Admin Portal

Username...

Password...

Sign In

Forgot Password?

everything
at work

User Security Guide

Go to the Admin Portal and login using your username and password

# Managing Roles

Security

- User Security
- Module
- **Role**
- Non-Employee User
- User Registration
- Email Setting
- Employee Module Eligibility
- Reports

Workflow

System Logs

Report Setup

🏠 Security ⟩ Role Assignment List

## Role Assignment List »

Search Here

| | Role |
|---|---|
| ✏ \| 🗑 | Master |
| ✏ \| 🗑 | Employee |
| ✏ \| 🗑 | HR |
| ✏ \| 🗑 | Schedule Module |
| ✏ \| 🗑 | Payroll |
| ✏ \| 🗑 | Time Keeping |
| ✏ \| 🗑 | Leave |
| ✏ \| 🗑 | ER Employee |

🔍 🔄 ➕

« ‹ | Page 1 of 1 | › » 15 ▼

**Role Assignment List Form**
This is where you can create, update or delete roles.

Defining roles will make it easier to apply security access to individual users.

Once you have configured a role, you can just apply that role to a new user, and that role's security settings will be applied to the user.

🏠 Security > Role Assignment List

# Role Assignment List »

Search Here

| Role |
|------|
| ✏️ \| 🗑️ Master |
| ✏️ \| 🗑️ Employee |
| ✏️ \| 🗑️ HR |
| ✏️ \| 🗑️ Schedule Module |
| ✏️ \| 🗑️ Payroll |
| ✏️ \| 🗑️ Time Keeping |
| ✏️ \| 🗑️ Leave |
| ✏️ \| 🗑️ ER Employee |

Click on the pencil icon to edit a particular role.

Click on the trashcan icon to delete a particular role.

Click on the + icon to add a new role.

**Security**
- User Security
- Module
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- Non-Employee User
- User Registration
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- Employee Module Eligibility
- Reports

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**Report Setup**

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« ‹ | Page 1 of 1 | › » 15 ▾

Role Assignment »

Role: HR

☐ Default role for employee registration.

Select the system module and form to which this role will have the access to and specify the access types applicable.

| | Module | Form | Access Type |
|---|---|---|---|
| ✏️ \| 🗑️ | Employee 201 | Employee Profile List | View, Add, Edit, Delete |
| ✏️ \| 🗑️ | Employee 201 | Employee Area of Assignment | View, Add, Edit, Delete |
| ✏️ \| 🗑️ | HR Services | Document Request List | View, Add, Edit, Delete |
| ✏️ \| 🗑️ | HR Services | Profile Update Request List | View, Add, Edit, Delete |
| ✏️ \| 🗑️ | Schedule | Holiday Schedule List | View, Add, Edit, Delete |
| ✏️ \| 🗑️ | Employee 201 | Employee Assignment | View, Edit, Approve, Disapprove |
| ✏️ \| 🗑️ | Employee 201 | Employee 201 Reports | View, Print |

🔍 🔄 ➕       « ‹ | Page 1 of 1 | › » 15 ▼       View 1 - 7 of 7

💾 Save   ✖ Close

# Role Assignment »

Role: HR

☐ Default role for employee registration.

Select the system module and form to which this role will have the access to and specify the access types applicable.

| | Module | Form | Access Type |
|---|---|---|---|
| 🖊 \| 🗑 | Employee 201 | | elete |
| 🖊 \| 🗑 | Employee 201 | | elete |
| 🖊 \| 🗑 | HR Services | Document Request List | View, Add, Edit, Delete |
| 🖊 \| 🗑 | HR Services | | elete |
| 🖊 \| 🗑 | Schedule | | elete |
| 🖊 \| 🗑 | Employee 201 | | e, Disapprove |
| 🖊 \| 🗑 | Employee 201 | Employee 201 Reports | View, Print |

Click on the pencil icon to edit the role's access for a particular form

Click on the trashcan icon to delete the role's access for a particular form

Click on the + icon to configure the role's access for a new form that is not yet on the list.

