

User Guide

User Access & Group Access

Admin



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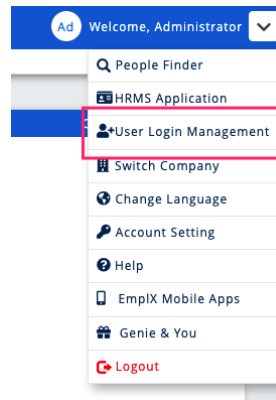
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USER ACCESS

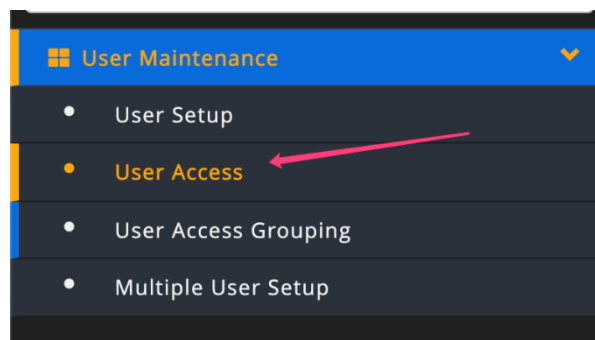
The user access of each user can be controlled by the admin in this module. Admin can grant or deny access of the specified user to the desired modules.

1.1 User Access

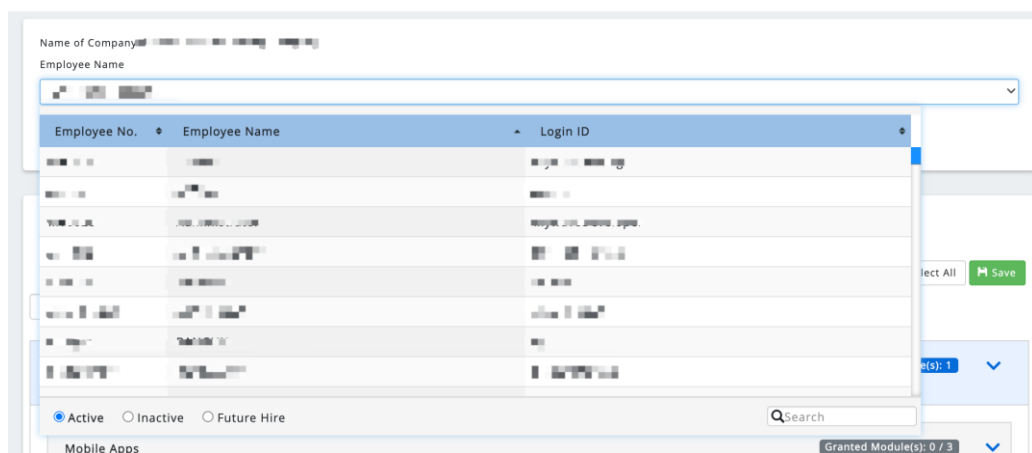
1. Click on the top-right menu after login into the EmplX system.
2. Click on **User Login Management**



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.

Available Upgrade

Collapse All Select All Unselect All Save

Search

User Supervisor Admin User Maintenance Access

Administration
Administrative maintenance - Company profile, Approval Hierarchy, etc. Available Module(s): 1

HRMS Application
HRMS Application Available Module(s): 16

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

Search

User Supervisor Admin User Maintenance Access

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

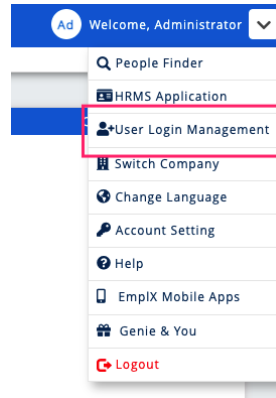
5. There are several statuses for each module
 - i) **Exceed** - modules that have reached the maximum usage based on subscription. No changes are allowed for this status.
 - ii) **On** - modules where access has been granted to respective employees.
 - iii) **Off** - modules where access has not been 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

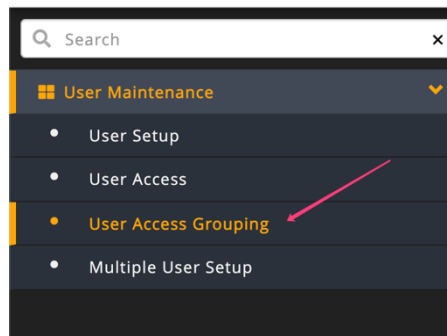
User access grouping is the module to create the grouping for the module access. Admin can create, edit, or delete the user access groups.

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  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 

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.

