



Web Admin Guide for EliteLive

Prerequisites

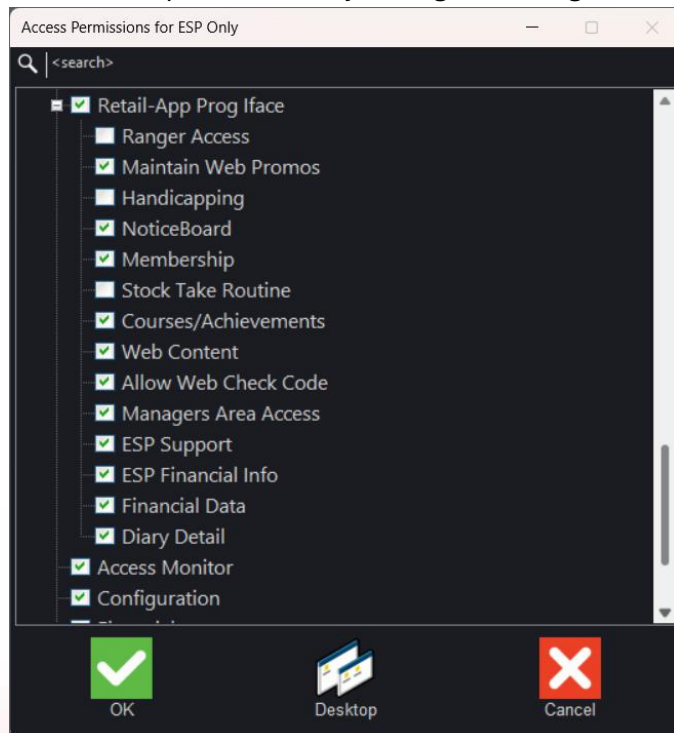
To set an EliteLive admin user you must have the following for the individual in question.

- 1) A customer record in Elite, under customer routines.
- 2) The customer record must be registered as a member in EliteLive.
- 3) A working Elite Login/ operator record under **Users** (the login that you use to access the ESP system)
- 4) The user group associated to the operator record must have a user group with the right EliteLive permissions.
- 5) Email support@e-s-p.com with the following details:
 - Site/Club name.
 - Your name.
 - The address code of the staff member that you wish to elevate to Web Admin status.

ESP Support will then confirm by email when the request has been actioned. The member of staff will then need to log in to EliteLive to complete the validation process mentioned in this document.

User Permissions

1. To check or set the user permissions, from the Elite Desktop, go to **Users>User Groups** and locate the user group you wish to add permissions to.
2. Under the correct user group, go to the **App Proglface** permission and enable the relevant permissions by ticking the box against the permission:



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Registered No: 2550976



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At time of writing, the following options are defined with associated EliteLive access permissions:

Permission	Description
Ranger Access	Used to allow access to the ESP Ranger App.
Maintain Web Promos	
Handicapping	Access to functionality related to Handicap Secretary
NoticeBoard	Access to manage and alter the Noticeboard within EliteLive
Membership	Access to functionality related to Site Admin and allows to see the list of members.
Stock Take Routine	Allows user access to the Elite stock taking scanner if installed.
Courses/Achievements	Access to functionality related to management of courses and achievements
Web Content	Access to the EliteLive Content Manager configuration.
Allow Web Check Code	<i>Not currently implemented.</i>
Managers Area Access	Allows access to the Managers Area on EliteLive.
ESP Support	Allows access to view support tickets under the Managers Area.
ESP Financial Data	<i>Not currently implemented.</i>
Financial Data	Allows access to view attached financial reports under the Managers Area.
Diary Detail	Allows viewing of extended details of bookings for staff at clubs that have the EliteLive club diary installed.

- When the permissions have been selected, press **OK** at the bottom of the box followed by **Cancel** to return to the ESP Desktop.

