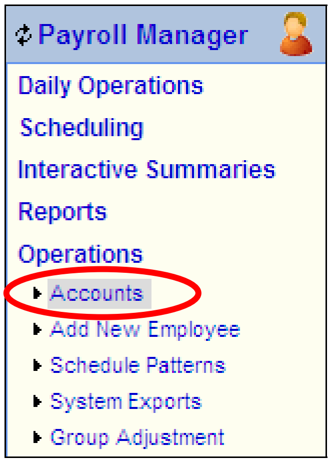
Adding a User Account

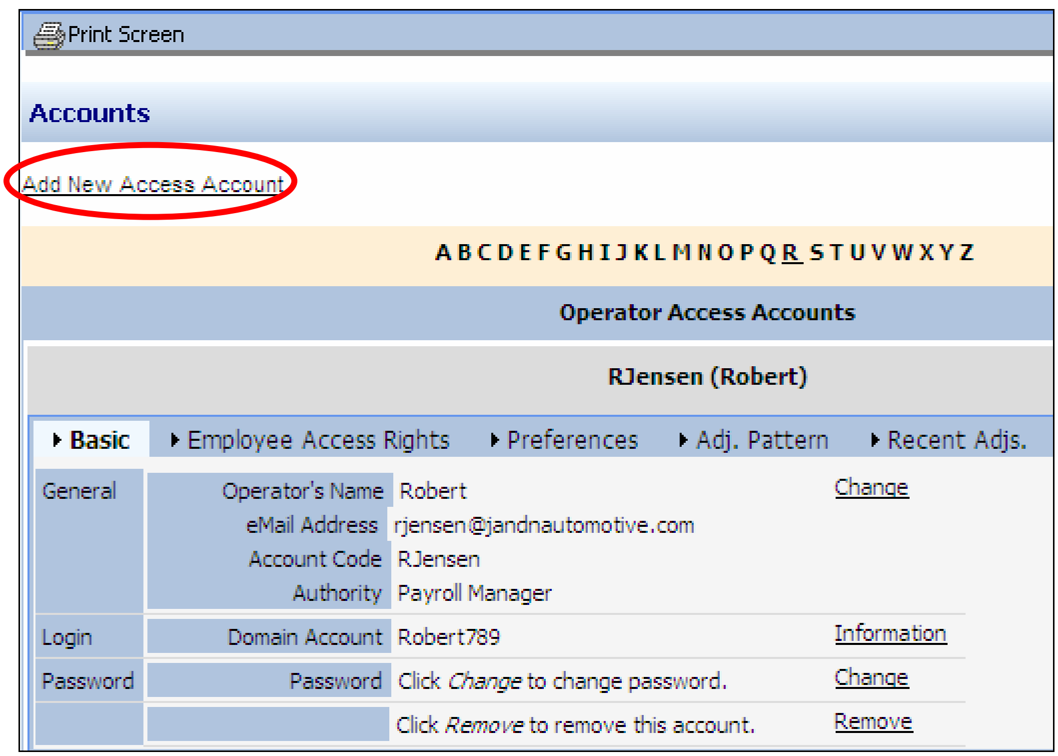
Add a new access account if a new user is needed for the time and attendance system.

To add a new access account:

