Chronologic Workforce Management System

Employee Self Service Initial Password Procedure

Follow this procedure to send employees their first password and the URL they should use to access the system.

Overview

The procedure entails creating an import with the employee payroll numbers, the password to be encoded into the database and a copy of the password in plain text to be emailed to the employees.

1.1 Creating the Import file

Create a CSV file with the headings as shown here:

You can export the Payroll Number information using an Employee report if you don't have an up to date list.

	A	B	C
1	Payroll Number	Password	Initial Password
2	5003	Pw1234	Pw1234

Import the data as detailed in the Initial Run Through document. Use the Merge All option.

1.2 Manually Adding Employees

If you are adding employees manually please enter Pw1234 into both the Password box shown above (below the PIN field) and the Initial Password box on the appropriate tab (which differs on every database).

1.3 Email Addresses

Ensure that all employees who are going to be using the portal have an email address set up in the contact tab of the employee form.

These can also be imported if required.

Only employees with an email address set will show up in the email preview screen detailed later.

1.4 Emailing the Employees

Now access the EmpSS Initial Password report here…

Choose the Group that you want to send the emails to.

You can limit an initial test by clicking on the employees you want to use for the test. You can use yourself for this as an example.

Click on the email button at the top of the screen.

Then select Employees in the Splitting selection box.

(If you choose Single Email here and put in an email address you will have a list of all the employees and their details emailed to that email address.)

Edit the Subject line if you wish.

Click on the Send button to send the email(s).

An email with the following PDF attachment is sent out:
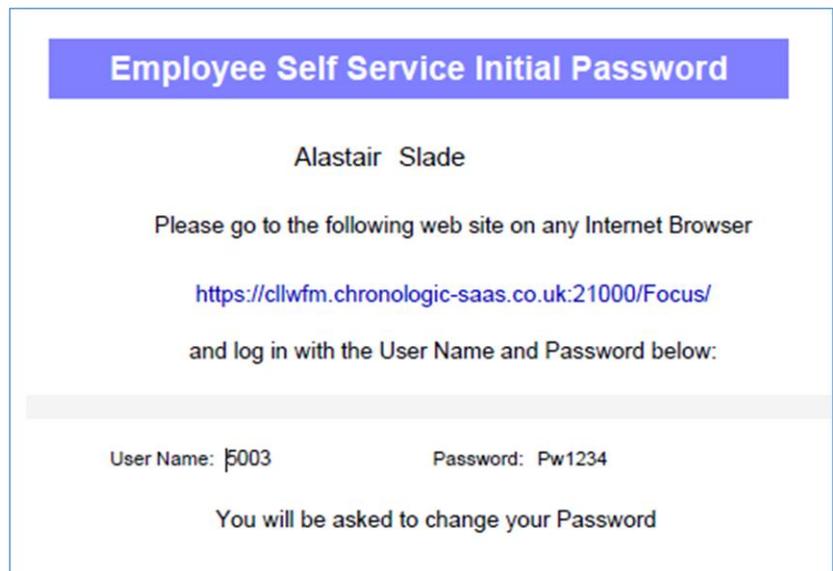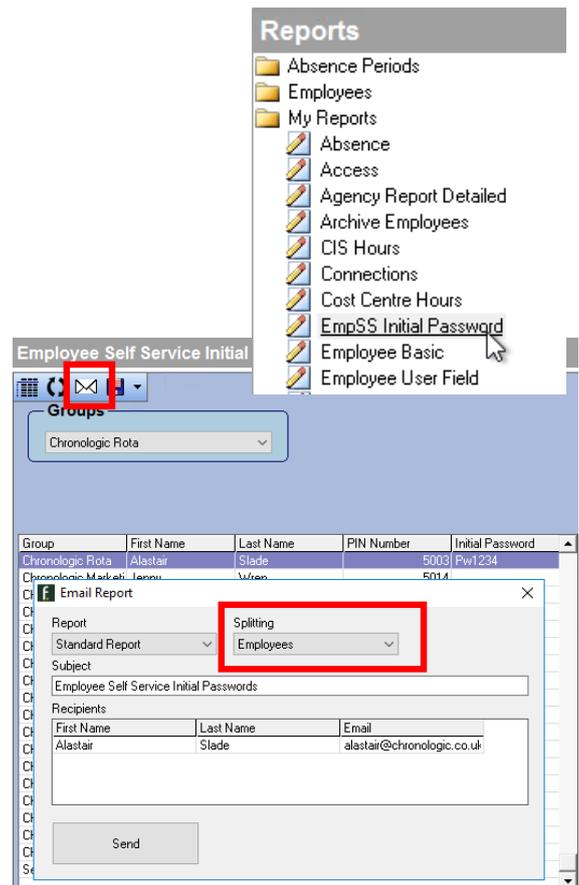
1.5 NOTE

The sending of emails requires the emailing of reports module to be implemented and setup. If for any reason the test email doesn't arrive please contact support at Chronologic.