



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(User Login & Employee)

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DOCUMENT CONTROL

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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.

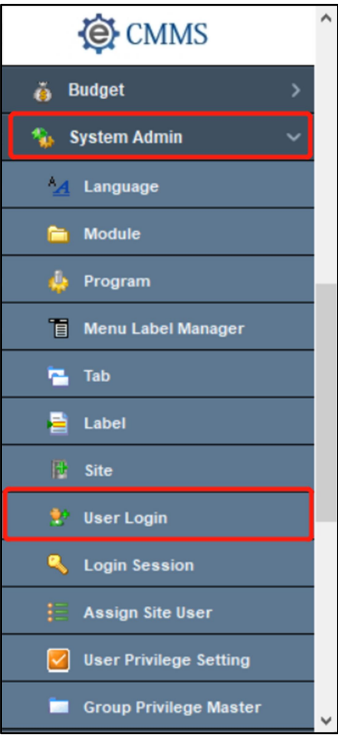



Figure 1-1

1.2 Click on  button to create new user login.

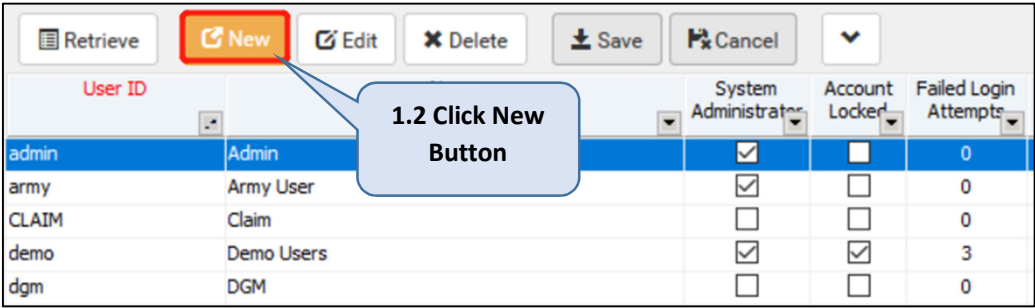


Figure 1-2

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

User login information:

Column Name	Description
User ID	Unique ID for the user to access to system. (e.g., ESSB001)
Password	Password for the user to access to CMMS, the password allow could be based on password policy set. (e.g., Essb@123)
Name	Name of the User ID (e.g., Ali)
System Administrator	System admin flag check to indicate the user is a system admin with privilege to managing the system.
Account Locked	Account locked flag, system admin could un-check to allow the access for the user id.
Default Site Code	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.
Default Language	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

1.3 Key in user Login Information


User's Default Settings

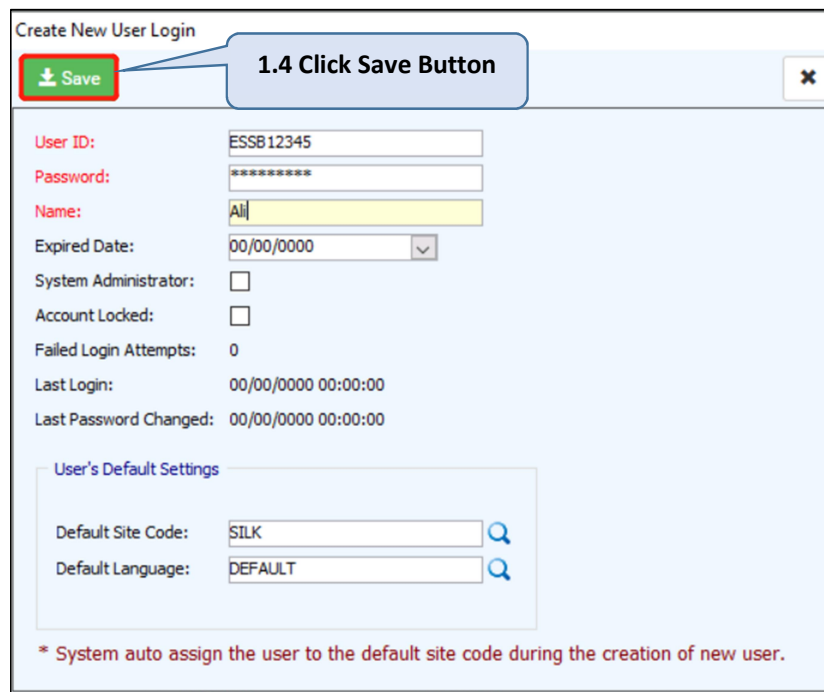
Default Site Code: SILK

Default Language: DEFAULT

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

Figure 1-3

1.4 Click on  Save button to save the new login information.



Create New User Login

1.4 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 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.

