



EVANTAGE SOLUTIONS SDN BHD

# **Computerized Maintenance Management System (CMMS)**

***USER MANUAL***  
***(User Login & Employee)***

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# DOCUMENT CONTROL

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## DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	08/10/2021	Qusyairi	First Version of User Manual – Create User Login

## 1. Create User Login.

### What it's for

To create login ID and Password for user to access the CMMS system.

### Create user login step

1.1 On the left panel of the system, click on **System Admin > User Login** module.

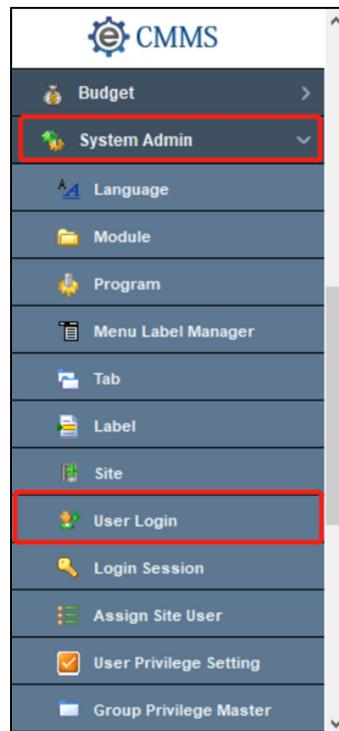


Figure 1-1

1.2 Click on button to create new user login.

The image shows a list of user logins. At the top, there are buttons for Retrieve, New (highlighted with a red box and a callout), Edit, Delete, Save, and Cancel. The table below has columns for User ID, System Administrator (checkbox), Account Locked (checkbox), and Failed Login Attempts. The data in the table is as follows:

User ID	System Administrator	Account Locked	Failed Login Attempts
admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
army	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
CLAIM	<input type="checkbox"/>	<input type="checkbox"/>	0
demo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
dgm	<input type="checkbox"/>	<input type="checkbox"/>	0

Figure 1-2

1.3 Key in user login information such as **User ID, Password, Name and others.**

User login information:

Column Name	Description
<b>User ID</b>	Unique ID for the user to access to system. (e.g., ESSB001)
<b>Password</b>	Password for the user to access to CMMS, the password allow could be based on password policy set. (e.g., Essb@123)
<b>Name</b>	Name of the User ID (e.g., Ali)
<b>System Administrator</b>	System admin flag check to indicate the user is a system admin with privilege to managing the system.
<b>Account Locked</b>	Account locked flag, system admin could un-check to allow the access for the user id.
<b>Default Site Code</b>	Default site code for the user while access to system, once enter the site code, it will use the default when user login to system.
<b>Default Language</b>	Default language code for the user while access to system, once enter the language code, it will use as default language when user login to system

Create New User Login

**Save**

User ID: ESSB12345

Password: \*\*\*\*\*

Name: Ali

Expired Date: 00/00/0000

System Administrator:

Account Locked:

Failed Login Attempts: 0

Last Login: 00/00/0000 00:00:00

Last Password Changed: 00/00/0000 00:00:00

User's Default Settings

Default Site Code: SILK

Default Language: DEFAULT

\* System auto assign the user to the default site code during the creation of new user.

1.3 Key in user  
Login Information

Figure 1-3

1.4 Click on  button to save the new login information.

**1.4 Click Save Button**

Create New User Login

User ID:	ESSB12345
Password:	*****
Name:	Ali
Expired Date:	00/00/0000
System Administrator:	<input type="checkbox"/>
Account Locked:	<input type="checkbox"/>
Failed Login Attempts:	0
Last Login:	00/00/0000 00:00:00
Last Password Changed:	00/00/0000 00:00:00

User's Default Settings

Default Site Code:	SILK	
Default Language:	DEFAULT	

\* System auto assign the user to the default site code during the creation of new user.

Figure 1-3

## 2. Assign Site User.

### What it's for

To define the login id is belong into which site.

### Assign Site User step

2.1 On the left panel of the system, click on **System Admin > Assign Site User** module.

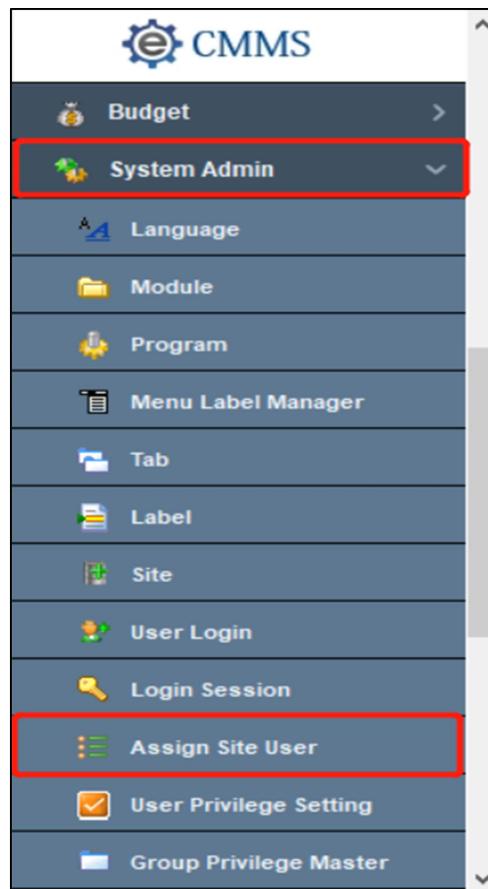
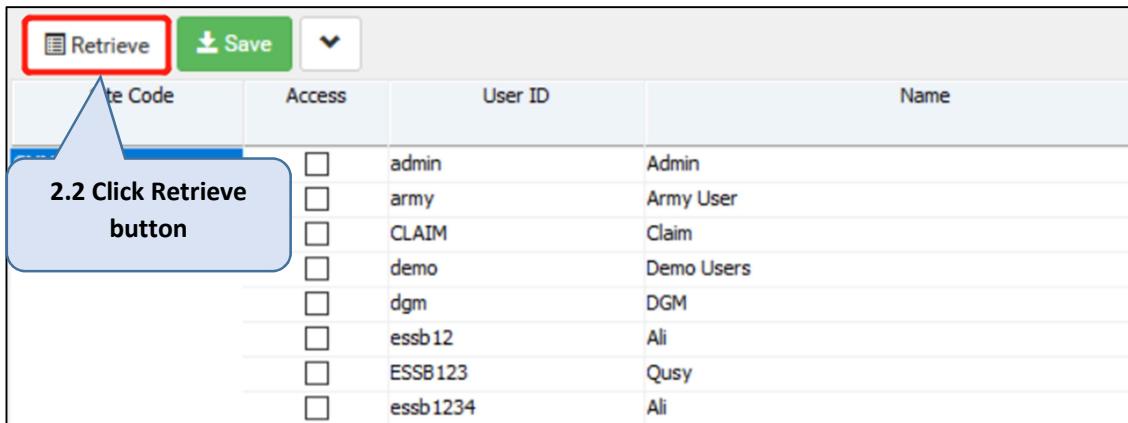


Figure 2-1

2.2 Click  button to retrieve the login ID and select which Site Code.

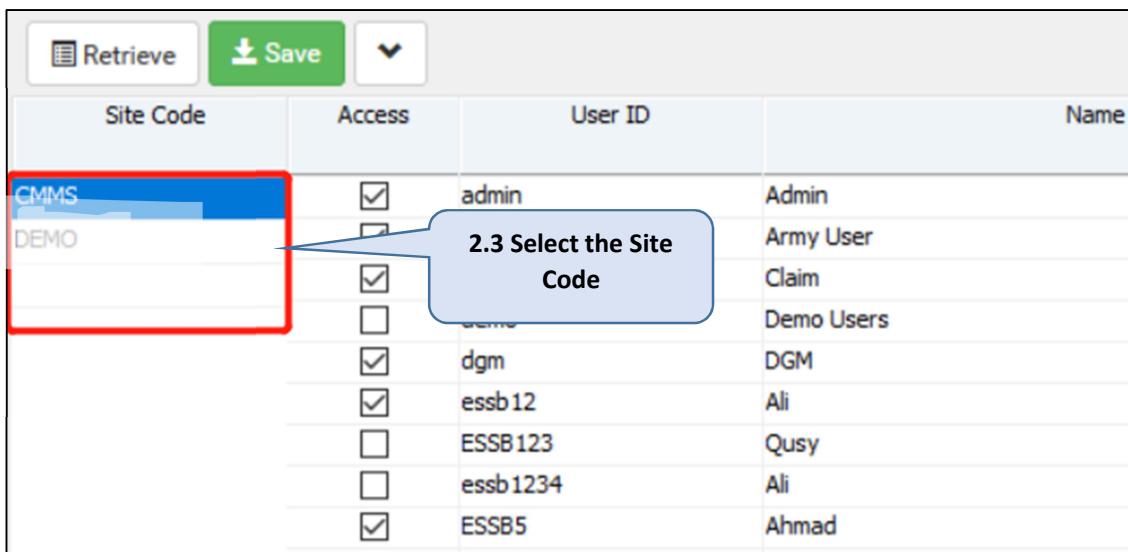


A screenshot of a user management interface. At the top, there are three buttons: 'Retrieve' (highlighted with a red box and a callout '2.2 Click Retrieve button'), 'Save' (green button), and a dropdown menu. Below the buttons is a table with columns: 'Site Code', 'Access', 'User ID', and 'Name'. The table contains the following data:

