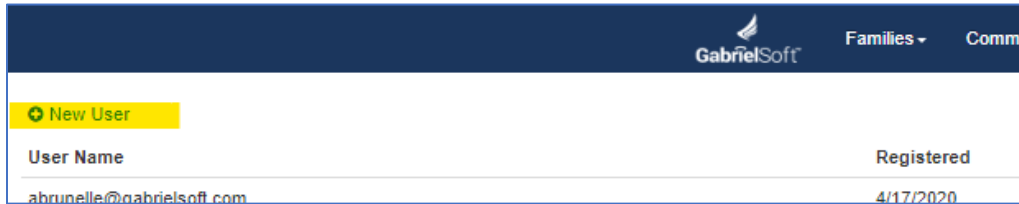


How to Add New GabrielSoft Users or update User Emails

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.

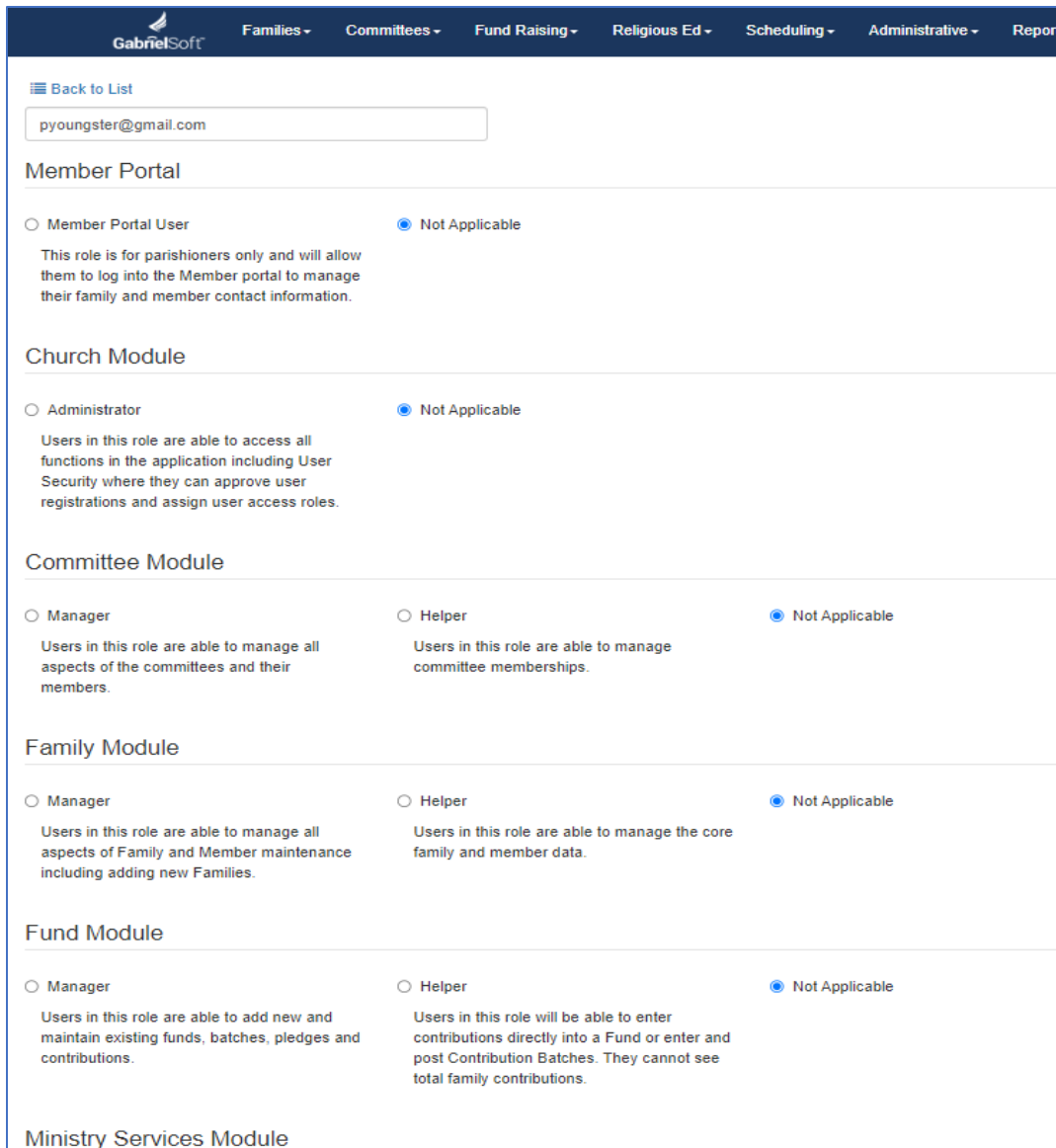
Click +New User



The screenshot shows the 'New User' form in GabrielSoft. At the top, there is a blue header with the GabrielSoft logo and navigation links for 'Families' and 'Committees'. Below the header, a yellow button labeled '+ New User' is visible. The form contains two fields: 'User Name' with the value 'abrunelle@gabrielsoft.com' and 'Registered' with 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 security selection screen in GabrielSoft. At the top, there is a blue header with the GabrielSoft logo and navigation links for 'Families', 'Committees', 'Fund Raising', 'Religious Ed', 'Scheduling', 'Administrative', and 'Reports'. Below the header, there is a 'Back to List' link and a search bar containing 'pyoungster@gmail.com'. The screen is divided into several sections, each with a title and a list of roles with their descriptions and selection status:

- 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.
 - ☒ Not Applicable
- 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.
 - ☒ Not Applicable
- Committee Module**
 - ☐ Manager: Users in this role are able to manage all aspects of the committees and their members.
 - ☐ Helper: Users in this role are able to manage committee memberships.
 - ☒ Not Applicable
- Family Module**
 - ☐ Manager: Users in this role are able to manage all aspects of Family and Member maintenance including adding new Families.
 - ☐ Helper: Users in this role are able to manage the core family and member data.
 - ☒ Not Applicable
- Fund Module**
 - ☐ Manager: Users in this role are able to add new and maintain existing funds, batches, pledges and contributions.
 - ☐ 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.
 - ☒ Not Applicable
- 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 | View |
| pyoung@gbdioc.org | 4/26/2022 | View |

registrations and assign user access roles.

Delete

Save

Reset