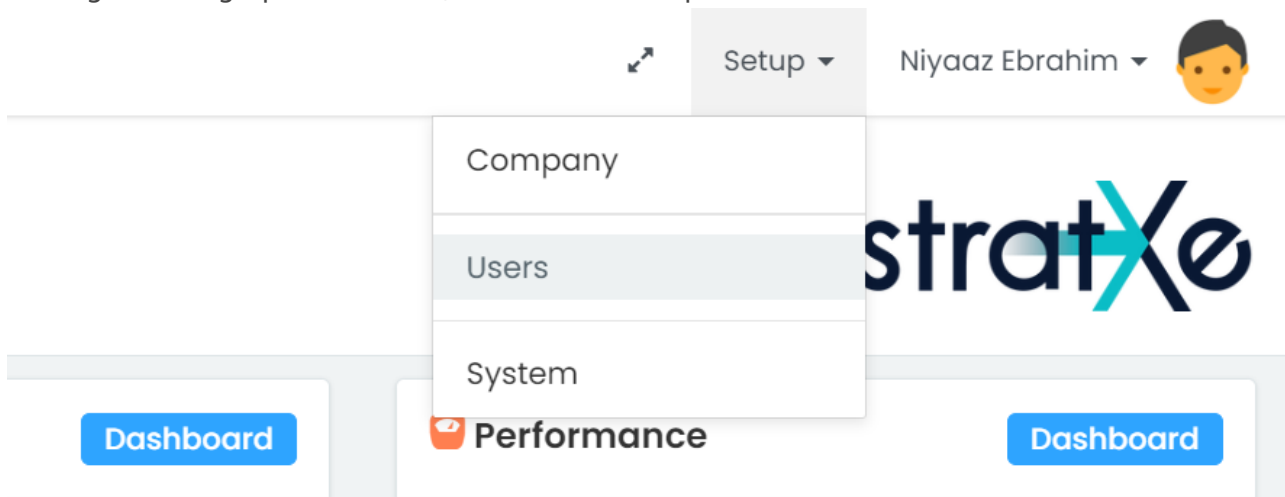


User Set-up

- Setting up new users on StratXE

Setting up new users on StratXE

1. To begin setting up a new user, select the "Setup" tab and click on users.



2. This will take you to the users page, which gives an overview of all the organisational users. To add a new user, click on "Create".

3.

Fill in the fields with the information about the new user.

Search Create

Details Access Attendance Rates

Name

Surname

Title

eMail

Picture Select an image file
 No file chosen

4.

The users access can be allocated by selecting the Primary Role of the user. Select "Organization-Owner" to grant users global access to the system or select "Organization-User" to limit the access of the user.

5. Set the users position, by selecting the relevant option.

6. Select the modules that are relevant to the user.

HR Partner ☐

Programme Manager ☐

☐

- ☐ Reports
- ☐ People
- ☒ Performance
- ☐ Expenses
- ☒ Time
- ☒ Attendance
- ☐ Projects
- ☐ Stakeholders

.S

7. Populate the remaining fields with the users information.

☐ Stakeholders

Gender: ☒ Male ☐ Female

Race: ☒ Black ☐ White ☐ Coloured ☐ Indian ☐ Asian

Availability: ☐ Yes ☒ No

Number:

Cost:

8. Select the users employment and policy commencement dates. These are required fields and must be populated in order for the user to be visible.

Details Access **Attendance** Rates

Employment Commencement:

Policy Set:

Policy commencement:

9. After inputting all of the details, click on "Create" to create the user. The user will then receive their login details via email.

Employment Commencement	<input type="text" value="2023/01/01"/>
Policy Set	<input type="text"/>
Policy commencement	<input type="text" value="2023/01/01"/>
<div><div>Create</div><div>Cancel</div></div>	

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