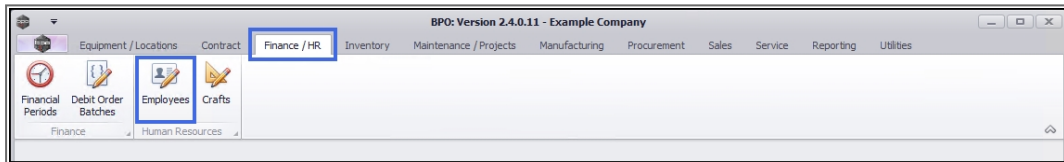# HUMAN RESOURCES

ASSIGN A USER LOGIN TO AN EMPLOYEE

All employees should be loaded onto BPO, but only those using BPO will be assigned a **User ID**, which is linked to their employee details.

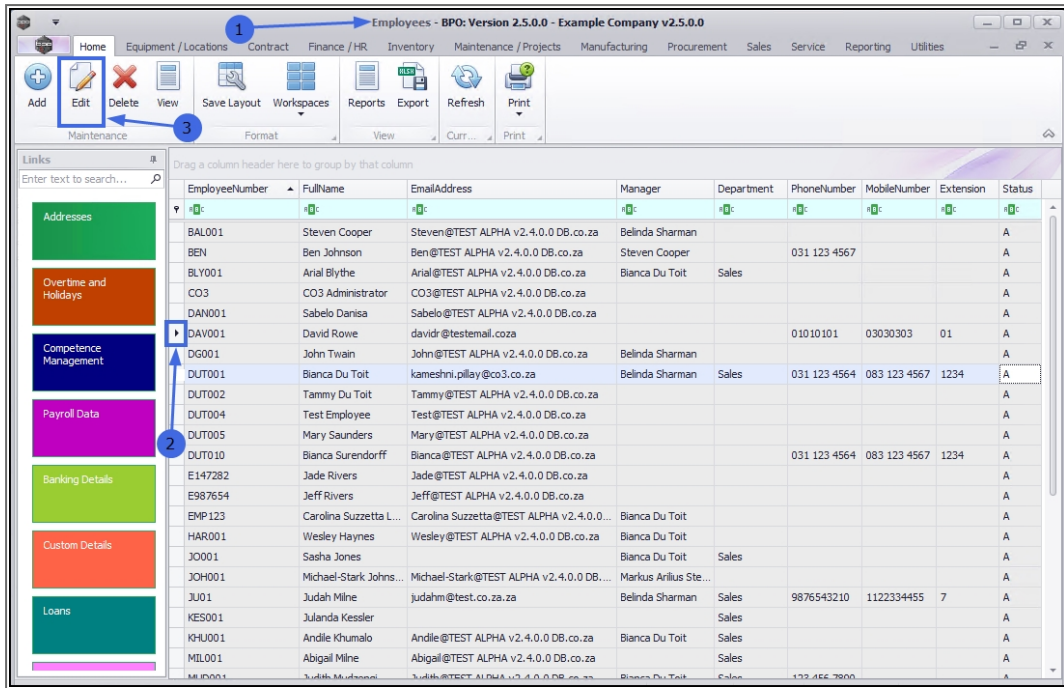It is important to ensure that all users are correctly linked to their employee details.

