the player. If you do not have a valid e-mail for the player please enter a valid e-mail address that the logistics person/owner can access so the info can be provided to the player at a later date.

### **Search Feature**

***Player/Character Search*** – This function allows the staff member to search for a specific Player/Character. The search results will display on the page and give the user to update blankets, notes or goblin points. Only one function can be done at a time. If the user has more then one player to update in the same chapter please use the switch chapter function to update all characters for the chapter.

### **Player/Character Updates**

***View/Update Players*** – This function brings up a list of all players in the DB for your chapter or the chapter you are currently accessing. The following functions are available once this link is clicked.

- 1) *View Personal Info* – this function is the same as the player’s interface. It shows the players contact info and gives the option to edit/update it.
- 2) *Player’s Notes* – this function adds notes to the player’s account that shows up on all character sheets for the player’s. This allows for ease of tracking oog info compared to ig info. There are 3 functions to this screen
  - a) *Add*
  - b) *Edit*
  - c) *Delete*The notes do not “expire” and must be deleted to remove them from the players account.
- 3) *Goblin Log* – This function gives the goblin point log for the player.
- 4) *Send Login* – This function resets the password and e-mails it and the username to the e-mail listed for the player.
- 5) *Password Reset* – This function resets the password to preset password and e-mails the info to the e-mail listed for the player.
- 6) *Add Character* – This function adds a NEW Character to the players file. It defaults to 65 xp. There is no way to edit the xp on this function. This is strictly for adding a new character. ++

- 7) *Add Existing Character* – This function adds an existing Character to the players file. This function allows you to select either how much build or xp is to be added and then will calculate all the other information for the character such as body and level. ++
- 8) *Delete User* – This function lets you delete any player you add to the system or that is listed under your chapter. ++
- 9) *Make Local Staff /Remove from Local Staff* – This feature allows you to mark any player as local staff or remove their rank as local staff. This ties in to the staff blanket feature located below. ++
- 10) *Transfer* – This function allows you to transfer a character between chapters in the DB. This feature will send an e-mail to the player and default e-mail for the chapter to let them know of the transfer.

***View Characters*** – This function brings up a list of all characters listed in the DB organized by the player's last name.

The information listed is

Characters Name, Class, Race, Subrace, Which Character, Deaths

The following functions are available once this link is clicked.

- 1) *Purchase skills* – when you click the link this will allow you to Purchase/Delete skills for the character.
- 2) *Update Character Information* – This function brings up the character's name, alias, race, subrace and class. The Race and Class can not be changed if the character has more than 56 build or they have purchased skills but Name, Alias and Subrace can be updated at any time if needed.
- 3) *View/Add Plot Notes* – this function lets you see all plot notes on the character.
  - 1) *Delete Plot Note* – This allows you to delete any notes before the expiration date.
  - 2) *Edit Plot Note* – This allows you to edit any note. You can update the note information and expiration date.
  - 3) *Add Plot Note* – this allows you to add a new plot note to the character and set an expiration date for it.

- 4) *Character Sheet* – This is identical to the character sheet function in the players interface.
- 5) *XP Log* – This brings up the XP log for the character.
- 6) *Death Log* – this shows the log file on all deaths added and when a death was bought back with gobbies.
- 7) *Spirit Forge* – As titled this function performs a spirit forge on the character. It wipes all skills from the sheet and changes the class. Also a log file is entered and the date, exp date are logged. If a spirit forge is preformed again before a year is up based on the exp date you will get a message saying that a death will be added if you perform this spirit forge. There is also an option to mark it as a Medical Forge in case the player has a condition that is not allowing them to play their class. A medical forge does not add a death to the character sheet.
- 8) *Race Change* – This works identical to the spirit forge except for the death option. I am still working on correcting it to only delete racial skills or skills not usable by that race.
- 9) *Set/Remove Auto GB* – These are 2 functions. Set allows you to set up a character to automatically get a goblin blanket every week. On Monday each week a goblin blanket will be added to the character as long as they have 50 goblin points on file. Once the blanket is added it also deducts 50 goblin points from the players file. Remove turns this option off.
- 10) *Set/Remove Auto SB* – If a player has been marked as Local Staff this option will appear. IT is identical as the auto GB option above except it does not remove any goblin points from the players file. This option was added for those chapters that give weekly blankets to their staff members.
- 11) *Missing Gob Blankets* – This function shows a list of all weeks prior to the current week. Next to each week it will show if a blanket has been added. If no blanket was added and the player has a minimum of 50 goblin points it will give an option to add in the missing blanket for that week.
- 12) *Blanket Error Log* – This shows a log of any blankets that were not added correctly or at all. For example If a player maxes out with goblin points and there are not enough goblin points on file it will record it here while adding a base blanket for the event and logging it on the xp log.
- 13) *Delete Character* – This option allows for the character to be deleted from the system. Once it is done all info is lost and can not be retrieved. This is logged in the general admin log. ++