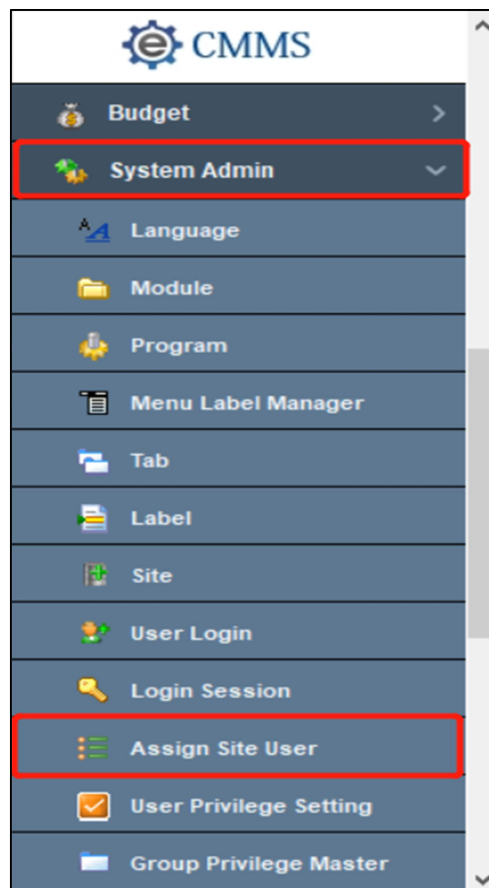

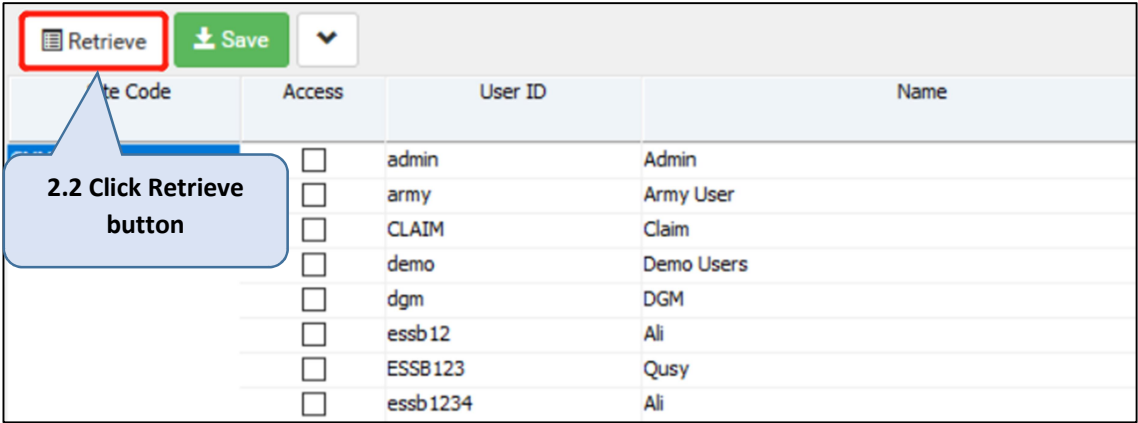


Figure 2-1

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

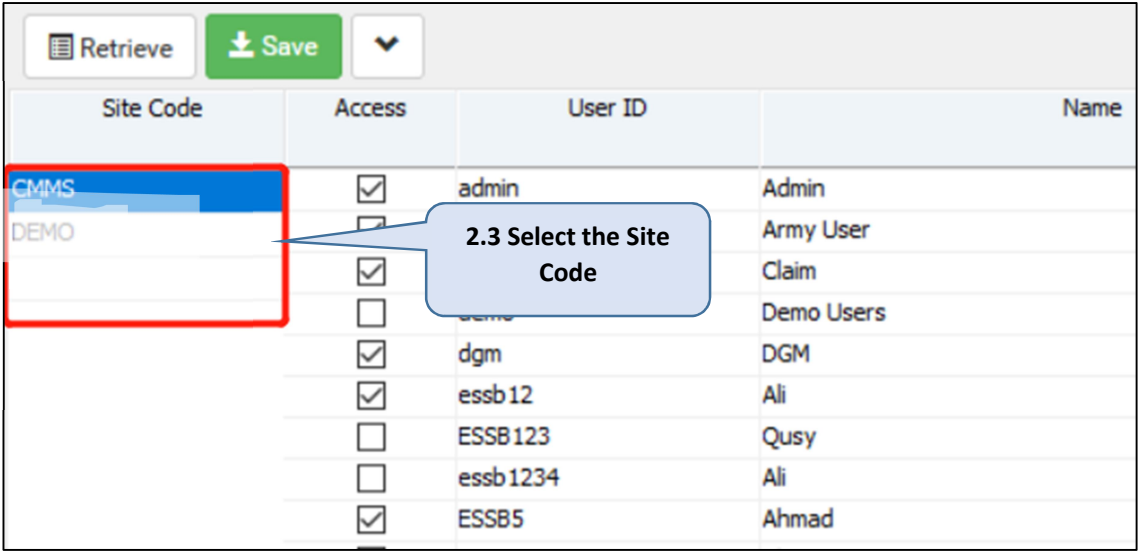


The screenshot shows a web interface with a header bar containing three buttons: 'Retrieve' (highlighted with a red box), 'Save' (green), and a dropdown arrow. Below the header is a table with four columns: 'Site Code', 'Access', 'User ID', and 'Name'. The table contains eight rows of user data. A blue callout bubble with the text '2.2 Click Retrieve button' points to the 'Retrieve' button.

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.



The screenshot shows the same web interface as Figure 2-2, but the 'Site Code' dropdown menu is open, showing 'CMMS' and 'DEMO' options. 'CMMS' is highlighted with a blue background. A red box surrounds the dropdown menu, and a blue callout bubble with the text '2.3 Select the Site Code' points to it. The 'Access' column now contains checkboxes, and the 'User ID' and 'Name' columns are visible.

Site Code	Access	User ID	Name
CMMS	<input checked="" type="checkbox"/>	admin	Admin
DEMO	<input type="checkbox"/>		Army User
	<input checked="" type="checkbox"/>		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

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.

Retrieve

Save

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	sers
	<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

2.4 Check the user ID to access for the site code

Figure 2-4

2.5 Click on

Save

 to save the information.

Retrieve

Save

Site Code	Access	User ID	Name
CMMS	<input checked="" type="checkbox"/>		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

2.5 Click Save button

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.

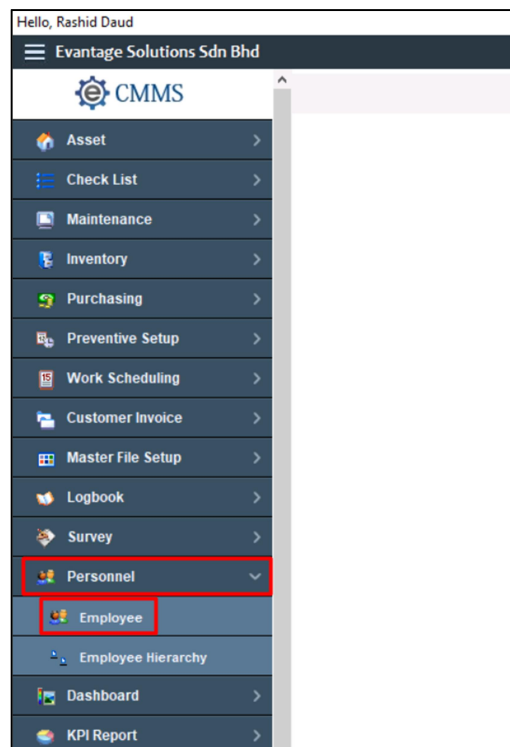



Figure 3-1

3.2 Click  button to create new employee profile.

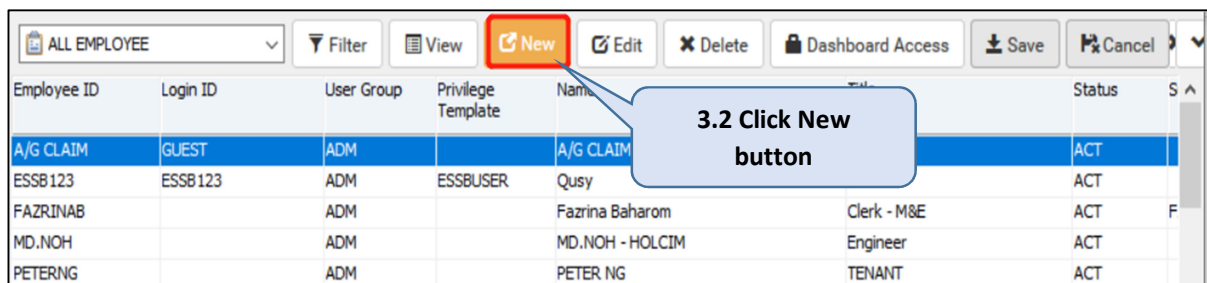


Figure 3-2

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

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

The screenshot displays the 'Employee' form interface. At the top, there's a header bar with 'Employee' and a 'Create New User Login' link. Below this is a toolbar with buttons for 'Filter', 'View', 'New', 'Edit', 'Delete', 'Dashboard Access', 'Save', and 'Cancel'. The form is divided into several sections:


- Employee ID:** ESSB12
- Name:** Ali Bin Zainal Ariffin
- Status:** ACT
- User Group:** SPV
- Title:** Kitchen Supervisor
- Home Phone:** 0365782147
- Emergency Name:** Azidah Binti Anuar
- Emergency Phone:** 0133774567
- Remarks:** New Joiner - October
- Login ID:** ESSB12
- Privilege Template:** (empty)
- Sex:** Male
- Marital Status:** Single
- Date of Birth:** 04/02/1992
- Date of Hire:** 11/10/2021
- Pay Rate:** 1.00
- Pay Period:** 2 years

Below the main form, there are tabs for 'Detail', 'UDF1', 'UDF2', 'Maintenance', 'PR Approval', 'MR Approval', 'Stock Location', and 'Reference'. The 'Detail' tab is currently active, showing various approval and assignment fields:

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

A callout box with the text '3.3 Insert employee information' points to the form.