🔍 🔄 ⊕     « ‹ | Page 1 of 1 | › » 15 ▼     View 1 - 7 of 7

💾 Save     ✖ Close

# Role Assignment »

Role: HR

☐ Default role for employee registration.

Select the system module and form to which this role will have the access to a

## Form Access                                      ✕

Module: | HR Services | ✕ ▼

Form: | Profile Update Request List | ▼

Access Type: | All selected ▼ |

🔍 | Search | ✕

☑ **Select all**

☑ **View**

☑ **Add**

☑ **Edit**

☑ **Delete**

✔ Update    ✕ Close

| | Module | Form |
|---|---|---|
| ✏ \| 🗑 | Employee 201 | Employee Profile List |
| ✏ \| 🗑 | Employee 201 | Employee Area of Assignm |
| ✏ \| 🗑 | HR Services | Document Request List |
| ✏ \| 🗑 | HR Services | Profile Update Request Lis |
| ✏ \| 🗑 | Schedule | Holiday Schedule List |
| ✏ \| 🗑 | Employee 201 | Employee Assignment |
| ✏ \| 🗑 | Employee 201 | Employee 201 Reports |

🔍 ⟳ ➕          « ‹ | Page | 1 | of 1 › » | 15 ▼          View 1 - 7 of 7

Select the Module and Form that you want to configure.

You can then select the type of access you want to give to the role for the selected Module and Form.

Once you are done, click the Update button.

💾 Save    ✕ Close

# Role Assignment »

Role: Employee

☑ Default role for employee registration.

Select the system module and form to which this role will have the access to and specify the access types applicable.

| | Module | Form | Access Type |
|---|---|---|---|
| ✏ \| 🗑 | Employee 201 | Employee Profile List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Employee 201 | Employee Documents List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Schedule | Work Schedule List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Schedule | Overtime Request List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Time & Attendance | Time Entry Logs List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Time & Attendance | Attendance List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Schedule | Overtime Request | Cancel |

You should also create a role for Employees. Tick this option to automatically apply this role to all employees that register through the Employee Portal.

🔍 🔄 ➕          « ‹ | Page 1 of 1 | › » 15 ▼          View 1 - 7 of 7

💾 Save      ✖ Close

# Managing Users

everything at work

Welcome,
Admin A. Admin

Security > User Security Access List

## User Security Access List »

Security

**User Security**

Module

Role

Non-Employee User

User Registration

Email Setting

Employee Module Eligibility

Reports

Workflow

System Logs

Report Setup

Search Here

| | Username | Name | Role | User Type | Portal |
|---|---|---|---|---|---|
| 🖊 \| 🗑 | angela | Gong, Angela A | Schedule Module | Employee | HR |
| 🖊 \| 🗑 | Gio | Alonso, Giovanna Santos | Master | Employee | HR,Employee |
| 🖊 \| 🗑 | fanny | Celeste, Fannylyn Santos | Master | Employee | HR,Employee |
| 🖊 \| 🗑 | Emie | Cabigting, Emie | Employee | Employee | Employee |
| 🖊 \| 🗑 | Lily | Ambrose, Lili | Employee | Employee | HR,Employee |
| 🖊 \| 🗑 | lee | | Payroll | Employee | HR |
| 🖊 \| 🗑 | Clara | Acosta, Clara | Employee | Employee | Employee |
| 🖊 \| 🗑 | Eric | Mengote, Eric Tan | Employee | Employee | Employee |
| 🖊 \| 🗑 | enchong | Dee, Enchong | Master | Employee | HR,Employee |
| 🖊 \| 🗑 | kimmy | Chiu, Kim | HR | Employee | HR,Employee |
| 🖊 \| 🗑 | vr | Sumi, Vernon Suaybagiuo | Master | Employee | HR,Employee |
| 🖊 \| 🗑 | poon | poon, Richard | Employee | Employee | HR,Employee |

Page 1 of 6   15

Security > User Security Access List

## User Security Access List »

**Security**
- User Security
- Module
- Role
- Non-Employee User
- User Registration
- Email Setting
- Employee Module Eligibility
- Reports

