

Basic User Setup

ideo Training Manual 2016 - [Click Here](#)

The user management menu allows you to create, inactivate or edit a user profile

To add a new user go to

Systems Configuration Module> General> User Setup

To add a new user click Add

The screenshot displays the 'User Management - User Search' interface. On the left, the 'System Configuration' menu is visible, with 'Administration' and 'General' sections. Under 'General', 'User Setup' is highlighted. The main area contains search filters: 'Login ID', 'Employee Name', 'Time Log Group', 'Session Status' (set to 'All'), 'Active' (checked), and 'No Of Active Users'. Below these filters are four buttons: 'Staff 6', 'Consultant 1', 'Subcontractor 1', and 'External 2'. At the bottom, a table header is shown with columns: '#', 'Att', 'Incid', 'Status', 'Status', 'Date + Time', 'Train Level', 'Login ID', 'Employee Code', and 'Fir'.

Once complete click save and then click on Details 2

Details 2

User Leave	Shows the leave allocated to that specific User.
Log User Off	Logs the currently selected Employee out.
Lock User	Locks the currently selected Employee.
Unlock User	Unlocks the currently selected Employee.
Lock All Users	Locks all Employees.
Unlock All Users	Unlocks all Employees.

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