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  Select button.

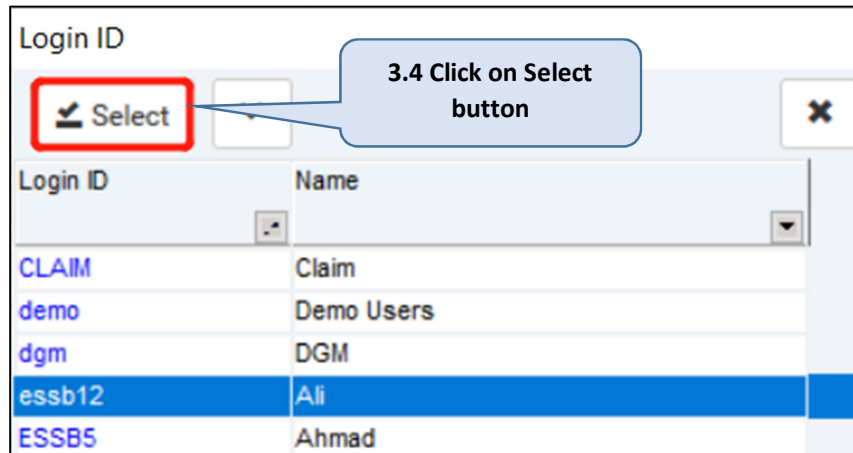
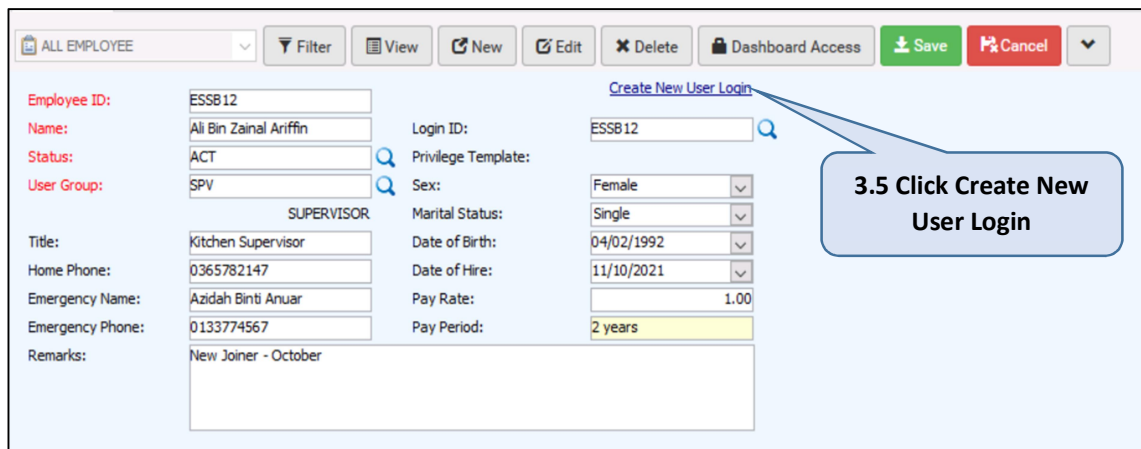


Figure 3-4

3.5 If 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.



[Create New User Login](#)

Employee ID: ESSB12
 Name: Ali Bin Zainal Ariffin
 Status: ACT
 User Group: SPV
 Title: Kitchen Supervisor
 Home Phone: 0365782147
 Emergency Name: Azidah Binti Anuar
 Emergency Phone: 0133774567
 Remarks: New Joiner - October

Login ID: ESSB12
 Privilege Template:
 Sex: Female
 Marital Status: Single
 Date of Birth: 04/02/1992
 Date of Hire: 11/10/2021
 Pay Rate: 1.00
 Pay Period: 2 years

Figure 3-5

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

User login information:

Column Name	Description
User ID	Unique ID for the user to access to system. (e.g., ESSB001)
Password	Password for the user to access to CMMS, the password allow could be based on password policy set. (e.g., Essb@123)
Name	Name of the User ID (e.g., Ali)
System Administrator	System admin flag check to indicate the user is a system admin with privilege to managing the system.
Account Locked	Account locked flag, system admin could un-check to allow the access for the user id.
Default Site Code	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.
Default Language	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: ☐

