

Job Aid 15.2 Pay by Phone – Adding Rangers & Admins

This Job Aid describes how to navigate the Pay by Phone Yodel Admin Portal which will enable credentialed Pay by Phone District Admin users to manage their pay by phone pass program locally in real-time. Below this Job Aid provides step by step instructions regarding pay by phone user access.

1. Add Rangers
2. Add District Admins

Yodel admin is a browser-based application and can be accessed here using credentials provided by DPR: <https://admin.yodelpass.com/>

The actions in this Job Aid must be performed in the Yodel Admin Portal.

Add Rangers

DPR admins can use this functionality of Yodel admin to add new Rangers to Yodel Ranger App. Please note that the Yodel Ranger App is the staff-based application that DPR staff use to validate passes and vehicles on the ground.

To add any cell number as Ranger to the DPR portal, please ensure the user has logged in to the Yodel app using the phone number. Only existing users of the Yodel platform can only be assigned Ranger status.

Please follow the step-by-step instructions below add new Rangers:

1. Login to the Yodel Admin portal using your credentials and **select the roles** on the navigation bar
2. Click on **add ranger** as shown below:

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The screenshot shows the Yodel Admin interface. The top navigation bar includes 'Dashboard', 'Inventory', 'Places', 'Reports', 'Roles', and 'Settings'. The 'Roles' menu item is circled in green with a '1'. Below the navigation bar, there are two main sections: 'Admins (19)' and 'Rangers (22)'. The 'Admins (19)' section has an 'Add Admin' button circled in green with a '1'. The 'Rangers (22)' section has an 'Add Ranger' button circled in red with a '2'.

ADMIN USER	ACCESS LEVEL
bhisel	Tenant Admin
brian.hisel@parks.ca.gov	Tenant Admin
calladmin2	Tenant Admin
caliview	Tenant View Only
Charles.Simmons@parks.ca.gov	Tenant Admin
Daniel.Rivera3@conduent.com	Tenant Admin
DPRTester	Tenant Admin
Eddie.Pena@parks.ca.gov	Tenant Admin
Jennifer.Green@parks.ca.gov	Tenant Admin
jenny.gagnon@parks.ca.gov	Tenant Admin
liam0131	Tenant Admin
molly.harte@conduent.com	Tenant Admin
Noage916@gmail.com	Tenant View Only

RANGER USER	ACCESS TO
1061 (+13106991727)	35 places
Amit Patel (+919375367736)	0 places
Andrew Davies (+16083209679)	0 places
Bhisel (+13105703511)	35 places
CA Ranger 123 (+34620488564)	20 places
Charles Simmons 2 (+19169683599)	35 places
Danny Riviera (+19166058678)	35 places
Dhaval (+918460210046)	2 places
DPRTester (+15305186938)	35 places
Eddie Pena (+19168370663)	35 places
Eddie Pena (+9166675989)	1 places
Erik Wetzel (+13037253801)	0 places
Essential Accesibility (+12404578046)	0 places

3. Enter the **Ranger name**, phone number and parks for which the ranger needs access, as shown below. Depending on the use case, one ranger can be assigned to single or multiple parks. *Please note to add any Ranger successfully; the user must have logged in to the Yodel app (customer facing) before using the phone number*

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The screenshot displays the 'YODEL ADMIN' interface with the 'Roles' tab selected. It shows two main sections: 'Admins (19)' and 'Rangers (22)'. An 'Add Ranger' modal is open, containing the following elements:

- User name ***: Input field with 'Test' entered.
- Phone ***: Input field with '+12222222222' entered.
- ACCESS TO**: A dropdown menu with 'baldwin' selected. This dropdown is highlighted with a red rectangular box.
- Create ranger user**: A green button at the bottom right of the modal.

A green circle with the number '3' is positioned to the right of the 'ACCESS TO' dropdown.

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Add Admin users

DPR District Admins may use the Yodel Admin Portal to add new admins who will have access to the Yodel admin portal. The new admins can perform all the tasks mentioned in this document and Job Aid 15.1 Pay by Phone Passes.

Please follow the step-by-step instructions below to add new admin users to Yodel admin portal:

1. Login to the portal using your credentials and select the **roles** button on the navigation bar.
2. Click on **add admin to add a new admin user** to the portal as shown below:

The screenshot shows the Yodel Admin Portal interface. The navigation bar at the top is green and contains the following items: YODEL ADMIN logo, Dashboard, Inventory, Places, Reports, Roles (highlighted with a red box and a green circle labeled '1'), and Settings. Below the navigation bar, there are two main sections: 'Admins (19)' and 'Rangers (22)'. The 'Admins (19)' section has an 'Add Admin' button (highlighted with a red box and a green circle labeled '2') and a table of existing admin users. The 'Rangers (22)' section has an 'Add Ranger' button and a table of existing ranger users.

ADMIN USER	ACCESS LEVEL
bhisel	Tenant Admin
brian.hisel@parks.ca.gov	Tenant Admin
calladmin2	Tenant Admin
caliview	Tenant View Only
Charles.Simmons@parks.ca.gov	Tenant Admin
Daniel.Rivera3@conduent.com	Tenant Admin
DPRTester	Tenant Admin
Eddie.Pena@parks.ca.gov	Tenant Admin
Jennifer.Green@parks.ca.gov	Tenant Admin
jenny.gagnon@parks.ca.gov	Tenant Admin
liam0131	Tenant Admin
molly.harte@conduent.com	Tenant Admin
Noage916@gmail.com	Tenant View Only

RANGER USER	ACCESS TO
1061 (+13106991727)	35 places
Amit Patel (+919375367736)	0 places
Andrew Davies (+16083209679)	0 places
Bhisel (+13105703511)	35 places
CA Ranger 123 (+34620488564)	20 places
Charles Simmons 2 (+19169683599)	35 places
Danny Riviera (+19166058678)	35 places
Dhavai (+918460210046)	2 places
DPRTester (+15305186938)	35 places
Eddie Pena (+19168370663)	35 places
Eddie Pena (+9166675989)	1 places
Erik Wetzel (+13037253801)	0 places
Essential Accesibility (+12404578046)	0 places

3. **Enter the DPR email id** as the username for the new admin and assign a default password that the user can change after logging in. There are two levels of access, **view only** and **edit access**, that can be provided to new admin users by selecting **tenant view only** or **tenant admin option** as shown below:

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ACCESS LEVEL RANGER USER ACCESS

35 place
0 places
0 places
35 place
20 place
35 place
35 place
2 places
35 place
35 place

3

Access level *

Tenant View Only

Tenant Admin

2-CA - (California)

Create user

s.ca.gov Tenant Admin DPRTTester (+15305186938) 35 place
.ca.gov Tenant Admin Eddie Pena (+19168370663) 35 place

Default password see 3a. below

YODEL ADMIN Dashboard Inventory Places Reports Roles Settings

Admins (35) Add Ranger

ADMIN USER

Andy.Vasquez@parks.ca.gov
brian.hisel@parks.ca.gov
Brian.Ketterer@parks.ca.gov
Brian.Staudenbaur@parks.ca.gov
Bryan.Etnyre@parks.ca.gov
caliadmin

Tenant Admin

+19168232602 (+19168232602)

ACCESS TO
0 places
0 places
0 places
7 places
7 places
7 places

3a

Create user

12:11 PM 2/24/2022