User Guide

User Login Management

Admin

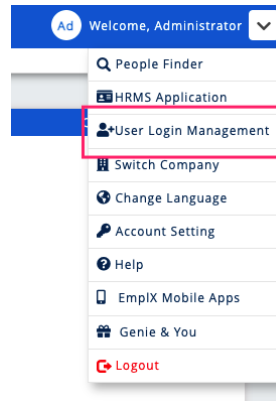# CONTENTS

SINGLE USER SETUP

User setup allows admins to create a new login account for a single employee or supervisor to access the EmplX system. In the user setup, admins are also allowed to edit login account information and deactivate the account.
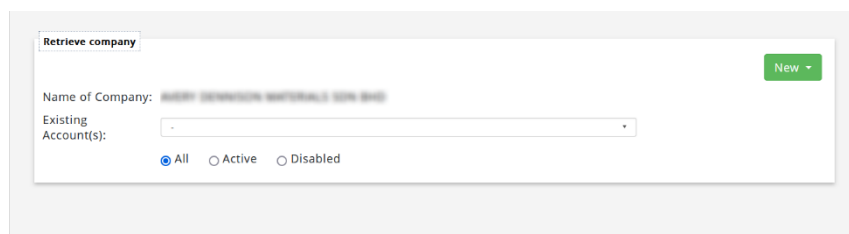
1.1   User Setup

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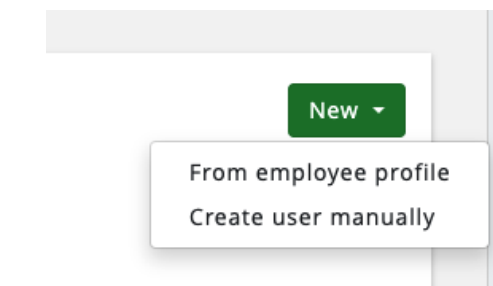2. Click on **User Login Management**

3. Click on the sidebar menu icon ☰ to view the list of the modules.
4. Click on **User Setup** to access the module.
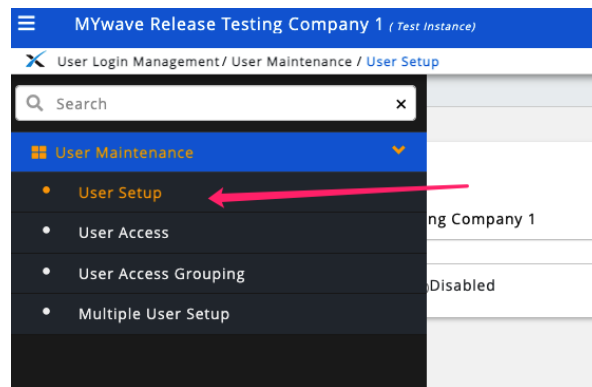
5. The below screen will be displayed after the module has been loaded.

6. Click on the **New** button. Admin can select 2 options when creating the login account.

    a. From employee profile
       i. Admin can select from a list of employees that have been created in Employee Profile without a valid login account.
    b. Create user manually
       i. Admin can create a login account by linking the account with the employee number or supervisor number.

1.2 Create New User From Employee Profile

1. A list of employees without a valid login account will be displayed after selecting **From employee profile** option. Click on the employee to create the login account.

2. The information for the employee will be auto-filled into the respective fields. Please ensure all required information has been filled up.

3. There are 2 ways to allow the new user to set up their password.

a. Allow user to set up their password through email
   i. An email will be sent to the user email.

   ii. Clicking on **Activate Account** will bring the user to create a new password screen. Enter the desired password and click **Confirm** to finish the account setup

The activation account link will expire based on the company setting

b. Custom password
   i. Admin can create a temporary password for users. This password is for one-time use only and will expire based on the company setting.

4. Click on the ![Save] button to save changes. If there is a duplicate login id in the company, an error message will be displayed as per Figure 1.2.1. The issue can be resolved by changing to a different login id. Otherwise, the user record will be saved and a confirmation message will be shown as per Figure 1.2.2.

> Duplicated user in same company
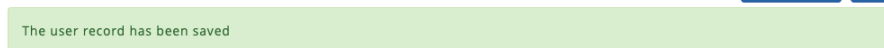
Figure 1.2.1

> The user record has been saved

Figure 1.2.2

1.3 Create new user manually

1. The below screen will show up after clicking on **Create new user manually**.

2. The information for the employee will be not filled up automatically. Admin is required to fill up the respective information for the employee/supervisor.