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

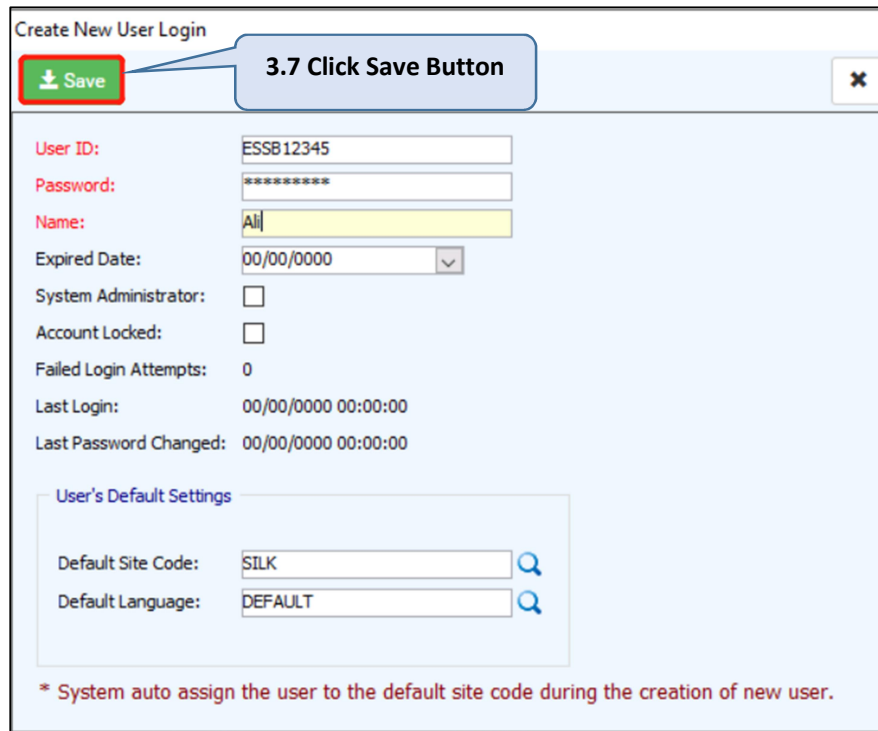
Default Language: DEFAULT

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

3.6 Key in user Login Information

Figure 3-6

3.7 Click on  button to save the new login information.



Create New User Login

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

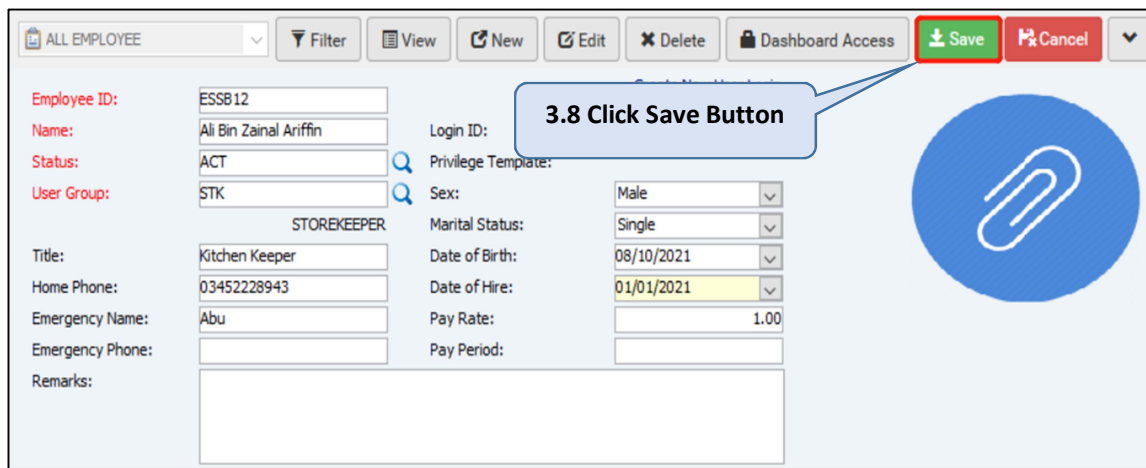
Default Site Code: SILK

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.



ALL EMPLOYEE Filter View New Edit Delete Dashboard Access **Save** Cancel

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:

STOREKEEPER

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:

3.8 Click Save Button

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.

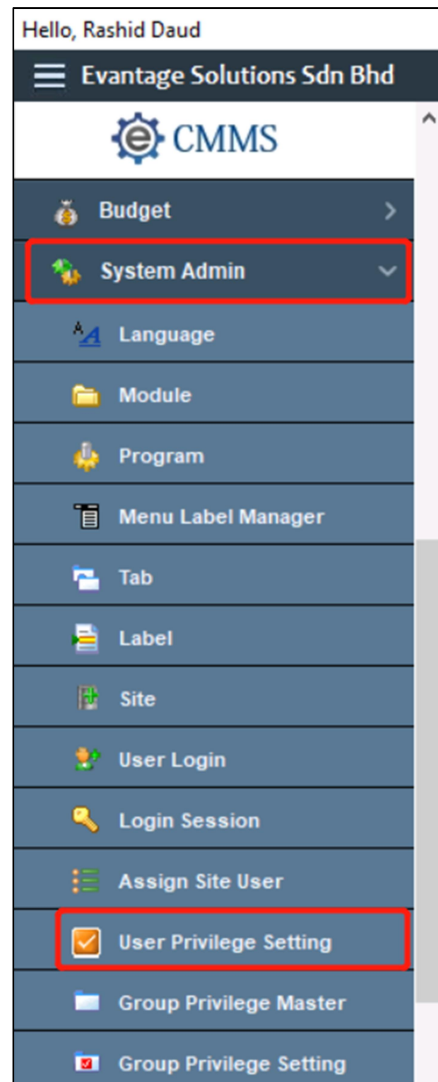

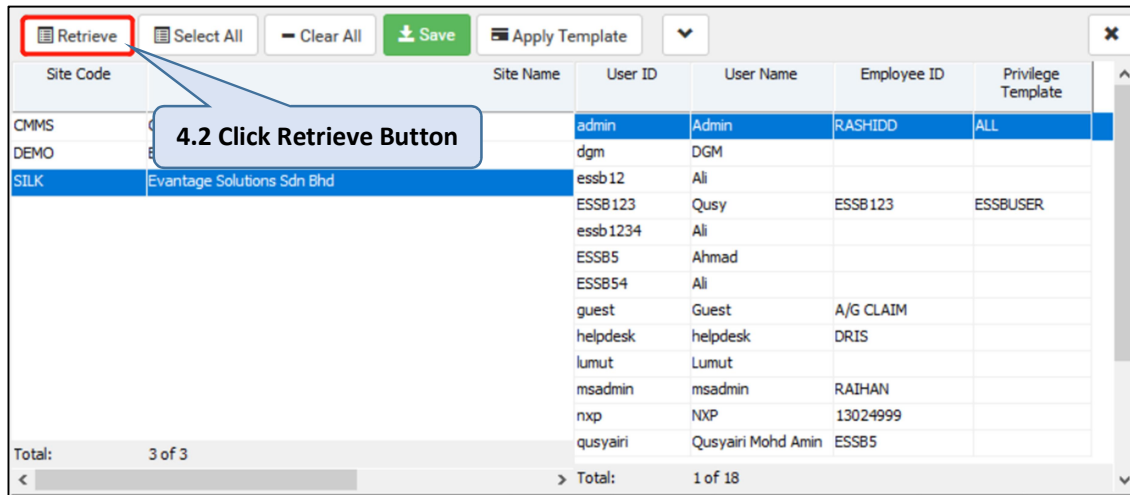


Figure 4-1

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



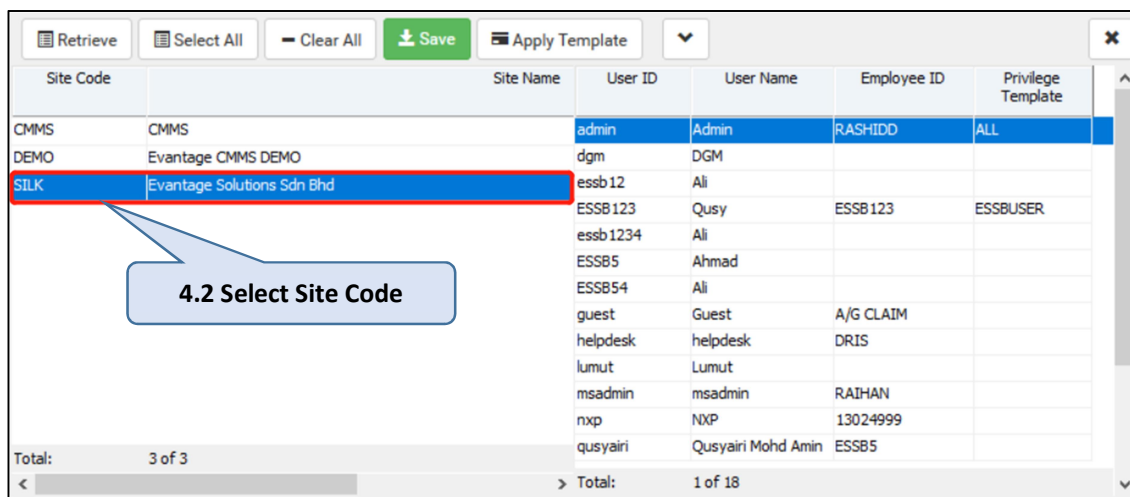
Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS		admin	Admin	RASHIDD	ALL
DEMO		dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut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



