

## Set Up Users



### System menu - Set up Users

If you have System Administrator rights you can set up System Users using the screen shown below:

**Mike Fairbanks**

User Name: Mike  
Full Name: Mike Fairbanks  
Password: \*\*\*\*\*  
Email: mike@example.com

Administrator  Local Administrator

Locations: All

**View**

- Employee
- Timesheet
- Timesheet Edit
- System Setup
- Clock Setup
- Archive
- Audit Trail
- Pay
- Schedules
- Rules
- Absence Reason
- Calendar
- Rota
- Rate Factors
- Watch
- File
- All

**Edit**

- Employee
- Timesheet
- Edit Clocking
- System Setup
- Clock Setup
- Archive
- Memo
- Pay
- Schedules
- Rules
- Absence Reason
- Calendar
- Rota
- Rota Comment
- Rota Order
- Past Holidays
- File
- All

**Actions**

- Update Employee on Terminal
- Clock Download
- Clock Templates
- Fire Alarm Setup
- Fire Report
- Modem
- Backup
- Restore
- Lock Timesheet
- Unlock Timesheet
- Delete Original Clocking
- View Private Memo
- Open Door
- Manage Employee Defaults
- Email Report
- All

**Employee Tabs**

All

- Contact
- Groups
- Rules
- Holidays
- Dates
- Clock
- Memos
- User
- User-2

**General** Objects Workflow Timesheet

**The General Tab** gives you the ability to set the Access Rights of a particular Supervisor to the various features within **Focus**.

**Name:** When you create a New User, you specify a short name and full name.

**Password:** The system sets up an initial password for a New User which will be the same as the User Name. The User should subsequently change this to a memorable password of his/her own choosing via the [User - Password](#) menu. The administrator can subsequently reset the password if it is forgotten to the same as the User Name, but cannot otherwise change it.

**Administrator:** Ticking the  Administrator check box gives the user Administrator rights which allows access to all areas of the system.

Permissions: If you are an Administrator then you cannot change which permissions you have - you must have all of them. Only by unchecking Administrator on a User's Setup Screen can you then choose what to give or deny access to throughout the system.

### What the View Options Mean

**Employee:** With this deselected the user will have no access to the Employee screen. Names of the employees will still appear in the tree view, but the user will have no access to the Employee Details.

**Timesheet:** With this option deselected the user will not be able to view any timesheets at all.

**Timesheet Edit:** Determine if the user is able to view any edits made to timesheets.

**System Setup:** Determines whether the user can view the System Setup menu.

**Clock Setup:** Determines whether the user can access the Clock Utilities screen and the Connections screen via the System menu.

**Archive:** Determines whether the user can access the Archive screen via the System menu.

**Audit Trail:** Determines whether the user can access the Audit Log from the System menu.

**Pay:** The will hide pay information in cases where it is used. This includes the Gross Hourly pay if defined in an employees' Rules tab. Also includes other areas where pay may be used including the rota and the timesheet. If a user has this option unchecked then they will also lose the option to 'show pay' when viewing timesheets or rotas.

**Schedules:** Determines whether the user can access the Work Schedules screen from the Schedules menu.

**Rules:** Determines if the user can access the Daily Rules, Weekly Rules and Flexitime Rules from the Schedules menu.

**Absence Reason:** This removes the Absence Reasons from the T&A Rules tree and the setup of them from the Absences menu. Please note that users will still be able to see individual absence reasons on timesheets or the calendar. This option removes the ability to see how those rules are set up.

**Calendar:** Determines whether the user can see the Calendar.

**Rota:** Determines whether the user can see the Rota.

**Rate Factors:** Determines whether the user can see the Rate Factors as they are defined in the Employee screen, and any other areas where they are referenced such as the timesheet.

