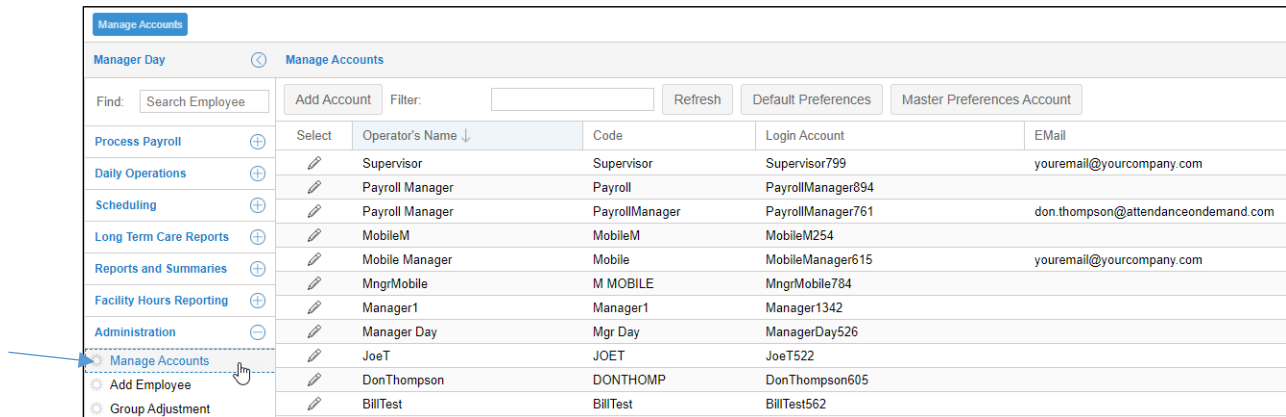


MSS3: Adding a User Account

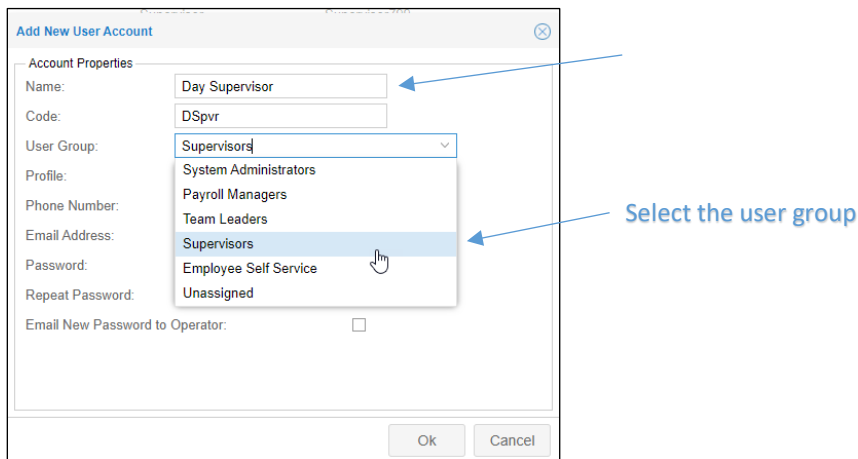
When adding a user account in Manager Self Service 3 (MSS3), you will need to define some basic operator properties and the operator's workgroup access rights.

To add a user account:

1. Click the Manage Accounts menu item.



2. Click the Add Account button in the Manage Accounts page.



3. Type a name for the account in the Name field.
4. Type a code for the account. The code has a 10 character limit.
5. Select a user group in the *User Group* field for the account.

6. Select the profile in the *Profile* field that matches the User Group.

The screenshot shows the 'Add New User Account' dialog box. The 'Account Properties' section includes the following fields:
Name: Day Supervisor
Code: DSpvr
User Group: Supervisors
Profile: Supervisor Browser Profile (selected)
Phone Number: (empty)
Email Address: (empty)
Password: (empty)
Repeat Password: (empty)
Email New Password to Operator: (checkbox checked)
Buttons: Ok, Cancel

7. Enter a password in the *Password* field and again in the *Repeat Password* field.

The screenshot shows the 'Add New User Account' dialog box with the following fields filled:
Name: Day Supervisor
Code: DSpvr
User Group: Supervisors
Profile: Supervisor Browser Profile
Phone Number: 8005559000
Email Address: Dsupervisor@yourcompany.com
Password: *****
Repeat Password: *****
Email New Password to Operator:
Buttons: Ok, Cancel

8. Enable the **Email New Password to Operator** check box to send the password to the user account's email address entered in the window.
9. Click **OK** to save your settings.