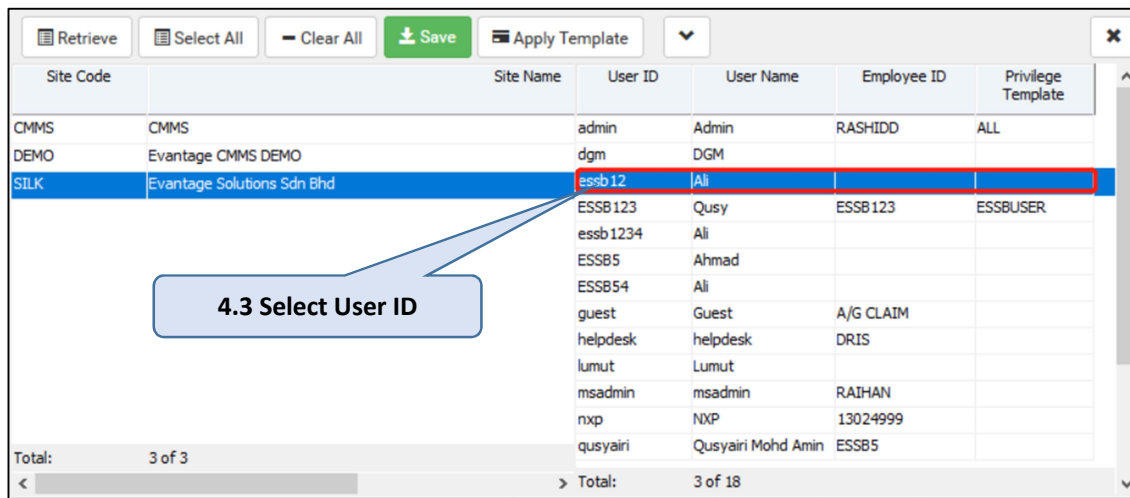
Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS	CMMS	admin	Admin	RASHIDD	ALL
DEMO	Evantage CMMS DEMO	dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk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



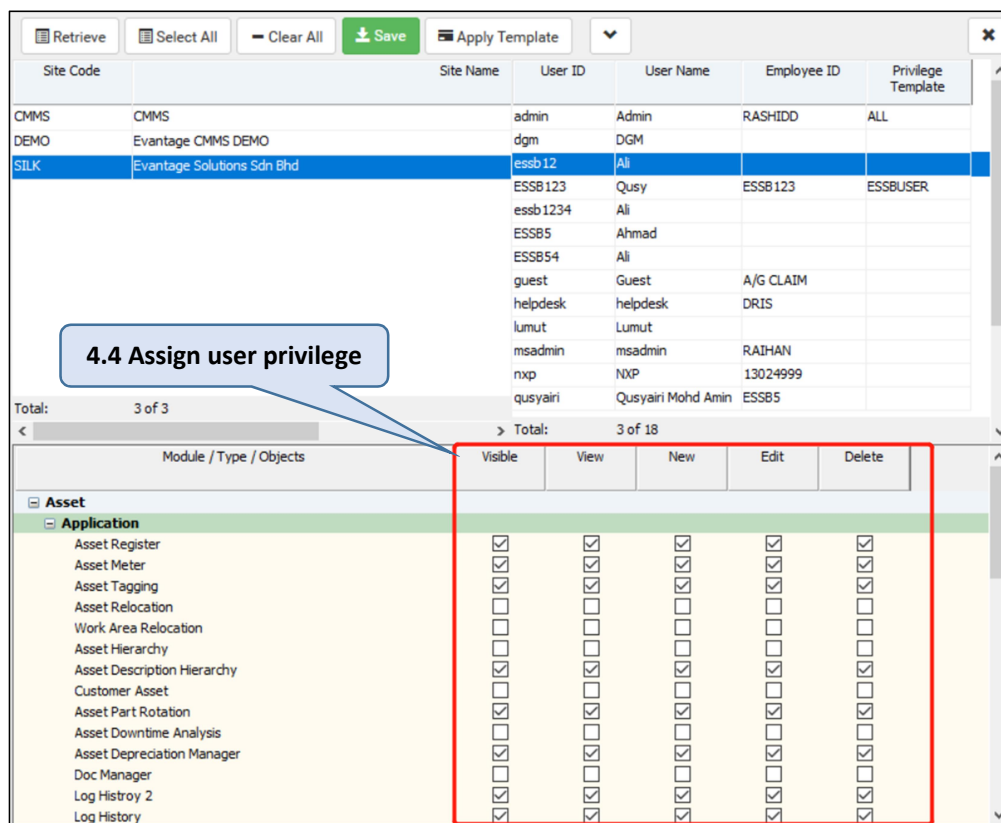
Site Code	Site Name	User ID	User Name	Employee ID	Privilege Template
CMMS	CMMS	admin	Admin	RASHIDD	ALL
DEMO	Evantage CMMS DEMO	dgm	DGM		
SILK	Evantage Solutions Sdn Bhd	essb 12	Ali		
		ESSB123	Qusy	ESSB123	ESSBUSER
		essb1234	Ali		
		ESSB5	Ahmad		
		ESSB54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	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.




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	essb 12	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	

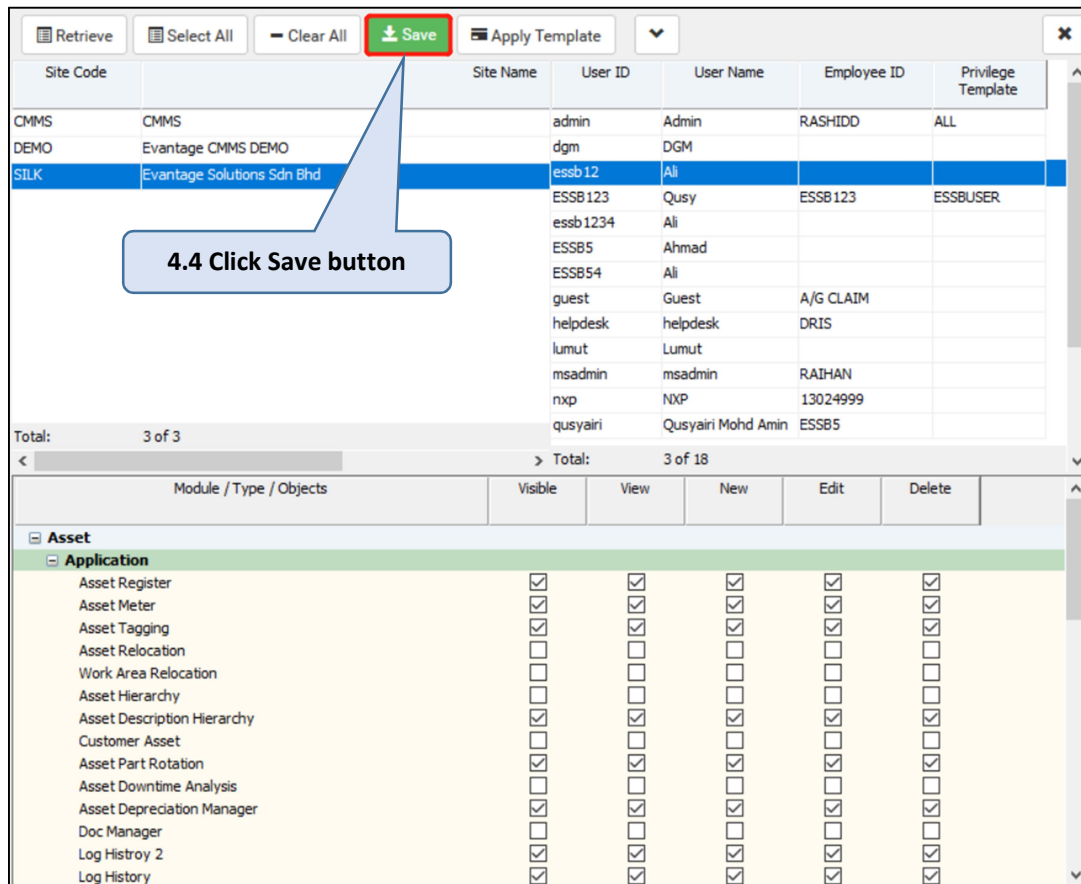
Total: 3 of 3

Total: 3 of 18

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

Figure 4-5

4.5 Click  Save button to save the information.



The screenshot displays a software interface with a top toolbar containing buttons: Retrieve, Select All, Clear All, Save (highlighted with a red border), 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 users, including 'essb 12' (Ali) and 'ESSB 123' (Qusy). A callout box labeled '4.4 Click Save button' points to the 'Save' button in the toolbar. Below the table, there is a summary bar showing 'Total: 3 of 3' and 'Total: 3 of 18'. At the bottom, there is a section titled 'Asset' with a sub-section 'Application' containing a list of assets with checkboxes for 'Visible', 'View', 'New', 'Edit', and 'Delete'.

