

User Guide

MARS Administrative

Admin



CONTENTS

Contents	0
Access to mars administrative page.....	1
1.1 Accessing MARS Administrative.....	1
To set access group	2
2.1 Create New Access Group	2
2.1.2 Edit Access Group.....	3
2.2.2 Duplicate Access Group.....	4
Access group control	6
3.1.1 General.....	6
3.1.2 Report Content Control.....	6
3.1.3 Report Control.....	8
3.1.4 Available Column	8
Report Control.....	10
Supervisor available column	12
Employee Access group and access	13
6.2 View Access Group assign Information.....	13
6.3 View Access information	14
Multiple company access.....	15

ACCESS TO MARS ADMINISTRATIVE PAGE

1.1 Accessing MARS Administrative

In MARS Menu, navigate to Administrative Tab

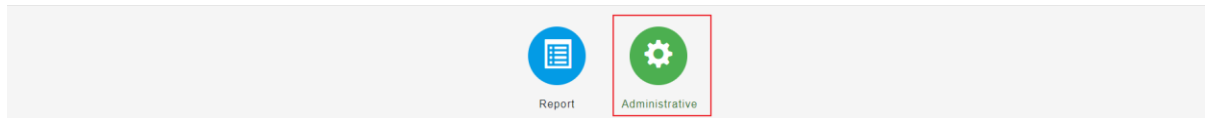
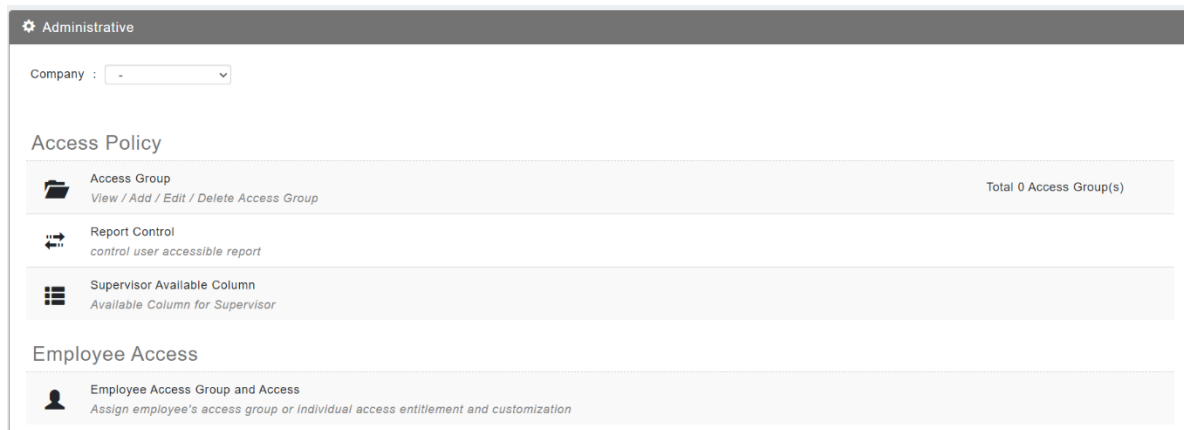


