



[TMP-26] User Management - Functional Requirements

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Votes: 0

Description

This feature allows the HR Admin to administer users by creating logins and defining privileges by assigning User Types (Admin or ESS).

To add a system user, go to Admin>> User Management>> Users and click "Add", a screen as shown in Figure 1.2 would appear.

Click "Save" once the fields are added.

*Note: An employee list needs to be created first under the PIM Module to create user logins. Alternatively, a user login could be created when adding employees under the PIM Module (refer to Chapter 6.3.)

To create a user login the following needs to be entered:

- User Role: You can assign user roles for each user whether they would fall under as an "Admin" or "ESS" user type to define their user rights.
 - Admin: have access full access to the system.
 - ESS: limited access to the system. It could be an ESS-Supervisor or ESS-Employee.
1. ESS-Supervisor: where the user has access to his/her particulars and his/her subordinates' particulars.
 2. ESS-Employee: where the user has access only to his/her particulars.

- Employee Name

*If an HR Admin is an existing employee, he/she needs to be defined in the PIM Module

- Username
- Status – Enabled or disabled
- Password
- Confirm Password (Re-enter the password)