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	essb 12	Ali		
		ESSB 123	Qusy	ESSB 123	ESSBUSER
		essb 1234	Ali		
		ESSB 5	Ahmad		
		ESSB 54	Ali		
		guest	Guest	A/G CLAIM	
		helpdesk	helpdesk	DRIS	
		lumut	Lumut		
		msadmin	msadmin	RAIHAN	
		nxp	NXP	13024999	
		qusyairi	Qusyairi Mohd Amin	ESSB 5	

Total: 3 of 3

Total: 3 of 18

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

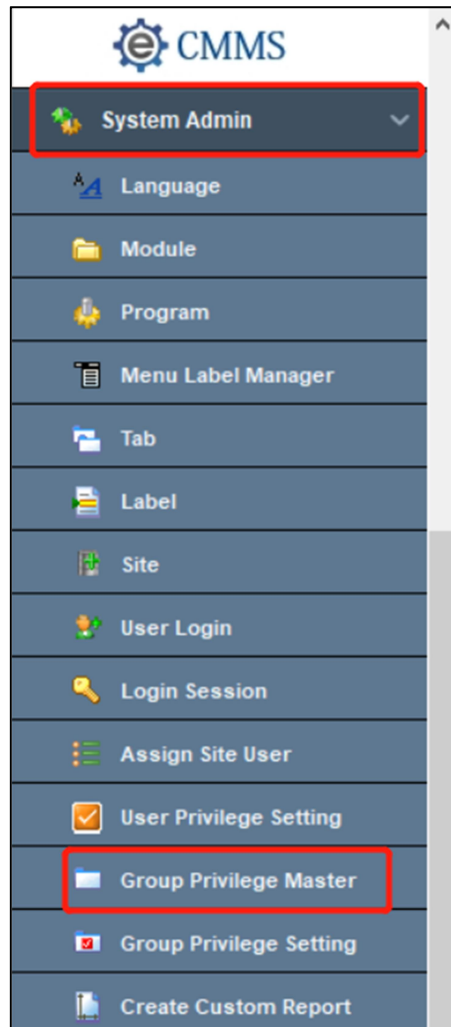



Figure 5-1

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

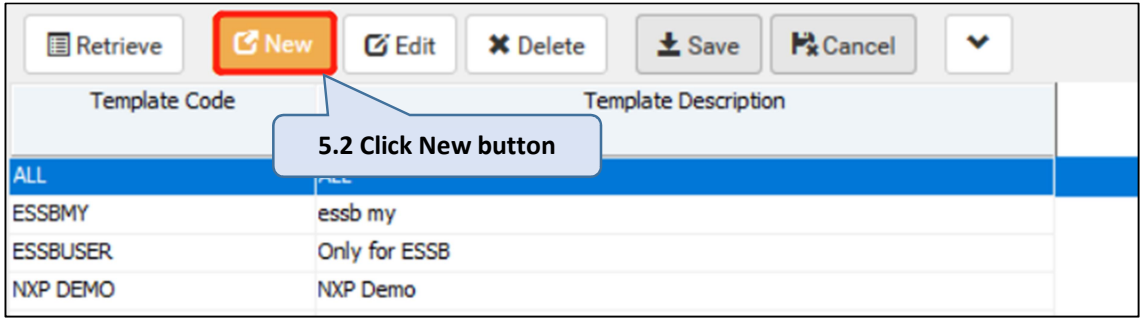


Figure 5-2

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

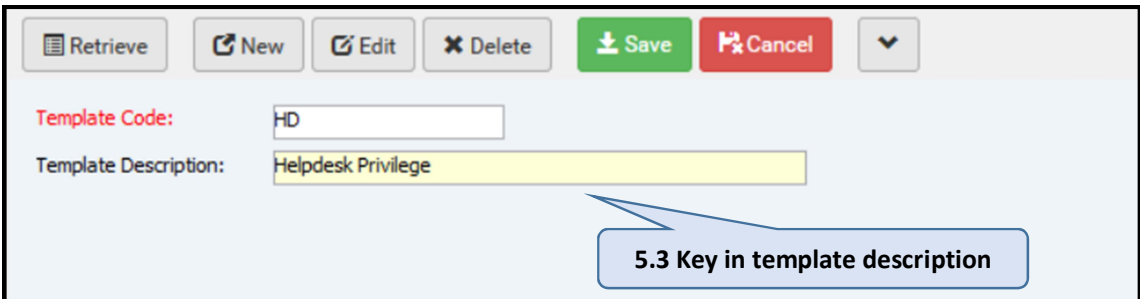

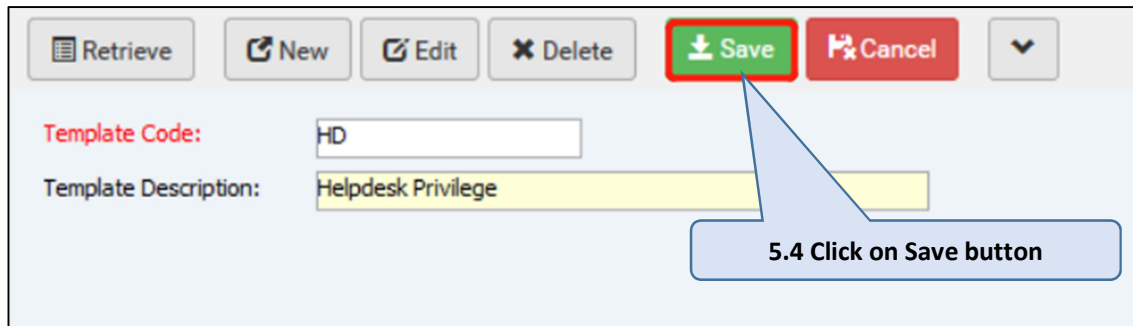


Figure 5-3

5.4 Click on  button to save the template information.



The screenshot displays a web interface for managing templates. At the top, there is a horizontal bar containing several buttons: 'Retrieve' (with a document icon), 'New' (with a plus icon), 'Edit' (with a pencil icon), 'Delete' (with an X icon), 'Save' (with a floppy disk icon, highlighted with a red border), 'Cancel' (with a red X icon), and a dropdown arrow. Below this bar, the 'Template Code:' field contains the text 'HD'. The 'Template Description:' field contains the text 'Helpdesk Privilege'. A blue callout box with the text '5.4 Click on Save button' points to the 'Save' button.