Figure 1.1



TO SET ACCESS GROUP

2.1 Create New Access Group

1. Go to Administrative > Access Policy, click on “Access Group”

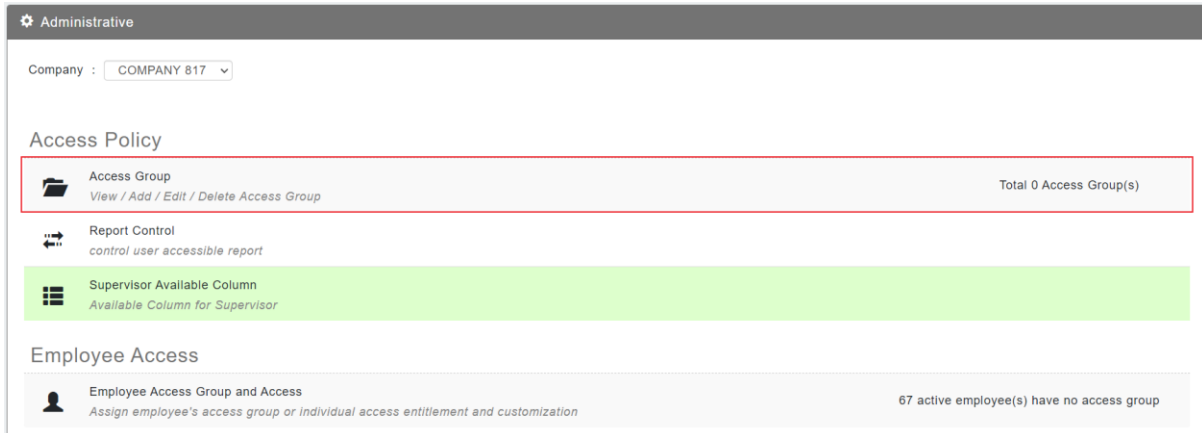


Figure 2.1

2. Click on “New” to add new access group.

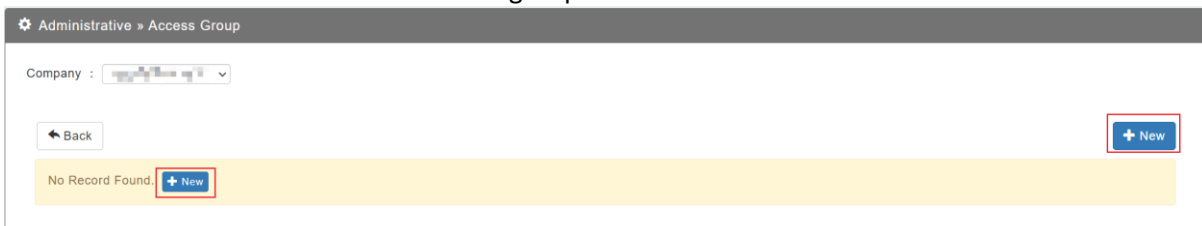


Figure 2.2

3. Setup all the tabs by clicking on “Next” or the Tabs itself. Click “Save” after complete.

The screenshot shows the 'New Access Group' form. The 'General' tab is selected. The form fields include: Group Name (Executive / Non-Executive Manager), Display Name (Executive / Non-Executive Manager), Description (500 characters), Effective Start Date, and Effective End Date. The 'Next' button is highlighted.

