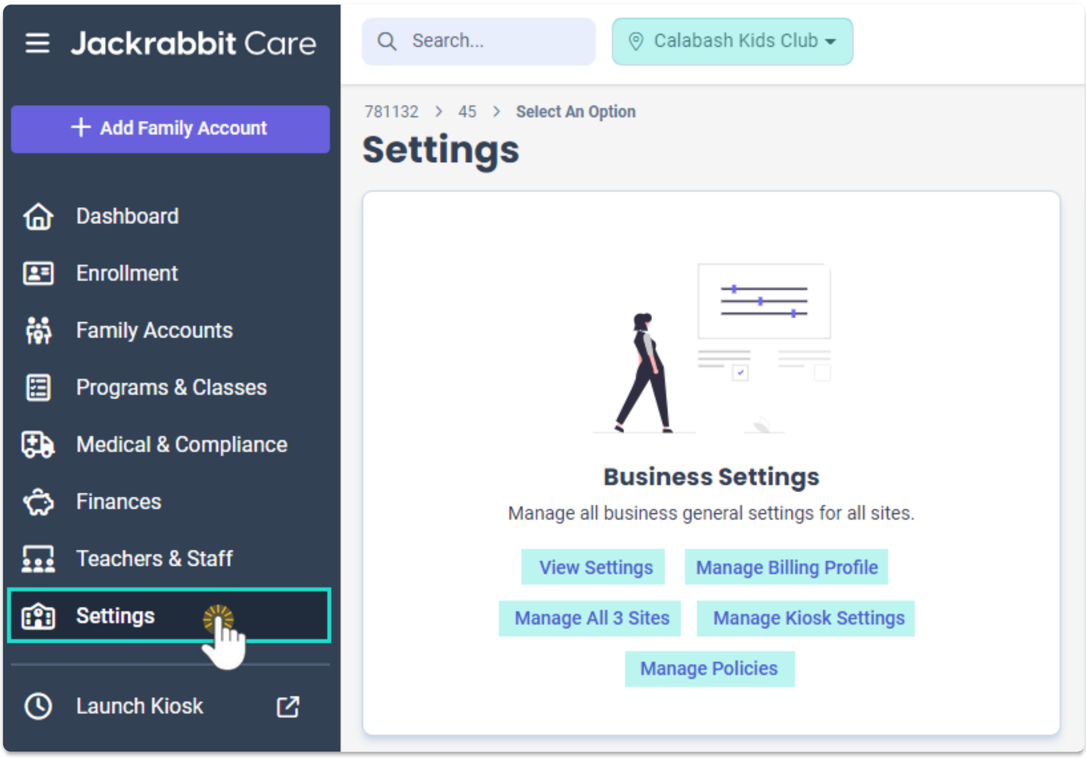
Manage Business Level Settings

Last Modified on 04/26/2024 1:48 pm EDT

Settings are created and managed at both the Business and Site level. An Owner has the permissions to manage both levels, and an Administrator has permissions to manage the site they are assigned to when they are added as a **Team Member**.

Business Level Settings

Go to the **Left Menu** and select **Settings** to access the **Business Settings** card.

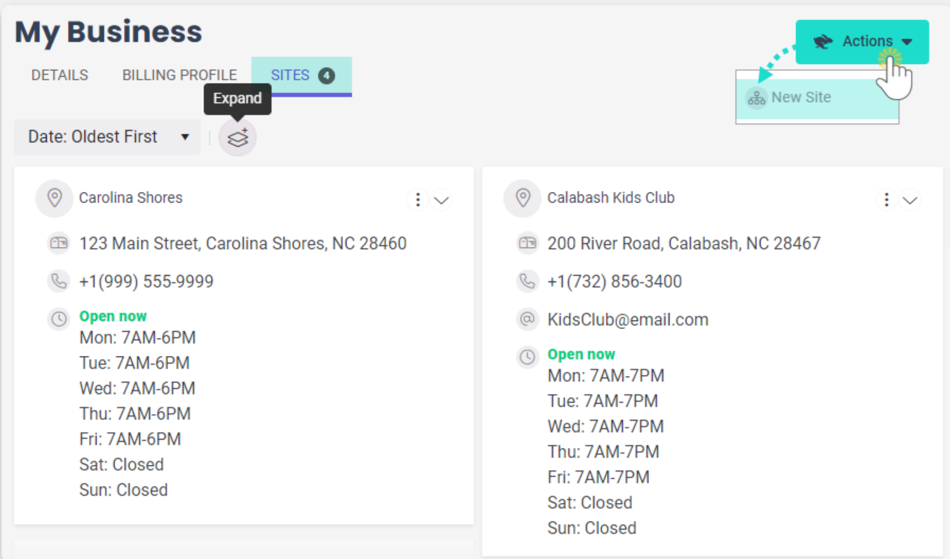


The Business Settings card offers these options:

