

Admin UI Overview

Upon logging into your **pickAtime** account, you are directed to the **Administrative User Interface (Admin UI)**. By default, the system opens to the **Event Reports** page.

The Header & Navigation Sidebar

- **User Profile:** In the top-left corner, click your name or the **arrow (<)** to edit your profile, change your password, or log out.
- **Sidebar Toggle:** Click the **"X"** in the green header bar to minimize the sidebar and expand your workspace.

Sidebar Navigation Menu

Continuing down the left-hand side, you will find the following management areas:

- **Reports:** View both **Event-Specific** and **Account-Specific** data.
 - If you manage multiple organizations, use the **Vendor** dropdown to switch accounts.
 - Use the **Event Reports** or **Account Reports** buttons to toggle between report categories.
- **Events Preview:** Create, view, and manage your specific events (e.g., "Fall Parent-Teacher Conferences").
- **Appointments List:** Access a master list of all bookings. This area is ideal for bulk-deleting appointments or sending manual, one-off emails.
- **Contacts:** Manage all users (Administrators and Parents).
 - View logs of booked/canceled appointments and email history for any participant.
 - Add new contacts, adjust administrator access levels, or reset user passwords.
- **Importer:** Upload data files (such as student or teacher rosters) into the system.
- **Global Setup:** Manage settings that apply to your entire account.
 - **Business:** Update your school's name, address, and account-wide configurations.
 - **Contacts:** Create custom registration forms and prompts to collect specific information from parents when they first sign up.
- **Online Scheduler:** A direct link to the **Customer User Interface (CUI)** - this is exactly what your participants see when they book appointments.
- **Add New Account:** Open a window to create a separate business account under your vendor profile.
- **User Manual:** Opens the comprehensive online documentation in a new window.
- **Tour This Page:** Launches an interactive walkthrough with helpful tooltips to guide you through the current screen.