10. Select a time zone and the date format to be used in MSS3 in the Basic Operator Properties page.

The screenshot shows the 'Basic Operator Properties' page. The 'Date Format' dropdown menu is open, displaying various date and time formats. A blue arrow points to the dropdown menu with the text 'Select time zone and date format'.

Friendly Name:	Day Supervisor
Email Address:	Dsupervisor@yourcompany.com
Phone Number:	(800) 555-9000
Profile:	Supervisor Browser Profile
User Group:	Supervisors
Time Zone:	Same as Corporate
Date Format:	mm/dd/yy
Show Time in Am/Pm:	mm/dd/yy
Show Time in Hundredths:	mm/dd/yyyy
Show Durations in Hundredths:	mmm-dd
Show Durations in Hundredths:	mmm-dd yy
Show Schedule Times in Am/Pm:	mmm-dd yyyy
Show Schedule Times in Hundredths:	yyyy-mm-dd
Show Scheduled Hours in Hundredths:	yy-mm-dd
Can Access System Setup:	dd/mm/yy
	dd/mm/yyyy
	Windows Default
	dd-mmm yy
	dd-mmm yyyy
	dd-mmm-dd-yy

11. Select the format for how time will be presented in MSS3 in areas such as Time Cards and schedules.

The screenshot shows the 'Basic Operator Properties' page. The 'Show Time in Am/Pm' checkbox is checked. The 'Can Access System Setup' checkbox is unchecked and labeled 'No'.

Show Time in Am/Pm:	<input checked="" type="checkbox"/>
Show Time in Hundredths:	<input type="checkbox"/>
Show Durations in Hundredths:	<input type="checkbox"/>
Show Schedule Times in Am/Pm:	<input checked="" type="checkbox"/>
Show Schedule Times in Hundredths:	<input type="checkbox"/>
Show Scheduled Hours in Hundredths:	<input type="checkbox"/>
Can Access System Setup :	No

12. Select how workgroup levels will be presented in MSS3 (Name, Code, Number).

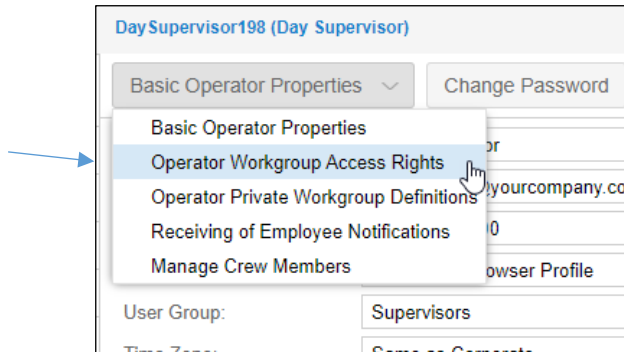
The screenshot shows the 'Basic Operator Properties' page. The 'Location Sort' dropdown menu is open, displaying 'Name', 'Code', and 'Number'. The 'Code' option is selected.

Location Sort:	Name
Unit Sort:	Name
Floor Sort:	Code
Position Sort:	Number
Shift Sort:	Code
Care Type Sort:	Code
Level 7 Sort:	Code

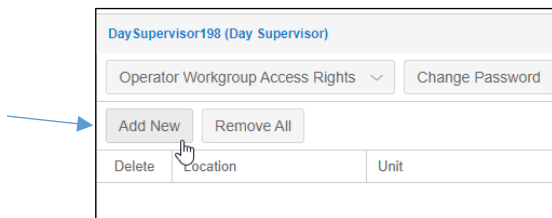
Workgroup Access Rights

To assign workgroup access to the account:

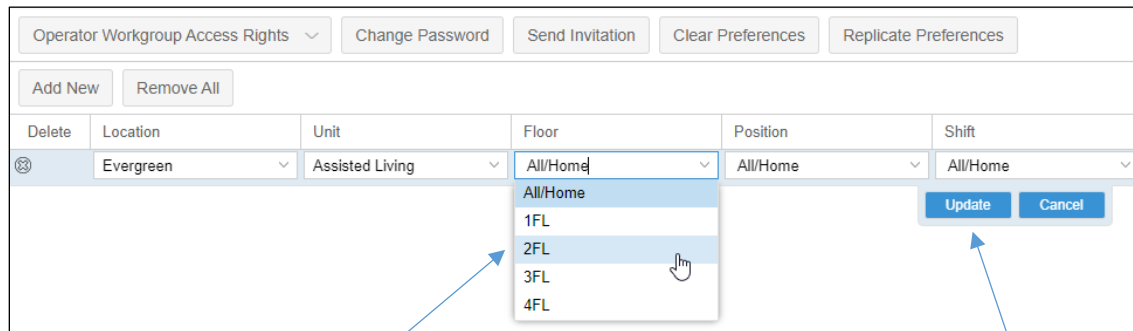
1. Click the *Basic Operator Properties* drop-down list and select **Operator Workgroup Access Rights**.