**Workflow**

**System Logs**

**Report Setup**

Search Here

| | Username | Name | | | |
|---|---|---|---|---|---|
| 🖉 \| 🗑 | angela | Gong, Angela A | | | |
| 🖉 \| 🗑 | Gio | Alonso, Giovanna Santos | | | |
| 🖉 \| 🗑 | fanny | Celeste, Fannylyn Santos | Master | Employee | HR,Employee |
| 🖉 \| 🗑 | Emie | Cabigting, Emie | | | |
| 🖉 \| 🗑 | Lily | Ambrose, Lili | | | |
| 🖉 \| 🗑 | lee | | | | |
| 🖉 \| 🗑 | Clara | Acosta, Clara | Employee | Employee | Employee |
| 🖉 \| 🗑 | Eric | Mengote, Eric Tan | | | |
| 🖉 \| 🗑 | enchong | Dee, Enchong | | | |
| 🖉 \| 🗑 | kimmy | Chiu, Kim | | | |
| 🖉 \| 🗑 | vr | Sumi, Vernon Suaybagiuo | Master | Employee | HR,Employee |
| 🖉 \| 🗑 | poon | poon, Richard | Employee | Employee | HR,Employee |

🔍 ↻ ⊕        « ‹ | Page 1 of 6 › » 15 ▼

Click on the pencil icon to edit a particular record.

Click on the trashcan icon to delete a particular record.

Click on the + icon to add a new user.

User Security Access »

This is where you can setup a new user.

User Type: Employee

Name: Basa, Marion Kristoffer Vien Valenzuela

Username: KrisBasa

Role: Time Keeping

Password: ••••••••••••

Confirm Password: ••••••••••••

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

**User Type:** select if the user is an Employee or Non-Employee

**Name:** select the Employee if the User Type you selected is Employee.

**Username:** enter a name for the user.

**Role:** select the role that you want to apply to the user. This will automatically set the user's security access based on the selected role.

**Password:** enter the initial password for this user.

**Confirm Password:** re-enter the password.

**HR Access:** Put a checkmark here to give the user access to the HR Portal. This is normally for Team Leads, Supervisors and Managers.

**Admin Access:** Put a checkmark here to give the user access to the Admin Portal. This should only be given to the System Administrator.

**Employee Portal Access**: Put a checkmark here to give the user access to the Employee Portal.

HR Security Access

| Scope |
|---|
| 🖉 Team |
| 🖉 Job Level |
| 🖉 Department |
| 🖉 Job Rank |
| 🖉 Office |
| 🖉 Division |
| 🖉 Company |
| 🖉 Line |
| 🖉 Unit |
| 🖉 Job Grade |
| 🖉 Office Type |

🔍 ⟳

« ‹ | Page 1 of 1 | › » 15

View 1 - 15 of 15

👤 Reapply Role Access

💾 Save    ✖ Close

User Type: Employee    Role: Master

Name: Alonso, Giovanna Santos    🔒 Change Password

Username: Gio

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

The **HR Security Access** tab is where you can configure the user's access for the HR Portal.

👥 HR Security Access    👤 Employee Security Access    🔍 Scope    ↔ Exception

| | Module | Form | Access Type |
|---|---|---|---|
| ✏ \| 🗑 | Accountability | Cash Adv | |
| ✏ \| 🗑 | Accountability | Item Type | |
| ✏ \| 🗑 | Accountability | Accountability Reports | View, Print |
| ✏ \| 🗑 | Accountability | Cash Advar | |
| ✏ \| 🗑 | Accountability | Expense Se | |
| ✏ \| 🗑 | Accountability | Expense Re | |
| ✏ \| 🗑 | Accountability | Item Request | Approve, Disapprove, Cancel |
| ✏ \| 🗑 | Accountability | Cash Advar | |
| ✏ \| 🗑 | Accountability | Item Detail | |
| ✏ \| 🗑 | Accountability | Item Reque | |
| ✏ \| 🗑 | Accountability | Item Issurance List | View, Add, Edit, Delete |
| ✏ \| 🗑 | Accountability | Item Issuance | Mark for Release, Release |

Click on the pencil icon to edit the user's access for a particular form

Click on the trashcan icon to delete the user's access for a particular form

Click on the + icon to configure the user's access for a new form that is not yet on the list.