**Watch:** Determines if the user has access to the Watch Screen.

**File:** Determines whether the user has access to the file management system.

**All:** Short cut to select or deselect all from this column.

### What the Edit Options Mean

**Employee:** Can edit information in any employee record.

**Timesheet:** Can edit timesheets but not individual clockings. Can lock and unlock timesheets, set approval levels.

**Edit Clocking:** Can enter new clockings and/or edit existing clockings.

**System Setup:** Can make changes to the System Setup menu.

**Clock Setup:** Can make changes to the Connections menu and the Clock Utilities menu.

**Archive:** Can change the status of the Archive and delete existing archives.

**Memo:** Can create and edit information in the Memos Tab in the Employee Detail section.

**Pay:** Can set or edit the Pay information as setup in the Rules Tab in the Employee Detail section.

**Schedules:** Can create or edit Work Schedules.

**Rules:** Can create or edit Daily Rules, Weekly Rules and Flexitime Rules.

**Absence Reason:** Can create or edit Absence Reasons in the Absences menu.

**Calendar:** Can create, edit or delete entries on the calendar.

**Rota:** Can make changes to the Rota, including adding new shifts and deleting existing ones. Can view comments made by other but cannot create or delete comments. Cannot drag and drop to change the order or employees on the rota.

**Rota Comment:** Can create, edit and delete comments on the Rota (if comments enabled via Rota Options menu)

**Rota Order:** Can drag and drop employees' names to change order of how they appear on the Rota.

**Interview Date:** If you have selected Back to Work Interviews in System Setup this option allows users to add a date to an Absence Booking for a Back to Work Interview.

**Past Holidays:** Can edit the details of holidays even if they occurred in the past.

**File / Console:** Can import or delete files into the File tree. Can also run scripts in the Console area (please speak to your distributor for more information about the Console area).

**All:** Short cut to select or deselect all from this column.

## What the Actions Options Mean

**Update Employee on Terminal:** Can Update Clocks from an individual's Clock Tab in there Employee Detail area.

**Clock Download:** Can perform a Clock Download. If this is unselected, the Download tab in the Clock Utilities area will be unavailable.

**Clock Templates:** Can access Clock Templates from the Clock Utilities area. If this is unselected the Clock Templates tab will be unavailable.

**Fire Alarm Setup:** Can access the Fire Alarm Setup area from the System Setup menu, will full editing privileges.

**Fire Report:** Can trigger a Fire Report.

**Modem:** Can see and edit details of Modem connections (deprecated)

**Backup:** Has access to the Backup area, can make and restore backups.

**Lock Timesheet:** Can lock timesheets.

**Unlock Timesheet:** Can unlock locked timesheets.

**Delete Original Clocking:** Can delete a clocking even if it came straight from a clock. Without this ability users would only be able to delete clockings that had been created manually by users.

**View Private Memo:** This gives the user the ability to see all memos marked as private (the public check box is unchecked) in the Memos tab of the Employee Detail area. Without this ticked a user will only see Memos marked as public, and private memos that the user has created themselves.

**Open Door:** Allows the user to send an Open Door signal to any doors with suitable Access Control rules setup.

**Manage Employee Defaults:** This gives a user access to the Manage Defaults options in the Employee Detail area, allowing them to view, edit, create and delete default templates for employee entries, as well as save existing Employees as default templates.

**Email Report:** Allows the user to trigger email reports for those reports that support emailing (eg Payroll).

## What the Employee Tabs Options Mean

This area allows you to choose which, if any, tabs are available to the user in the Employee Detail area. You will see all the standard tabs here, along with any that have been created by you as User Defined Fields.

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## The Object Tab:

### Archie Croft

User Name Archie	Full Name Archie Croft	Password *****	Reset
Email archie@example.com	<input type="checkbox"/> Administrator	<input type="checkbox"/> Local Administrator	Locations All

#### Groups

Group
<input type="checkbox"/> Cleaners
<input type="checkbox"/> Driver
<input checked="" type="checkbox"/> First Aider
<input type="checkbox"/> Leaver
<input type="checkbox"/> Manager
<input type="checkbox"/> Monthly
<input type="checkbox"/> Office Fixed Hours
<input type="checkbox"/> Office Flexitime
<input checked="" type="checkbox"/> Production A
<input type="checkbox"/> Reception
<input type="checkbox"/> All

