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/ L	Iser Maintenance / User Setu	p			
Retrieve company					
Name of Company:		MYwave Rele	ase Testing Company	1	
Name:		0001 - Examp	le 🗲	v	
		● All OAct	ive ODisabled	Select employee's login profile	
Personal Information					
Employee Name:			List All Search		User Access Edit N
Employee No.:*	0001				
Name:*	Example				
Login ID:*	huranting negated				
Country:*	Singapore		\sim		
Phone:					
Email:*	$k(p) \geq k(p-p) + p \geq k$				
Group Access:	Manager / Supervisor		v		
Effective Date:*	2020-01-01	Gro	up Access assigned		
Disable Date:					

To grant the module access in the Group Access:

1. Click on Module list $\equiv \rightarrow$ User Maintenance \rightarrow User Access Groping.

MYwave Release Testing Company 1 (Production Instance)			
🗙 User ogin Managemer	t/ User Maintenance / <mark>User Acc</mark>	ess Grouping	
Q Search	×		
User Maintenance	~		
User Setup			
User Access		e Release Testing Comp	
User Access Grou	Jping		

2. Select the Name of Access-Group \rightarrow click on <u>View Modules</u>.

er Login Management/ User Mainten:	nce / User Access Grouping	
Grouping user access Info		
(≭ Denotes Required)	Select the Access Group	New Save
Name of Company :	MYwave Release Testing Company 1	
Name of Access-Group : •	Alexages Parkenders Edit	
	Group Access for Manager and Supervisor	
Description :		
Application names		
inali lan Grahmer (\$15,54)	die .	
IRMS Application <u>View Modules</u>	×	
Al-Theorem 100 (2000)		

3. Search for the module \rightarrow select "Read & Write" to grant the access.

PCB(ii)	None ORead & Write
PCB/TP3 Form	None ORead & Write
PE Acknowledge (Admin)	None ORead & Write
PE Approval	ONone ORead & Write
PE Approval (Delegate)	None ORead & Write
PE Delegation	None ORead & Write
DE Form	OMana I Canad & Mirita

4. Click "Save".

er Login Management/ User Maintena	nce / User Access Grouping	
Grouping user access Info		*
		New Save Reset
(* Denotes Required)		
Name of Company :	MYwave Release Testing Company 1	
Name of Access-Group : *	skinder Megmaar 🕑 Edit	
	Group Access for Manager and Supervisor	
Description :		
pplication names		
mpIX Time Attendance <u>View Modu</u>	les	
RMS Application Hide Modules		
Module	Accessibility	