Site Code	Access	User ID	Name
<input type="checkbox"/>	admin	Admin	
<input type="checkbox"/>	army	Army User	
<input type="checkbox"/>	CLAIM	Claim	
<input type="checkbox"/>	demo	Demo Users	
<input type="checkbox"/>	dgm	DGM	
<input type="checkbox"/>	essb12	Ali	
<input type="checkbox"/>	ESSB123	Qusy	
<input type="checkbox"/>	essb1234	Ali	

Figure 2-2

2.3 Select Site Code for employee.

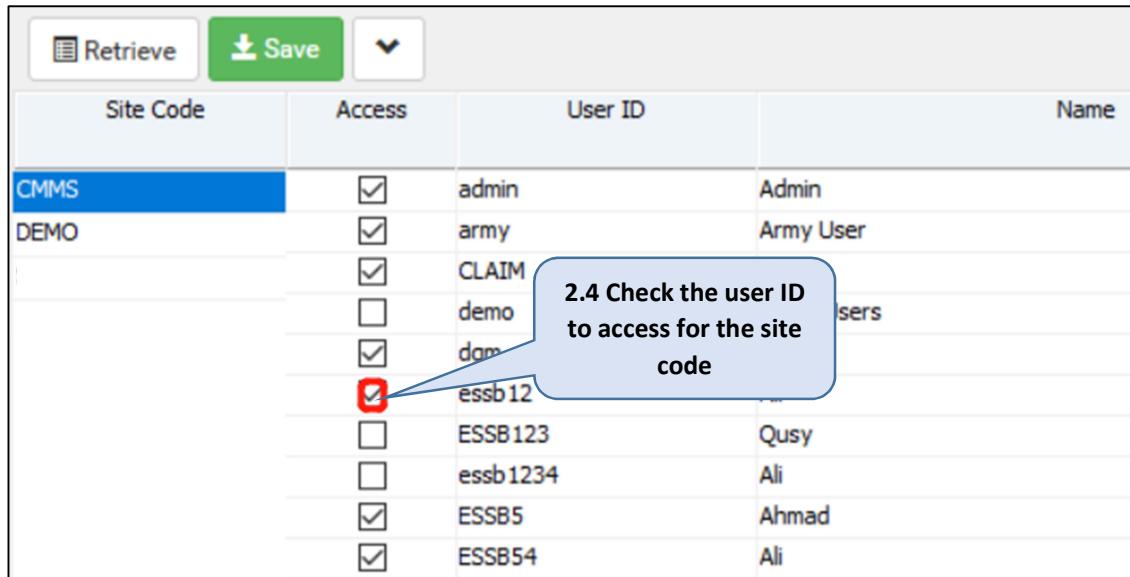


A screenshot of the same user management interface. The 'Retrieve' button is still highlighted. A callout '2.3 Select the Site Code' points to the 'Site Code' column of the first row, which contains 'CMMS' and 'DEMO'. The table data is identical to Figure 2-2.

Site Code	Access	User ID	Name
<input checked="" type="checkbox"/> CMMS	<input checked="" type="checkbox"/> admin	Admin	
<input type="checkbox"/> DEMO	<input type="checkbox"/>	Army User	
	<input checked="" type="checkbox"/>	Claim	
	<input type="checkbox"/>	Demo Users	
	<input checked="" type="checkbox"/> dgm	DGM	
	<input checked="" type="checkbox"/> essb12	Ali	
	<input type="checkbox"/> ESSB123	Qusy	
	<input type="checkbox"/> essb1234	Ali	
	<input checked="" type="checkbox"/> ESSB5	Ahmad	

Figure 2-3

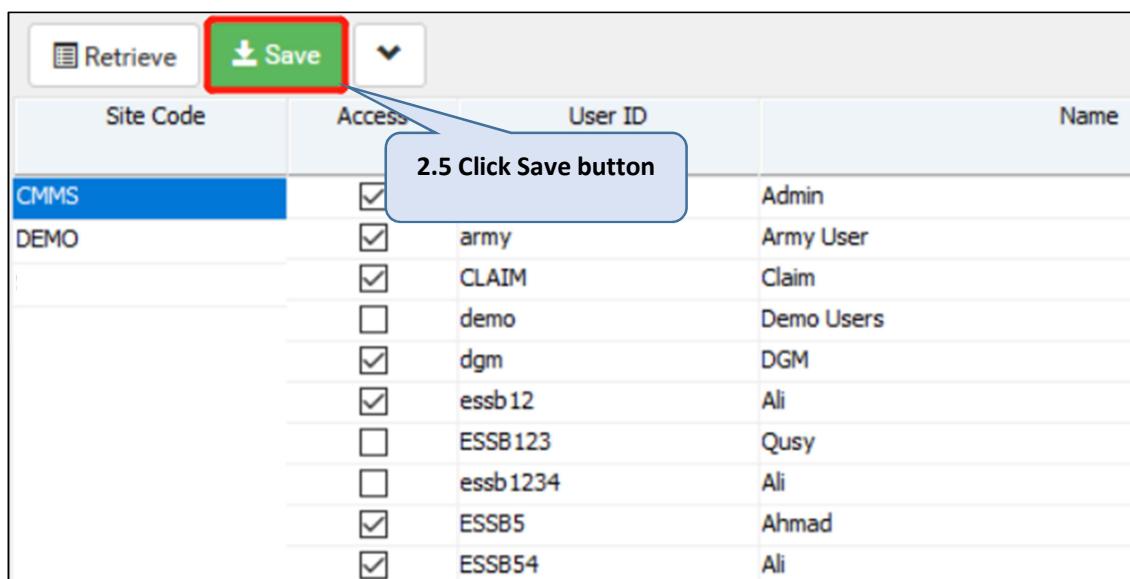
2.4 Assign the employee access into site code by tick the Access. Example, to assign Ali(essb12) to have access at Site Code.



Site Code	Access	User ID	Name
CMMS	<input checked="" type="checkbox"/>	admin	Admin
DEMO	<input checked="" type="checkbox"/>	army	Army User
	<input checked="" type="checkbox"/>	CLAIM	
	<input type="checkbox"/>	demo	
	<input checked="" type="checkbox"/>	dgm	
	<input checked="" type="checkbox"/>	essb12	
	<input type="checkbox"/>	ESSB123	Qusy
	<input type="checkbox"/>	essb1234	Ali
	<input checked="" type="checkbox"/>	ESSB5	Ahmad
	<input checked="" type="checkbox"/>	ESSB54	Ali

Figure 2-4

2.5 Click on  to save the information.



Site Code	Access	User ID	Name
CMMS	<input checked="" type="checkbox"/>	admin	Admin
DEMO	<input checked="" type="checkbox"/>	army	Army User
	<input checked="" type="checkbox"/>	CLAIM	Claim
	<input type="checkbox"/>	demo	Demo Users
	<input checked="" type="checkbox"/>	dgm	DGM
	<input checked="" type="checkbox"/>	essb12	Ali
	<input type="checkbox"/>	ESSB123	Qusy
	<input type="checkbox"/>	essb1234	Ali
	<input checked="" type="checkbox"/>	ESSB5	Ahmad
	<input checked="" type="checkbox"/>	ESSB54	Ali

Figure 2-5

### 3. Create Employee Profile & Associate with Login ID

#### What it's for

To create the employee profile with its information and associate with login id.

