



User Admin



Introduction

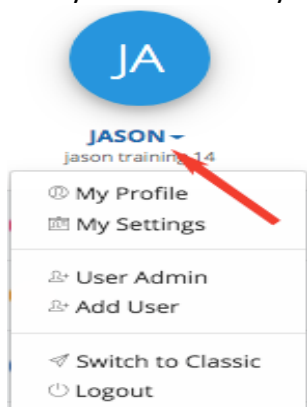
After you have added the user, the user will then be able to login to Justlogin system to access to the different modules that your company has subscribed to.


In this guide, we will cover the different components found within User Admin. Note that this is not in any particular sequence as it depends on what you wish to do.


User Admin - Settings - Company Details [Express]

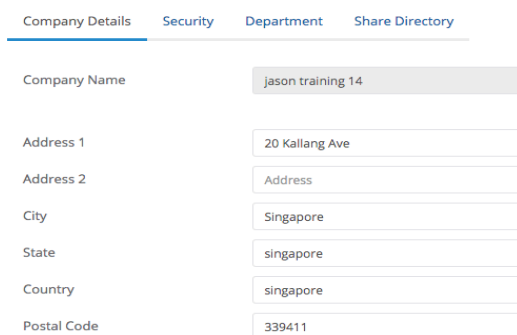
The Company Details page under Settings allows you to enter or edit your company's registered address. To access this page, follow these steps:

Step 1: Click on your name and you will see a drop down menu.



Step 2: Select  . You will by default placed in the Employee Details page.

Step 3: Click on  . The system should show you the Company Details page.

A screenshot of the 'Company Details' page in the JustLogin system. The page has a navigation bar with tabs for 'Company Details', 'Security', 'Department', and 'Share Directory'. The 'Company Details' tab is active. Below the navigation bar, there are several input fields for company information: 'Company Name' (jason training 14), 'Address 1' (20 Kallang Ave), 'Address 2' (Address), 'City' (Singapore), 'State' (singapore), 'Country' (singapore), and 'Postal Code' (339411).

Step 4 (Optional) Enter or change the details

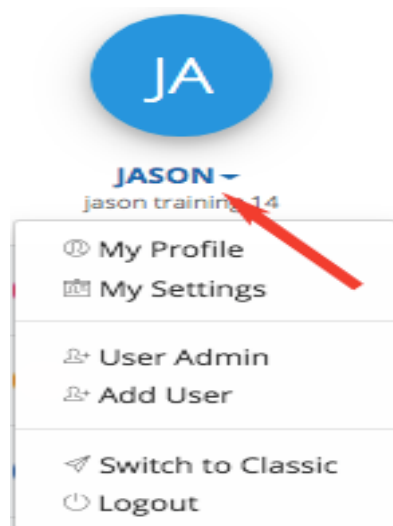


Step 5: (Optional) If any modification is done, click on the **Save** button.

User Admin - Employees Detail - Active Employees [Express]

You can manage all created users using the User Admin such as the managing of the modules the employees and deactivate employees that had left the company.

Step 1: Click on your name and you will see a drop down menu.



Step 2: Click on **User Admin**. The first page you will see will be the Active Employees.

Employee Details | Module Administrator | Settings | Bulk Import | Setup Profile Pictures


Active Employees | Deactivated Employees | User Reports

Show 10 entries


Emp No.	Employee	Email	Department	Payroll	Leave	Attendance	Form	People	Benefit	Actions
	Lee Hong Livy	livy@abc.com.sg	Research	☑	☑	☑	☑	☐	☐	✎ ✕
	Lim Hong Hai Aaron	aaron@abc.com.sg	Marketing	☑	☑	☑	☑	☐	☐	✎ ✕
	Ang Lee Huat Toby	tobby@abc.com.sg	Sales	☑	☐	☐	☐	☐	☐	✎ ✕
	Gan Eng Heng	gan@abc.com.sg	Sales	☐	☑	☑	☐	☐	☐	✎ ✕
	Ho Kit Young Clarise	clarise@abc.com.sg	Marketing	☑	☑	☑	☐	☐	☐	✎ ✕
	Lay Hong Kee Jeff	jeff@abc.com.sg	Marketing	☑	☑	☑	☐	☐	☐	✎ ✕
	Lim Beng Heng Wayne	wayne@abc.com.sg	Marketing	☑	☑	☑	☑	☐	☐	✎ ✕

Step 3: Select the modules which the employees can use by clicking on the tick accordingly at the module columns.

Payroll	Leave	Attendance	Form	People	Benefit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4: Click on the Edit  to edit the information of the employee.

Deactivate User

Step 5: If the employee resigns, you can click on the Deactivate  icon to cease that employee's access to Justlogin. When you click on this icon, the system will show you this page.


