Multiple Administrators

Guides · https://www.bookedscheduler.com/help/guides/multiple-administrators/

There are two ways to give someone full application administration rights. Both options have exactly the same outcome.

Recommended Setup

The recommended way to set up additional administrators is through Group roles.

1. Add a new Group
2. Grant that Group the Application Administrator role
3. Add users to that group. Each user added will have full application administration rights.

Embedded media: https://www.youtube.com/embed/lddIMlIuVKo?feature=oembed

Alternate Setup

Application Administrators can be set through the admin.email configuration setting. This accepts space, comma, or semicolon separated lists of email addresses for anyone who should be an application administrator.

This method is not recommended because it does not stay in sync with user updates. For example, if an administrator changes their email address their rights will be lost.