User Guide
User Access & Group Access
Admin

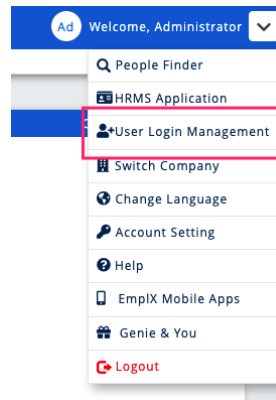# CONTENTS

USER ACCESS

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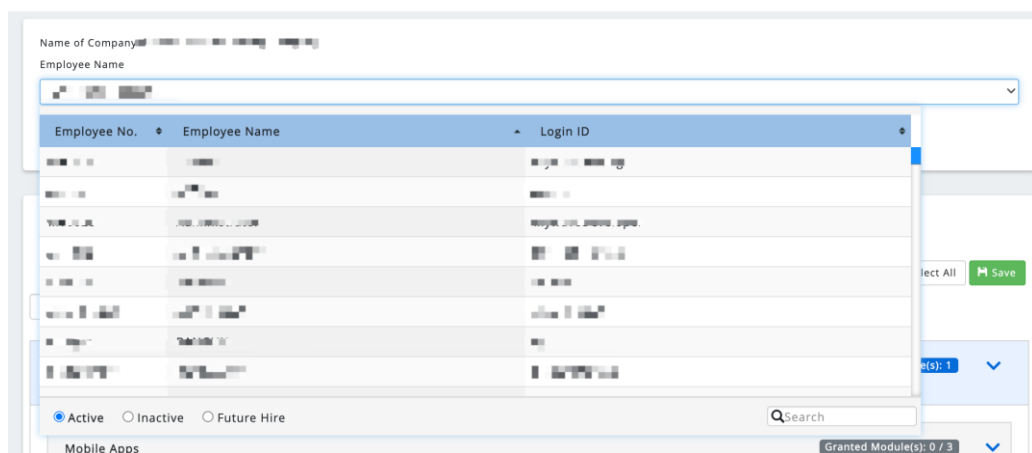
1.1   User Access

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.
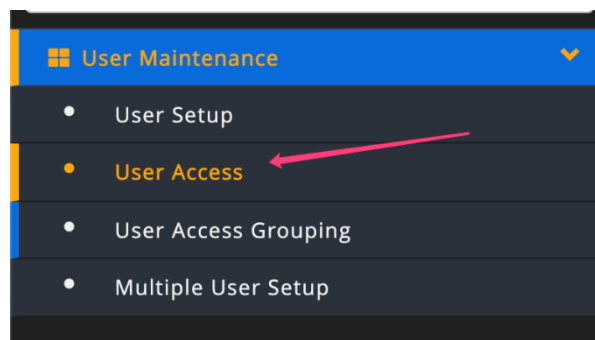
5. Select the employee from the dropdown list. Admin can search the employee based on Employee No, Employee Name and Login ID. The list can also be filtered based on active, inactive, and future hire employees.

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 that 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 the respective employee through assigned group access. No changes are allowed for this status. Refer to the **Group Access** section of the user guide on how to edit group access.

   v) **No Right** – module which is not allowed to be granted to respective employees by user due to the user belonging in a group which do not have the right to grant user maintenance access. Refer to the **Group Access** section of the user guide for more information.

6. Click on the **Save** button to confirm the changes to employee module access.
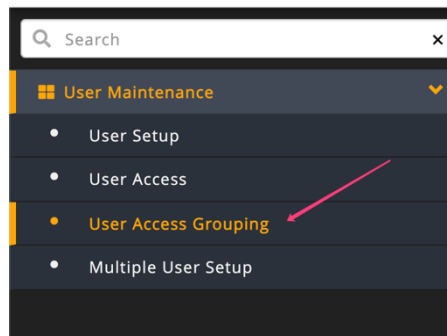
GROUP ACCESS

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**.
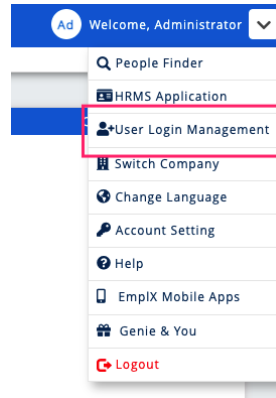
3. Click on the sidebar menu icon ☰ to view the list of the modules.
4. Click on **User Access Grouping** to access the module.

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.

Add New Group Access

Name of Access-Group*

Description (Optional)
Description

☐ Right to Grant User Maintenance Access

Close   **Save**

3. Tick on **Right to Grant User Maintenance Access** if the group is allowed to grant user maintenance access to other users. Only users in group with **Right to Grant User Maintenance Access** allowed to grant user maintenance access module to other users.

