

MSS3: Managing a User Account

Job Aid

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.

Pencil icon

Manage Accounts menu item

Select	Operator's Name ↓	Code	Login Account
	Supervisor	Supervisor	Supervisor799
	Payroll Manager	Payroll	PayrollManager894
	Payroll Manager	PayrollManager	PayrollManager761
	MobileM	MobileM	MobileM254
	Mobile Manager	Mobile	MobileManager615
	MngrMobile	M MOBILE	MngrMobile784
	Manager1	Manager1	Manager1342
	Manager Day	Mgr Day	ManagerDay526
	JoeT	JOET	JoeT522
	DonThompson	DONTHOMP	DonThompson605
	Day Supervisor	DSprv	DaySupervisor198

Changing Basic Operator Properties

Change account password

Change account profile and user group

Select how you want time presented in MSS3

Send invite to use mobile app

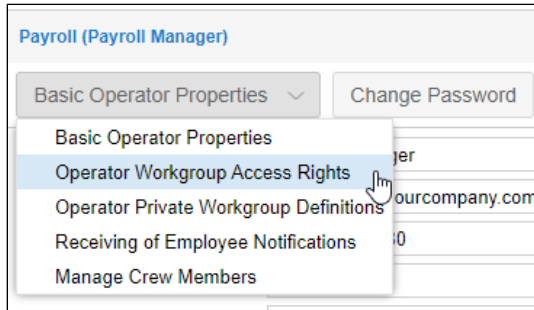
Select how you want workgroups presented in MSS3

Changing Workgroup Access Rights

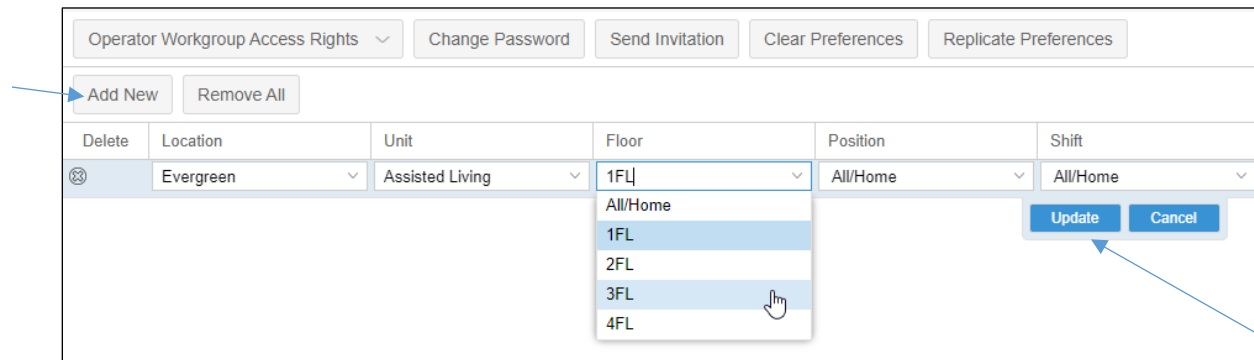
Access to view and manage employee accounts is established in the Operator Workgroup Access Rights page by adding workgroups and defining the levels of the workgroup.

To change the workgroup access rights for the account:

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



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.



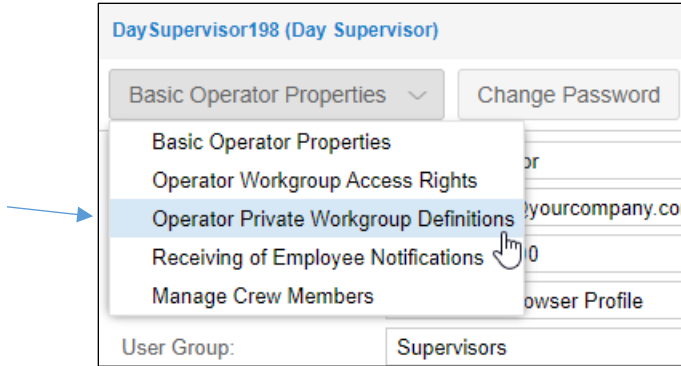
3. Click the **Update** button when making changes to workgroup levels to confirm your changes.

