

CWORKS FAQ - Technical Queries

14) How can I set different access levels for my employees?

A: Employee access can be restricted by accessing the administration module. Once you have accessed the module, select the Employee Accessibility Level tab. Select the employee and click edit employee. There will be a CWorks Module list, where each module will be listed. Select the modules that you desire and input them in the accessibility module. See below;



Administration

Admin Properties

User Info Employee Accessibility Level

Type of Search

By Employee No By Employee Name

New Employee Edit Employee Close

Select the Employee Name to Search For

Admin

Current Employee / Requester

Emp/Req No: A001
Emp/Req Name: Admin
Address:
Designation: CWorks Administrator
Telephone/Ext No:
Fax No:
Mobile No.:
House Phone:
Office Location:
Email:
Dept Code: PM
Work Trade: Mechanical
Section:

Hourly Salary: 0.00
Over Time Rate: OT1: 0.00, OT2: 0.00, OT3: 0.00
Category: Employee Requester Retired

Accessability Authorisation

MODULES	<input type="checkbox"/> FULL ACCESS	<input type="checkbox"/> READ ONLY
Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asset	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preventive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchase Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Goods Received	<input checked="" type="checkbox"/>	<input type="checkbox"/>

User Login
User ID: admin Password: Admin

Save Main Menu Close

This is where you set the user access level