🔍 🔄 ➕    « ‹ | Page [1] of 15 › » 15 ▼    View 1 - 15 of 222

👤 Reapply Role Access    💾 Save    ✖ Close

# User Security Access »

User Type: Employee

Role: Master

Name: Alonso, Giovanna Santos

Username: Gio

## Security Access

Module: Accountability

Form: Cash Advance Issuance List

Access Type: 4 selected ▾

Search

☐ Select all

☑ View

☑ Add

☑ Edit

☑ Delete

☐ Print

☐ Submit

☐ Review

✎ Update    ✖ Close

| | Module | Form | |
|---|---|---|---|
| ✎ \| 🗑 | Accountability | Cash Advance Issuance List | |
| ✎ \| 🗑 | Accountability | Item Type List | |
| ✎ \| 🗑 | Accountability | Accountability Reports | View, Print |
| ✎ \| 🗑 | Accountability | Cash Advance Issuance | Mark for Issu... |
| ✎ \| 🗑 | Accountability | Expense Set Up List | View, Add, E... |
| ✎ \| 🗑 | Accountability | Expense Report | Approve, Dis... |
| ✎ \| 🗑 | Accountability | Item Request | Approve, Dis... |
| ✎ \| 🗑 | Accountability | Cash Advance Request | Approve, Dis... |
| ✎ \| 🗑 | Accountability | Item Detail List | View, Add, E... |
| ✎ \| 🗑 | Accountability | Item Request List | View, Add, E... |
| ✎ \| 🗑 | Accountability | Item Issurance List | View, Add, E... |
| ✎ \| 🗑 | Accountability | Item Issuance | Mark for Release, Release |

HR Security Access    Employee Security Access    Q Scope    ↔ Exc...

🔍 🔁 ➕    « ‹ | Page 1 of 15 › » 15 ▾    View 1 - 15 of 222

👤 Reapply Role Access    💾 Save    ✖ Close

Select the Module and Form that you want to configure.

You can then select the type of access you want to give to the user for the selected Module and Form.

Once you are done, click the Update button.

# User Security Access »

User Type: Employee      Role: Master

Name: Alonso, Giovanna Santos      🔒 Change Password

Username: Gio

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

| 👥 HR Security Access | 👤 Employee Security Access | 🔍 Scope | ↔ Exception |

| | Module | Form | Access Type |
|---|---|---|---|
| ✏️ \| 🗑 | Employee Schedule | My Schedule | View |

The **Employee Security Access** tab is where you can configure the user's access for the Employee Portal.

🔍 🔄 ➕      « ‹ | Page 1 of 0 › » 15 ▼      View 1 - 1 of 1

👤 Reapply Role Access      💾 Save    ✖ Close

User Type: Employee

Name: Alonso, Giovanna Santos

Username: Gio

Role: Master

🔒 Change Password

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

👥 HR Security Access | 👤 Employee Security Access | 🔍 Scope | ↔ Exception

| | Scope | Values |
|---|---|---|
| ✏ | District | |
| ✏ | Line | |
| ✏ | Team | Front End Team, Back End Team |
| ✏ | Group | |
| ✏ | Division | Division A, Division B, Division C |
| ✏ | Office | |
| ✏ | Office Type | |
| ✏ | Unit | |
| ✏ | Department | Operations Department |
| ✏ | Branch | |
| ✏ | Company | |
| ✏ | Job Level | |

The **Scope** tab is where you can limit the user's access to a particular Organizational Unit, whether it might be a specific Dpeartment, Office, Division, Cost Center, Job Level, etc.

Click on the pencil icon to edit the user's access for a particular organization unit.