#### Create employee profile and associate with Login ID step

3.1 On the left panel of the system, click on **Personnel > Employee** module.

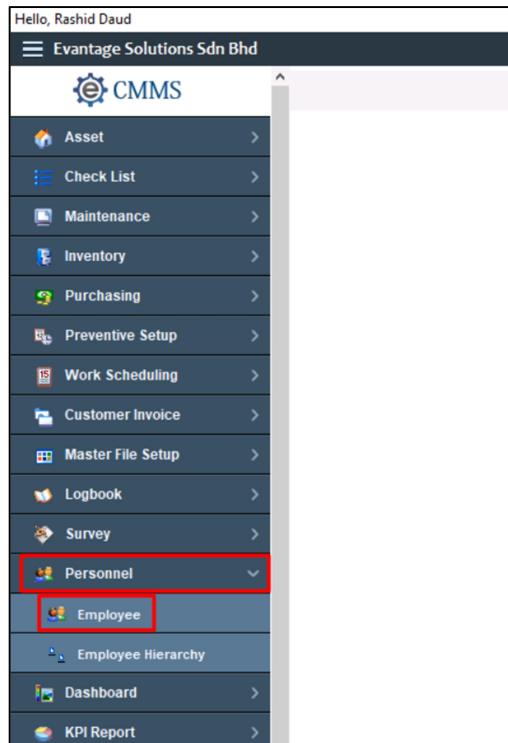
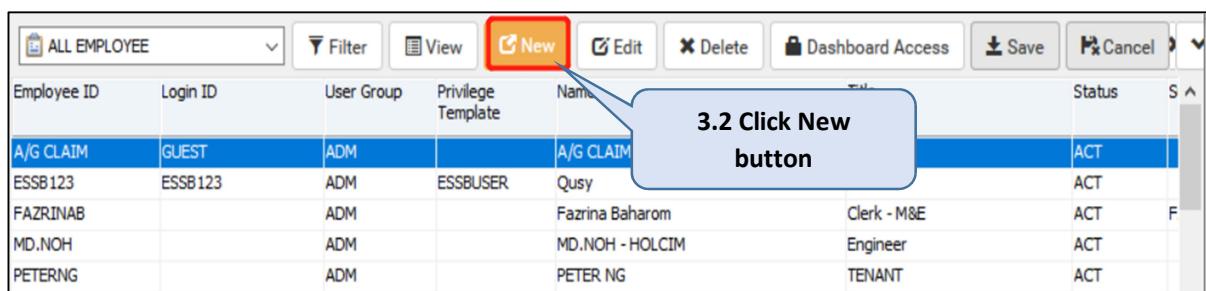


Figure 3-1

3.2 Click  button to create new employee profile.



The image shows a table of employee profiles with the following data:

Employee ID	Login ID	User Group	Privilege Template	Name	Status
A/G CLAIM	GUEST	ADM		A/G CLAIM	ACT
ESSB123	ESSB123	ADM	ESSBUSER	Qusy	ACT
FAZRINAB		ADM		Fazrina Baharom	Clerk - M&E
MD.NOH		ADM		MD.NOH - HOLCIM	Engineer
PETERNG		ADM		PETER NG	TENANT

A callout bubble points to the 'New' button in the toolbar above the table, which is highlighted with a yellow box. The text inside the callout bubble reads: '3.2 Click New button'.

Figure 3-2

**3.3 Insert employee information especially mandatory information like **Employee ID, Name, Status, User Group and Craft.****

Note: Below are the example of information inserted.

Column Name	Description
<b>Employee ID</b>	Unique ID for the employee identification. (e.g., ESSB12)
<b>Name</b>	Name of the employee. (e.g., Ali Bin Zainal Ariffin)
<b>Status</b>	Indicate the employment status of employee. (e.g., Active)
<b>User Group</b>	User group for the employee (e.g., Supervisor)
<b>Title</b>	Title of employee. (e.g., Kitchen Supervisor)

Tab Name	Description
<b>Detail</b>	This tab will store work information of employee
<b>UDF1</b>	This tab will store any additional information define by employee. (e.g., Height, Weight, Qualification, Children etc)
<b>UDF2</b>	This tab will store any additional information define by employee (e.g., Height, Weight, Qualification, Children etc)
<b>Maintenance</b>	This tab will store the craft information of employee.
<b>Reference</b>	This tab will store any related documents of employee.

Employee

ALL EMPLOYEE

Employee ID:	ESSB12	Login ID:	ESSB12
Name:	Ali Bin Zainal Ariffin	Privilege Template:	<input type="button" value="Create New User Login"/>
Status:	ACT	Sex:	<input type="button" value="Male"/>
User Group:	SPV	Marital Status:	<input type="button" value="Single"/>
SUPERVISOR		Date of Birth:	<input type="button" value="04/02/1992"/>
Title:	Kitchen Supervisor	Date of Hire:	<input type="button" value="11/10/2021"/>
Home Phone:	0365782147	Pay Rate:	<input type="button" value="1.00"/>
Emergency Name:	Azidah Binti Anuar	Pay Period:	<input type="button" value="2 years"/>
Emergency Phone:	0133774567	Remarks:	
New Joiner - October			

**3.3 Insert employee information**

Detail UDF1 UDF2 Maintenance PR Approval MR Approval Stock Location Reference

MR Approver / Limit:	<input checked="" type="checkbox"/>	.00	Email ID:	ali92@evantage.com.my	
WO Budget Approver / Limit:	<input checked="" type="checkbox"/>	.00	Primary Craft:	M&E	
PR Approver / Global Limit:	<input type="checkbox"/>	.00	Work Area:	SEREMBAN	
WR Approver:	<input checked="" type="checkbox"/>	Schedule Work Order:	<input checked="" type="checkbox"/>	Work Group:	CSD
Planner:	<input checked="" type="checkbox"/>	PO Buyer:	<input checked="" type="checkbox"/>	Mobile User:	<input checked="" type="checkbox"/>
Request Parts & Services:	<input checked="" type="checkbox"/>	Supervisor:	<input checked="" type="checkbox"/>	Mobile Device ID:	
PM Generator:	<input checked="" type="checkbox"/>	Foreman:	<input checked="" type="checkbox"/>	Shift:	<input type="button" value="Morning"/>
Enter Time Card:	<input checked="" type="checkbox"/>	Asset Tagging Posting:	<input type="checkbox"/>	Supervisor ID:	11012777
Void Time Card:	<input type="checkbox"/>	Add/Delete Check List:	<input type="checkbox"/>	Supervisor Name:	Rosalilla

Figure 3-3

3.4 At Login ID field, select which User Login associate with the employee profile. Select the Login ID and click the  button.

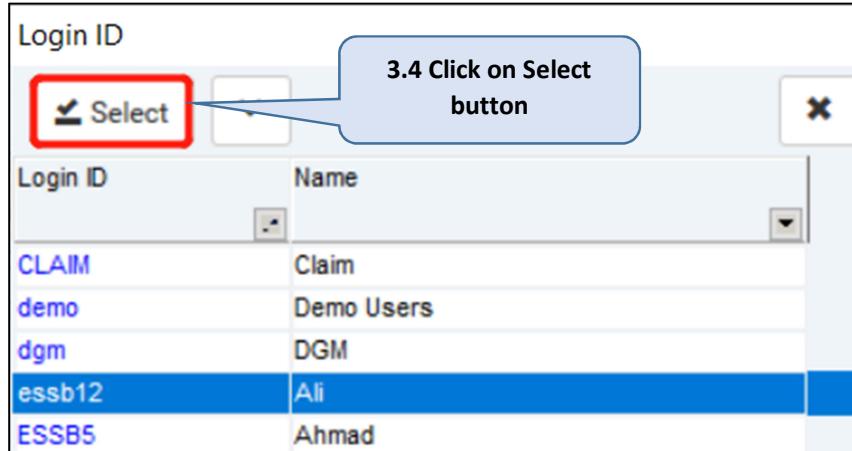


Figure 3-4

3.5 If the there is no Login ID for the employee, click on **Create New User Login** to set up the username and password for the employee and 'Create New User Login' window will appear.

