User Guide
User Access & Group Access
Admin

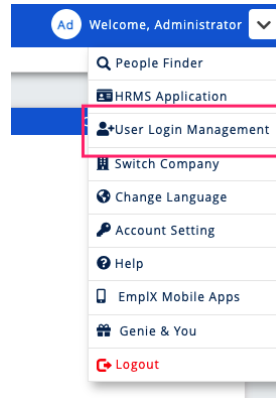**empl X**
employee **Xpress**

CONTENTS

USER ACCESS

The user access of each individual user can be controlled by admin in this module. Admin is able to grant or deny access of specified user to the desired modules.
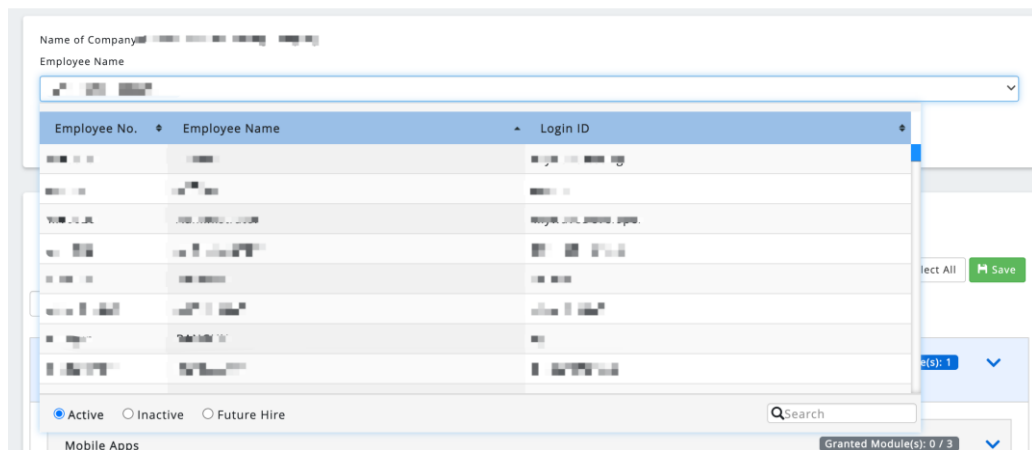
1.1   User Access

1. Click on the top-right menu after login into the EmplX system.
2. Click on **User Login Management**

3. Click on the sidebar menu icon to view the list of the modules.
4. Click on **User Access** to access the module.
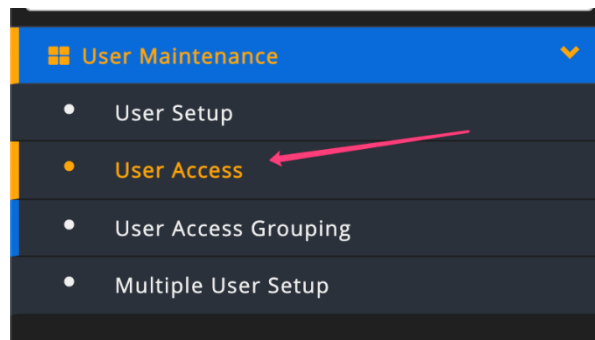
5. Select the employee from the dropdown list. Admin can search the employee based on Employee No, Employee Name and Login ID. The list can also be filtered based on active, inactive, and future hire employees.
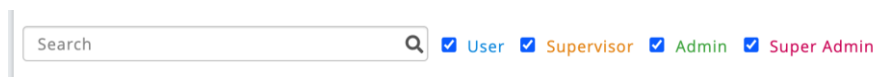
1.2   Edit User Access

1. The module list will be shown after selecting the employee. The modules are grouped in **Available** and **Upgrade**. The available modules are the modules that are subscribed to by the respective company. The upgradable modules are the subscribed modules that are allowed to be upgraded.
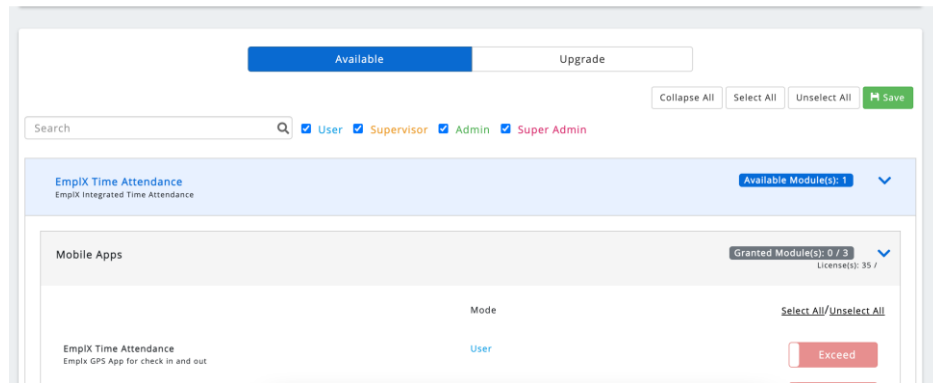
2. Admin can search the module name or filter the modules based on modes (User, Supervisor, Admin and Super Admin).