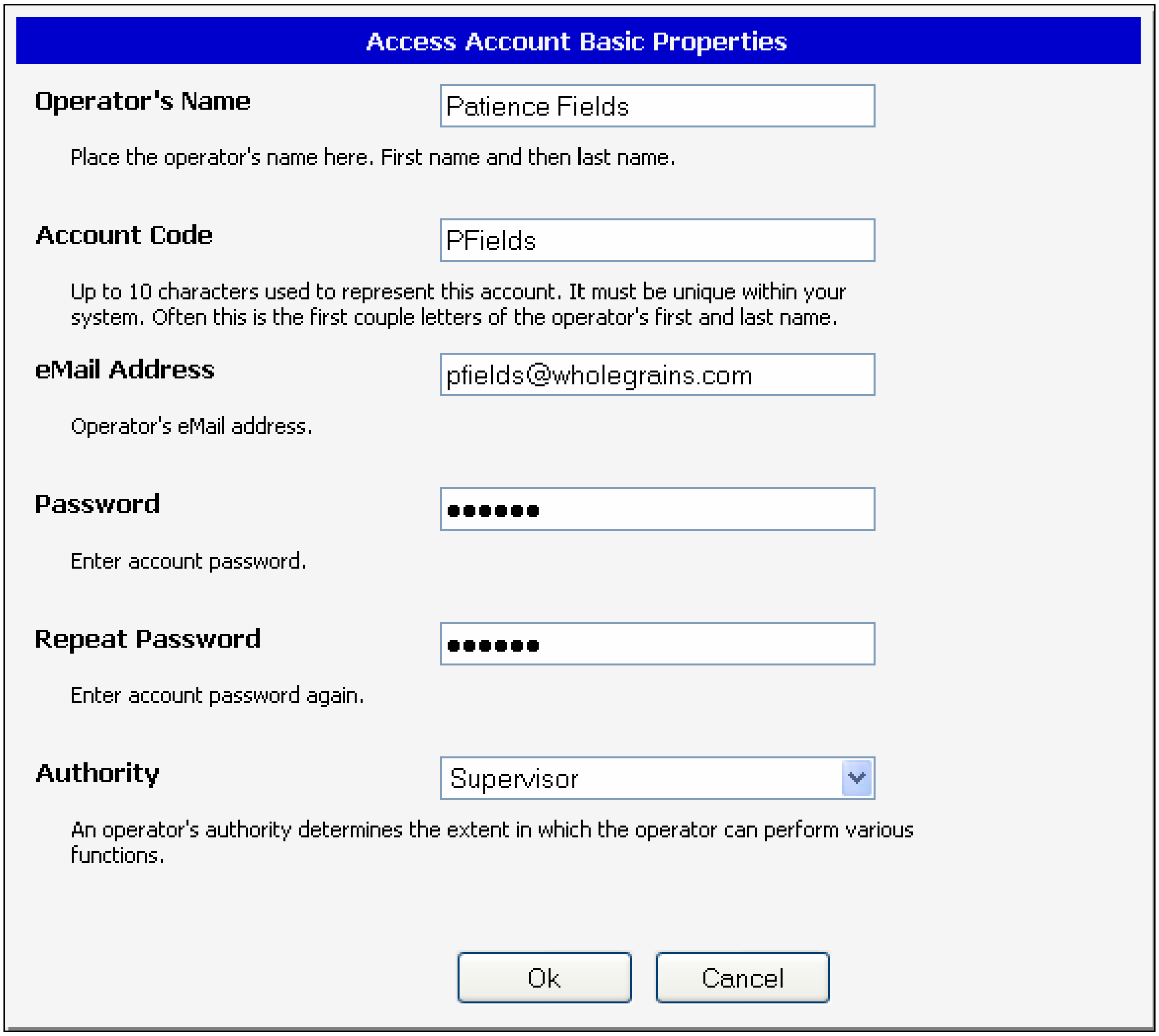
1. Click Accounts in the Operations menu group



