

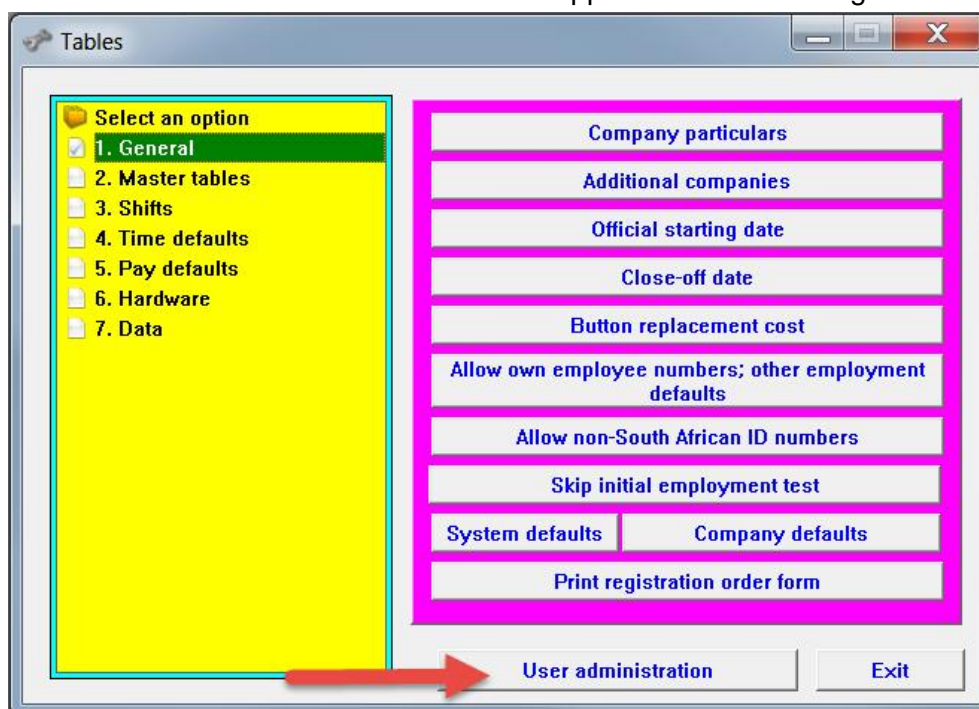
ADMINISTRATIVE USER

An Admin User may be identified as main user on the AfriClock system, while additional users with limited user rights can also be added.

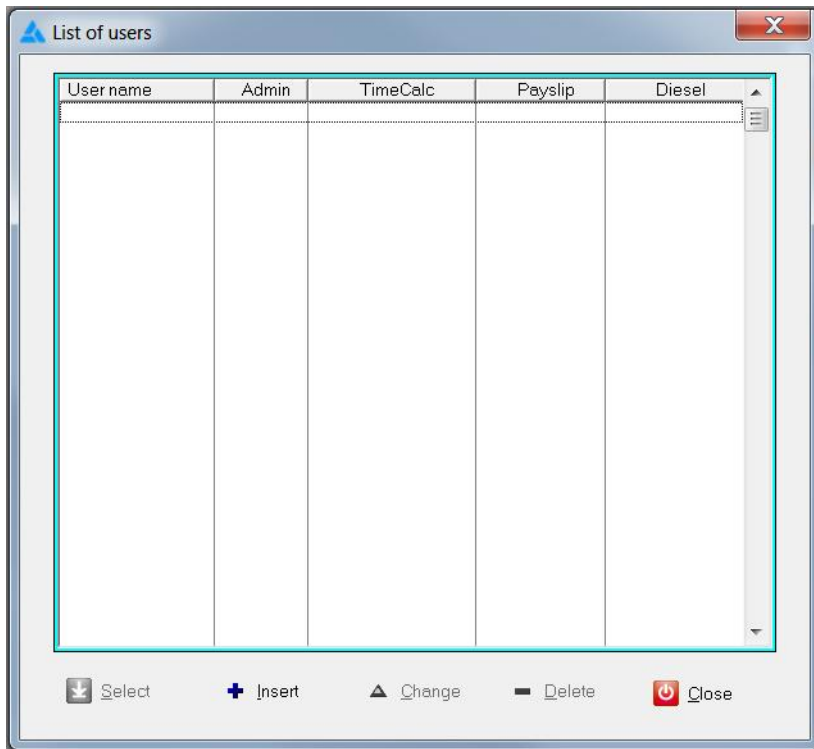
Follow the steps below:

ADMIN USER:

1. Click on the main screen on: Tables.
2. The word GENERAL in the yellow block will be highlighted in green.
3. On the keyboard press simultaneously: **Ctrl Shift U**.
4. The words **USER ADMINISTRATION** will appear at the bottom right side of the screen.



5. Click on User Administration.
6. The following screen will be displayed where users can be added. Click at the bottom on: INSERT:



7. A screen will follow where a User Name and Password must be added, ALSO indicate that this user is the ADMIN USER:

Adding a new user

User name:

Password:

Admin?

TimeCalc access: None View Edit

Payslip access: None View Edit


Diesel access: None View Edit

OK (Save) Quit without saving

Adding a new user

User name:

Password:

Admin? 

TimeCalc access: None View Edit

Payslip access: None View Edit

Diesel access: None View Edit

OK (Save) **Quit without saving**

8. Click on: OK (Save).

9. The user added, will now appear on the list as "Admin":

List of users

User name	Admin	TimeCalc	Payslip	Diesel
PM	Yes	Edit	Edit	Edit

ADDITIONAL USERS WITH LIMITED USER RIGHTS:

1. Click again on: Insert.
2. Provide a User Name for the additional user as well as a Password. Indicate the user access in the options that follow:

Adding a new user

User name: LF

Password: 1234

Admin?

TimeCalc access: None View Edit

Payslip access: None View Edit

Diesel access: None View Edit

OK (Save) Quit without saving

3. Click on: OK (Save).
4. The list of users as added, will be shown in the list:

List of users

User name	Admin	TimeCalc	Payslip	Diesel
LF	No	View	None	None
PM	Yes	Edit	Edit	Edit

Select Insert Change Delete Close