

## How to Add New GabrielSoft Users or update User Emails

When a GabrielSoft user is assigned or changes their email address, it's recommended that the parish update the user in GabrielSoft as well. You must be a GabrielSoft Church Administrator to do this.

Log into GabrielSoft. From the Blue menu Select Administrative > User Security.

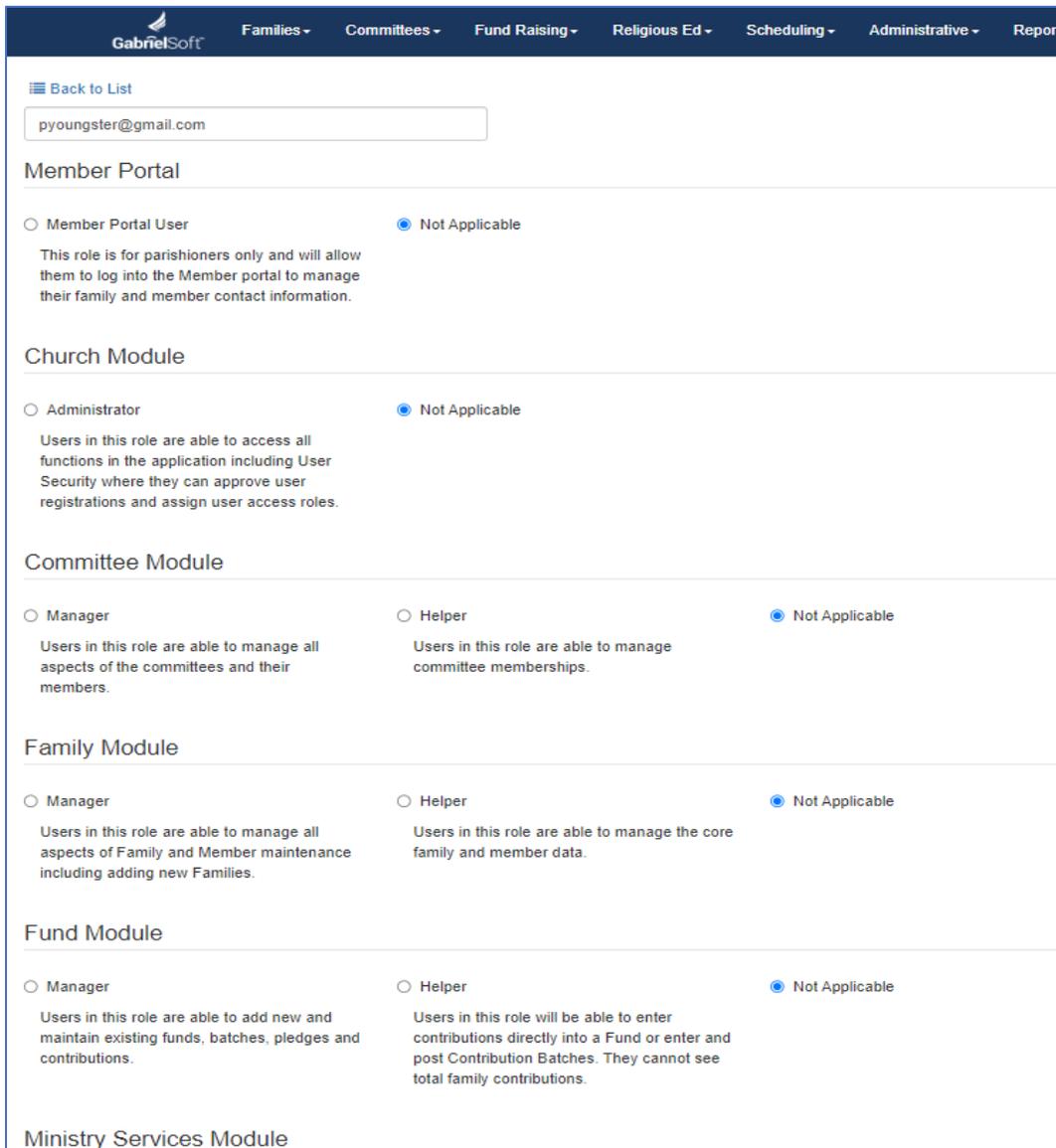
Click +New User



The screenshot shows the GabrielSoft interface. At the top right, there are navigation links for 'Families' and 'Comm'. Below the navigation bar, there is a yellow button labeled '+ New User'. Below the button is a table with two columns: 'User Name' and 'Registered'. The first row of the table contains the email address 'abrunelle@gabrielsoft.com' and the date '4/17/2020'.

Select the appropriate levels of security for the new user.

(Note: Member Portal User will only allow the user to see specific sections of their individual family record and lock them out of all other security levels.)



The screenshot shows the GabrielSoft interface for selecting security levels for a new user. The top navigation bar includes 'Families', 'Committees', 'Fund Raising', 'Religious Ed', 'Scheduling', 'Administrative', and 'Report'. Below the navigation bar, there is a 'Back to List' link and a search box containing the email address 'pyoungster@gmail.com'. The main content area is divided into several sections, each with a title and a list of roles with radio buttons for selection. The 'Not Applicable' option is selected for all roles in the Member Portal, Church Module, and Fund Module sections.

Module	Role	Description	Selected
Member Portal	Member Portal User	This role is for parishioners only and will allow them to log into the Member portal to manage their family and member contact information.	<input type="radio"/>
	Not Applicable		<input checked="" type="radio"/>
Church Module	Administrator	Users in this role are able to access all functions in the application including User Security where they can approve user registrations and assign user access roles.	<input type="radio"/>
	Not Applicable		<input checked="" type="radio"/>
Committee Module	Manager	Users in this role are able to manage all aspects of the committees and their members.	<input type="radio"/>
	Helper	Users in this role are able to manage committee memberships.	<input type="radio"/>
	Not Applicable		<input checked="" type="radio"/>
Family Module	Manager	Users in this role are able to manage all aspects of Family and Member maintenance including adding new Families.	<input type="radio"/>
	Helper	Users in this role are able to manage the core family and member data.	<input type="radio"/>
	Not Applicable		<input checked="" type="radio"/>
Fund Module	Manager	Users in this role are able to add new and maintain existing funds, batches, pledges and contributions.	<input type="radio"/>
	Helper	Users in this role will be able to enter contributions directly into a Fund or enter and post Contribution Batches. They cannot see total family contributions.	<input type="radio"/>
	Not Applicable		<input checked="" type="radio"/>
Ministry Services Module			

The new user will get an email asking them to log in to GabrielSoft.

When they log in – GabrielSoft will ask them to choose a password.

Next – have the new user verify that their security levels are set right by trying to access families or whatever tasks they normally do.

If the new user is being set up because of an email change and once it is confirmed that the new user is set up correctly, their former email can be deleted. Click View to the right of the old user, Scroll down to the bottom and click Delete.

pjy54914@yahoo.com	12/14/2022	<a href="#">View</a>
pyoung@gbdioc.org	4/26/2022	<a href="#">View</a>

registrations and assign user access roles.

[Delete](#) [Save](#) [Reset](#)