2. Click Add New Access Account.



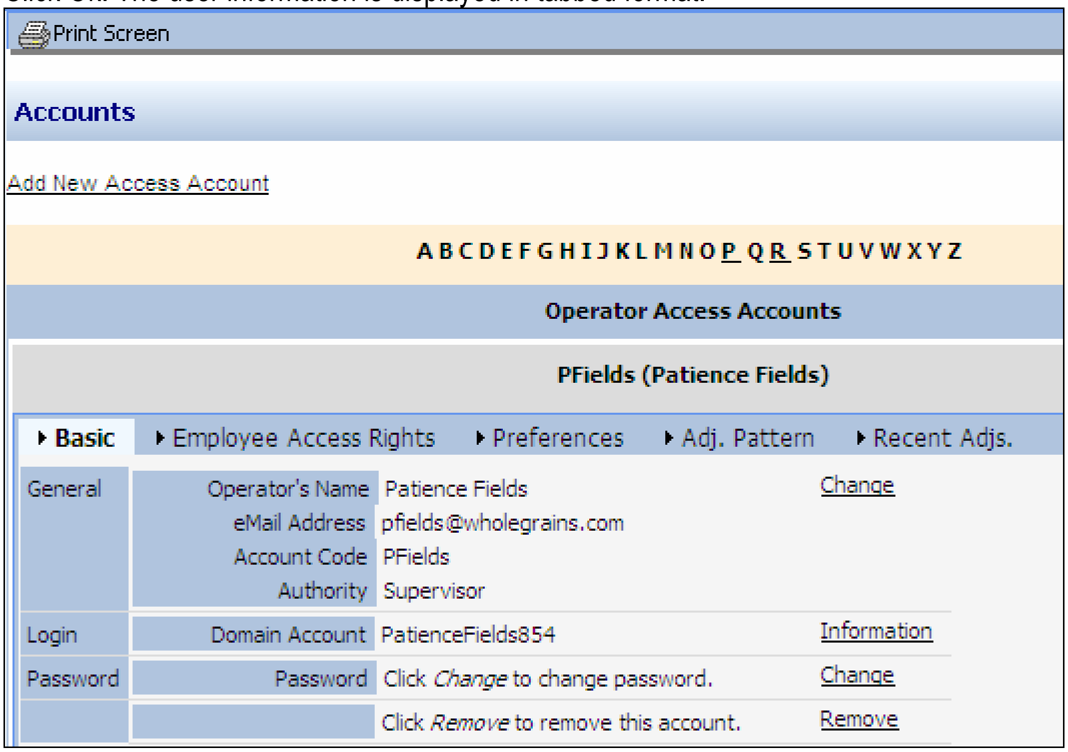
3. Type the user's first and last name in the Operator's Name field.
4. Type a code (up to 10 alphanumeric characters) to represent the account.



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

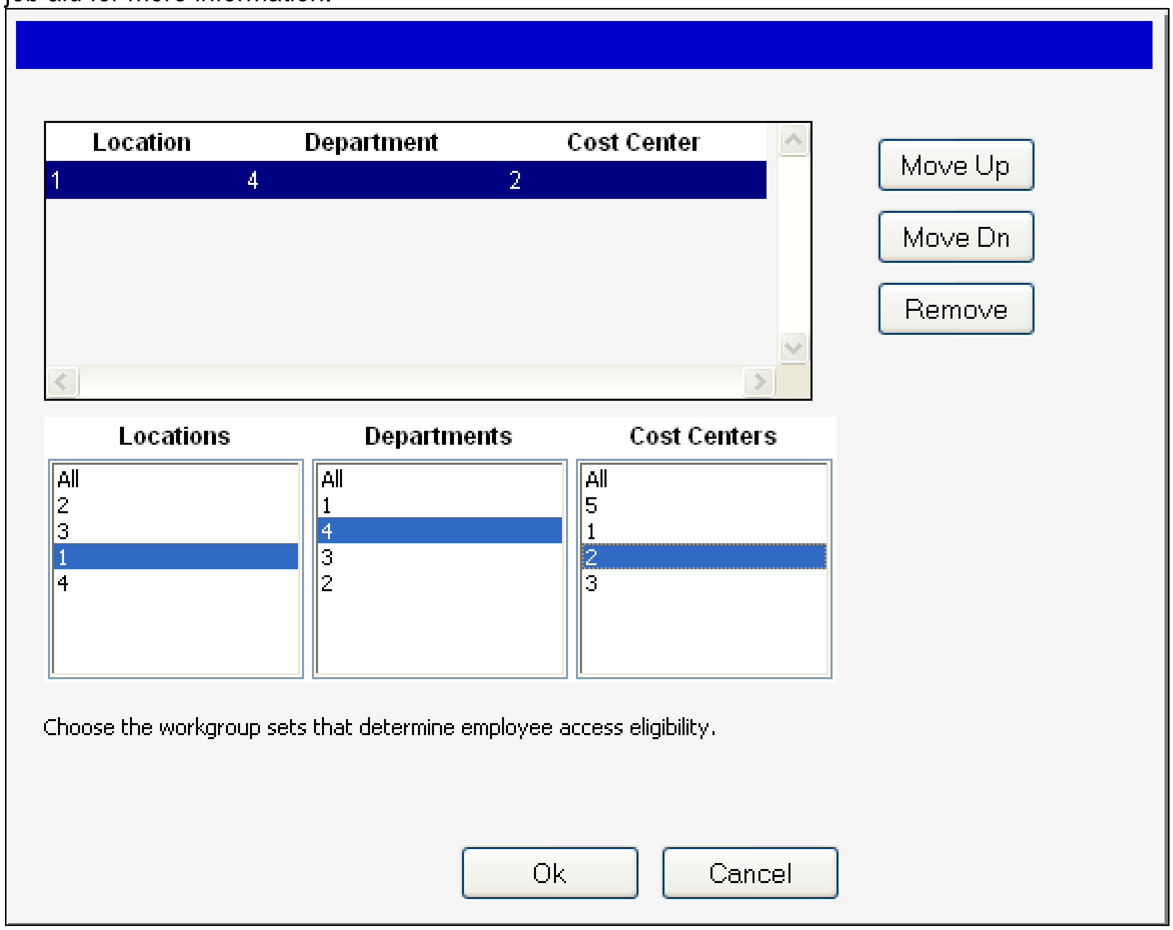
   For more information on the authority levels, see the "Authority Levels in the System" job aid.