🔍 🔄    « ‹ Page 1 of 1 › » 15 ▼    View 1 - 15 of 15

👤 Reapply Role Access

💾 Save   ✖ Close

User Type: Employee

Role: Master

Name: Alonso, Giovanna Santos

Change Password

Username: Gio

## Scope

✓ HR Access

☐ Admin Access

✓ Employee Portal Access

Team: Front End Team, Back End Team ▾

🔍 Search ⊗

☐ **Select all**

✓ **Front End Team**

✓ **Back End Team**

☐ Report Team

☐ Quality Assurance Level 1 Team

☐ Quality Assurance Level 2 Team

☐ Functional Analyst Team

☐ Implementation Team

✕ Close

HR Security Access | Employee Security Access | 🔍 Scope | ↔ Exception

| | Scope | Values |
|---|---|---|
| 🖉 | District | |
| 🖉 | Line | |
| 🖉 | Team | Front End Team, Back End Team |
| 🖉 | Group | |
| 🖉 | Division | Division A, Division B, Division C |
| 🖉 | Office | |
| 🖉 | Office Type | |
| 🖉 | Unit | |
| 🖉 | Department | Operations Department |
| 🖉 | Branch | |
| 🖉 | Company | |
| 🖉 | Job Level | |

For the selected organization unit type, choose which particular members of that unit type will the user have access to.

🔍 🔄    « ‹ | Page 1 of 1 | › » 15 ▾    View 1 - 15 of 15

👤 Reapply Role Access

💾 Save    ✕ Close

User Type: Employee

Name: Alonso, Giovanna Santos

Username: Gio

Role: Master

🔒 Change Password

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

👥 HR Security Access | 👤 Employee Security Access | 🔍 Scope | ↔ Exception

| Form | Section | Tab | Field |
|------|---------|-----|-------|

The **Exception** tab is where you can prevent the user from accessing a particular section of a Form that the user might otherwise have access to.

For example, the user might have access to the Employee Profile Form, but will not have access to the Compensation and Benefits tab.

Click on the + icon to add a new security exception.

🔍 🔄 ⊕

« ‹ | Page 1 of 0 › » 15 ▼

No records to view

👤 Reapply Role Access

💾 Save  ✖ Close

On the **Exception Form**, select the following:

**Form** – choose the form you want to configure

**Section** – select the Section of the Form that you don't want the user to have access to (if applicable)

**Tab** – select the Tab of the Form that you don't want the user to have access to (if applicable)

**Field** – select the Field of the Form that you don't want the user to have access to (if applicable)

Click the **Add** button to add your configuration.

Exception

Form: Employee Profile

Section: Compensation & Benefits

Tab: Salary Information

Field: Salary Information Detail

+ Add      ✗ Close

Page 1 of 0      15

No records to view

Reapply Role Access

Save      ✗ Close

User Type: Employee  ✕  ▼

Name: Alonso, Giovanna Santos  ...

Username: Gio

Role: Master  ✕  ▼

🔒 **Change Password**

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

| 👥 HR Security Access | 👤 Employee Security Access | 🔍 Scope | ↔ Exception |
|---|---|---|---|

| | Form | Section | Tab | Field |
|---|---|---|---|---|
| ✏ \| 🗑 | Employee Profile | Compensation & Benefits | Salary Information | Salary Information Detail |

You will then see the exception that you added on the list. Make sure to save your changes before closing the form.

In this example, the user will have access to the Employee Profile Form, but will not be able to access the Salary Information tab which is inside the form.