3. Admin can **Collapse All** or **Expand All** to view the full list of the modules.
4. Click on **Select All** or **Unselect All** to select and unselect all displayed modules.
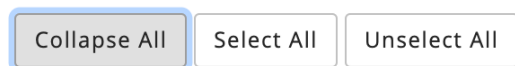
5. There are several statuses for each module

    i)   **Exceed** - modules which have reached the maximum usage based on subscription. No changes are allowed for this status.

    ii)   **On** - modules where access has been granted to respective employees.

    iii)   **Off** - modules where access has not been granted to respective employees.

    iv)   **Group** – modules where access has been granted to respective employee through assigned group access. No changes are allowed for this status. Refer to **Group Access** section of user guide on how to edit group access.
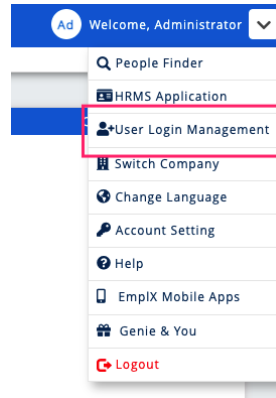
6. Click on the **Save** button to confirm the changes to employee module access.

GROUP ACCESS

User access grouping is the module to create the grouping for the module access. Admin can create, edit, or delete the user access groups.

2.1 User Access Grouping

1. Click on the top-right menu after login into the EmplX system.
2. Click on **User Login Management**.

3. Click on the sidebar menu icon [icon] to view the list of the modules.
4. Click on **User Access Grouping** to access the module.
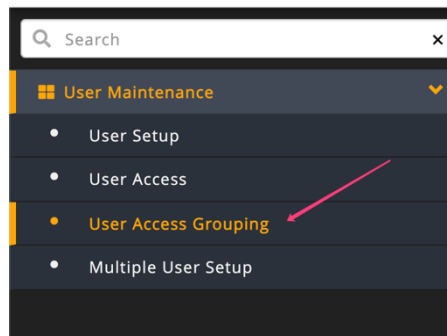
2.2 Create New Group

1. Click on the [+ New] button to create a new group.
2. Fill in the name of the access group and description before clicking on the **Save** button. Please ensure there is no duplication of the same access-group name.
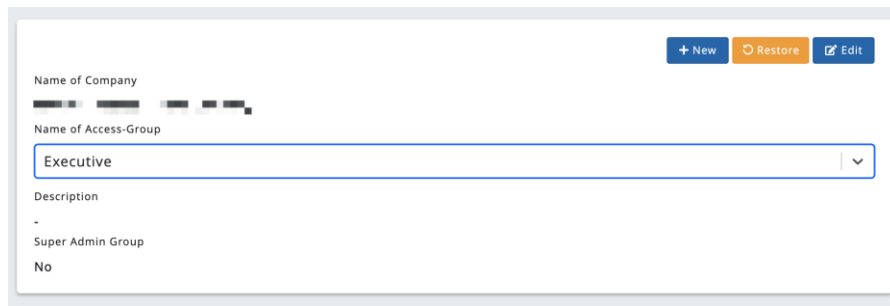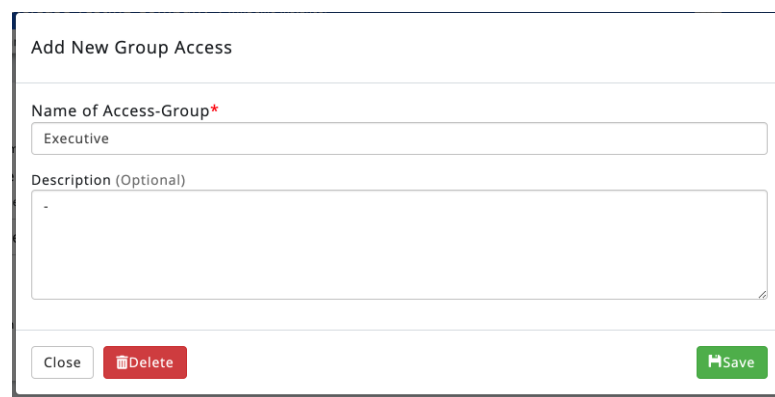
2.3   Edit/Delete Access Group

1. Select one of the access groups from the dropdown list.

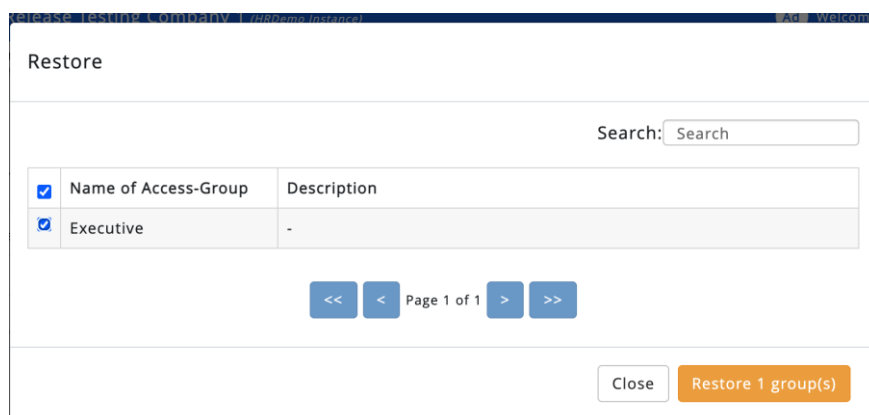2. Click on **Edit** the button to edit the information for the access group.
3. Admin can click on **Save** to save changes made or click on the **Delete** button to delete the access group. All the employees in the access group will be unassigned from the group once the group has been deleted.