14) *Death Buy Back* – This option only comes up if the player has 3 or more deaths and a minimum of 50 goblin points on file. If these 2 conditions are not met this option will not appear for the character. ++

*Add Goblin Points* – This function brings up a list of players and allows you to add goblin points to their sheets. You need to click the check box for the player and give a reason for the goblin point addition.

*Subtract Goblin Points* – Same as above only this removes the goblin points.

*Update Deaths* – this will update the death count for a specific character. Also this will allow the character to be marked as permanently dead.

*Add Event Blankets* – This function gives a list of characters. Click the check box for the character, select how many days for the event, if they maxed out or not and the event info. Once this info is input the system will calculate the check out info and update the characters.

*Add Goblin Blankets* – This adds a weekly goblin blanket based on the total number of goblin points available to the player. So if the player has less than 50 goblin points they will not show up in the list. This function works but does not have a time/date check so it must be manually added each week.

*Add Staff Blankets* - This brings up a list of all players that are marked as local staff. This will allow you to add a weekly staff blanket to their sheet for a maximum of 52 blankets for the year.

**Remove XP** – This function allows you to remove xp if a blanket was duplicated for any reason or if a player is caught cheating and their build needs to be adjusted. You must enter the amount of xp that needs to be removed not build and the reason for the removal. This will put an entry in the characters xp log.

*Print Character Sheets* – This opens a new window/tab. A check list of all characters for the chapter you are using at the moment will come up. This will allow admins to select multiple character sheets to print at once.

## View

*View Chapter Owners* – this link allows you to see all chapter owners and their contact info.

*View Staff Users* – This function brings up a list of all staff level users for the chapter.

1) *Deactivate* – This feature allows you to deactivate the staff account for your chapter. ++

- 2) *Make Senior Staff* – The feature grants a staff member the same rights as a chapter owner. ++

***View Membership*** – This function brings up a table of all players for a specific chapter. This function shows all players what date their membership started, expiration date and if the membership is active or not. If membership is not active there is a link to update membership. It will update membership as of the day the option is selected. At this time you can not specify another date.

- 1) *Update Membership* – This feature resets the player's account expiration date to 1 year from the date you select it. It is an automatic feature.
- 2) *Set Specific Date for Membership* – This feature is used to reset the paid date and expiration date of the users account. It ties in with the feature above.

## **Reports**

There are 6 reports that will show up here

***My Goblin Point Report*** – This brings up a report of any entry you have made to add or subtract goblin points from a players account

***My XP Report*** - This brings up a report of any entry you have made to add or subtract XP from a Character file.

***My Change Log Report*** - This brings up a report of any major change you made to a players account such as deletion, adding, transfer, membership update, etc.

***Goblin Points Added By Admins*** – this report allows you to select a Staff member and run a report on all Goblin points they have added or removed.

***XP Added by Admins*** – This report is the same as above but only checks on the xp/event blankets added.

***General Admin Report for Staff*** – This report is the same as above but checks on any thing that the staff member has done that is recorded in the general admin log such as deleting a character/player transferring the player etc.