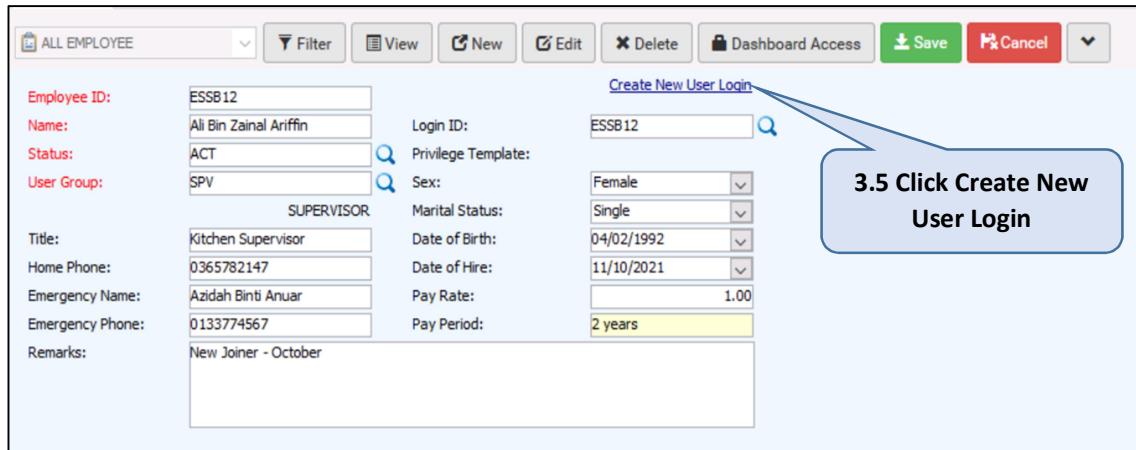


Figure 3-5

3.6 Key in user login information such as **User ID, Password, Name and others.**

User login information:

Column Name	Description
<b>User ID</b>	Unique ID for the user to access to system. (e.g., ESSB001)
<b>Password</b>	Password for the user to access to CMMS, the password allow could be based on password policy set. (e.g., Essb@123)
<b>Name</b>	Name of the User ID (e.g., Ali)
<b>System Administrator</b>	System admin flag check to indicate the user is a system admin with privilege to managing the system.
<b>Account Locked</b>	Account locked flag, system admin could un-check to allow the access for the user id.
<b>Default Site Code</b>	Default site code for the user while access to system, once enter the site code, it will use the default when user login to system.
<b>Default Language</b>	Default language code for the user while access to system, once enter the language code, it will use as default language when user login to system

Create New User Login

 Save


User ID:	ESSb12346
Password:	*****
Name:	Ali
Expired Date:	00/00/0000
System Administrator:	<input type="checkbox"/>
Account Locked:	<input type="checkbox"/>
Failed Login Attempts:	0
Last Login:	00/00/0000 00:00:00
Last Password Changed:	00/00/0000 00:00:00
User's Default Settings	
Default Site Code:	SILK 
Default Language:	DEFAULT 

\* System auto assign the user to the default site code during the creation of new user.

3.6 Key in user  
Login Information

Figure 3-6

3.7 Click on  button to save the new login information.

3.7 Click Save Button

User ID: ESSB12345  
 Password: \*\*\*\*\*  
 Name: Ali  
 Expired Date: 00/00/0000  
 System Administrator:   
 Account Locked:   
 Failed Login Attempts: 0  
 Last Login: 00/00/0000 00:00:00  
 Last Password Changed: 00/00/0000 00:00:00

User's Default Settings

Default Site Code: SILK   
 Default Language: DEFAULT 

\* System auto assign the user to the default site code during the creation of new user.

Figure 3-7

3.8 Click  to save all of employee information.

3.8 Click Save Button

Employee ID: ESSB12  
 Name: Ali Bin Zainal Ariffin  
 Status: ACT  
 User Group: STK  
 Title: Kitchen Keeper  
 Home Phone: 03452228943  
 Emergency Name: Abu  
 Emergency Phone:  
 Remarks:  
 Login ID:  
 Privilege Template:  
 Sex: Male  
 Marital Status: Single  
 Date of Birth: 08/10/2021  
 Date of Hire: 01/01/2021  
 Pay Rate: 1.00  
 Pay Period:

Figure 3-8

## 4. User Privilege Setting

### What it's for

To assign an access of the system to specific user.

### User privilege setting step

4.1 On the left panel of the system, click on **System Admin > User Privilege Setting** module.

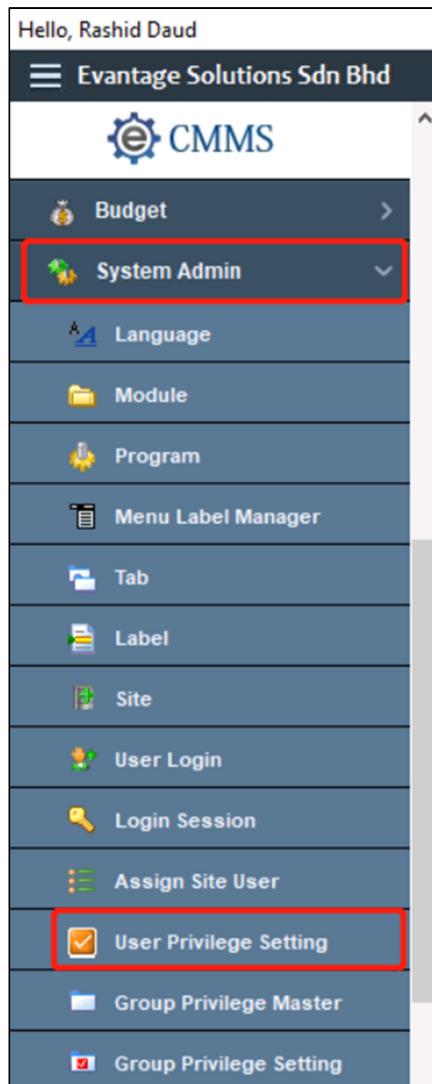
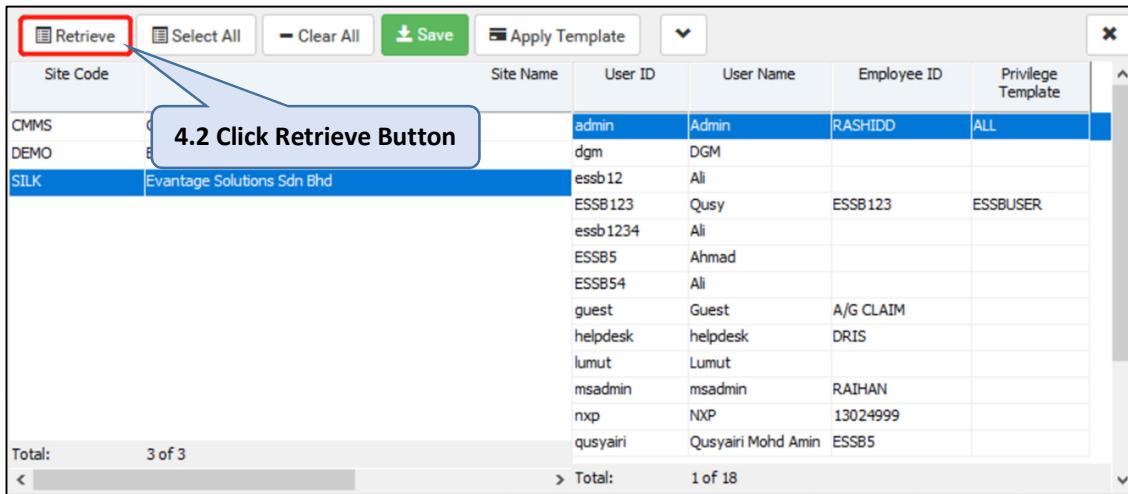


Figure 4-1

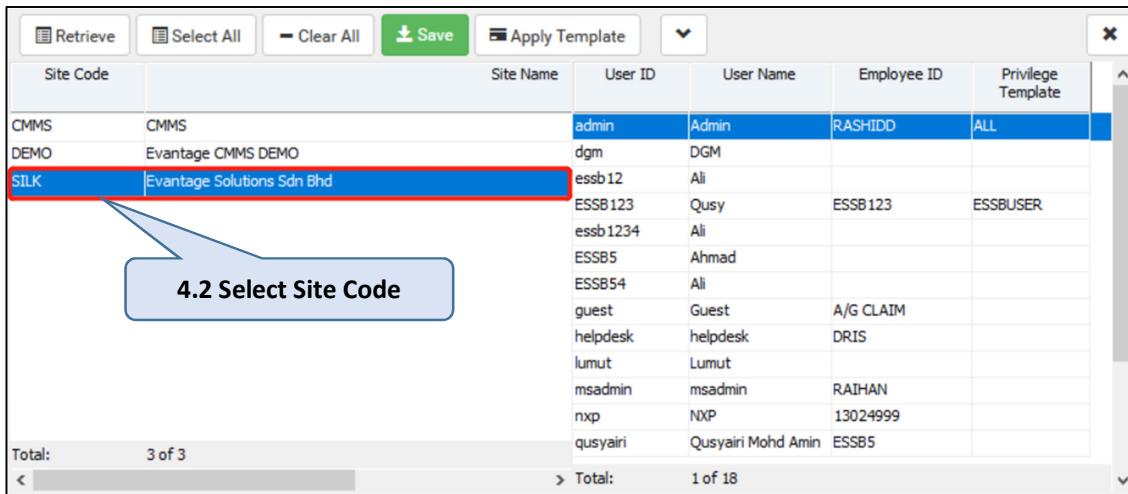
4.2 Click  button to retrieve the latest information of the user privilege.



Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS		admin	Admin	RASHIDD	ALL
DEMO		dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut		
		msadmin	msadmin	RAIHAN	
		nxp	NXP	13024999	
		qusyairi	Qusyairi Mohd Amin	ESSB5	
Total: 3 of 3		> Total: 1 of 18			

Figure 4-2

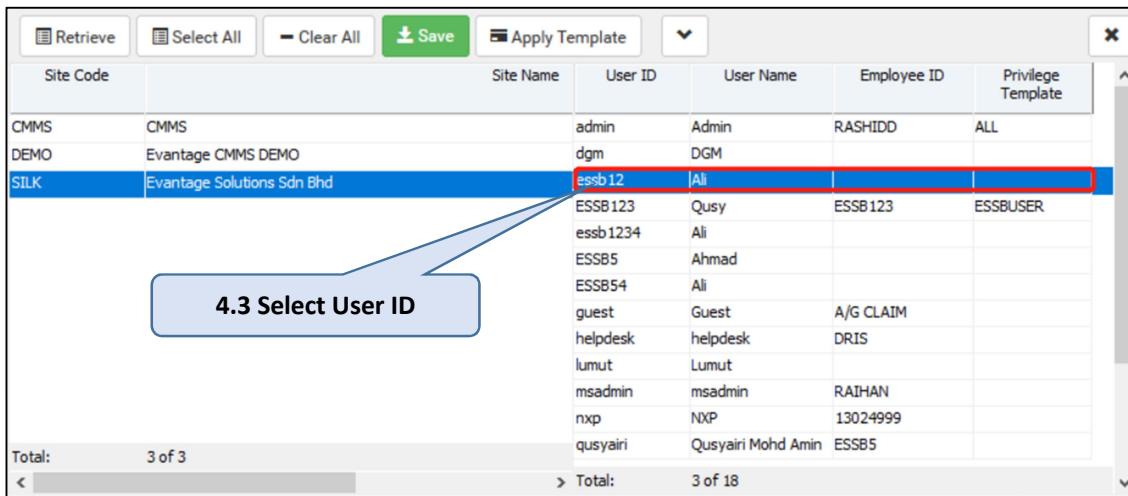
4.3 Select the Site Code of employee.



Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS	CMMS	admin	Admin	RASHIDD	ALL
DEMO	Evantage CMMS DEMO	dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut		
		msadmin	msadmin	RAIHAN	
		nxp	NXP	13024999	
		qusyairi	Qusyairi Mohd Amin	ESSB5	
Total: 3 of 3		> Total: 1 of 18			

Figure 4-3

4.3 On the right side, select which User ID to assign privilege.

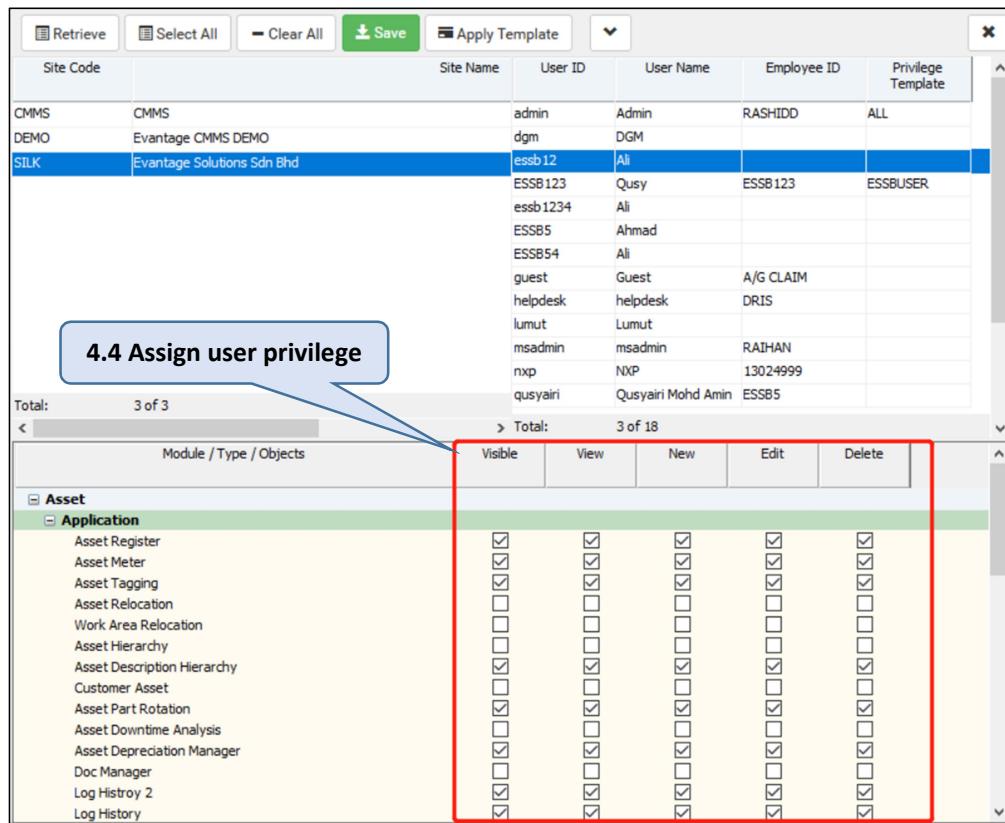


A screenshot of a user management interface. The table has columns: Site Code, Site Name, User ID, User Name, Employee ID, and Privilege Template. A blue row is selected for 'SILK' (Evantage Solutions Sdn Bhd). The 'User ID' column for this row contains 'essb12' and 'Ali', which are highlighted with a red box. A blue callout box with the text '4.3 Select User ID' points to the 'User ID' column of the selected row.

Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS	CMMS	admin	Admin	RASHIDD	ALL
DEMO	Evantage CMMS DEMO	dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut		
		msadmin	msadmin	RAIHAN	
		nxp	NXP	13024999	
		qusyairi	Qusyairi Mohd Amin	ESSB5	
Total: 3 of 3		Total: 3 of 18			

Figure 4-4

4.4 At the bottom of the screen, assign the privilege of the user by expanding the module/type/object folder and select the access by ticking on the box.