2. Click the Add New button to add a workgroup set.



3. Click the drop-down list for each workgroup level and select the appropriate workgroup levels for the workgroup. Click the **Update** button to save your selections.



Select workgroup level
from drop-down list

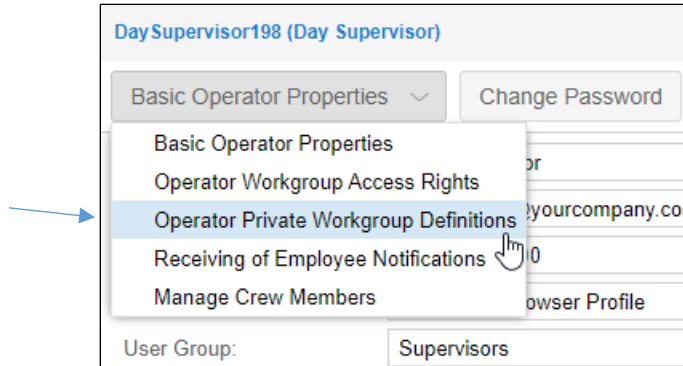
Click Update
button

Operator Private Workgroup Definitions

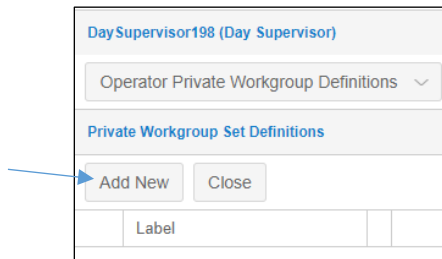
Use the private workgroup definitions to create workgroup filters for the account. The private workgroup allows the user to filter the dashboard calendar view and group scheduling.

To add an operator private workgroup definition:

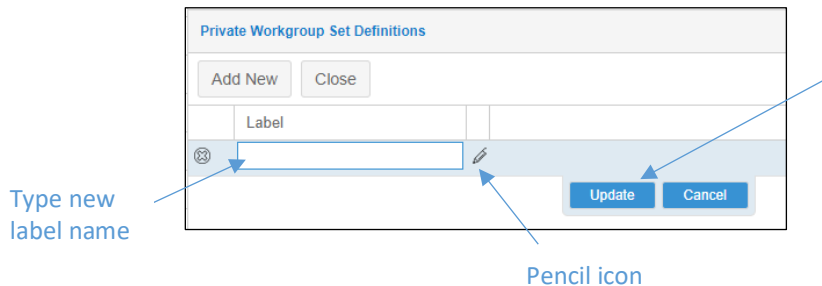
1. Click the *Basic Operator Properties* drop-down list and select **Operator Private Workgroup Definitions**.



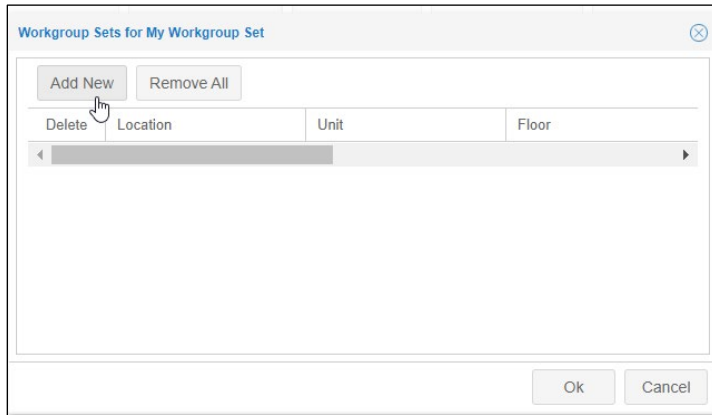
2. Click the **Add New** button.