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

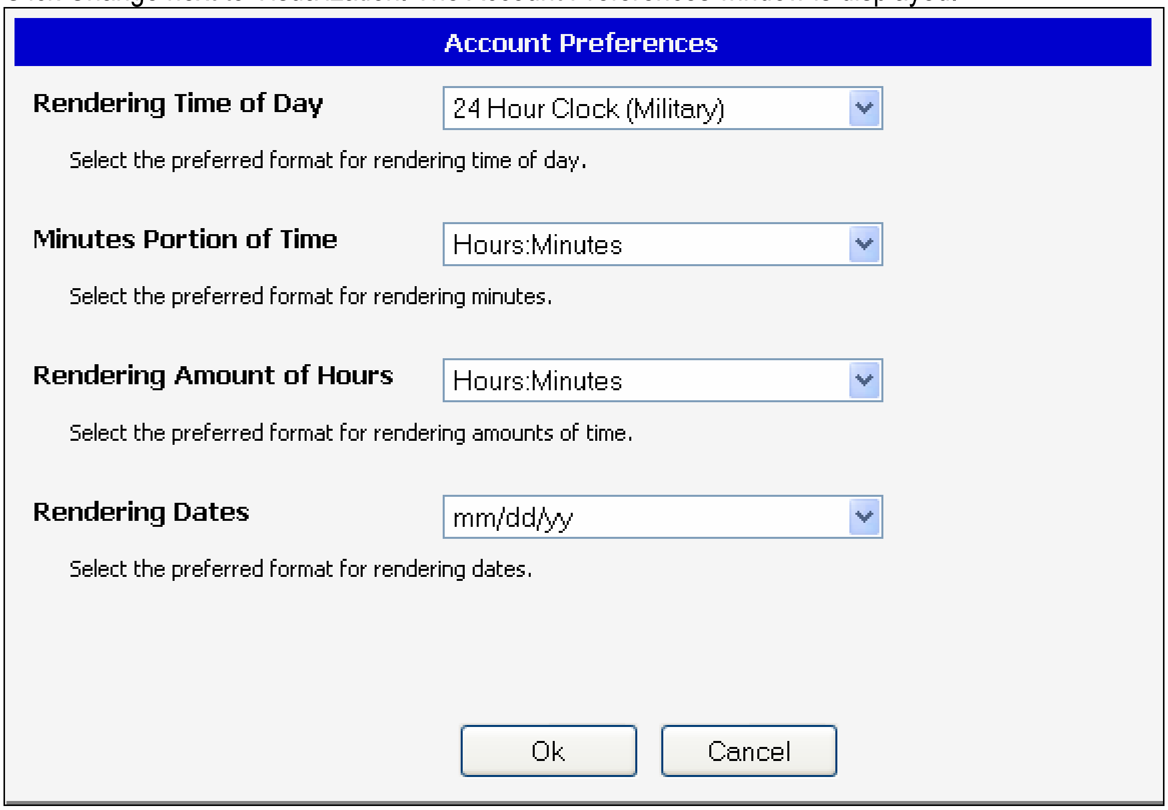


9. Take note of the user's Domain Account (this is the login name) and password, as well as the authority level.
10. Click the Employee Access Rights tab.

11. Select the workgroups the user can access. Refer to the Defining Employee Access Rights for a User job aid for more information.



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



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.