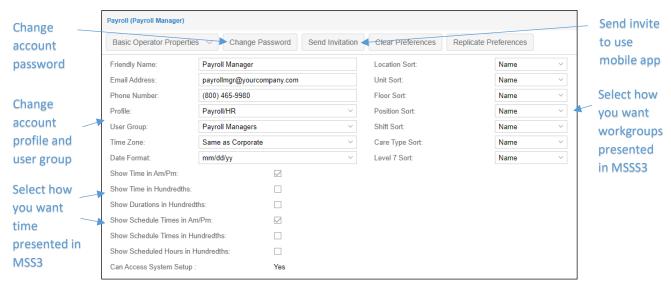
# MSS3: Managing a User Account

A user account in Manager Self Service 3 (MSS3) can be updated by adding or changing basic operator properties such as the email address and phone number for the account. You can also modify how workgroups and time are presented in MSS3. Other properties of the user account, such as workgroup access rights, can also be changed.

To access a user account, click the **Manage Accounts** menu item to view a list of the user accounts. Click the **Pencil** icon for the user account you want to update.

	Manager Day	$\bigcirc$	Manage Acc	ounts		
Pencil	Find: Search Employee		Add Acco	unt Filter:	Refresh	Default Preferences
	Process Payroll	Ð	Select	Operator's Name $\downarrow$	Code	Login Account
icon	Daily Operations	æ	Ø	Supervisor	Supervisor	Supervisor799
		0		Payroll Manager	Payroll	PayrollManager894
	Scheduling	$\oplus$	Ø	Payroll Manager	PayrollManager	PayrollManager761
	Long Term Care Reports	$\oplus$	Ø	MobileM	MobileM	MobileM254
	Reports and Summaries	Ð	Ø	Mobile Manager	Mobile	MobileManager615
		0	Ø	MngrMobile	M MOBILE	MngrMobile784
Manage	Facility Hours Reporting	Ð	Ø	Manager1	Manager1	Manager1342
Accounts	Administration	Θ	Ø	Manager Day	Mgr Day	ManagerDay526
menu item	Manage Accounts		Ø	JoeT	JOET	JoeT522
menuntem	Add Employee		Ø	DonThompson	DONTHOMP	DonThompson605
	Group Adjustment		Ø	Day Supervisor	DSpvr	DaySupervisor198



#### **Changing Basic Operator Properties**

## Changing Workgroup Access Rights

Access to view and manage employee accounts is established in the Operator Workgroup Access Rights page by adding workgroups and defining the levels of the workgroup.

To change the workgroup access rights for the account:

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

Payroll (Payroll Manager)	
Basic Operator Properties $\sim$	Change Password
Basic Operator Properties	
Operator Workgroup Access Rig	per hts_fm
Operator Private Workgroup Det	finitions ourcompany.com
Receiving of Employee Notificat	ions <sup>10</sup>
Manage Crew Members	

2. Select the workgroup levels that need to be changed to define the new workgroup or add a new workgroup by selecting the **Add New** button.

	or Workgroup Acces		<ul> <li>Change Password</li> </ul>						
Add Ne	w Remove All								
Delete	Location		Unit	Floor		Position		Shift	
8	Evergreen	~	Assisted Living	<ul> <li>✓ 1FЦ</li> </ul>	~	All/Home	~	All/Home	~
				All/Home				Update	Cancel
				1FL				opulito	Odificat
				2FL					
				3FL	շիդ				
				4FL	$\bigcirc$				

3. Click the **Update** button when making changes to workgroup levels to confirm your changes.

## **Operator Private Workgroup Definitions**

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

To make changes to an operator private workgroup definition:

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

	DaySupervisor198 (Day Super	visor)	
	Basic Operator Properties	Cha	nge Password
	Basic Operator Properties	3	Nr.
	Operator Workgroup Acce	, 	
	Operator Private Workgro	yourcompany.com	
	Receiving of Employee N	0	
	Manage Crew Members	owser Profile	
	User Group:	Supervisors	

2. To change the label name, click the label name in the *Label* field of the *Private Workgroup Set Definitions* window and type a new label name. Click the **Update** button to confirm the change.

	Priva	ate Workgro		3				
	Ad	d New	Close					
Type new		Label						
label name	8			6	Εı	vergreen-Assisted Living-All-All-Day-All-Al	I	
	8	Hospice		(III)	° Ev	vergreen-Hospice-All-All-Day-All-All	Update	Cancel
						$\overline{\}$		
						Pencil icon		

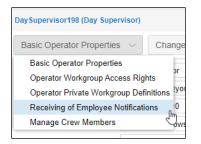
- 3. Click the **Pencil** icon to open the *Workgroup Sets for My Workgroup Set* window.
- 4. Select new workgroup levels for the workgroup set you want to change or click the Add New button to add a new workgroup set and click the **Update** button to confirm your selections.

Add Ne	Remove All							
Delete	Location		Unit Update	Cancel	oor		Position	
8	Evergreen	~	All/Home	~	All/Home	~	All/Home	
4			All/Home					
			Assisted Living					
			Hospice					
			Skilled Nursing	l.				
				Ŀ				

5. 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 request (time off requests and canceling time off requests) and attendance incident (missing punches, running late and out of geo zone range) notifications.



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

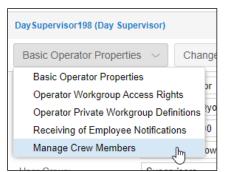
#### **Manage Crew Members**

My Crew is designed for the management of mobile employees who don't have access to Employee Self Service Mobile.

A user account is allowed only one crew.

To make a change to the list of employees in your crew:

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

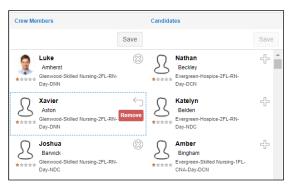


2. Click the **Plus** icon to add an employee to the crew member list. An Add banner is displayed when an employee is selected.

Crew Members		Candida	tes	
	Save			Save
No Crew Members		*****	Luke Amherst Glenwood-Skilled Nursing-2FL- RN-Day-DNN	Add
		<u>\$</u>	Xavier Aston Glenwood-Skilled Nursing-2FL- RN-Day-DNN	Ð
		<u>\$</u>	Joshua Barwick Glenwood-Skilled Nursing-2FL- RN-Day-NDC	÷
		<u>\$</u>	Nathan Beckley Evergreen-Hospice-2FL-RN- Day-DCN	÷

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

4. To remove crew members, 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.



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