2.3   Edit/Delete Access Group

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

+ New   ↻ Restore   ✎ Edit

Name of Company

Name of Access-Group
Normal User

Description
-
Right to Grant User Maintenance Access
No

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.

Add New Group Access
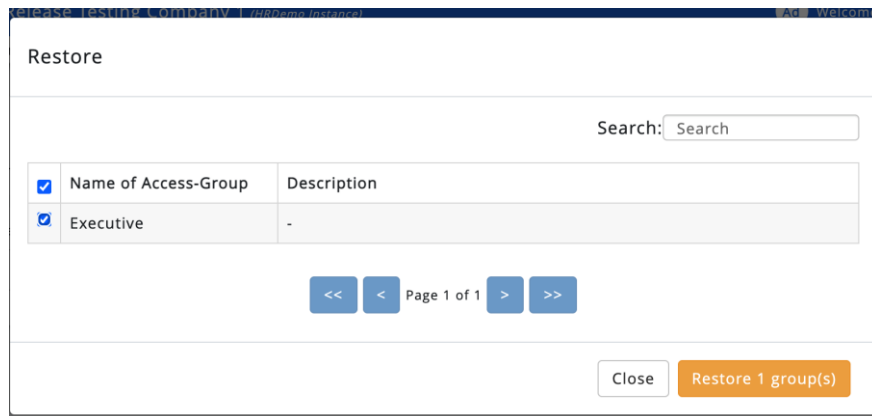
Name of Access-Group*
Executive

Description (Optional)
-

Close   **Delete**   **Save**

4

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.
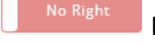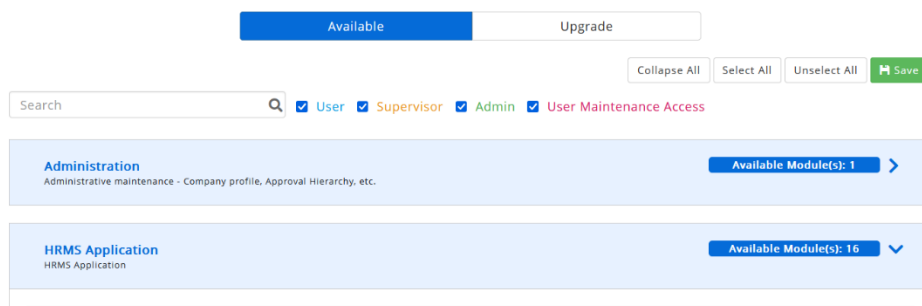

2. Admin can search the module name or filter the modules based on modes (User, Supervisor, Admin and Super Admin).

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 that 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) **No Right** – module which is not allowed to be granted to respective employees by user due to the user belonging in a group which do not have the right to grant user maintenance access.

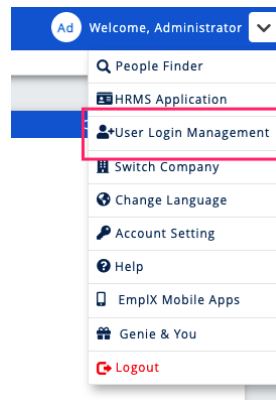6. Click on the **Save** button to confirm the group module access.

USER MAINTENACE REPORT

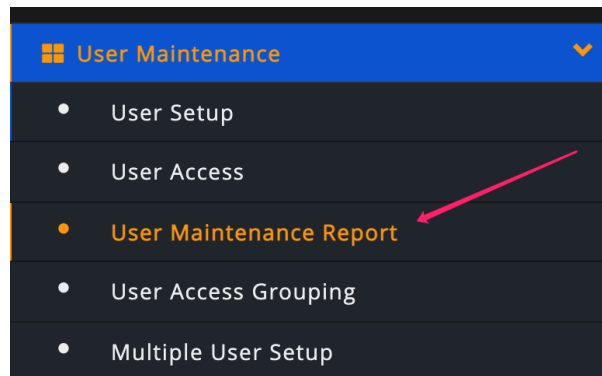This module consists of 3 reports which are: -

- 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 [≡] 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.

Module By Employee   Module By Access Group   Employee By Access Group

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 by selecting an option in **Group By** dropdown list.

Group By	⌄
Company Name	
User Name	
Effective Date	
Application Name	
Application Description	
Module Group Name	
Product Name	

9. Click on ⬇ Export to export the report in CSV format.

Module By Employee   ⚙ Customize Columns ▾   ⬇ Export

Effective Date ✕   ✕ ⌄

Effective Date ▲	Company Name ⇅	User Name ⇅	Application Name ⇅	Application Description ⇅	Module Group Name ⇅	Product Name ⇅	Product Desc
❯ (6460)							
❯ 2022-01-09 (48)							