

## Client Account Tasks

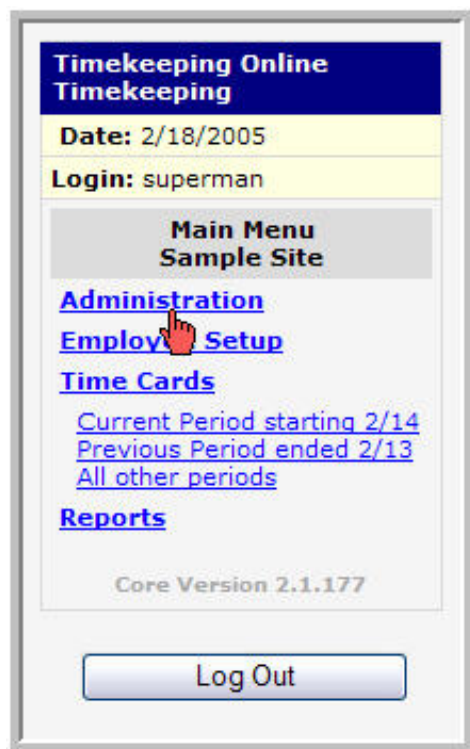
### Supervisor Accounts



Creating supervisor accounts allows requested administrative capabilities for individuals, which are accessed through a designated login ID and password.

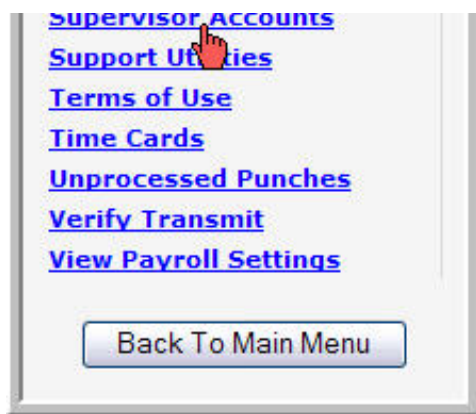
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The supervisor setup link is located in the *Administration* link of the *Main Menu* (see illustrations below).



- 2 Selecting the *Supervisor Accounts* link will display your current login accounts as well as the *Click HERE to add a new login* entry link. You can change or delete any of the entries by selecting the login name and utilizing the provided frame (see illustration).





- 3 The *Add Supervisor Login* frame will host supervisor setup details. Create a login ID and password, then specify the desired abilities and restrictions applied to the new account. You may refer to the provided instructions for help. The entry boxes will restrict all administration for that supervisor to the specified departments (see illustration).

Login Maintenance			
Client	Login <Add New>	Account Type	Restrictions
Sample Site	<a href="#">siteman</a>	Client	None
Sample Site	<a href="#">superman</a>	Supervisor \$ # @	Sup=superman
<b>Account Type Key:</b> \$ = Can See Wages # = Can Edit Punches @ = Can Add Employees			

- 4 Submit the entry to activate the supervisor account

Add Supervisor Login	
<b>Add supervisor login to this client:</b>	Sample Site
<b>Desired Login ID</b>	<input type="text"/>

<b>Desired Password</b>	<input type="text"/>
<b>Filtering / Employee Restrictions</b> If you don't fill in any of these, then the account can access all employees. If you fill any in, then the account can only access the locations or departments you select. You can use an asterisk (*) at the beginning or ending of a value as a wildcard. For example, if you select Department, and you enter 2* in the box, then the account can access all employees whose Department begins with the number 2.	<input checked="" type="radio"/> Department <input type="radio"/> Location <input type="radio"/> Supervisor MUST EQUAL <input type="text"/> OR <input type="text"/> OR <input type="text"/> OR <input type="text"/> OR <input type="text"/>
<b>Permissions</b> (Note: If you give edit permission, the user will also be able to see wages in the edit screen.)	<input type="checkbox"/> Can Edit Punches <input type="checkbox"/> Can Add/Edit Employees <input type="checkbox"/> Can See Wages
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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