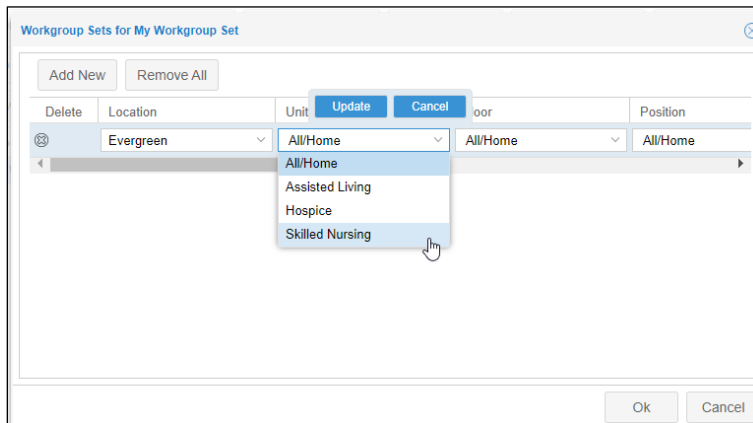
3. Click the default label name in the *Label* field of the *Private Workgroup Set Definitions* window and type a label name. Click the **Update** button to save the label name.



4. Click the **Pencil** icon to open the *Workgroup Sets for My Workgroup Set* window.



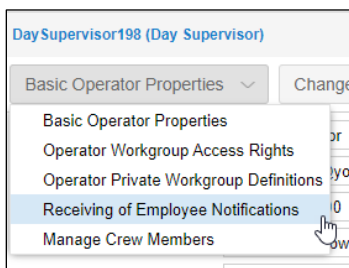
5. Select workgroup levels for the workgroup set and click the **Update** button to save your selections.



6. Click **OK** to save your workgroup set.

Receiving Employee Notifications

The Receiving of Employee Notifications option allows account users to manage their own list of employees they want to receive notifications from, such as leave requests (time off requests and canceling time off requests) and attendance incidents (missing punches, running late and out of geo zone range) notifications.



See the *MSS3: Receiving Employee Notifications* job aid for more information.

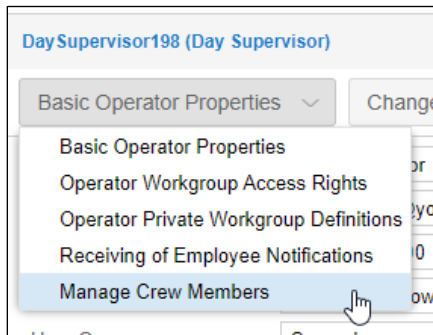
Crew Members

My Crew is designed for the management of mobile employees who don't have access to Employee Self Service Mobile (ESS mobile). Manage Crew Members allows the supervisor to add and remove employees whom they manage or who directly report to them and access their information. Manage Crew Members allows the supervisors to easily view their specified crew member's time transactions, notifications, etc.

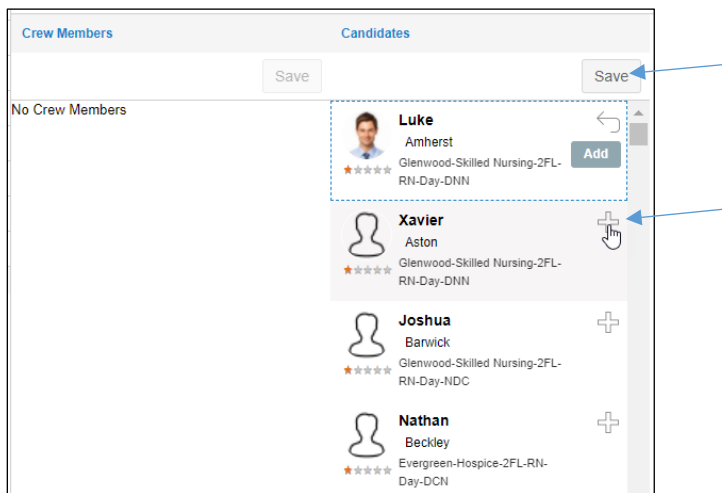
A user account is allowed only one crew.

To add My Crew to the account:

1. Click the *Basic Operator Properties* drop-down list and select **Manage Crew Members**.



2. Click the **Plus** icon to add an employee to the crew member list. An Add banner is displayed when an employee is selected.



3. Click the **Save** button to save the selected employees to the crew list.

- To remove a crew member, click the **X** icon. A Remove banner will be displayed when crew members are selected. Click the **Save** button in the *Crew Members* field to remove the selected crew members.