Ribbon Access: *Finance and HR > Employees*

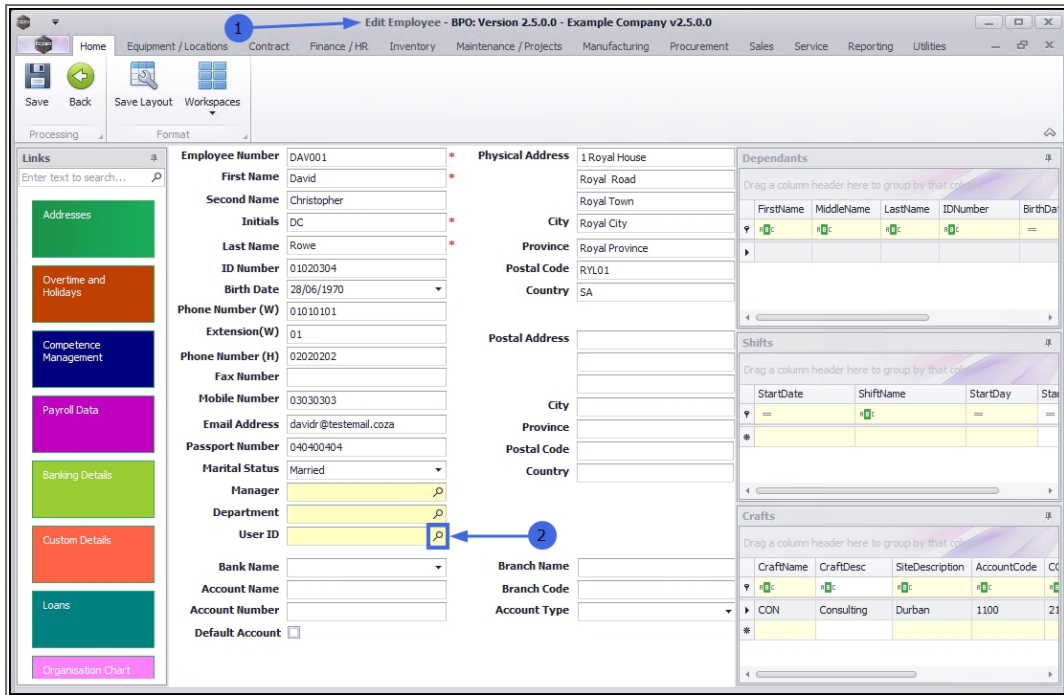1. The **Employees** listing screen will open.

SELECT EMPLOYEE

2. Select the **row** of the employee to whom you wish to assign a **User ID**.
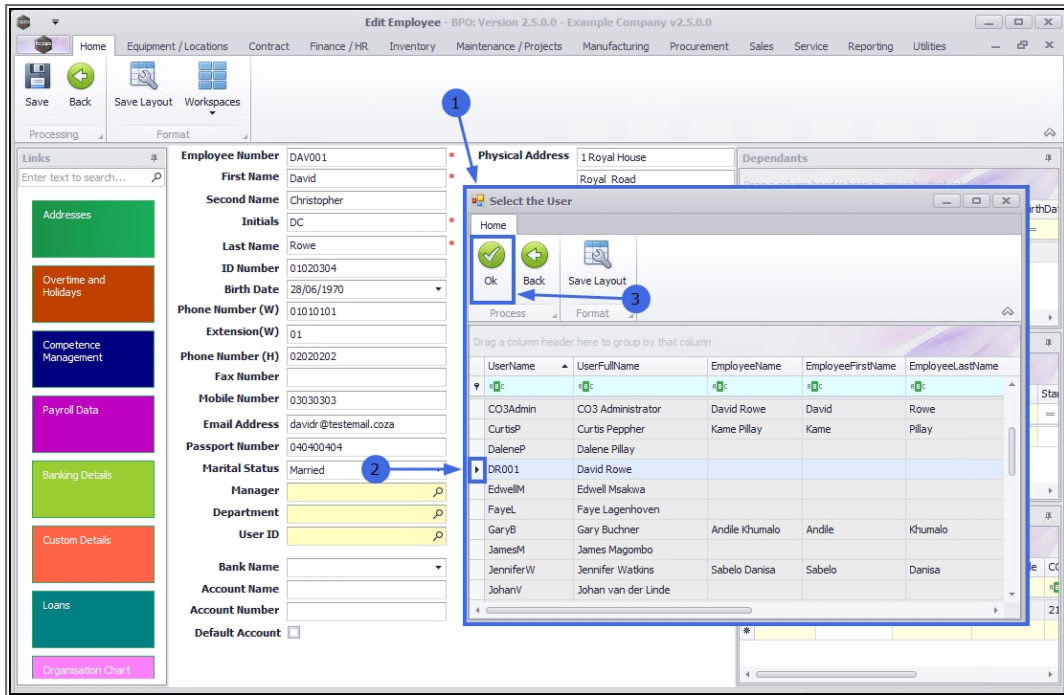3. Click on **Edit**.