Figure 2.3

2.1.2 Edit Access Group

To edit access group

1. Go to Administrative > Access Policy, click on “Access Group”.

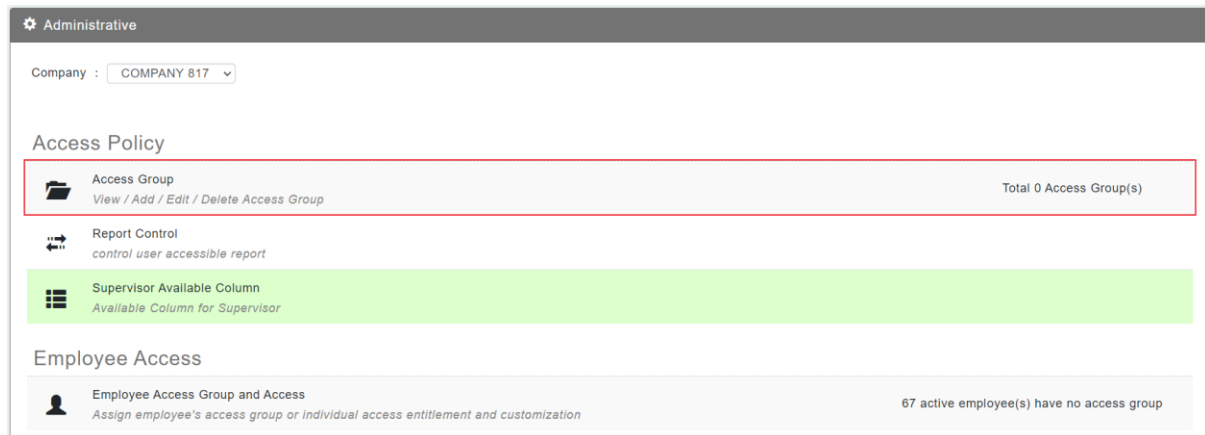


Figure 2.4

2. Click on the access group to edit.

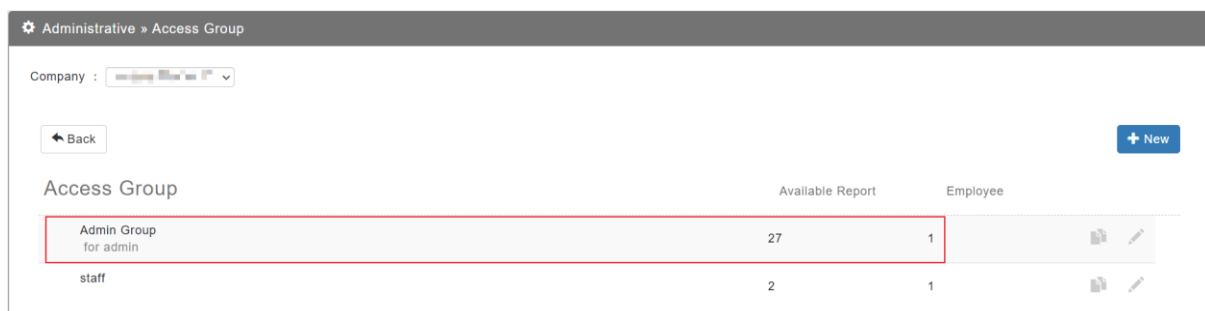


Figure 2.5

3. Click “Save” button for save the changes. Click “Close” button to discard the change and close the access group.

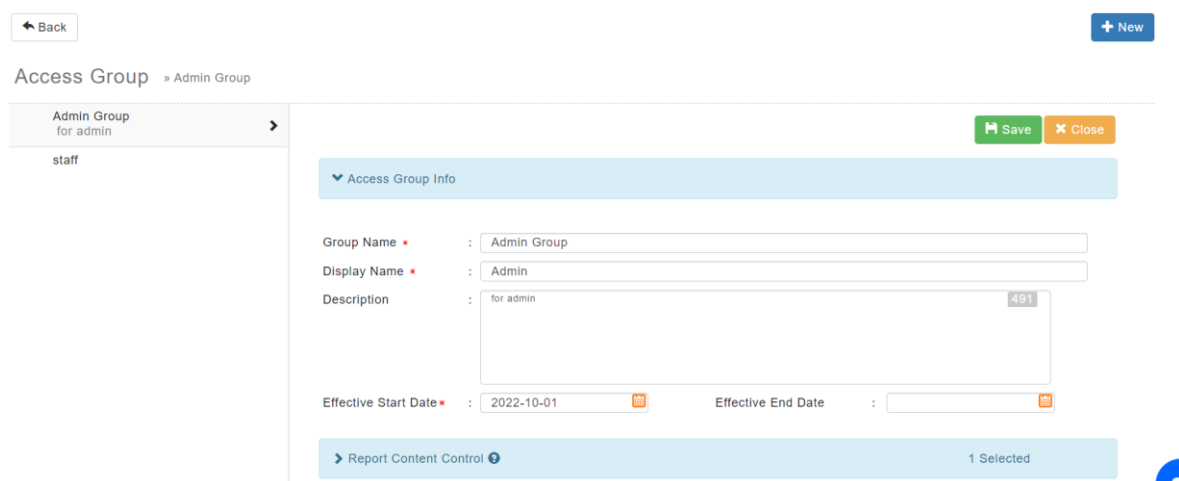


Figure 2.6

2.2.2 Duplicate Access Group

To create new access group with same access setup from selected access group

1. Go to Administrative > Access Policy, click on “Access Group”.

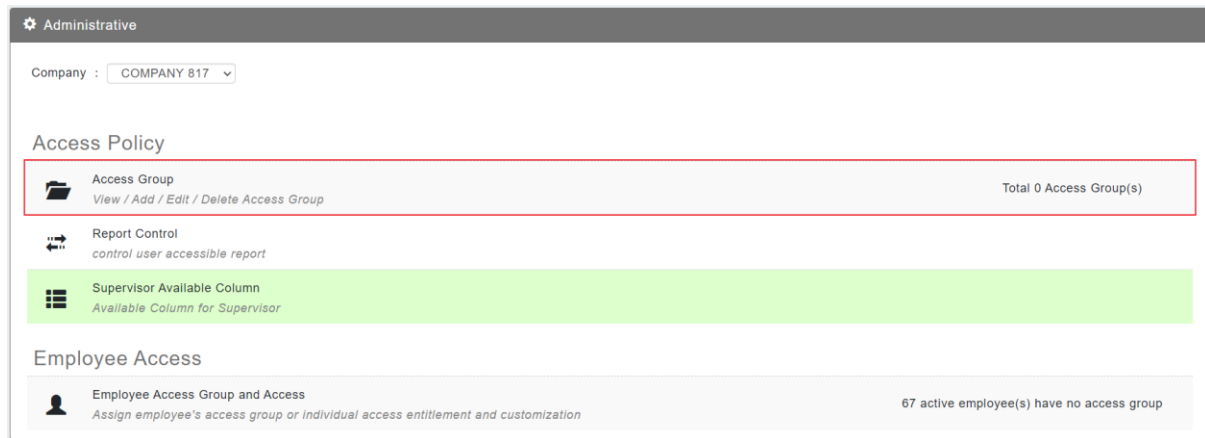



Figure 2.7

2. Click “” to duplicate access group.

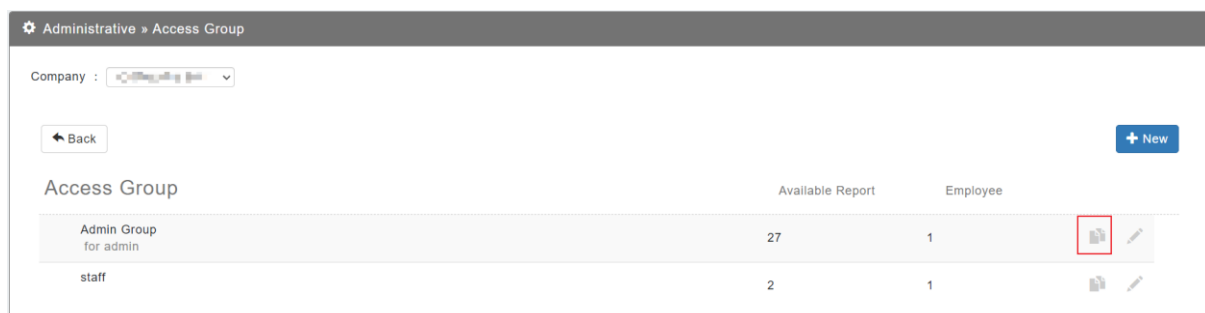


Figure 2.8

3. Setup access group information for the duplicate access popup. Click “Save” button to save after filling up information completely. Click “Cancel” button to discard duplicate access group.

Duplicate Access Group

Group Name :

Display Name :

Description :



Effective Start Date :  Effective End Date : 

Figure 2.9

ACCESS GROUP CONTROL

There are 5 sections to setup access group.

1. General
2. Report Content Control
3. Report Control
4. Available Column
5. Employee

3.1.1 General

The screenshot shows the 'General' section of the 'Access Group Control' form. At the top, there is a 'Back' button and a navigation bar with five tabs: '1. General' (selected), '2. Report Content Control', '3. Report Control', '4. Available Column', and '5. Employee'. The main form area contains four fields: (a) 'Group Name' with a value of 'Executive / Non-Executive Manager', (b) 'Display Name' with the same value, (c) 'Description' with a text area and a character count of 500, and (d) 'Effective Start Date' and 'Effective End Date' with date pickers.

Figure 3.1

- a. Group Name – assign a name to the access group, must be unique from other access group.
- b. Display Name – assign a name to the access group.
- c. Description – an optional field for the description of the access group.
- d. Effective Date – the effective date range of the access group. User may put effective end date blank if the access group has not expired date.

3.1.2 Report Content Control

The screenshot shows the 'Report Content Control' section of the 'Access Group Control' form. At the top, there is a 'Back' button and a navigation bar with five tabs: '1. General', '2. Report Content Control' (selected), '3. Report Control', '4. Available Column', and '5. Employee'. The main form area contains a table with four rows, each representing a report content control. Each row has a checkbox and a label 'On' and 'Off'.