#### Reports

Report
<input checked="" type="checkbox"/> Absence Periods
<input checked="" type="checkbox"/> Absences
<input type="checkbox"/> All Employees
<input type="checkbox"/> Attendance
<input checked="" type="checkbox"/> Bradford Factor
<input checked="" type="checkbox"/> Clockings
<input type="checkbox"/> Clockings - Access
<input type="checkbox"/> Clockings - Edits
<input type="checkbox"/> Cost Variance
<input checked="" type="checkbox"/> Employees
<input type="checkbox"/> All

#### Absences

Name
<input checked="" type="checkbox"/> Absent (System)
<input checked="" type="checkbox"/> Christmas Break
<input checked="" type="checkbox"/> College
<input checked="" type="checkbox"/> Company Service
<input checked="" type="checkbox"/> Forgot to Clock
<input checked="" type="checkbox"/> Holiday
<input checked="" type="checkbox"/> Holiday AM
<input checked="" type="checkbox"/> Holiday PM
<input checked="" type="checkbox"/> Off Site Meeting
<input checked="" type="checkbox"/> Public Holiday
<input type="checkbox"/> All

#### Connections

Name
<input checked="" type="checkbox"/> Gate 1
<input checked="" type="checkbox"/> Gate 2
<input checked="" type="checkbox"/> Gate 3
<input checked="" type="checkbox"/> Main Gate
<input checked="" type="checkbox"/> Server Room
<input checked="" type="checkbox"/> Staff Entrance
<input type="checkbox"/> All

#### Cost Centres

Name
<input checked="" type="checkbox"/> No Cost Centre
<input type="checkbox"/> Banq 1
<input checked="" type="checkbox"/> Finishing
<input checked="" type="checkbox"/> Maintenance
<input checked="" type="checkbox"/> Packing
<input checked="" type="checkbox"/> Production A
<input checked="" type="checkbox"/> Production B
<input checked="" type="checkbox"/> Production C
<input checked="" type="checkbox"/> Sales
<input type="checkbox"/> All

General **Objects** Workflow Timesheet

**The Object Tab** allows you to fine tune what a Supervisor can do. For instance, a Supervisor may be set up to only have access to Groups of Employees under his/her supervision. Ability to produce reports may be limited to any subset of the reports on the system. Only certain types of absence booking may be permitted.

## The Timesheet Tab:

### Archie Croft

User Name	Full Name	Password	<input type="button" value="Reset"/>	<b>Locations</b> <input type="text" value="All"/>
<input type="text" value="Archie"/>	<input type="text" value="Archie Croft"/>	<input type="text" value="*****"/>		
Email	<input type="checkbox"/> Administrator	<input type="checkbox"/> Local Administrator		
<input type="text" value="archie@example.com"/>				

  

View	Edit	Actions
<input checked="" type="checkbox"/> Timesheet	<input checked="" type="checkbox"/> Timesheet	<input checked="" type="checkbox"/> Lock Timesheet
<input checked="" type="checkbox"/> Timesheet Edit	<input checked="" type="checkbox"/> Edit Clocking	<input checked="" type="checkbox"/> Unlock Timesheet

  

Approval

<input checked="" type="checkbox"/> Level 1
<input checked="" type="checkbox"/> Level 2

  

GeneralObjectsWorkflow**Timesheet**

You can also add Timesheet permissions on a user by user basis.

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## The Workflow Tab:

### Archie Croft

User Name

Email

Full Name

Administrator

Password

Local Administrator

**Locations**

▼

**Workflow Profiles**

Name	
<input type="checkbox"/> Director	
<input type="checkbox"/> Manager	
<input checked="" type="checkbox"/> Supervisor	
<input type="checkbox"/> All	

**Workflow**

View Workflow

Edit Workflow

General
Objects
Workflow
Timesheet

The Workflow Tab will appear if you have the Workflow Add-On. It allows you to assign the User to various Workflow Profiles, and choose whether they have permission to edit these Workflows. This ensures each User has access only to the information you choose.