Operator Private Workgroup Definitions

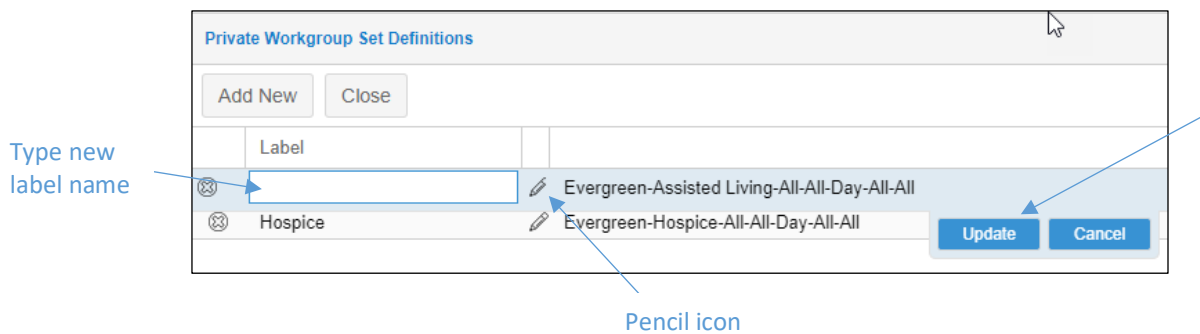
Use the private workgroup definitions to create workgroup filters for the account. The private workgroup allows you to filter the dashboard calendar view and group scheduling.

To make changes to an operator private workgroup definition:

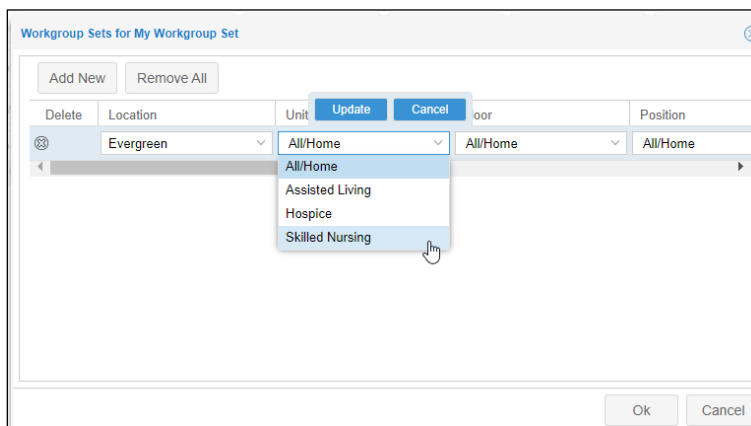
1. Click the *Basic Operator Properties* drop-down list and select **Operator Private Workgroup Definitions**.



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



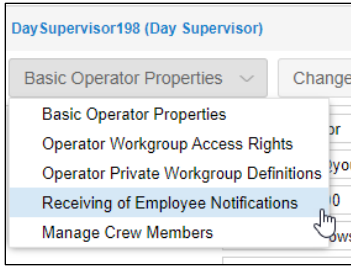
3. Click the **Pencil** icon to open the *Workgroup Sets for My Workgroup Set* window.
4. Select new workgroup levels for the workgroup set you want to change or click the Add New button to add a new workgroup set and click the **Update** button to confirm your selections.



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.

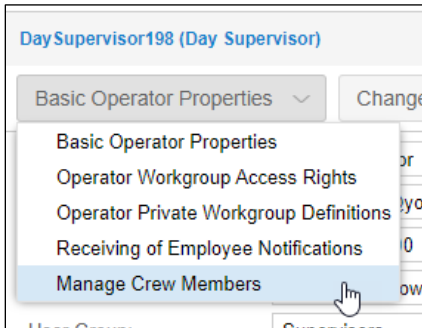
Manage Crew Members

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

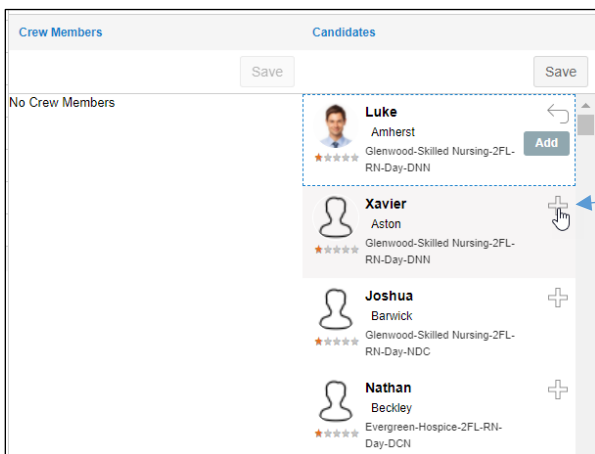
A user account is allowed only one crew.

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.



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.

