

User Guide

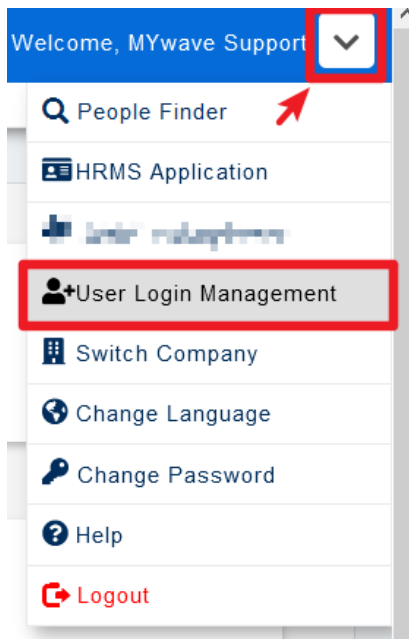
How to Check and Grant Module Access in Group Access

To check and grant module access in certain Access Grouping that has been assigned to the employee(s)



HOW TO CHECK AND GRANT MODULE ACCESS IN GROUP ACCESS

Access to "User Login Management" module.



To check whether the employee/staff is assigned under which Group Access:

User Login Management / User Maintenance / User Setup

Retrieve company

Name of Company: MYwave Release Testing Company 1

Name: 0001 - Example

☒ All ☐ Active ☐ Disabled *Select employee's login profile*

Personal Information

Employee Name: [List All](#) [Search](#)

Employee No.:* 0001

Name:* Example

Login ID:*

Country:* Singapore

Phone:

Email:*

Group Access: Manager / Supervisor

Effective Date:* 2020-01-01

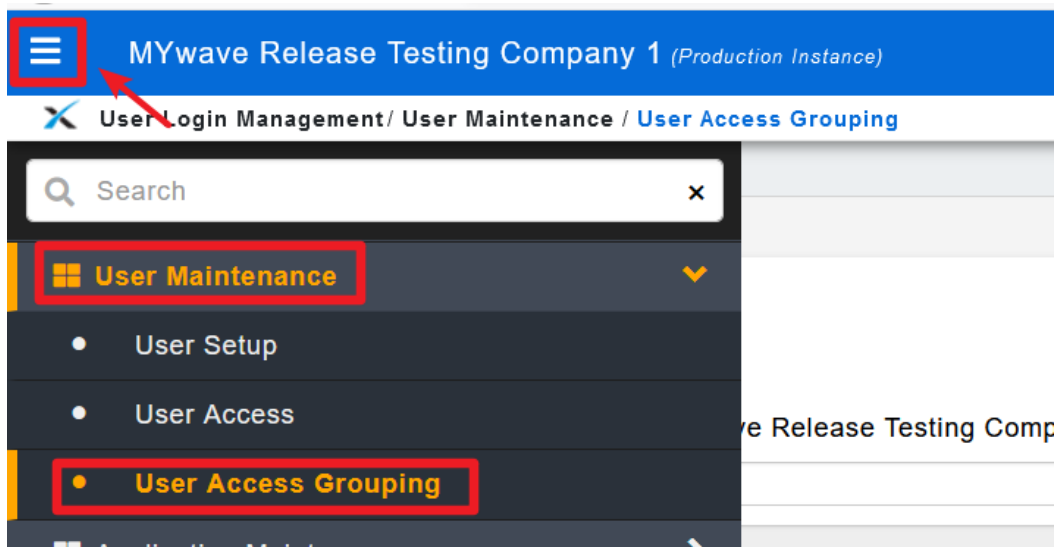
Disable Date:

Group Access assigned

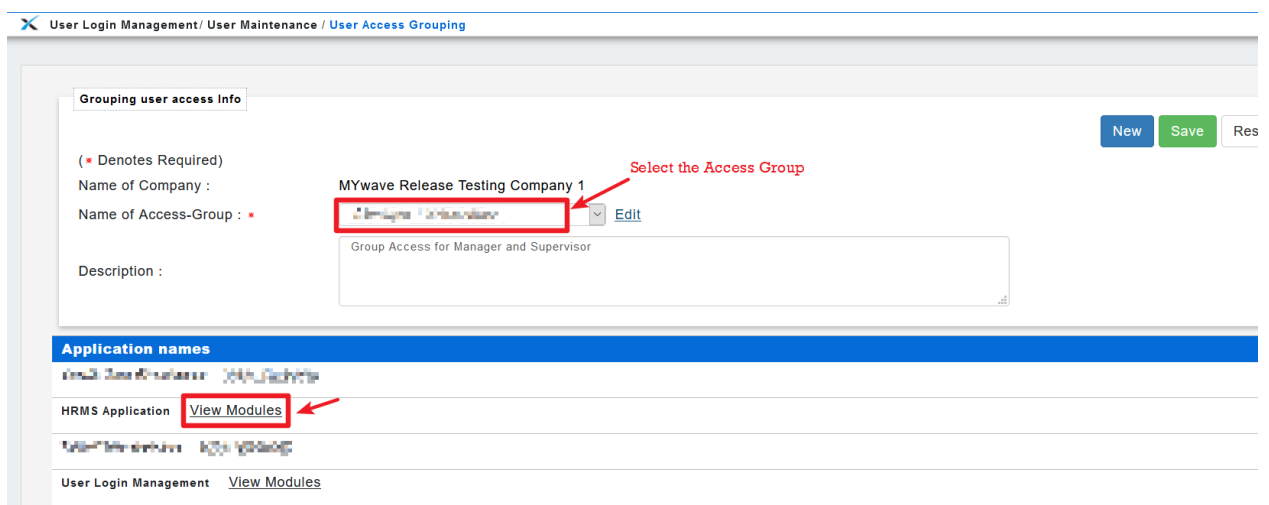
User Access Edit Ne

To grant the module access in the Group Access:

1. Click on Module list  → User Maintenance → **User Access Grouping**.



2. Select the **Name of Access-Group** → click on [View Modules](#).



3. **Search** for the module → select **"Read & Write"** to grant the access.

| | | |
|-------------------------------|---------------------------------------|---|
| PCB(ii) | <input checked="" type="radio"/> None | <input type="radio"/> Read & Write |
| PCB/TP3 Form | <input checked="" type="radio"/> None | <input type="radio"/> Read & Write |
| PE Acknowledge (Admin) | <input checked="" type="radio"/> None | <input type="radio"/> Read & Write |
| PE Approval | <input type="radio"/> None | <input checked="" type="radio"/> Read & Write |
| PE Approval (Delegate) | <input checked="" type="radio"/> None | <input checked="" type="radio"/> Read & Write |
| PE Delegation | <input checked="" type="radio"/> None | <input type="radio"/> Read & Write |
| PE Form | <input type="radio"/> None | <input checked="" type="radio"/> Read & Write |


4. Click "Save".

User Login Management / User Maintenance / User Access Grouping

Grouping user access Info

(* Denotes Required)

Name of Company : MYwave Release Testing Company 1

Name of Access-Group : *  [Edit](#)

Description :

Group Access for Manager and Supervisor

New Save Reset Delete

Application names

EmplIX Time Attendance [View Modules](#)

HRMS Application [Hide Modules](#)

| Module | Accessibility |
|------------------|--|
| API Access Satun | <input checked="" type="radio"/> None <input type="radio"/> Read & Write |