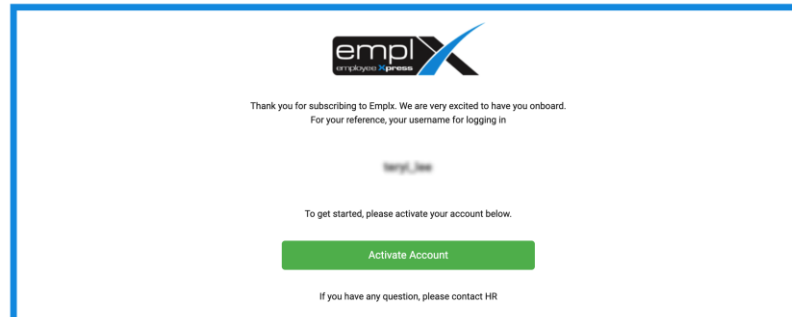3. There are 2 ways to allow the new user to set up their password

   a. Allow user to set up their password through email

      i. An email will be sent to the user email.

      ii. Clicking on **Activate Account** will bring the user to create a new password screen. Enter the desired password and click **Confirm** to finish the account setup.

iii. The activation account link will be expired based on the company setting

b. Custom password
   i. Admin can create a temporary password for users. This password is for one-time use only and will expire based on the company setting.

4. Click on the **Save** button to save changes. If there is a duplicate login id in the company, the error message will be displayed as per Figure 1.3.1. The issue can be resolved by changing to a different login id. Otherwise, the user record will be saved and a confirmation message will be shown as per Figure 1.3.2.

> Duplicated user in same company

Figure 1.3.1
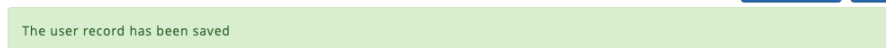
> The user record has been saved

Figure 1.3.2

1.4 Edit existing account

1. Select the existing account from the dropdown to edit. The list can be filtered by **All**, **Active** or **Disabled** account. Users can also filter the dropdown list by entering employee name or number in the search bar

2. The below screen will be shown. Edit the desired information and click on **Save** to save the changes.

1.5 Reset user password

1. Admin can reset the user password via 2 options:

   a. Allow user to set up their password through email.

b. Custom password

Account Management
Reset user password :

| Allow user to set-up their password through email | Custom password |

Custom password

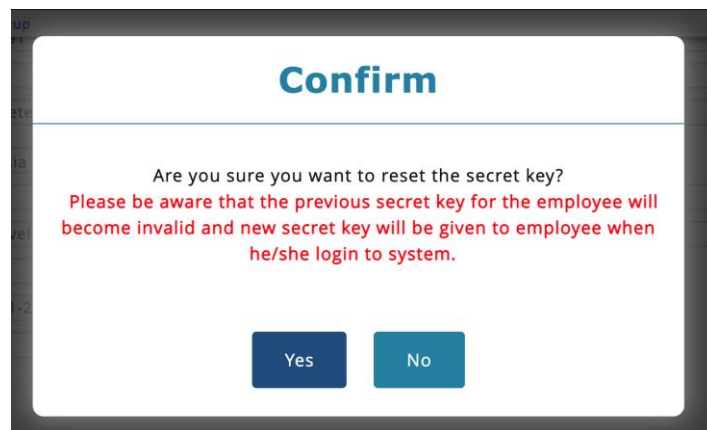2. Click on the **Reset Password** to confirm.

1.6   Reset two-factor secret key

1. Click on the "Reset two-factor secret key" to reset the user's two-factor secret key.

Reset two-factor secret key :   Reset two-factor secret key

2. A confirmation message will pop up. The previous secret key for the employee will become invalid once the two-factor secret key is reset.

Confirm

Are you sure you want to reset the secret key?
Please be aware that the previous secret key for the employee will become invalid and new secret key will be given to employee when he/she login to system.

Yes   No

3. A success message will be displayed and the user will be prompt with the new secret key when they log in.

Success

Reset two-factor authentication secret key successfully.

