
How to add a new Operations Manager

Spendable Guides

Super Admin

Get free 20min budget session for participants [Book Here](#)

Organisation: Demo Organisations - (1) A

Dashboard

Hello Ali Ali
Welcome to the SpendAble Budget Hub Add Funds

Top Wallets View All

- High St House 1741
Wallet Bal: \$0
- Medication Medications
Wallet Bal: \$50
- Melanie - Movies 2018
Wallet Bal: \$0
- Melanie Phillips 2013
Wallet Bal: \$0
- Peter Participant 2014
Wallet Bal: \$50

Recent Transactions View All
These are the details of the transactions made

Merchant	Amount	Date / Time	User	Wallet	Balance
---	\$150	20/05/2024 03:54 PM	Peter Participant	Peter Participant	\$150
---	\$10	17/05/2024 08:58 AM	Andrea Smith	Andrea Smith	\$10
---	\$10	17/05/2024 08:58 AM	Andrea Smith	Andrea Smith	\$10
---	\$50	17/05/2024 08:52 AM	Peter Participant	Peter - Groups	\$50

Powered By <https://hub.spendable.com/users>

1.
From the dashboard select the user tab on the left.

Keep on top of your users access and activity Watch demo

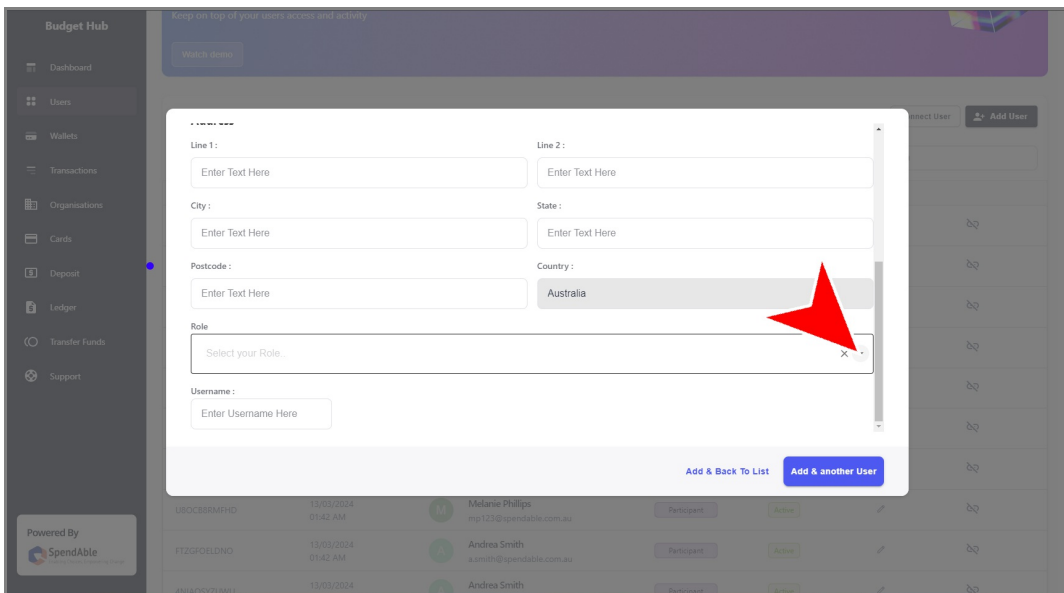
Users list Connect User Add User
See information about all of your connected users

Role

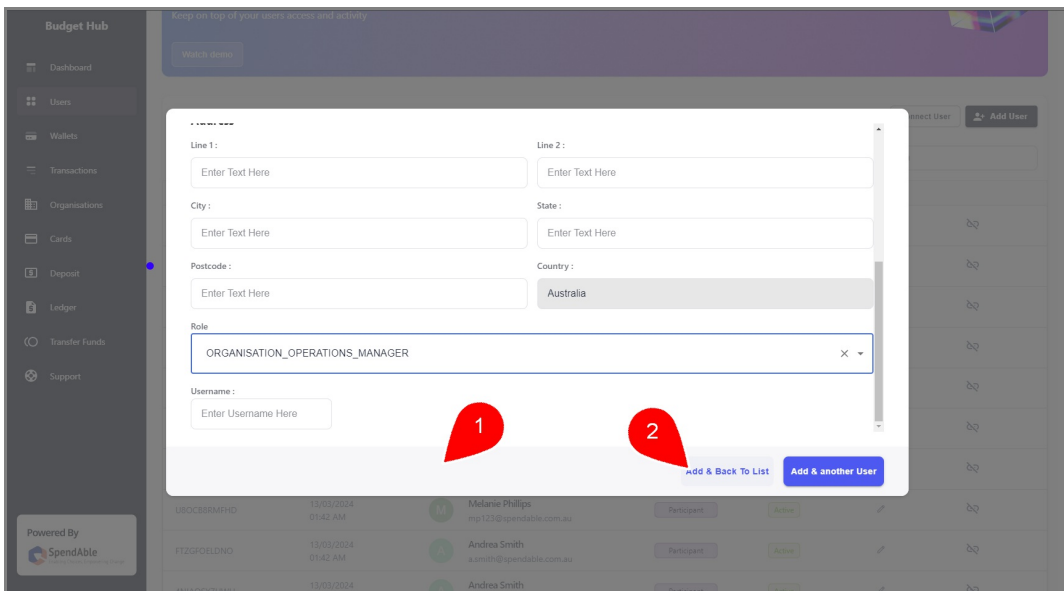
Id	Date / Time	Member	Role	Status
BC27ZEA0FIE	17/05/2024 08:44 AM	House Manager test.ops@spendable.com.au	Operations Manager	Active
ET9I48NCV4D	13/03/2024 01:45 AM	Reece Miller reeceillersyw@gmail.com	Finance Manager	Active
P46ASP9RQST	13/03/2024 01:45 AM	Test Finance test.parent@spendable.com.au	Finance Manager	Active
AHP0GFX3VH8	13/03/2024 01:45 AM	Super Admin test.admin@spendable.com.au	Super Admin	Active
IUI9PQDRTHZ	13/03/2024 01:42 AM	Melissa Manager m.manager@spendable.com.au	Supporter	Active
FV1AHCV50HR	13/03/2024 01:42 AM	Steve Supporter s.supporter@spendable.com.au	Supporter	Active
78B11WVUTB0	13/03/2024 01:42 AM	Melanie Cartwright m.cartwright@spendable.com.au	Participant	Active
USOCB8RMFHD	13/03/2024 01:42 AM	Melanie Phillips mp123@spendable.com.au	Participant	Active
FTZGFOELDNO	13/03/2024 01:42 AM	Andrea Smith a.smith@spendable.com.au	Participant	Active
ANI8QSV7IWL1	13/03/2024	Andrea Smith	Participant	Active

Powered By <https://hub.spendable.com/users>

2.
Select the add user button in the top right.



3. Fill in the users information, then select the drop down menu to assign them a role.



4.
 1. In this window, locate and click on “Operations Manager”.
 2. Finally, assign them a user name and click Add & Back To List to finish.