

## Adding a User Account

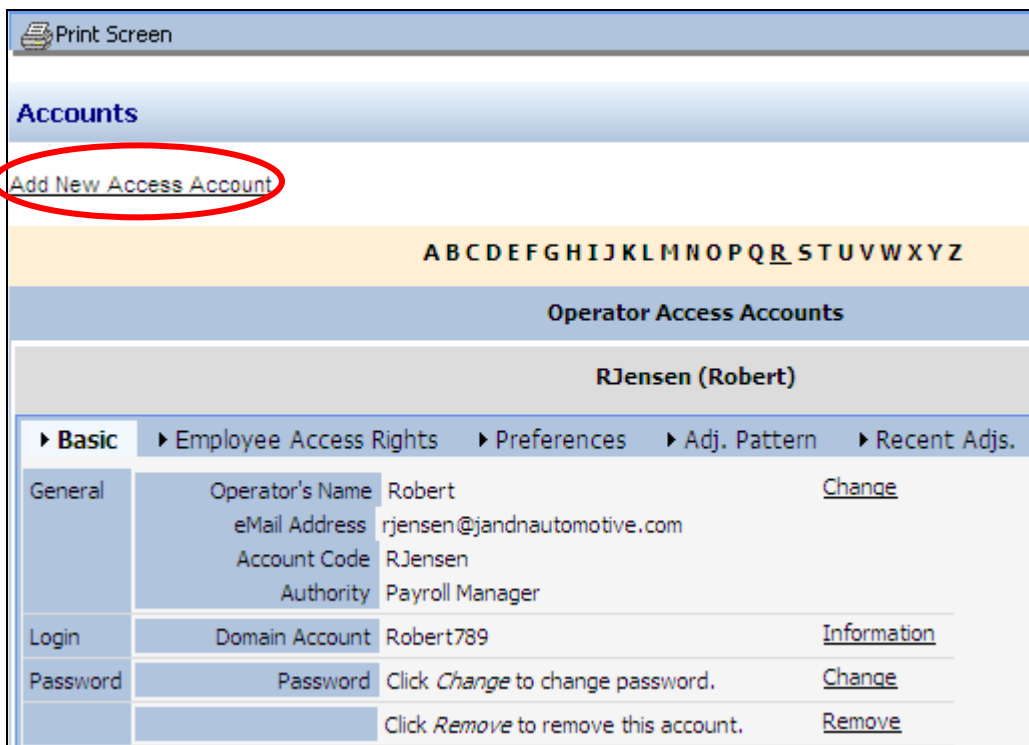
Add a new access account if a new user is needed for the time and attendance system.

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.

**Password**   
Enter account password.


**Repeat Password**   
Enter account password again.

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

5. Type the user's email address.
6. Type the user's account password twice.
7. 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.

8. Click Ok. The user information is displayed in tabbed format.

 Print Screen

**Accounts**

[Add New Access Account](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**Operator Access Accounts**

**PFields (Patience Fields)**

▶ **Basic**   ▶ Employee Access Rights   ▶ Preferences   ▶ Adj. Pattern   ▶ Recent Adjs.

General	Operator's Name	Patience Fields	<a href="#">Change</a>
	eMail Address	pfields@wholegrains.com	
	Account Code	PFields	
	Authority	Supervisor	
Login	Domain Account	PatienceFields854	<a href="#">Information</a>
Password	Password	Click <i>Change</i> to change password.	<a href="#">Change</a>
		Click <i>Remove</i> to remove this account.	<a href="#">Remove</a>

9. Take note of the user's Domain Account (this is the login name) and password, as well as the authority level.

10. Click the Employee Access Rights tab.

11. 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**

All  
2  
3  
**1**  
4

**Departments**

All  
1  
**4**  
3  
2

**Cost Centers**

All  
5  
**1**  
**2**  
3

Choose the workgroup sets that determine employee access eligibility.

Ok

Cancel

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

**Account Preferences**

**Rendering Time of Day**  ▼  
Select the preferred format for rendering time of day.

**Minutes Portion of Time**  ▼  
Select the preferred format for rendering minutes.

**Rendering Amount of Hours**  ▼  
Select the preferred format for rendering amounts of time.

**Rendering Dates**  ▼  
Select the preferred format for rendering dates.

14. 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.