Report Content Control	On	Off
Job Title	<input type="checkbox"/>	<input type="checkbox"/>
Job Level	<input type="checkbox"/>	<input type="checkbox"/>
Department Name	<input type="checkbox"/>	<input type="checkbox"/>
Employee No	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3.2

Job Title

On Off

Accessible Data

Search

Job Title	Allow
Acting Chief Executive Officer	Yes No
Administration Assistant	Yes No
Assistant Manager	Yes No
Assistant Manager, Application & Operations NTIS	Yes No
Assistant Manager, Compliance	Yes No
Brand Executive	Yes No
CEO's Driver	Yes No
Chief Executive Officer	Yes No
Driver	Yes No

Figure 3.3

Report Content Control is used to set which employees data that can show in the report.

E.g.

if "Job Title" Turn On and "Assistant Manager" Turn Yes.

1. General 2. Report Content Control 3. Report Control 4. Available Column 5. Employee

Job Title

On Off

Accessible Data

Search

Job Title	Allow
Acting Chief Executive Officer	Yes No
Administration Assistant	Yes No
Assistant Manager	Yes No
Assistant Manager, Application & Operations NTIS	Yes No
Assistant Manager, Compliance	Yes No

Figure 3.4

The user will able to view the employee data which assigned as Assistant Manager job title only when the user is assigned into the access group.

3.1.3 Report Control

To control which report that can be view.

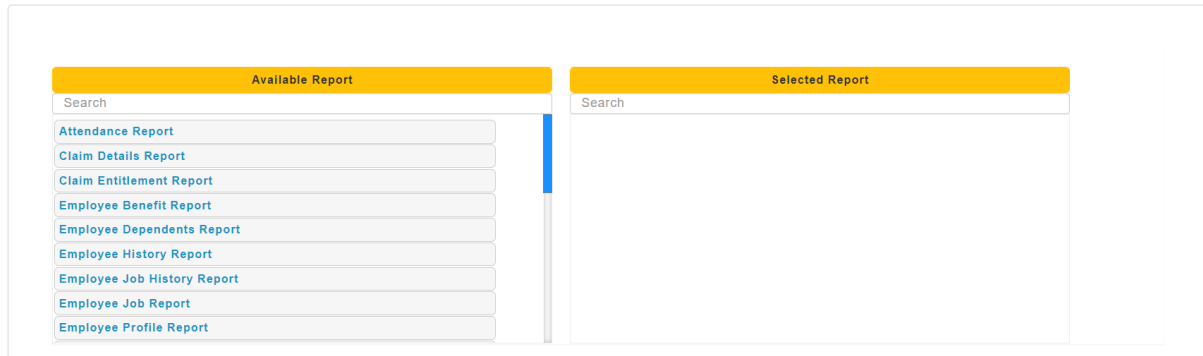


Figure 3.5

Drag and drop the report from Available Report to Selected Report to assign the report to this access group.

Drag and drop the report from Selected Report to Available Report to revoke the report to this access group.

3.1.4 Available Column



Module	Available Column	Allow Select / Unselect
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text"/>
Claim	RATE PER STAFF	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	LAST NAME	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	CLAIM CODE	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	FIRST NAME	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	EMPLOYEE NO	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	ENTITLEMENT REFRESHMENT VALUE	<input type="button" value="Yes"/> <input type="button" value="No"/>
Claim	COMPANY NAME	<input type="button" value="Yes"/> <input type="button" value="No"/>

Figure 3.6

To control which column information is restricted to view for the access group.

1. General

2. Report Content Control

3. Report Control

4. Available Column

5. Employee

Module	Available Column	Allow Select / Unselect
Search	Search	
Claim	RATE PER STAFF	Yes No
Claim	LAST NAME	Yes No
Claim	CLAIM CODE	Yes No
Claim	FIRST NAME	Yes No

Figure 3.8

E.g. if set Last name and First name column to No. The report content for the last name and first name column will be asterisk (***) or dash (-).

3.1.5 Employee

1. General

2. Report Content Control

3. Report Control

4. Available Column

5. Employee

☒ Today/ Future Hire Date, OR
 ☐ Effective From

Status	Employee No	Name	Master Company	Hire Date	Access Group	Effective Start Date	Customized	Action
Active	Search	Search	Search	Search	Search	Search	Search	Search
Outsource								
Resign								

Showing 1 to 3 of 3 entries

< 1 >

Figure 3.9

Assign employees to the access group.