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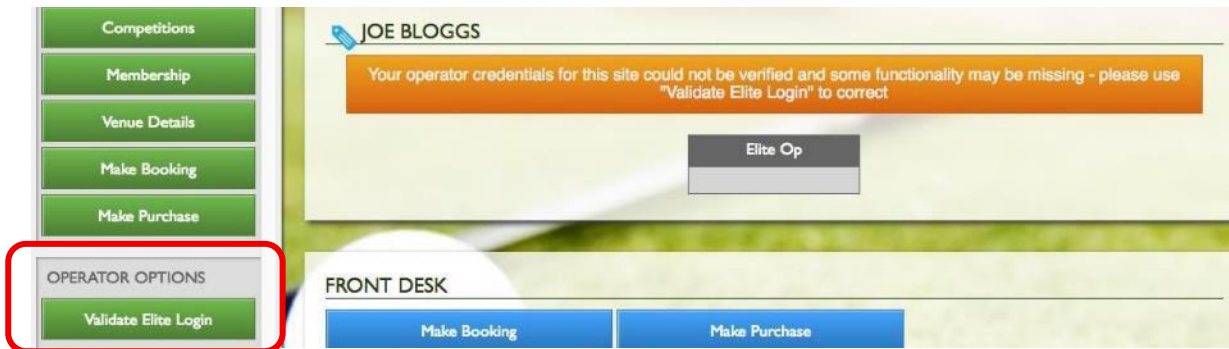


Web Admin Guide for EliteLive

Completing the Setup on EliteLive

The member of staff being elevated will now need to log into EliteLive to complete the setup and verification process.

An authorised but, as-yet, not validated Web Admin will see an **Elite Op** box, usually detailing their permissions along with an orange notice as shown in the image below:



4. To validate, open the EliteLive menu on the left hand side of the EliteLive homepage and select **Validate Elite Login**.
5. The member of staff will now need to enter the username and password for the Elite
Note: this is the username and password that they use to login into the Elite software and NOT their EliteLive login. Press **Validate** when entered.

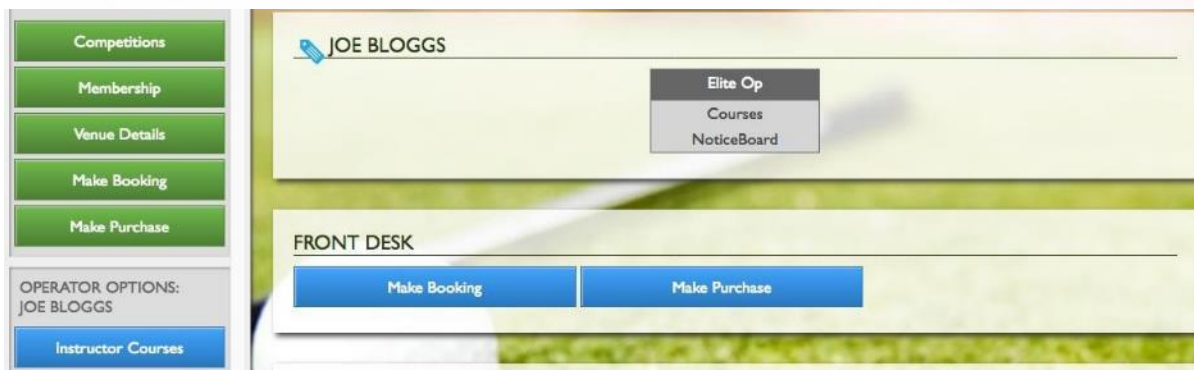
A screenshot of the 'ELITE OPERATOR VALIDATION' form. The title is 'ELITE OPERATOR VALIDATION'. Below it is the instruction: 'Enter your Elite Username and Password below to verify your operator status'. The form contains a 'Verify Details' section with two input fields: 'Username *' with the value 'Joe Bloggs' and 'Password *' with masked characters '*****'. Below these fields is a green button labeled 'VALIDATE'.

Successful validation will result in EliteLive validating the user upon subsequent logins.

6. When they login again, the staff member will see the **Elite Op** box detailing their available permissions as well as any applicable menu options within the **Operator Options** which is located in the EliteLive menu on the left hand side of the EliteLive homepage as shown below:



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Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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