

Adding a User Account

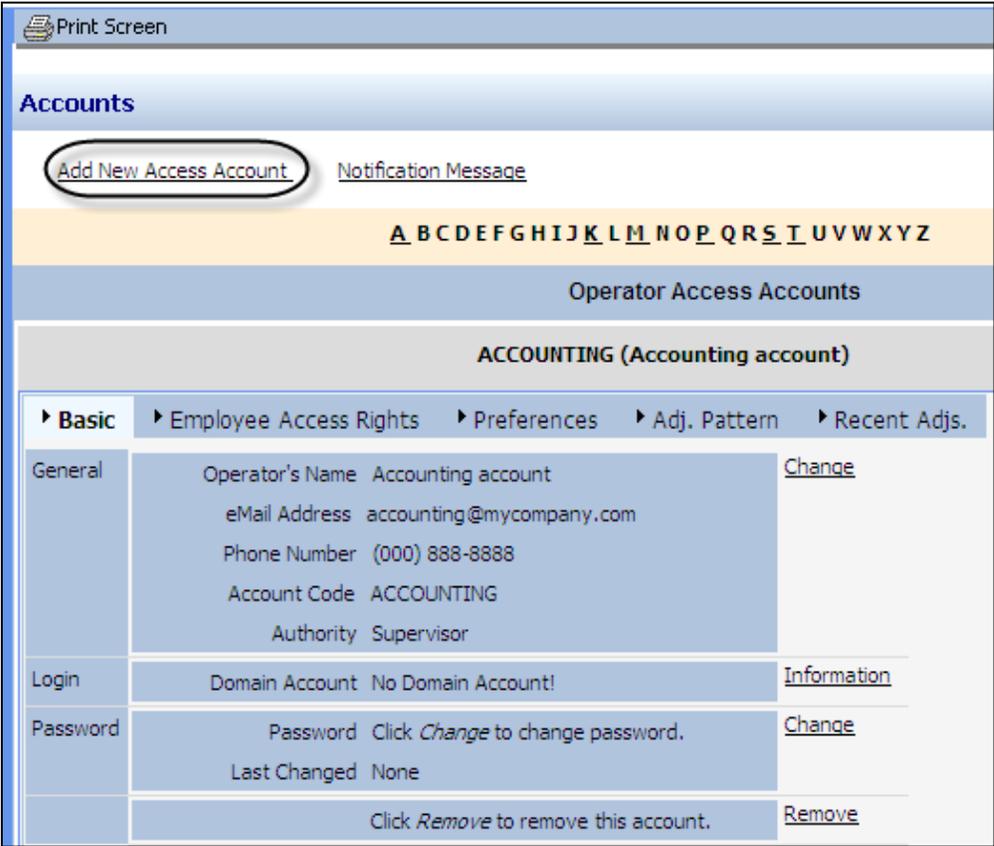
Add a new access account if a new user is needed for the time and attendance system.

To add a new access account:

1. Click Accounts in the Operations menu group



2. Click Add New Access Account.



3. Type the user's first and last name in the Operator's Name field.
4. Type a code (up to 10 alphanumeric characters) to represent the account.

Access Account Basic Properties

Operator's Name

Place the operator's name here. First name and then last name.

Account Code

Up to 10 characters used to represent this account. It must be unique within your system. Often this is the first couple letters of the operator's first and last name.

eMail Address

Operator's eMail address.

Phone Number

Operator's phone number.

Password

Repeat Password

Authority

An operator's authority determines the extent in which the operator can perform various functions.

eMail new Password to Operator

eMail this operator's new password. Note: The password is transmitted in clear text (not encrypted).

5. Type the user's email address
6. Type the user's phone number.
7. Type the user's account password twice.
8. Select the user's authority. The user's authority determines the type of functions the user can access in the system. In the Professional Edition template, these include:
 - Team Leader
 - Supervisor

- Payroll Manager

For more information on the authority levels, see the “Authority Levels in the System” job aid.

9. Enable eMail new Password to Operator to send the password in clear text to the user.
10. Click Ok. The user information is displayed in tabbed format.

Accounts		
Add New Access Account Notification Message		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
Operator Access Accounts		
PFields (Patience Fields)		
▶ Basic ▶ Employee Access Rights ▶ Preferences ▶ Adj. Pattern ▶ Recent Adjs.		
General	Operator's Name Patience Fields eMail Address pfields@wholegrains.com Phone Number (734) 476-2978 Account Code PFields Authority Supervisor	Change
Login	Domain Account PatienceFields378	Information
Password	Password Click <i>Change</i> to change password. Last Changed None	Change
Click <i>Remove</i> to remove this account.		Remove

11. Take note of the user’s Domain Account (this is the login name) and password, as well as the authority level.
12. Click the Employee Access Rights tab.

- Select the workgroups the user can access. Refer to the Defining Employee Access Rights for a User job aid for more information.

Location	Department	Cost Center
1	4	2

Move Up

Move Dn

Remove

Locations

Departments

Cost Centers

All
2
3
1
4

All
1
4
3
2

All
5
1
2
3

Choose the workgroup sets that determine employee access eligibility.

Ok

Cancel

- Click the Preferences tab.
- Click Change next to Visualization. The Account Preferences window is displayed.

Account Preferences

Rendering Time of Day 24 Hour Clock (Military) ▼

Select the preferred format for rendering time of day.

Minutes Portion of Time Hours:Minutes ▼

Select the preferred format for rendering minutes.

Rendering Amount of Hours Hours:Minutes ▼

Select the preferred format for rendering amounts of time.

Rendering Dates mm/dd/yy ▼

Select the preferred format for rendering dates.

Ok

Cancel

- Edit the user's viewing preferences, as needed. Refer to the Changing the Way Time and Date Information is Displayed job aid for more information.