🔍 🔄 ➕

« ‹ | Page 1 of 0 | › » 15 ▼

View 1 - 1 of 1

👤 Reapply Role Access

💾 Save   ✕ Close

# User Security Access »

User Type: Employee ✕ ▼

Name: Alonso, Giovanna Santos ···

Username: Gio

Role: **Master** ✕ ▼

🔒 Change Password

☑ HR Access
☐ Admin Access
☑ Employee Portal Access

| 👥 HR Security Access | 👤 Employee Security Access | 🔍 Scope | ↔ Exception |
|---|---|---|---|

| | Module ⇅ | Form | Access Type |
|---|---|---|---|
| 🖊 \| 🗑 | Accountability | Cash Advance Issuance List | View, Add, Edit, Delete |
| 🖊 \| 🗑 | Accountability | Item Type List | View, Add, Edit, Delete |
| 🖊 \| 🗑 | Accountability | Accountability Reports | View, Print |
| 🖊 \| 🗑 | Accountability | Cash Advance Issuance | Mark for Issuance, Issue |
| 🖊 \| 🗑 | Accountability | Expense Set Up List | View, Add, Edit, Delete |
| 🖊 \| 🗑 | Accountability | Expense Report | Approve, Disapprove |
| 🖊 \| 🗑 | Accountability | Item Request | |
| 🖊 \| 🗑 | Accountability | Cash Advance Request | |
| 🖊 \| 🗑 | Accountability | Item Detail List | |
| 🖊 \| 🗑 | Accountability | Item Request List | |
| 🖊 \| 🗑 | Accountability | Item Issuance List | |
| 🖊 \| 🗑 | Accountability | Item Issuance | |

If you want to reset the security access and reapply the access based on the selected Role above, click the **Reapply Role Access** button.

🔍 ♻ ➕

《 ‹ | Page 1 of 15 › » 15 ▼

View 1 - 15 of 222

👤 Reapply Role Access

💾 Save   ✕ Close

⚙

## User Security Access »

User Type: | Employee    ✕ ▼

Role: | Master    ✕ ▼

Name: | Alonso, Giovanna Santos    ...

🔒 Change Password

Username: | Gio

☑ HR Ac
☐ Admin
☑ Emplo

### Message    ✕

This will override the access for this user with the access given to this role. Do you like to proceed?

💾 Yes    ✕ No

**This system will ask you to confirm that you want to reapply the security access of the user based on the assigned role.**

👥 HR Security Access    👤 Employee Security Access    🔍 Scope    ↔ Exception

| | Module | Form | A... |
|---|---|---|---|
| ✏ \| 🗑 | Payroll | BIR 2316 | View, Generate, Download |
| ✏ \| 🗑 | Payroll | BIR 1604CF | View, Generate, Download |
| ✏ \| 🗑 | Payroll | Alphalist File 7.1 | View, Generate, Download |
| ✏ \| 🗑 | Payroll | Alphalist File 7.3 | View, Generate, Download |
| ✏ \| 🗑 | Payroll | Alphalist File 7.4 | View, Generate, Download |
| ✏ \| 🗑 | Payroll | Alphalist File 7.5 | View, Generate, Download |
| ✏ \| 🗑 | Performance Management | Performance Appraisal Report | View, Print |
| ✏ \| 🗑 | Employee Relations | Reports List?menuModuleId=8 | View, Print |
| ✏ \| 🗑 | Schedule | Reports List?menuModuleId=10 | View, Print |
| ✏ \| 🗑 | Leave Management | Reports List?menuModuleId=11 | View, Print |
| ✏ \| 🗑 | Employee 201 | Employee 201 Reports | View, Print |
| ✏ \| 🗑 | Personnel Development | Personnel Development Reports | View, Print |

🔍 🔄 ➕    « ‹ Page 1 of 15 › »   15 ▼    View 1 - 15 of 222

# Managing Non-Employee Users

🏠 Security ▸ Non-Employee User List

## Non-Employee User List »

**Security**

- User Security
- Module
- Role
- ▸ Non-Employee User
- User Registration
- Email Setting
- Employee Module Eligibility
- Reports

⇄ Workflow

System Logs

⚙ Report Setup

| Search Here | | | | | Username |
|---|---|---|---|---|---|
| ✏ \| 🗑 | Kris, Kris Kris | | | | tesssss |
| ✏ \| 🗑 | User- HR, Admin A | | | | HR Admin |
| ✏ \| 🗑 | User 1, User 1 User 1 | A | A | HR | user1 |
| ✏ \| 🗑 | San Jose, Luna A | AA | Time Keeping | Time Keeping | |
| ✏ \| 🗑 | Avellana, Bryan Endraca | AIS | Test | Test | bry |
| ✏ \| 🗑 | Ac, Ac Ac | Ac | Ac | Master | ac |
| ✏ \| 🗑 | Admin, Admin Admin | sa | sa | sa | EAdmin |
| ✏ \| 🗑 | test, test test | test | test | tester | test |
| ✏ \| 🗑 | tester, tester tester | tester | tester | tester | tester |