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.

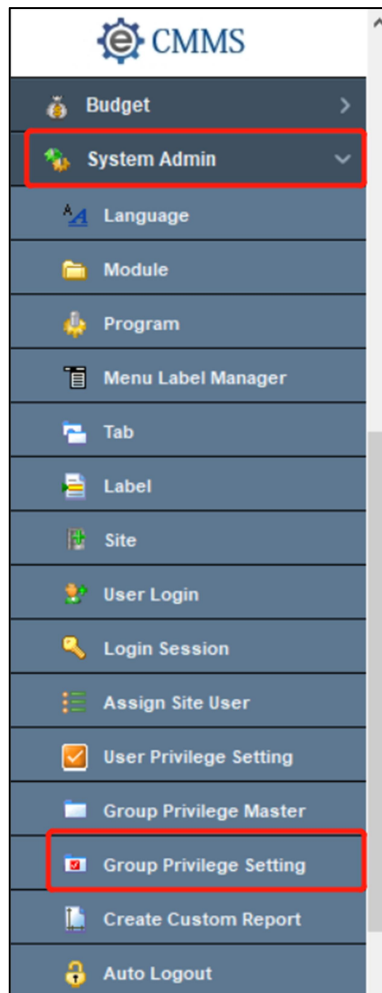
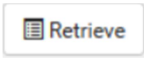


Figure 6-1

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

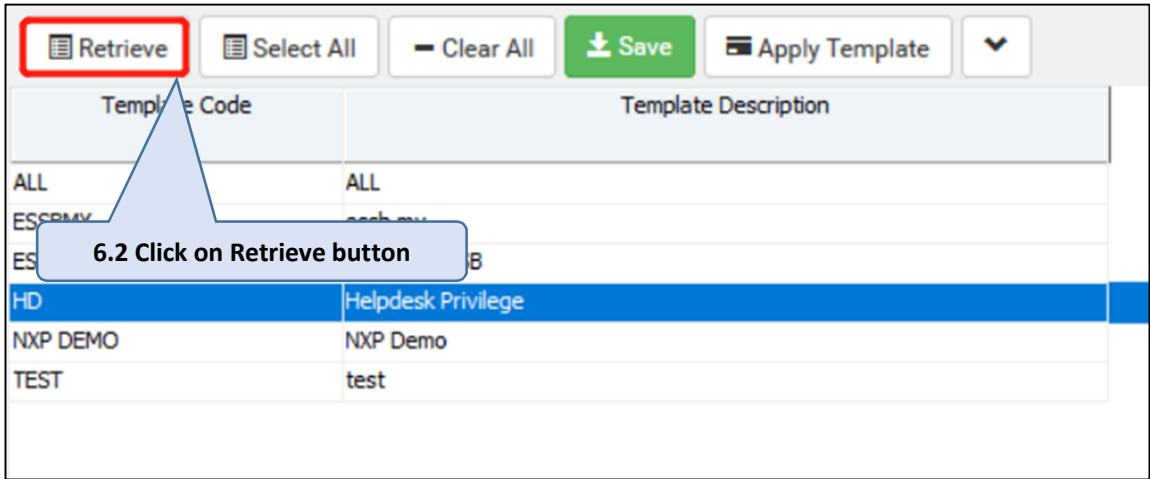


Figure 6-2

6.2 Select which template code to assign.

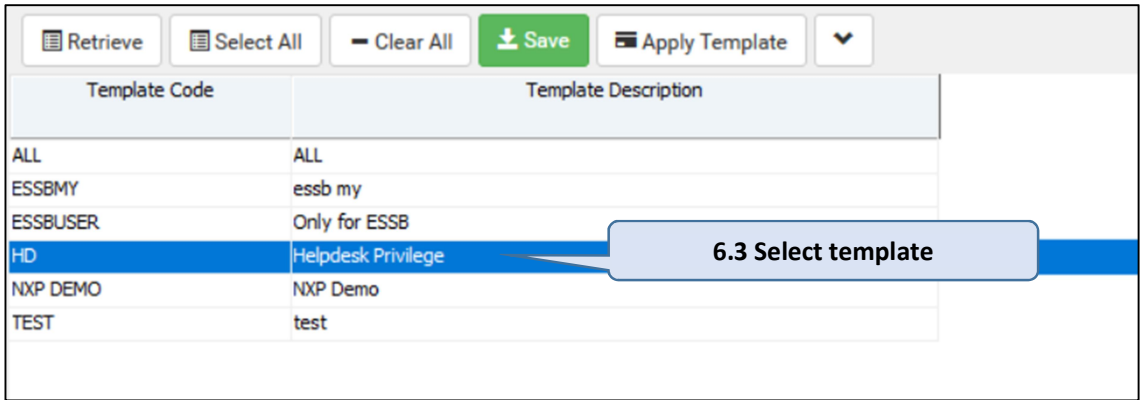


Figure 6-3

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.

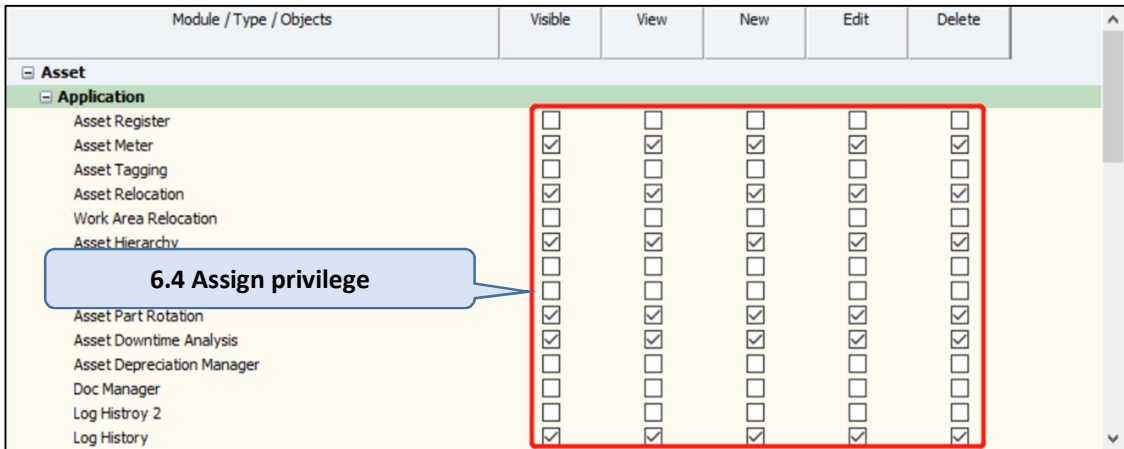
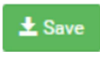


Figure 6-4

6.5 Click on  button to save the template information

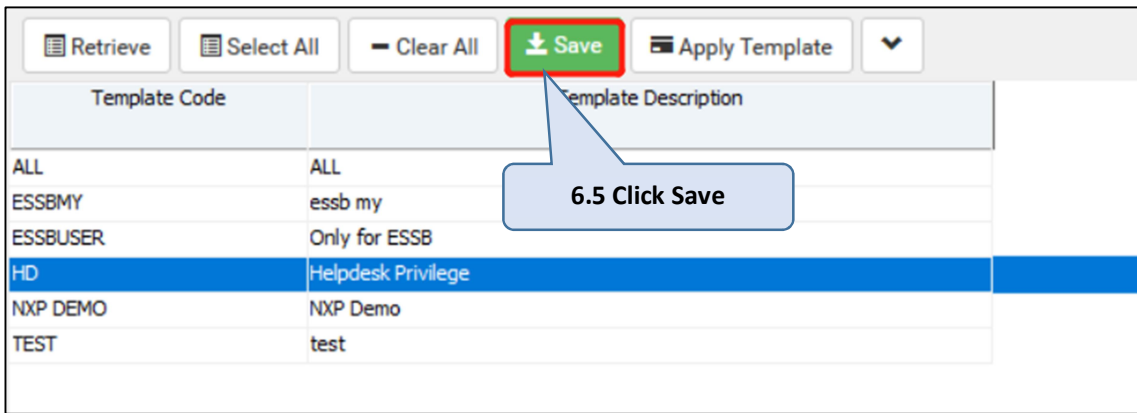


Figure 6-5

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.