2.4   Restore group

1. Click on **Restore** the button to view the list for the inactive access groups.
2. Select the access group and click on the **Restore group(s)** button to restore the inactive access group.
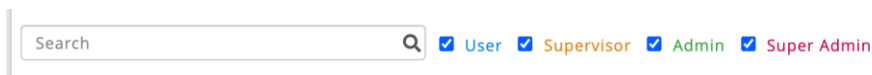
2.5 Edit module access

1. The module list will be shown after selecting the access group. The modules are grouped in **Available** and **Upgrade**. The available modules are the modules that are subscribed to by the respective company. The upgradable modules are the modules that allow to subscribe and upgrade.
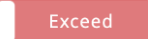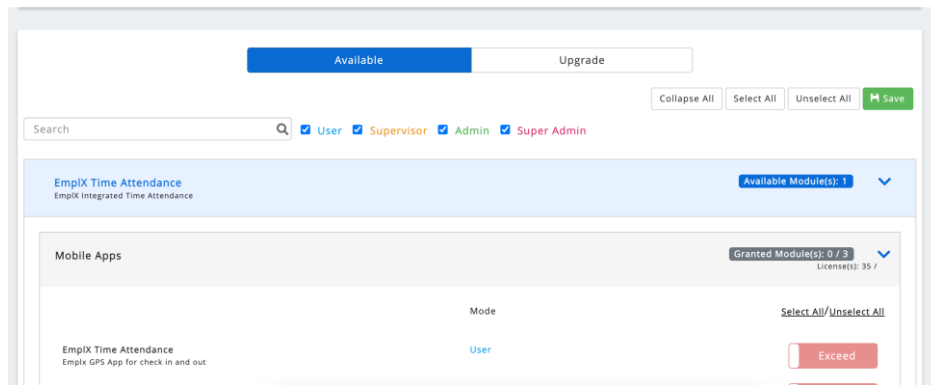

2. Admin can search the module name or filter the modules based on modes (User, Supervisor, Admin and Super Admin).

3. Admin can **Collapse All** or **Expand All** to view the full list of the modules.

4. Click on **Select All** or **Unselect All** to select and unselect all displayed modules.
5. There are several statuses for each module

i) **Exceed** - modules which have reached the maximum usage based on subscription. No changes are allowed for this status.

ii) **On** - modules where access has been granted to respective employees.

iii) **Off** - modules where access has not been granted to respective employees.

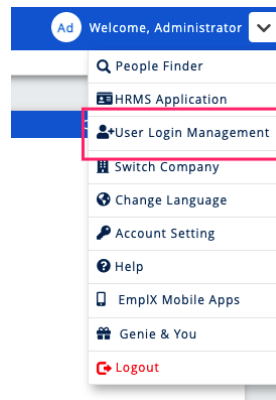6. Click on the button to confirm the group module access.

USER MAINTENACE REPORT
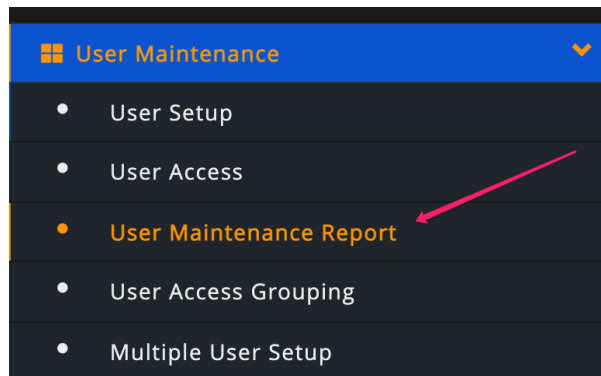
This module consists of 3 reports which are:-

- Module by employee
- Module by access group
- Employee by access group

3.1   User Maintenance Report

1. Click on the top-right menu after login into the EmplX system.
2. Click on **User Login Management**

3. Click on the sidebar menu icon ▤ to view the list of the modules.
4. Click on **User Maintenance Report** to access the module.

5. After that click on the respective report to view the details.

6. Click on the top-left "Filter" button to display the available filter. Select the filter from the dropdown then click "Retrieve" to retrieve the report data.

7. Admin can click on "Customize Columns" to show and hide the respective columns.

8. Data in each column can be grouped together by selecting option in Group By dropdown list.

9. Click on ![Export] to export the report in csv format.