User can assign employee can based on Today’s date or future employee’s hire date, or specific effective date.

REPORT CONTROL

To setup report available for Employee and Supervisor Mode

1. Go to Administrative, click "Report Control".

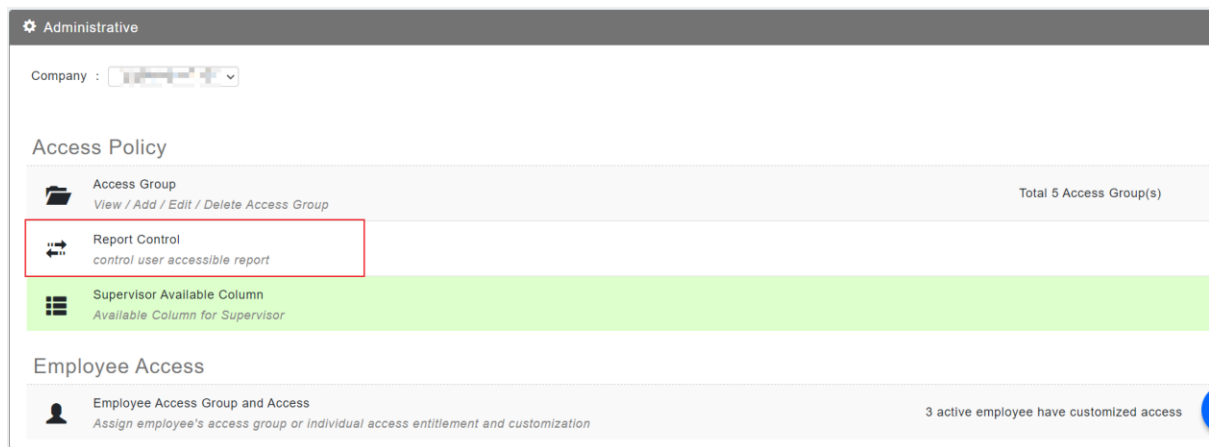


Figure 4.1

2. Report Control for Employee

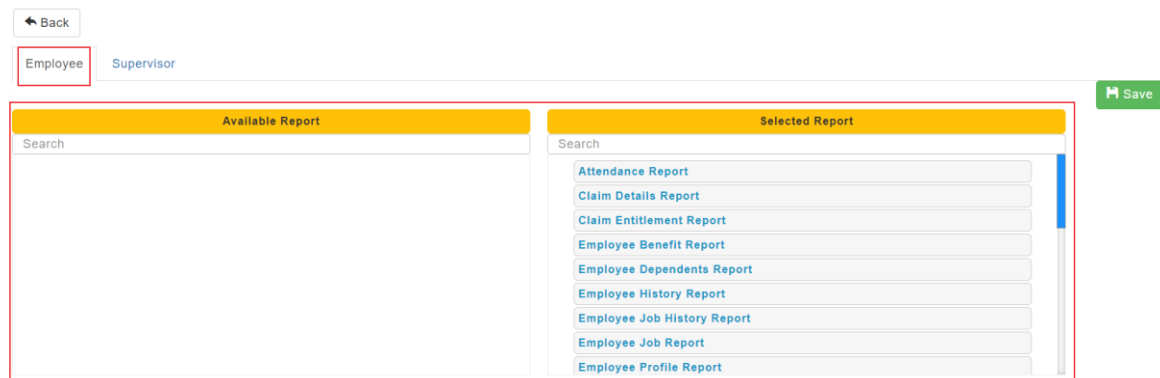


Figure 4.2

Drag and drop from Available Report to Selected Report to assign report to employee mode.

3. Report Control for Supervisor

Back

Employee

Supervisor

Save

Available Report

Search

Attendance Report

Claim Details Report

Claim Entitlement Report

Employee History Report

Employee Job History Report

Leave Credit Report

Leave Earn Report

Leave Expired Credit Report

Leave Expired Earn Report

Selected Report

Search

Employee Benefit Report

Employee Dependents Report

Employee Job Report

Employee Profile Report

Employee Supervisor Report

Leave Entitlement Report

Leave Report

Leave Taken Report

Payroll Report

Figure 4.3

Drag and Drop from Available Report to Selected Report to assign report to supervisor mode.