Ok
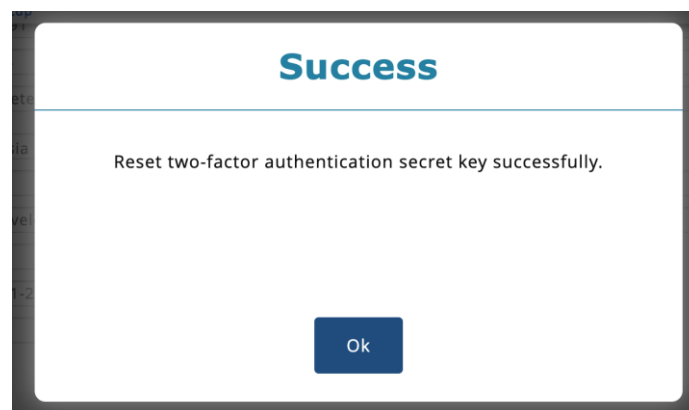
MULT-USER SETUP
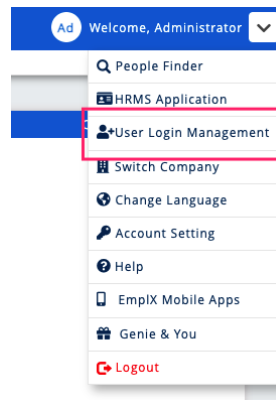
The multi-user setup screen allows admins to create multiple user accounts from profiles created in employee profiles. Thus, the admin can assign a batch of employees into a single access group when creating the new accounts.

2.1 Multi-User Setup

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 **Multiple User Setup** to access the module.
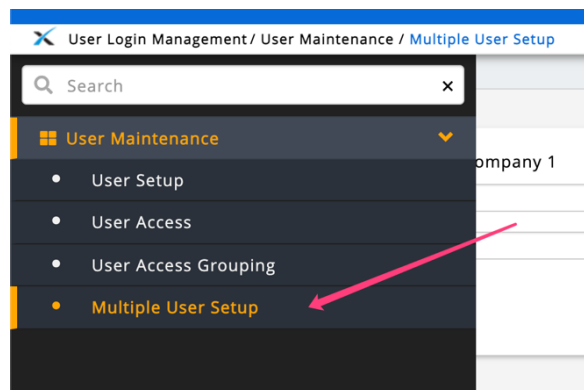
5. The below screen will be displayed after the module has been loaded.

6. Select the employees from the dropdown list to create the new login accounts. This list consists of employee profiles without an active login account. The list of employees can be filtered based on active or future hires. The list can be sorted by individual columns as well.

7. After that select the access group to be assigned to the selected employees.
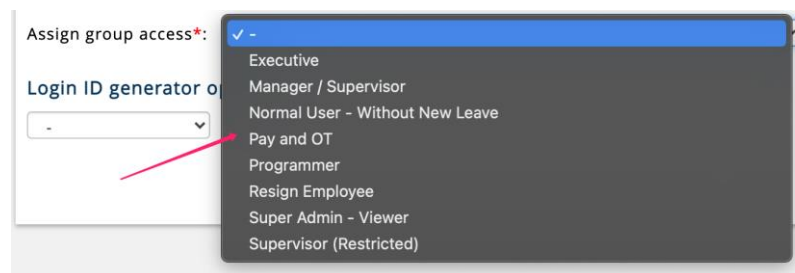
8. Select one of the login ID generator options. The options are based on the company setting. The login id will be created based on the selected option. E.g., if **Employee Email** has been selected, the login ID will be created based on the employee email inset in the employee profile.

9. After that select how the account password will be generated. There are 3 options:

   a. Allow user to set up their password through email
      i. The login ID and email will be shown. Admin is able to change the login ID of each employee. When the user clicks the **Assign** button, the emails to set up new passwords will be sent to the respective employees.

b. Auto-generate password based on company setting
   i. The login ID and password are not allowed to be changed. The password will be auto-generated based on the company setting.

c. Custom password
   ii. The login ID and password are allowed to be changed. The password will be randomly created. Admin can apply one single custom password to all selected employees as well.

10. All employee status must be showing OK before the login account can be created and assigned to an access group.

11. Admin can remove the employee by clicking on 🗑 icon.

12. Click on the **Assign** button to assign a login account to the selected access group. Admin is suggested to download a set of copies before assigning the selected employees as the generated login ID and password will only appear once on this screen.