🔍 ⟳ ⊕                    « ‹ | Page 1 of 1 | › » 15 ▼

**Non-Employee User List**
This is where you can manage users that are not employees of the company (example – external auditors, owner of the company, etc.)

# everything at work

**Security** ⌄

- User Security
- Module
- Role
- ▸ Non-Employee User
- User Registration
- Email Setting
- Employee Module Eligibility
- Reports

**Workflow** ⌄

**System Logs** ⌄

**Report Setup** ⌄

«

## Non-Employee User List »

Search Here

| | Name | Company | Designation | System Role | Username |
|---|---|---|---|---|---|
| ✏ \| 🗑 | Kris, Kris Kris | | | Kris | tesssss |
| ✏ \| 🗑 | User HR, Admin A | | | HR Admin | HR Admin |
| ✏ \| 🗑 | User 1, User 1 User 1 | A | A | HR | user1 |
| ✏ \| 🗑 | San Jose, Luna A | | | Time Keeping | |
| ✏ \| 🗑 | Avellana, Bryan Endraca | | | Test | bry |
| ✏ \| 🗑 | Ac, Ac Ac | Ac | Ac | Master | ac |
| ✏ \| 🗑 | Admin, Admin Admin | sa | sa | sa | EAdmin |
| ✏ \| 🗑 | test, test test | test | test | tester | test |
| ✏ \| 🗑 | tester, tester tester | te | | tester | tester |

Click on the pencil icon to edit a particular non-employee user

Click on the trashcan icon to delete a non-employee user

Click on the + icon to add a new non-employee user

🔍 🔄 ➕          « ‹ | Page 1 of 1 | › » 15 ▼

On the **Non-Employee User Form**, enter the following:

**Last Name** – enter the user's last name

**First Name** – enter the user's first name

**Middle Name** – enter the user's middle name

**Company** – enter the user's company

**Designation** – enter the designation of the user

**System Role** – select the role of the user

**Phone** – enter the user's phone number

**Mobile No** – enter the user's mobile number

**Email** – enter the user's email address

**Alternate Email** – enter an alternate email address for the user

Non-Employee User

| Last Name: | San Jose | System Role: | Time Keeping |
| First Name: | Luna | Phone: | |
| Middle Name: | A | Mobile No.: | |
| Company: | AA | Email: | time@time.com |
| Designation: | Time Keeping | Alternate Email: | |

Save    Close

Page 1 of 1    15

# Approving User Registration

everything at work

# User Registration List »

Search Here

| Username | | | ...atus |
|---|---|---|---|
| ashley | | | 👍 Approved |
| belen! | | | 👍 Approved |
| belenski | | | 👍 Approved |
| cha | Catania, Charolette | Attendance Policies Inc. | 👍 Approved |
| CSandra | Romero, Casandra | MD Corp | 👍 Approved |
| Dian | Tagra, Dian | Attendance Policies Inc. | 👍 Approved |
| ho | Ho, Lee P | XYZ | 👎 Disapproved |
| ho1 | Ho, Lee P | XYZ | 👍 Approved |
| 👍 \| 👎  hunter | Hunter, Debra | MD Corp | 👍 For Approval |
| Jam | Palima, Jam | Attendance Policies Inc. | 👍 Approved |
| juan | Dela Cruz, Juan Cruz, C | ALGAR Information Systems, Inc | 👍 Approved |

**User Registration List**
This is where you can see employees who have registered through the Employee Portal.

This is also where you can approve or disapprove their registration.

Only approved users will be able to login to the Employee Portal.