SUPERVISOR AVAILABLE COLUMN

To restrict the view of column information for supervisor mode.

1. Go to Administrative, click "Supervisor Available Column".



Figure 5.1

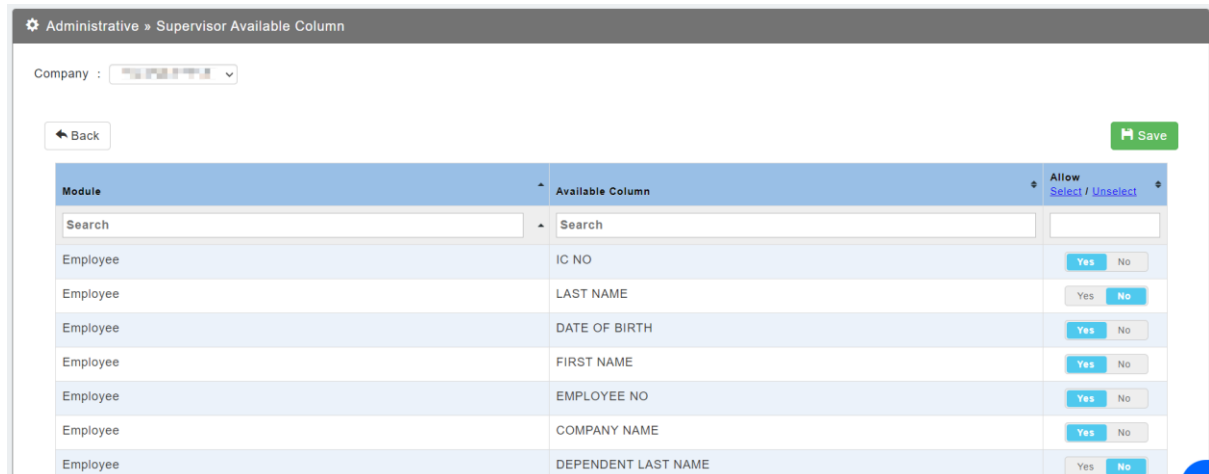


Figure 5.2

Like Access group, once available column is updated to No. The Column will show Asterisk (*) or dash (-).

EMPLOYEE ACCESS GROUP AND ACCESS

To view, assign and customize access group or access for employee.

1. Go to Administrative > Employee Access, Click on "Employee Access Group and Access"

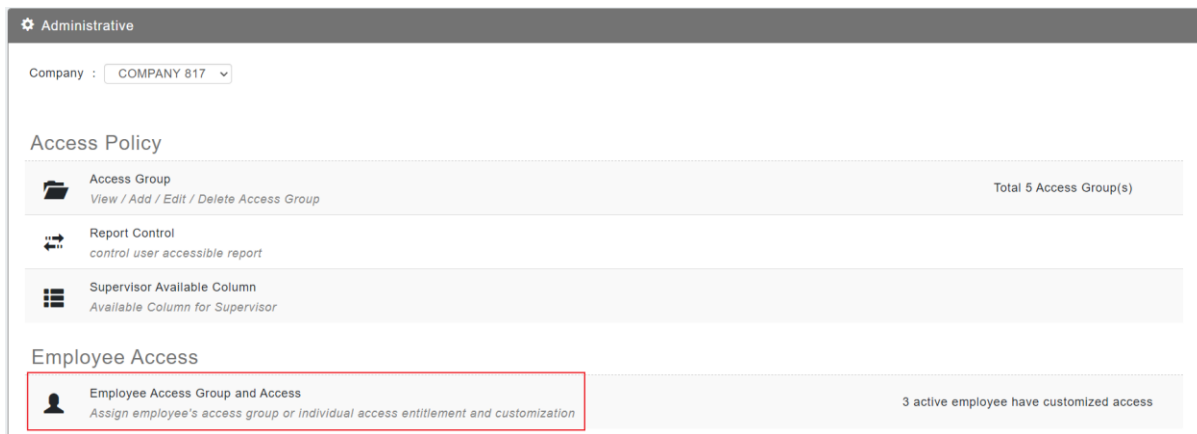
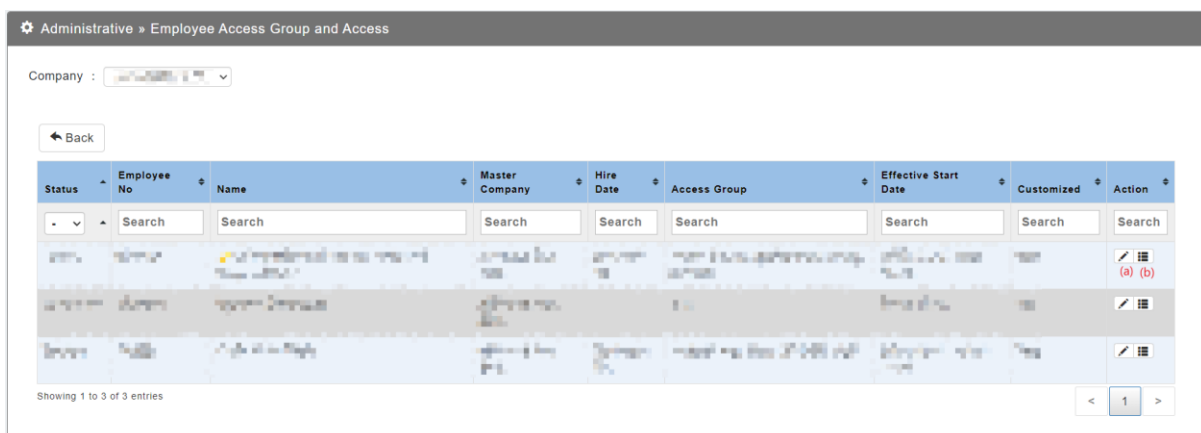