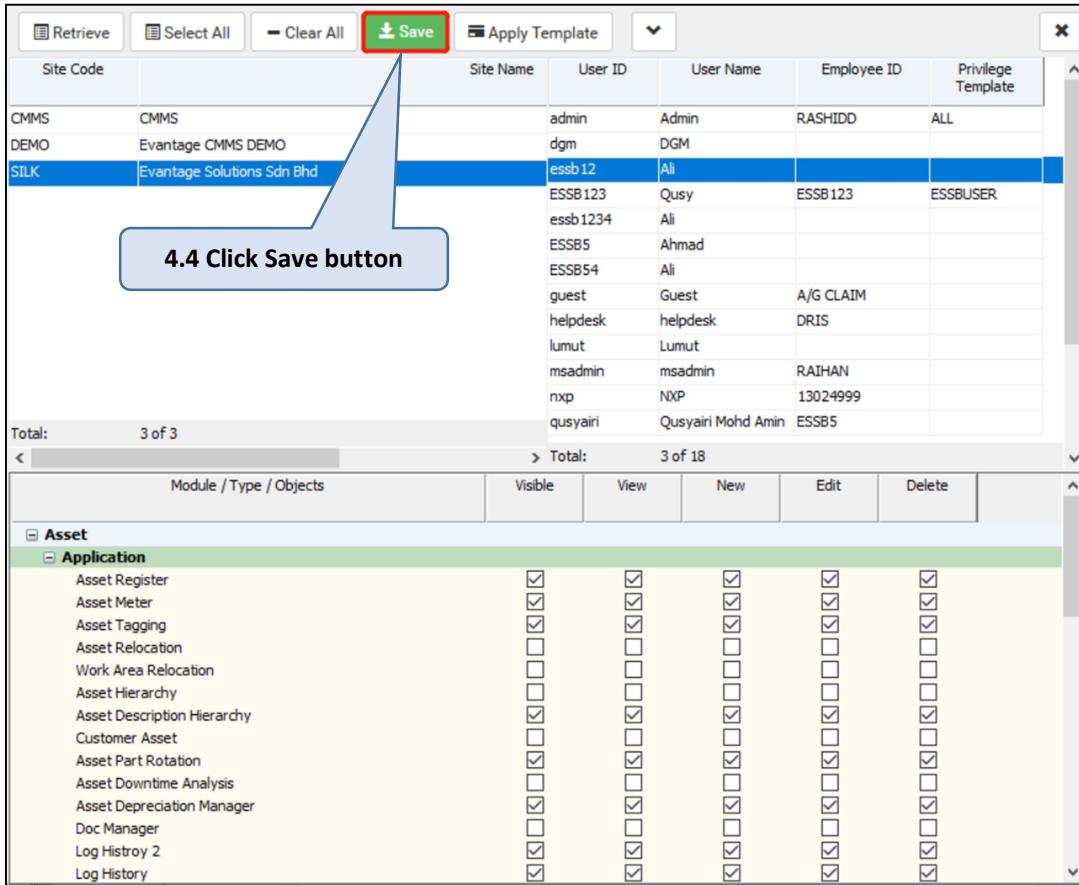


A screenshot of a user privilege assignment interface. The top part is a user list table, and the bottom part is a grid for assigning privileges. The grid has columns: Module / Type / Objects, Visible, View, New, Edit, and Delete. A red box highlights the 'Visible' column. A blue callout box with the text '4.4 Assign user privilege' points to the 'Visible' column of the grid.

Module / Type / Objects	Visible	View	New	Edit	Delete
<b>Asset</b>					
<b>Application</b>					
Asset Register	<input checked="" type="checkbox"/>				
Asset Meter	<input checked="" type="checkbox"/>				
Asset Tagging	<input checked="" type="checkbox"/>				
Asset Relocation	<input type="checkbox"/>				
Work Area Relocation	<input type="checkbox"/>				
Asset Hierarchy	<input type="checkbox"/>				
Asset Description Hierarchy	<input checked="" type="checkbox"/>				
Customer Asset	<input type="checkbox"/>				
Asset Part Rotation	<input checked="" type="checkbox"/>				
Asset Downtime Analysis	<input type="checkbox"/>				
Asset Depreciation Manager	<input checked="" type="checkbox"/>				
Doc Manager	<input type="checkbox"/>				
Log History 2	<input checked="" type="checkbox"/>				
Log History	<input checked="" type="checkbox"/>				

Figure 4-5

4.5 Click  button to save the information.



The screenshot shows a software interface with a toolbar at the top containing 'Retrieve', 'Select All', 'Clear All', 'Save' (highlighted with a red box), and 'Apply Template'. Below the toolbar is a table with columns: Site Code, Site Name, User ID, User Name, Employee ID, and Privilege Template. The table lists several entries, including 'CMMS' and 'DEMO'. A blue callout bubble points to the 'Save' button with the text '4.4 Click Save button'.

Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS	CMMS	admin	Admin	RASHIDD	ALL
DEMO	Evantage CMMS DEMO	dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut		
		msadmin	msadmin	RAIHAN	
		nxp	NXP	13024999	
		qusyairi	Qusyairi Mohd Amin	ESSB5	

Total: 3 of 3

< Total: 3 of 18 >

Module / Type / Objects	Visible	View	New	Edit	Delete
<b>Asset</b>					
<b>Application</b>					
Asset Register	<input checked="" type="checkbox"/>				
Asset Meter	<input checked="" type="checkbox"/>				
Asset Tagging	<input checked="" type="checkbox"/>				
Asset Relocation	<input type="checkbox"/>				
Work Area Relocation	<input type="checkbox"/>				
Asset Hierarchy	<input type="checkbox"/>				
Asset Description Hierarchy	<input checked="" type="checkbox"/>				
Customer Asset	<input type="checkbox"/>				
Asset Part Rotation	<input checked="" type="checkbox"/>				
Asset Downtime Analysis	<input type="checkbox"/>				
Asset Depreciation Manager	<input checked="" type="checkbox"/>				
Doc Manager	<input type="checkbox"/>				
Log History 2	<input checked="" type="checkbox"/>				
Log History	<input checked="" type="checkbox"/>				

Figure 4-6

## 5. Group Privilege Master

### What it's for

To create a template of privilege for a group of the user.

### Create group privilege master step

5.1 On the left panel of the system, click on **System Admin > Group Privilege Master** module.

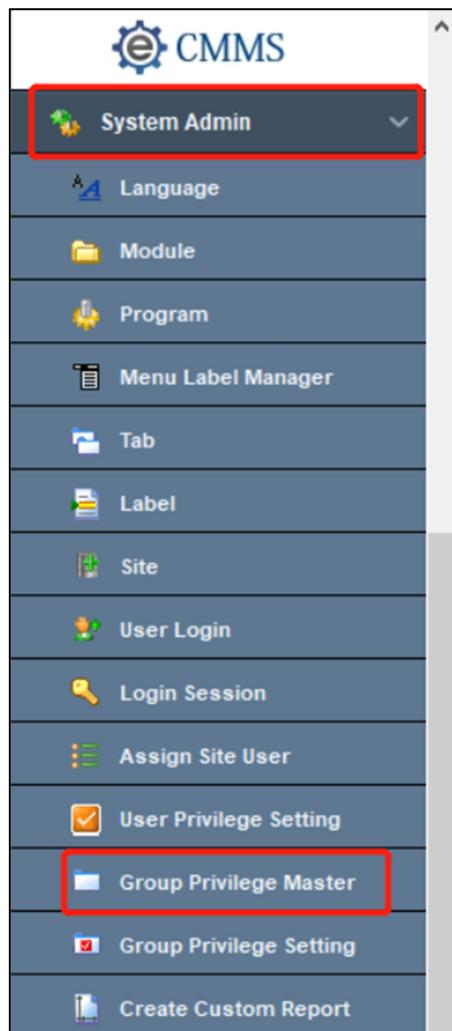
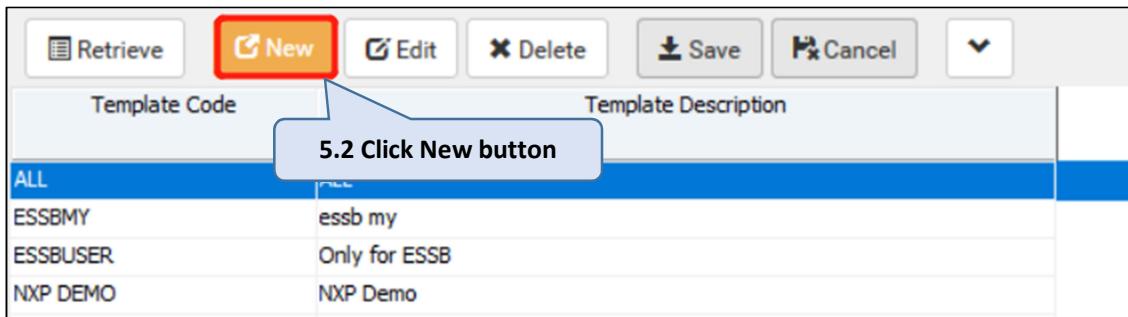


Figure 5-1

5.2 On the right side, click  button to create new privilege group template.



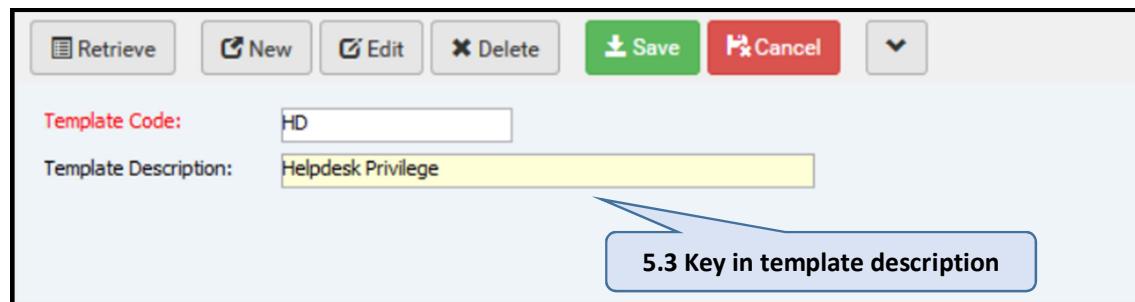
Template Code	Template Description
ALL	
ESSBMY	essb my
ESSBUSER	Only for ESSB
NXP DEMO	NXP Demo