View Settings

The *View Settings* link opens the *My Business* page with three tabs:

- **Details** - Most of the information on the*Details* tab is set up for you when Jackrabbit creates the account. This includes Business Name, Time Zone, Email, Business ID, and Business Tax ID. Time Zone, Email, and Business Tax ID are active links and can be updated. An Online Registration link is added when an Online Registration form is created for the programs in the account.
- **Billing Profile** - Initial profiles set up as the defaults for your business include Weekly and Monthly and are displayed on separate cards. These can be edited as long as they are not in use.
- **Sites** - Jackrabbit adds a site to start the account. Click the**Expand** icon to show the address, phone number, and hours of operation for each site. ***Note:*** When a site is added to the system, the**Open Times** or hours of operation for the site can be added. The times can be updated at the site level on the *Details* tab.



Manage Billing Profile

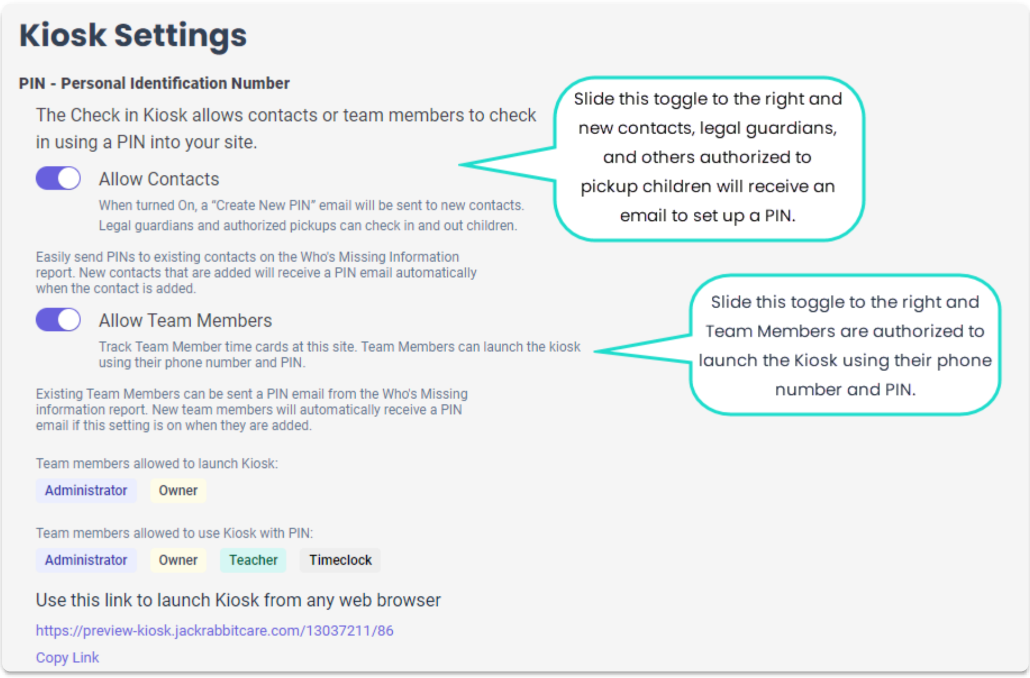
This quick link opens the**My Business** page with the *Billing Profile* tab selected. Each Billing Profile is shown on a separate card: Weekly and Monthly. These can be edited if not in use.

Manage All # Sites

Depending on the number of sites you have for the business, all the sites will display on the **My Business** page with the ***Sites*** tab selected.

Manage Kiosk Settings

The **Manage Kiosk Settings** link opens the **Kiosk Settings** page. This page allows you, as the Owner, to control who will receive an email to set a PIN to use the Kiosk.
Note: Enable these settings before adding new Contacts or new Staff Members.



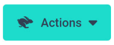
- **Allow Contacts** - slide the toggle to the right, and a new contact will be sent an email to create a PIN. This includes contacts designated as Legal Guardians and/or Authorized Pickups.
- **Allow Team Members** - slide the toggle to the right, and a new team member will be sent an email to create a PIN. A Team Member will be able to launch the Kiosk using their phone number and PIN.
  Note: This setting will be enabled automatically when an account is created by a business owner (**DIY**).

Refer to **Launch and Use the Kiosk** for additional information.

Manage Policies

Create policies in the Business Settings area, and they will be accessible when creating Online Registration for the Programs in your organization.

Refer to **Create & Manage Policies** for additional information.

You can use the *Actions Menu* 

> *New Site* to add additional sites to the account on any link or tab on the *Business Settings* card.