Figure 6.1



- a. View access group assign information
- b. View access information

6.2 View Access Group assign Information

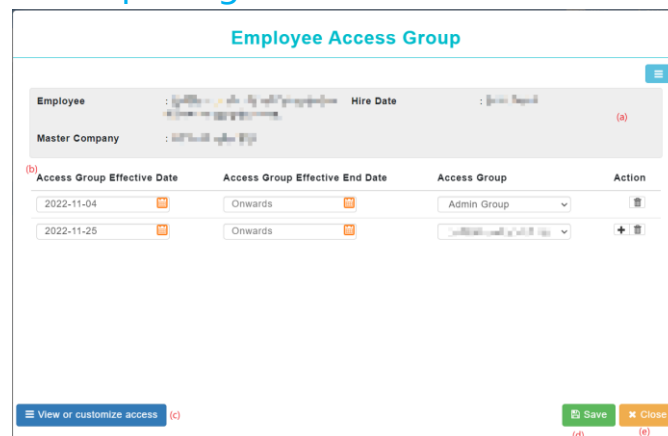


Figure 6.2

- Employee information – employee name, employee hire date, user master company.
- Access group assign information - effective date, access group
- View access information - change view
- Save - to save/ update access group assign information.
- Close – to close or discard change on access group assign information.

6.3 View Access information

The screenshot shows the 'Employee Access Group' configuration interface. It includes fields for employee details, company, and effective dates. A 'Remove Customization' button is present. The 'Effective Date' tab is selected, showing start and end dates. At the bottom, there are buttons for 'View group access', 'Save', and 'Close'.

Figure 6.4

- Employee information - employee name, employee hire date, user master company.
- User access group information – show all active access group information.
- Effective date – show different access group assign effective date.
Start icon – to indicate the effective date had customization on access group

The screenshot shows the 'View group access' section. It displays a table with columns: Effective Date, Group Name, Report Content Control, Report Control, and Available Column. The 'Effective Date' column shows a date range from 2022-11-04 to 2022-11-25. The 'Group Name' column shows 'Admin Group' and 'group 221026'.

If selective effective range have more than one active access group. Both access group control will be merge and show in access information.

- Remove Customization – remove selected effective customization.
- Save – save customization on access.
- Close – discard change on access information and close popup.

MULTIPLE COMPANY ACCESS

To allow access to Administrative for multiple company if module access granted for both companies.

If an admin has 2 company access, company A and company B. Both companies have granted MARS Administrative access, Admin able to view the company select option. After making changes on company select option, the Administrative will flip to selected company.



If an admin only has 1 company access, the admin will not have company select option.

