

Adding or Removing Authorized Collector(s) to a Cash Collection

Adding Authorized Collector(s)

Click **My Collections**

Cash Collection Management
Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar
December 2015

- New Collection
- My Collections**
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- Cancelled Receipts
- History

Click **Details** of the cash collection you want to add the authorized collector(s)

Collect	WENDY	Trip -	09/02/2014	06/12/2015	APPROVED		\$0.00	\$3,930.00
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Scroll to the bottom of the page and locate the **Authorized Collectors** button

Collect Add File Attachments Authorized Collectors

Select the drop down option **Choose from this campus's staff** or **Enter a district Employee #**

Choose from this campus's staff: ...choose collector
Or...
Enter a district Employee #:

Hit the **Update** button

Choose from this campus's staff: RUSTIN, LESLIE
Or...
Enter a district Employee #:

Once the **Update** button is clicked, added **Authorized Collector** name will appear

Employee	Name	Campus	Collected
remove	LESLIE RUSTIN	Dobie High School	\$0.00

Continue adding additional authorized collectors by repeating steps shown above

Removing Authorized Collector(s)

Click **My Collections**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

December 2014

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

New Collection

My Collections

Student Groups

Course Groups

Collect By Student

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Booked Receipts

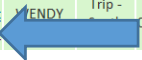
Cancelled Receipts

History



Click **Details** of the cash collection you want to remove the authorized collector(s)

Collect	Y	ENDY	Trip -	09/02/2014	06/12/2015	APPROVED		\$0.00	\$3,930.00
Details									



Scroll to the bottom of the page and locate the **Authorized Collectors** button

Collect | Add File Attachments | **Authorized Collectors** | Close Collection



Select **remove** on the staff's name that no longer needs access

Choose from this campus's staff:

Or...

Enter a district Employee #:

	Employee	Name	Campus	Collected
remove		LESLIE RUSTIN	Dobie High School	\$0.00



The staff's name should disappear

Continue removing staff as needed by selecting the **remove** button