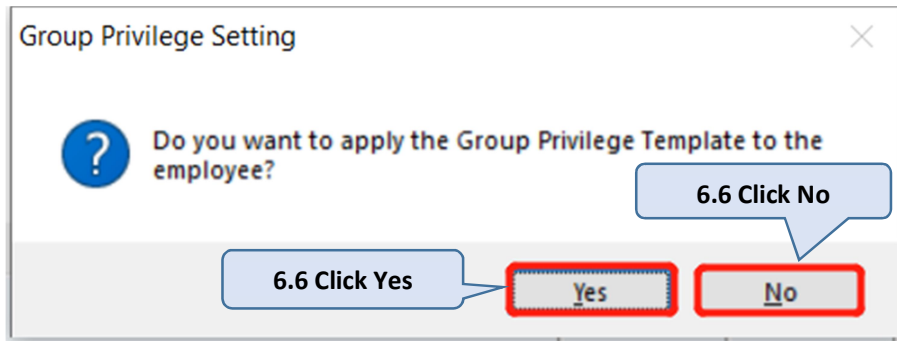



Figure 6-6

6.7 Click on  **Apply Template** button to apply the template to selected employee.

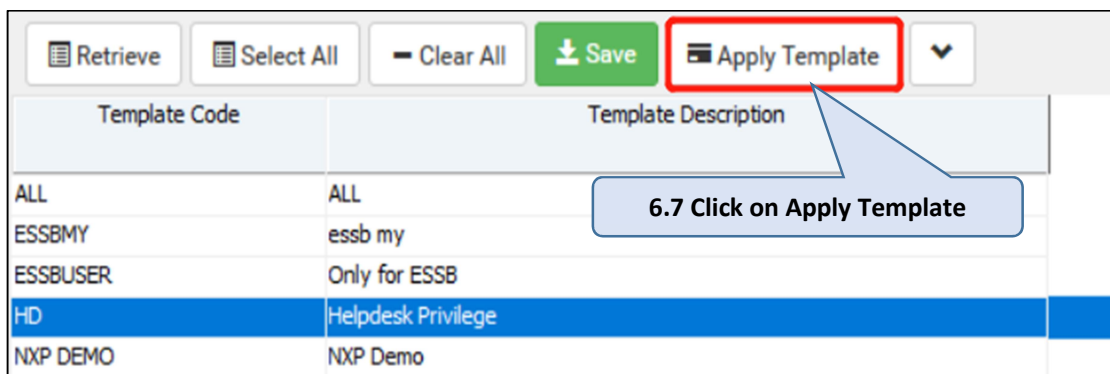


Figure 6-7

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.

Privilege Template	Site Code	User Name	Apply
SILK	essb1234	Ali	<input type="checkbox"/>
SILK	ESSB5	Ahmad	<input type="checkbox"/>
SILK	ESSB54	Ali	<input type="checkbox"/>
SILK	guest	Guest	<input type="checkbox"/>
SILK	helpdesk	helpdesk	<input type="checkbox"/>
SILK	lumut	Lumut	<input type="checkbox"/>
SILK	msadmin	msadmin	<input type="checkbox"/>
SILK	nvp	NVP	<input type="checkbox"/>
SILK	quyaiari	Quyaiari Mohd Amin	<input type="checkbox"/>
SILK	thong	Mr Thong	<input type="checkbox"/>

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.

Privilege Template	Site Code	User ID	User Name	Apply
SILK	dgm	DGM		<input type="checkbox"/>
SILK	essb12	Ali		<input type="checkbox"/>
SILK	guest	Guest		<input type="checkbox"/>
SILK	helpdesk	helpdesk		<input type="checkbox"/>
SILK	lumut	Lumut		<input type="checkbox"/>
SILK	msadmin	msadmin		<input type="checkbox"/>
SILK	nvp	NVP		<input type="checkbox"/>
SILK	quyaiari	Quyaiari Mohd Amin		<input type="checkbox"/>
SILK	thong	Mr Thong		<input type="checkbox"/>

Figure 6-9

Privilege Template	Site Code	User ID	User Name	Apply
SILK	dgm	DGM		<input checked="" type="checkbox"/>
SILK	essb12	Ali		<input checked="" type="checkbox"/>
SILK	guest	Guest		<input checked="" type="checkbox"/>
SILK	helpdesk	helpdesk		<input checked="" type="checkbox"/>
SILK	lumut	Lumut		<input checked="" type="checkbox"/>
SILK	msadmin	msadmin		<input checked="" type="checkbox"/>
SILK	nvp	NVP		<input checked="" type="checkbox"/>
SILK	quyaiari	Quyaiari Mohd Amin		<input checked="" type="checkbox"/>
SILK	thong	Mr Thong		<input checked="" type="checkbox"/>

Figure 6-10

6.10 Click on  button to save the information.

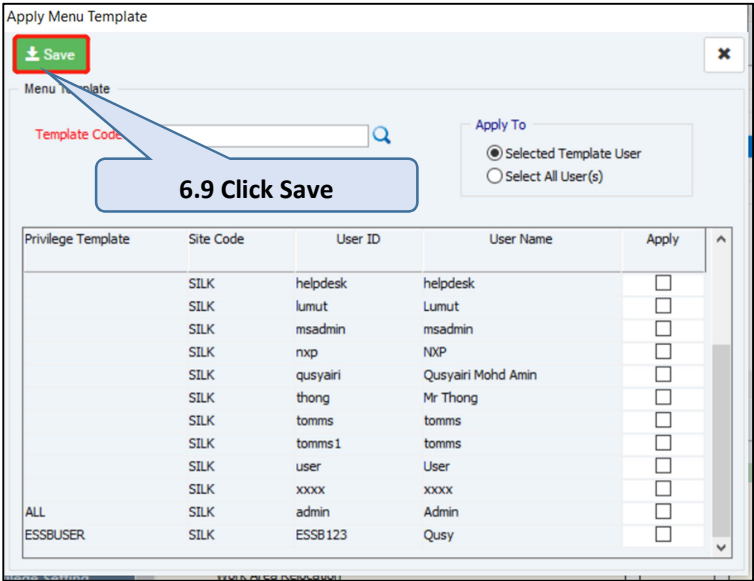


Figure 6-11