User Guide

User Access & Group Access Admin



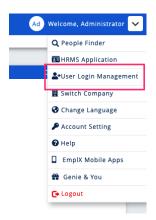
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USER ACCESS

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 \blacksquare to view the list of the modules.
- 4. Click on **User Access** to access the module.

II U	ser Maintenance	*
•	User Setup	
•	User Access	
•	User Access Grouping	
•	Multiple User Setup	

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.

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Employee No.	Employee Name	← Login ID	٠
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1.2 Edit User Access

 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.

	Available	Upgrade			
			Collapse All	Select All Unselec	t All 📕 Sav
earch	🝳 🗹 User 🗹 Supervisor 🗹 Admin 🗹 Su	uper Admin			
EmplX Time Attendance				Available Module(s): 1
EmplX Integrated Time Attendance				Available Module(s	
EmplX Integrated Time Attendance				Granted Module(s): 0	
	Mode			Granted Module(s): 0 Lice	/3 🗸

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

Search C	٦	✓	User	✓	Supervisor	✓	Admin	~	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.

Collapse All	Select All	Unselect All	
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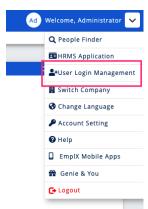
- 5. There are several statuses for each module
 - i) **Exceed** modules which have reached the maximum usage based on subscription. No changes are allowed for this status.
 - ii) **On** modules where access has been granted to respective employees.
 - iii) **Off** modules where access has not been granted 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 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 \equiv to view the list of the modules.
- 4. Click on User Access Grouping to access the module.

Q Search	×
📕 User Maintenance	~
• User Setup	
User Access	
User Access Grouping	
• Multiple User Setup	

2.2 Create New Group

- 1. Click on the 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.

Add New Group Access	
Name of Access-Group*	
Description (Optional)	
Description	
	le
Close	₿Save

2.3 Edit/Delete Access Group

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

	+ New O Restore 🗷 Edit
Name of Company	
and and the state	
Name of Access-Group	
Executive	~
Description	
Super Admin Group	
No	

- 2. Click on 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.

Add New Group Access	
Name of Access-Group*	
Executive	
Description (Optional)	
	li li
Close	HSave

2.4 Restore group

- 1. Click on Click on 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.

<u>keiea</u>	ise lesting company 1 (HR	Demo Instance)		Ad Welcome
Re	store			
			Search: Search	
~	Name of Access-Group	Description		
	Executive	-		
		<		
			Close Restore 1	group(s)

2.5 Edit module access

ii)

iii)

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.

	Available	Upgrade		
rch	Q 🛛 User 🗳 Supervisor 🗳 Adm	nin 🗹 Super Admin	Collapse All Select A	II Unselect All 📕 Save
EmplX Time Attendance EmplX Integrated Time Attendance			Avails	ble Module(s): 1 🔪 🗸 🗸
Mobile Apps			Granted	Module(s): 0 / 3 🗸
	N	lode		Select All/Unselect All
EmplX Time Attendance Emplx GPS App for check in and out	U	ser		Exceed

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.



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.

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

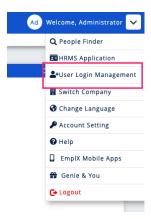
Off - modules where access has not been granted to respective employees.

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

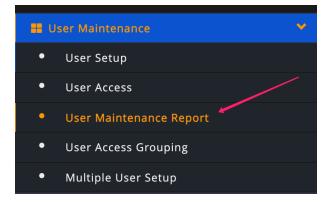
USER MAINTENACE REPORT

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 \blacksquare 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.

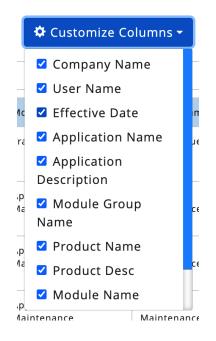


Group By							
Company Name 🕏	User Name 🗢	Effective Date 🗢	Application Name 🖨	Application Description 🗘	Module Group Name 🕏	Product Name 🗢	Product D
Million Related Recting Company	ette tean ette		HRMS Application	HRMS Application	Travel Request	Travel Request	Travel Re Module
Winner Antern Sering Company	10000-000 0 10000		User Login Management	Security maintenance - User	Application Maintenance	User Maintenance	
Property Security	10100-0148		User Login Management	Security maintenance - User	Application Maintenance	User Maintenance	
Wanter Science	1000 - 100 M 1000		User Login Management	Security maintenance - User	Application Maintenance	User Maintenance	
Minister Balance Stating Company	NUM-CARR NUM		User Login Management	Security maintenance - User	Application Maintenance	User Maintenance	
Warn bears	1000 (2008) 10207		User Login Management	Security maintenance - User	User Maintenance	User Maintenance	

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.

Filter		
Apply Filter		III Retrieve
Company Name	User Name	2
Select	∨ Select	~
Effective Date	Application	n Name
Select	 ✓ Select 	· ·
Application Description	Module Gr	oup Name

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.

Group By	~
Company Name	
User Name	
Effective Date	
Application Name	
Application Description	
Module Group Name	
Product Name	
1	

9. Click on

★ Export to export the report in csv format.

Module By Employee					🗢 Customiz	💠 Customize Columns -		
Effective Date	×							× ×
Effective Date *	Company Name 🗘	User Name 🗘	Application Name 🗘	Application Description 🖨	Module Group Name	Product Name	e 🕈	Product Des
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