SEARCH FOR USER ID

1. The *Edit Employee* screen will be displayed.
2. Click on the *search* button in the *User ID* field.

SELECT USER ID

1. The *Select the User* screen will be displayed.
2. Select the *row* of the *UserName* that you would like to allocate to this employee.
   - In this example, **DR001** is selected.
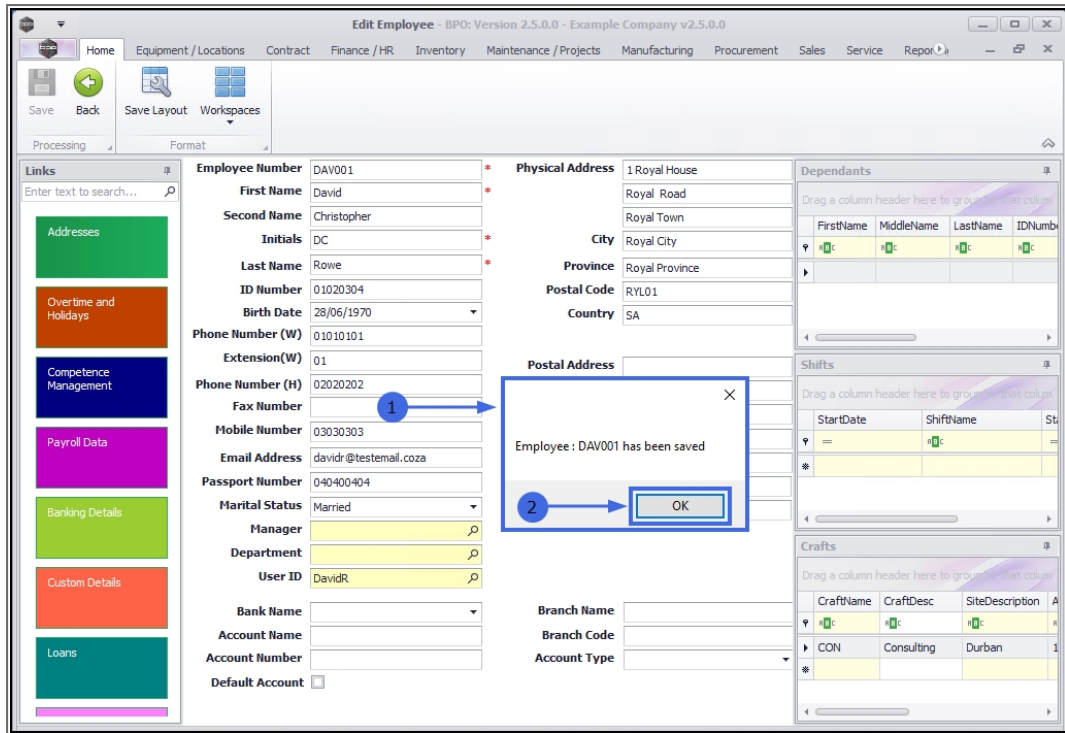3. Click on *OK*.

Note: A UserName / ID cannot be assigned to <u>more than one</u> employee. Ensure that a <u>unique</u> User ID and Login has been set up in the *Configurator* before you attempt to link an ID to an employee.

SAVE USER ID/LOGIN DETAILS

1. The new user *ID / Login* is now assigned and displayed in the *User ID* field.

2. Click on *Save* to keep the User ID detail.

- A message box will pop up advising the following:
  - *Employee: [] has been saved.*
- Click on **OK**.

- You will return to the **Employees** listing screen.

MNU.021.009