**Sidebar:**
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- User Security
- Module
- Role
- Non-Employee User
- ▸ User Registration
- Email Setting
- Employee Module Eligibility
- Reports

⇄ Workflow ⌄

📝 System Logs ⌄

⚙ Report Setup ⌄

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## Security

- User Security
- Module
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- Non-Employee User
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- Reports

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⚙ Report Setup

🏠 Security > User Registration List

## User Registration List »

Search Here

| | Username | Employee Name | Company | Status |
|---|---|---|---|---|
| | ashley | Lee, Ashley | MD Corp | 👍 Approved |
| | belen! | Morales, Mario A | ABC CORPORATION | 👍 Approved |
| | belenski | Ortega, Babylen Servas | ALGAR Information Systems, Inc | 👍 Approved |
| | cha | Catania, C | Attendance Policies Inc. | 👍 Approved |
| | CSandra | Romero, C | Corp | 👍 Approved |
| | Dian | Tagra, Dia | Attendance Policies Inc. | 👍 Approved |
| | ho | Ho, Lee P | | 👎 Disapproved |
| | ho1 | Ho, Lee P | | 👍 Approved |
| 👍 \| 👎 | hunter | Hunter, Debra | MD Corp | 👍 For Approval |
| | Jam | Palima, Jam | Attendance Policies Inc. | 👍 Approved |
| | juan | Dela Cruz, Juan Cruz, C | ALGAR Information Systems, Inc | 👍 Approved |

Click on the thumbs up icon to approve a user.

Click on the thumbs down icon to disapprove a user.

🔍 ↻    « ‹ | Page 1 of 2 | › »  15 ▼

# User Security Reports

everything at work

🏠 > Report List

**Security** ⌄

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**Report List** »

> **User Security Reports**

▸ Access per User                                  🔍 Preview        ▸ Access per Form                                  🔍 Preview

No description to display                                              No description to display

▸ Security Access Updates                     🔍 Preview

No description to display

**User Security Reports**
This is where you can access the reports related to user security.

🏠 > Report List

# Report List »

## > User Security Reports

▸ Access per User
🔍 Preview

No description to display

▸ Access per Form
🔍 Preview

No description to display

▸ Security Access Updates
🔍 Preview

No description to display

**Security**
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- ▸ Reports

**Workflow**

**System Logs**

**Report Setup**

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The available User Security Reports are as follows:

**Access per User** – this report will show you the access that each user has.

**Access per Form** – this report will show you which users have access to a particular form.

**Security Access Updates** – this report will show what security access updates were applied for a particular period.

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Quezon City, 1128 Metro Manila
http://www.algar.com.ph/

**ACCESS PER FORM**

Module: Payroll

This report will show which users have access to each form.

**Payroll**

| FORM | USERNAME | VIEW | ADD | EDIT | DELETE | PRINT | SUBMIT | REVIEW | ASSESS | APPROVE | DISAPPROVE |
|------|----------|------|-----|------|--------|-------|--------|--------|--------|---------|------------|
| Account Mapping List | ac | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | bry | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | Roxette | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | tesssss | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | test | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | tester | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Allowance & Other Earning | ac | | | | | | | | | ✓ | ✓ |
| | bry | | | | | | | | | ✓ | ✓ |
| | Roxette | | | | | | | | | ✓ | ✓ |
| | tesssss | | | | | | | | | ✓ | ✓ |
| | test | | | | | | | | | ✓ | ✓ |
| | tester | | | | | | | | | ✓ | ✓ |
| Allowance Other Deduction List | bry | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Allowances & Other Earning List | ac | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | bry | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | Roxette | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | tesssss | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | test | ✓ | ✓ | ✓ | ✓ | | | | | | |
| | tester | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Alphalist File 7.1 | ac | ✓ | | | | | | | | | |
| | bry | ✓ | | | | | | | | | |
| | Roxette | ✓ | | | | | | | | | |
| | tesssss | ✓ | | | | | | | | | |
| | test | ✓ | | | | | | | | | |
| | tester | ✓ | | | | | | | | | |