Figure 5-2

5.3 Key in template information such as **Template Code** and **Template Description**.

Below is the sample information inserted:

Column Name	Description
Template Code	HD
Template Description	Helpdesk Privilege



Template Code:	HD
Template Description:	Helpdesk Privilege

Figure 5-3

5.4 Click on  button to save the template information.

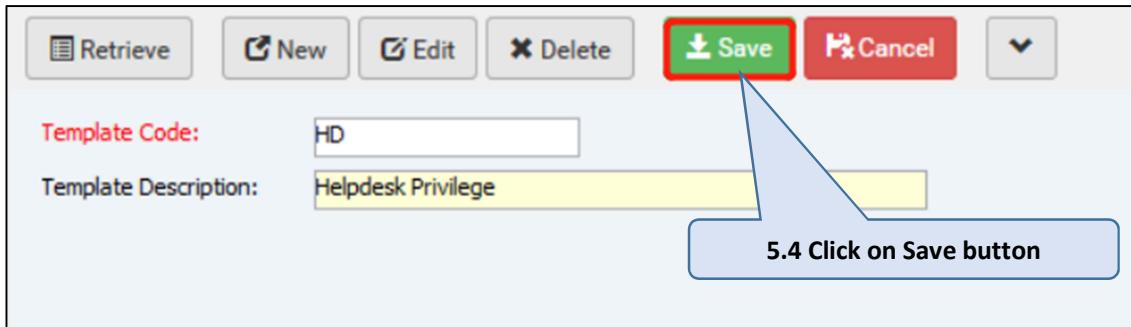


Figure 5-4

## 6. Group Privilege Setting

### What it's for

To create a template of privilege for a group of the user.

### Group privilege setting step

6.1 On the left panel of the system, click on **System Admin > Group Privilege Setting** module.

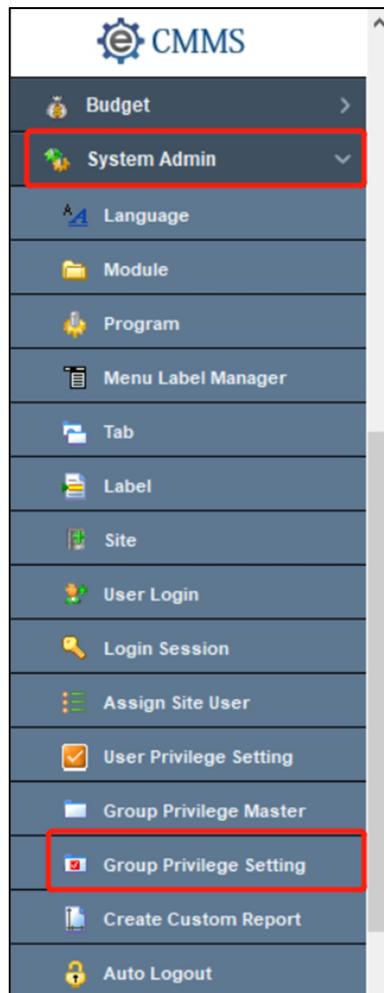
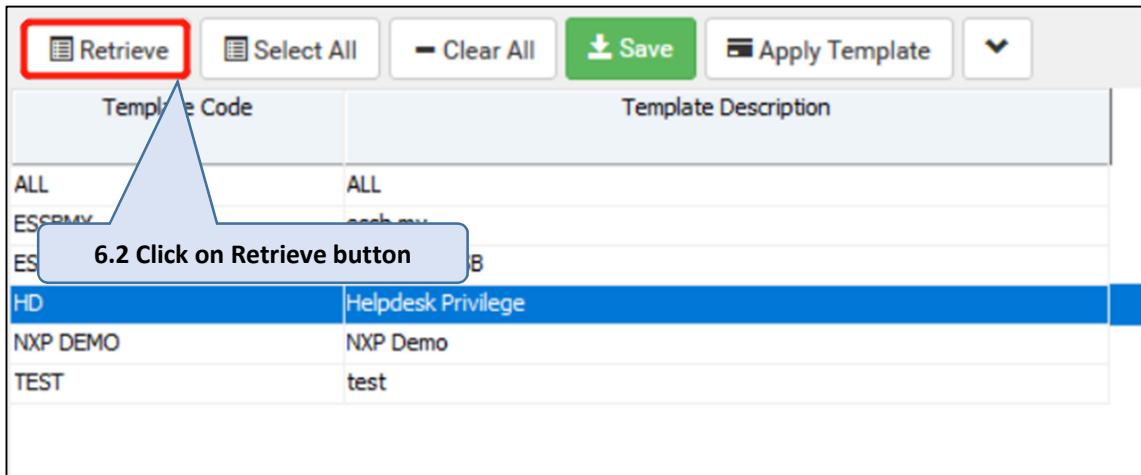


Figure 6-1

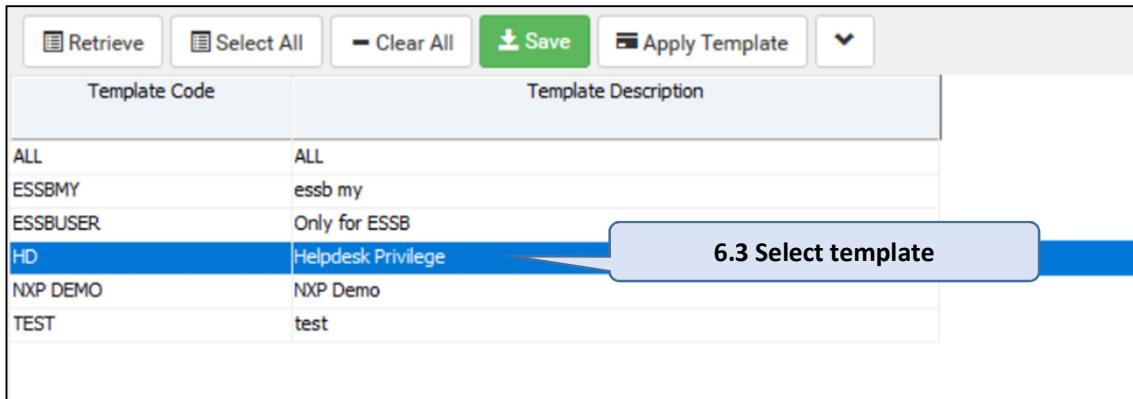
6.1 Click  button to retrieve the latest information of the privilege template.



Template Code	Template Description
ALL	ALL
ESSBMV	essb my
ES	essb my
HD	Helpdesk Privilege
NXP DEMO	NXP Demo
TEST	test

Figure 6-2

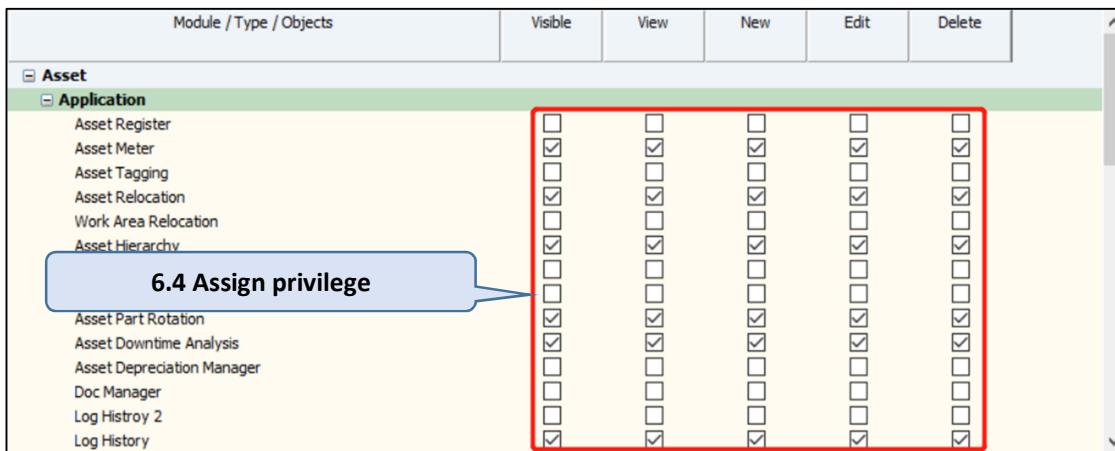
6.2 Select which template code to assign.