Name of Company

Name of Access-Group


Normal User

Description

-

Right to Grant User Maintenance Access

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

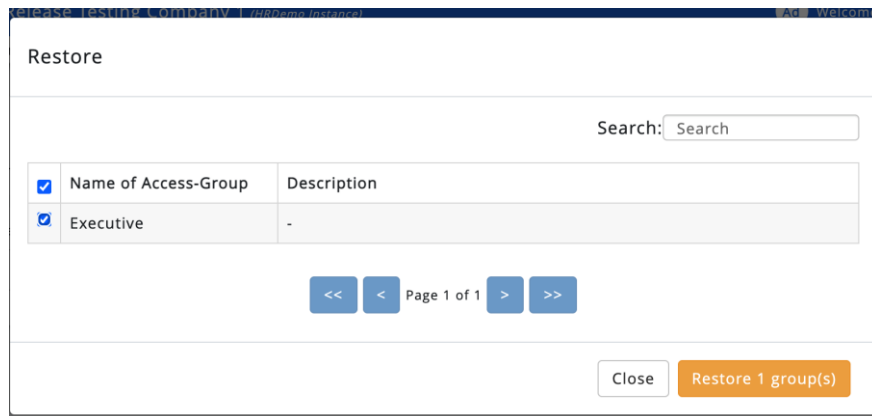
Description (Optional)

-

Close  

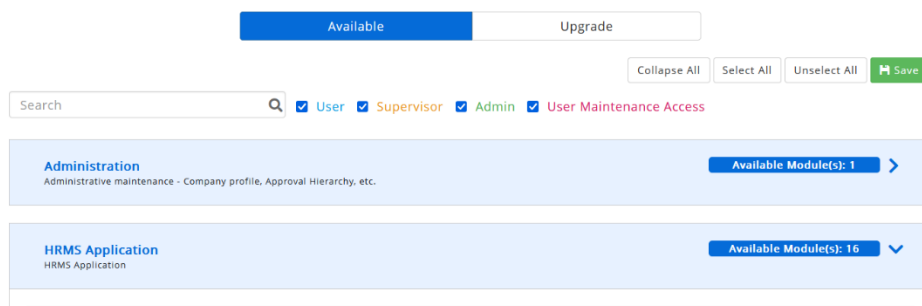
2.4 Restore group

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.






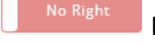
2. Admin can search the module name or filter the modules based on modes (User, Supervisor, Admin and Super Admin).




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  button to confirm the group module access.

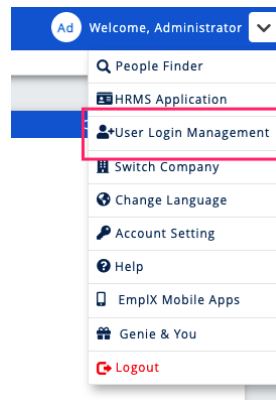
USER MAINTENANCE REPORT

This module consists of 3 reports which are: -

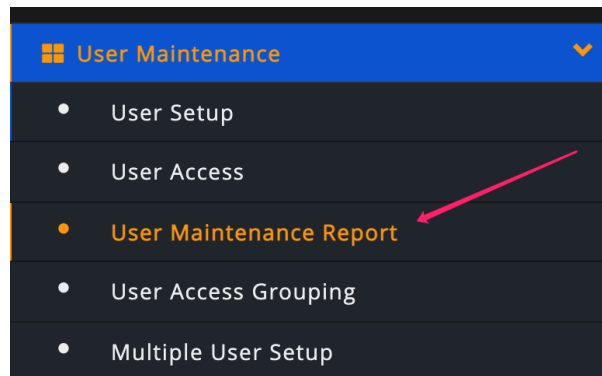
- Module by employee
- Module by access group
- Employee by access group

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

Filter							
Module By Employee							
<div> Customize Columns Export </div>							
Group By							
Company Name	User Name	Effective Date	Application Name	Application Description	Module Group Name	Product Name	Product De
HRMS Application	HRMS Application		Travel Request	Travel Request	Travel Request	Travel Request	Travel Request
User Login Management	Security maintenance - User		Application Maintenance	User Maintenance			
User Login Management	Security maintenance - User		Application Maintenance	User Maintenance			
User Login Management	Security maintenance - User		Application Maintenance	User Maintenance			
User Login Management	Security maintenance - User		Application Maintenance	User Maintenance			
User Login Management	Security maintenance - User		User Maintenance	User Maintenance			
Show 10 651 of 651 Page							

- 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

Company Name

Select

User Name

Select

Effective Date

Select

Application Name

Select

Application Description

Module Group Name

Retrieve

- Admin can click on **Customize Columns** to show and hide the respective columns.

Customize Columns

☒ Company Name

☒ User Name

☒ Effective Date

☒ Application Name

☒ Application Description

☒ Module Group Name

☒ Product Name

☒ Product Desc

☒ Module Name

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

A screenshot of a 'Group By' dropdown menu. The dropdown is open, showing a list of options: Company Name, User Name, Effective Date, Application Name, Application Description, Module Group Name, and Product Name. The 'Company Name' option is currently selected and highlighted in blue.

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

A screenshot of a report titled 'Module By Employee'. At the top right, there are two buttons: 'Customize Columns' (with a gear icon) and 'Export' (with a download icon). Below the title is a search bar containing 'Effective Date' with a clear 'x' button and a dropdown arrow. The table below has columns: Effective Date, Company Name, User Name, Application Name, Application Description, Module Group Name, Product Name, and Product Description. The first two rows of data are visible, both with a blue background and a right-pointing arrow icon on the left. The first row is for 'Effective Date' with a count of 6460. The second row is for '2022-01-09' with a count of 48.

Effective Date	Company Name	User Name	Application Name	Application Description	Module Group Name	Product Name	Product Description
Effective Date							
2022-01-09							