User Guide

Creating User Accounts

STEP ONE | Creating User accounts from Employee Profile

In the persons profile, click the 'Make User Button'

liza Stevens	son (employee	e)				0	01 616 504
general	competencies	roles	keys	training	messages	site contact	locations
rep	port						
Roles: Employer:	Employee Illawarra Coal Hold	ings Pty Ltd	make user	make contract	or	1	Ma C
First Name: Middle Name:	Eliza						
Last Name:	Stevenson						NG57
Card Id:	001 616 504						
First Site Login:	none						
PIN:	0000						
Phone 1: *						1	
Phone 2: *						Card F Show Pend	

Ensure the person email address is correct and click 'apply"

New User Email Address

Eliza Stevenson has currently got the following email address. This is now required for sending the user account password.

Please update this email address if required: Email: fstevenson@pegasus.net.au



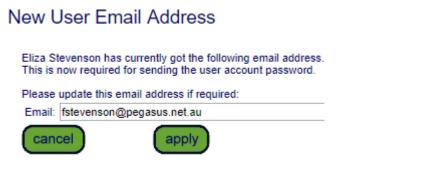


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general	competencies	roles	keys	training	messages	site contact	locations
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PIN:	0000						
Phone 1:*							
Phone 2: *						Card F Show Pend	

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Ensure the person email address is correct and click 'apply"



Select the rights tab and scroll down to click edit.





Select the tick boxes of the rights the person should have an click 'save'

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Overall Data Access

Site Web

Employee Personal Web

General Data Rights

General rights control the user's data access on a location-by-location basis. U tab to manage these general data rights. All specific data rights, as listed below

Specific Data Rights

Ca	n View Foreign Data From: Own Employer Only ▼	
Ca	n Represent Employers in All Portals: Own Employer Only	'
	Can View SMS Review Results	
1	Can Manage User Accounts	
	Can Access Financial Reports	
1	Can Block Cardholders	
	Can Log Persons In And Out	
-	Can Create Messages	
	Can Edit All Messages	if ticke
	Can Create Certs	
-	Can Assign Certs	
-	Can Authorise Assigned Certs	if ticke
	Can Edit Cert Keys	
	Can Assign Cert Keys	
1	Can Create Roles:	Enabl
-	Can Assign Roles:	Enabl
1	Can Create Competencies	
1	Can Assign Competencies	
	Can Create Access Keys	if ticke
	Can Assion Access Keys	

*N.B If you change a persons rights while they are logged in, they will need to logout and then back in again for these changes to take effect.