Template Code	Template Description
ALL	ALL
ESSBMV	essb my
ESSBUSER	Only for ESSB
HD	Helpdesk Privilege
NXP DEMO	NXP Demo
TEST	test

Figure 6-3

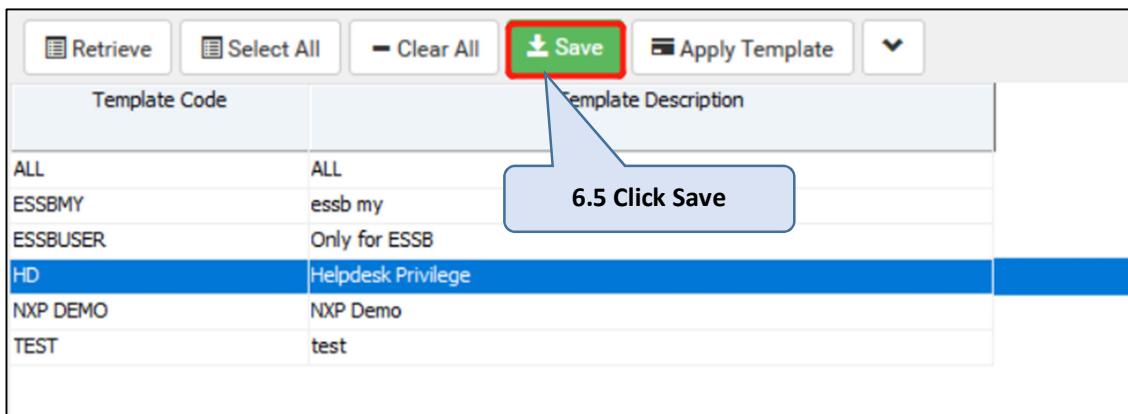
6.4 At the bottom of the screen, assign the privilege of the template by expanding the module/type/object folder and select the access by ticking on the box.



Module / Type / Objects	Visible	View	New	Edit	Delete	
<b>Asset</b>						
<b>Application</b>						
Asset Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Meter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Tagging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Relocation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Area Relocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Hierarchy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Part Rotation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Downtime Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Depreciation Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doc Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log History 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Log History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 6-4

6.5 Click on  button to save the template information



Template Code	Template Description
ALL	ALL
ESSBMY	essb my
ESSBUSER	Only for ESSB
HD	Helpdesk Privilege
NXP DEMO	NXP Demo
TEST	test

Figure 6-5

6.6 Message box prompt “Do you want to apply the Group Privilege Template to the employee?” will appear and click **Yes** to assign the template to user or click **No** to save the template information.



Figure 6-6

6.7 Click on  button to apply the template to selected employee.

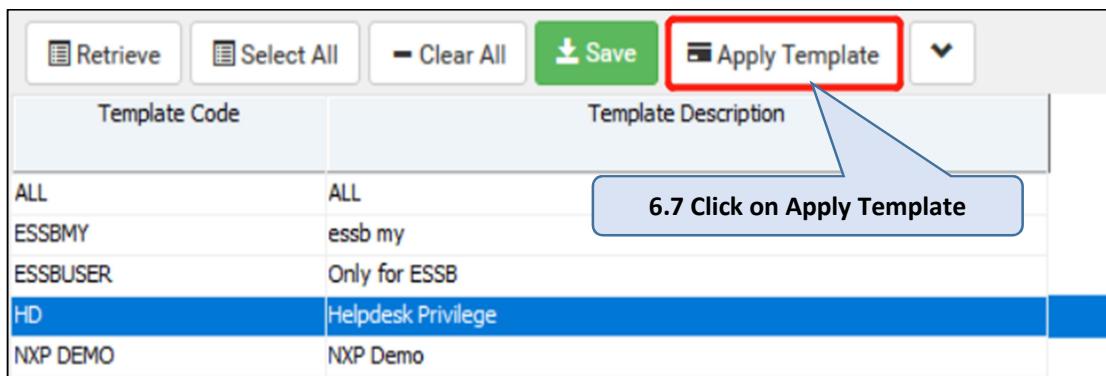


Figure 6-7

6.8 Apply Menu Template window will appear and here is where we assign each user to the privilege template. Select the **Template Code** to assign.

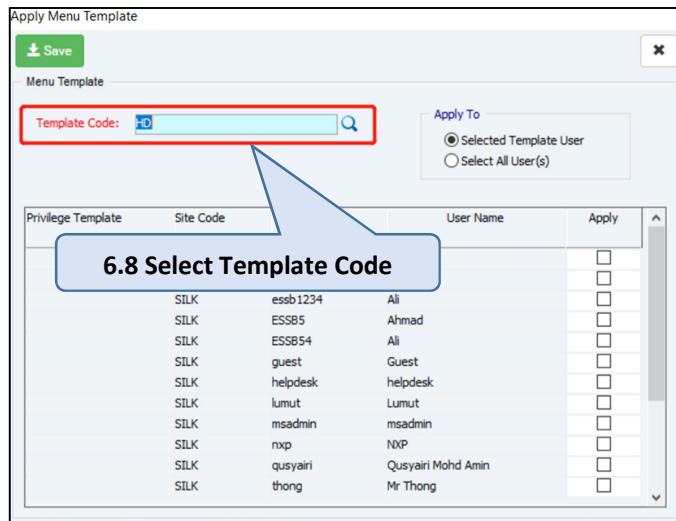


Figure 6-8

6.9 In the **Apply To** section, you can select **Selected Template User** option to assign template code to user one-by-one or **Select All User(s)** to automatically assign the template code to all unassigned users.

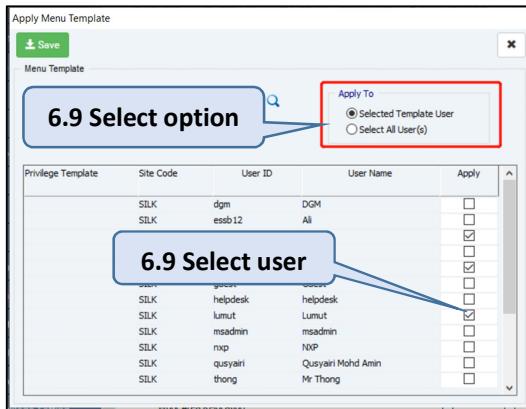


Figure 6-9

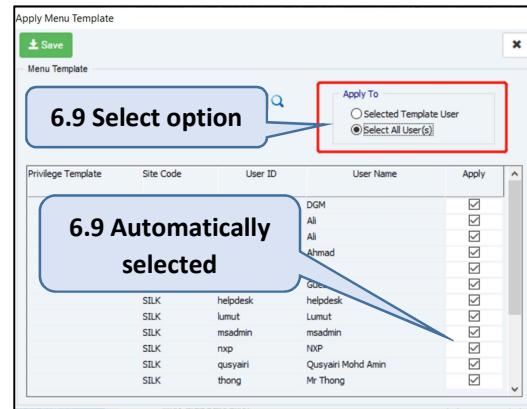


Figure 6-10

6.10 Click on  button to save the information.

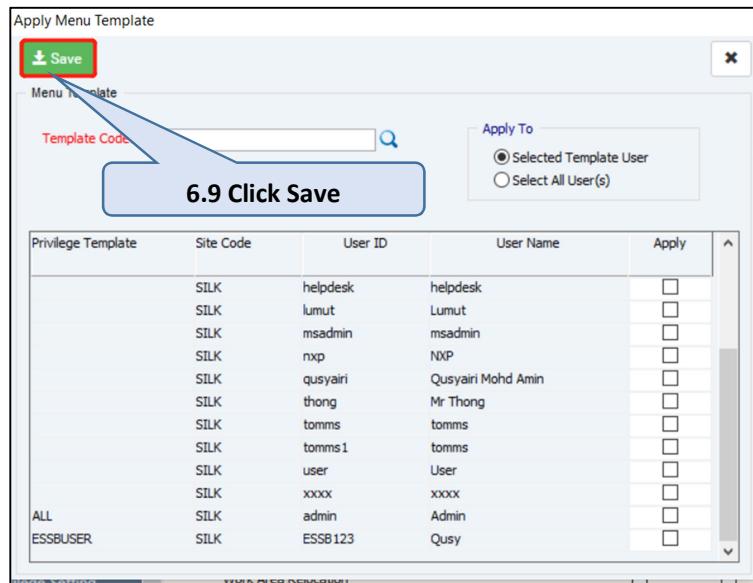


Figure 6-11