Deactivate User

Are you sure you want to deactivate the following?

The deactivated profile will be stored in the archive. You can still reactivate the profile from the archive when it is necessary.

Lee Hong Livy	livy@abc.com.sg
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Close
Deactivate

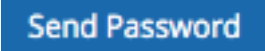
Step 6: Click on the  to confirm the deactivation of the employee.

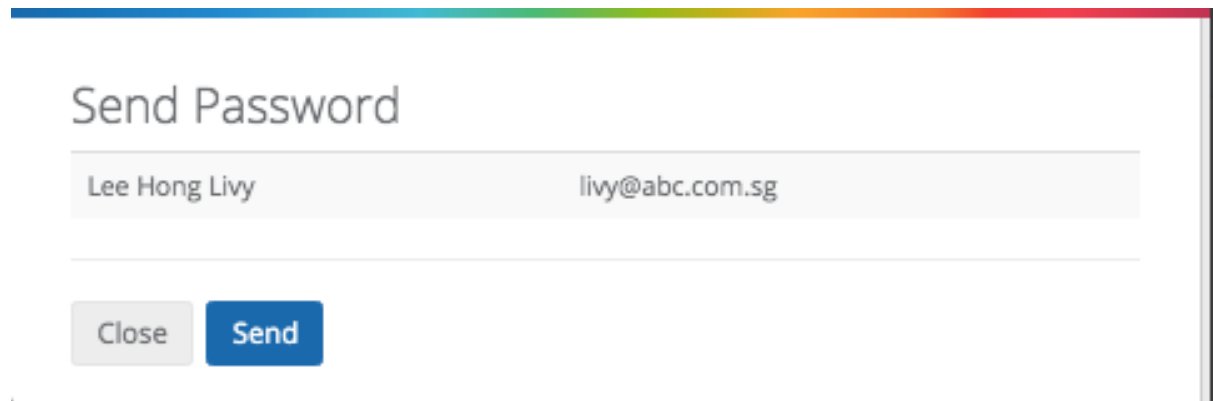
Send Password

You can send an email through this to the employee to request them to change password should they forget the password.

The steps to do that are:

Step 1: Select the employee by placing checking the name.

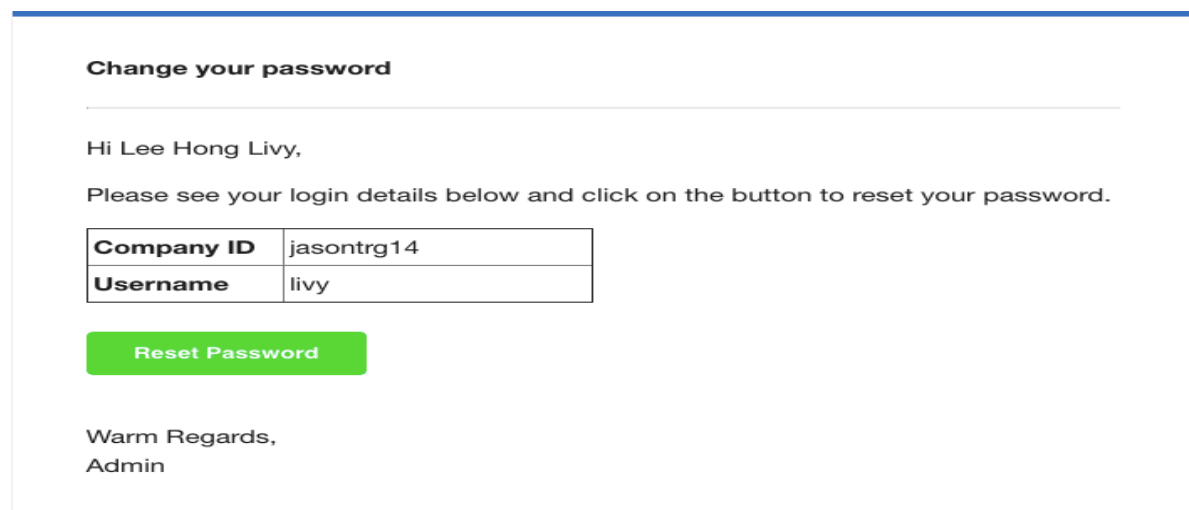
Step 2: Click on the  to the employee. The following prompt will appear



The dialog box titled "Send Password" contains two input fields: "Lee Hong Livy" and "livy@abc.com.sg". Below the fields are two buttons: "Close" and "Send".

Step 3: Click on the  button

Step 4: The staff should receive an email like the below allowing them to change their password.



Change your password

Hi Lee Hong Livy,

Please see your login details below and click on the button to reset your password.

Company ID	jasontrg14
Username	livy

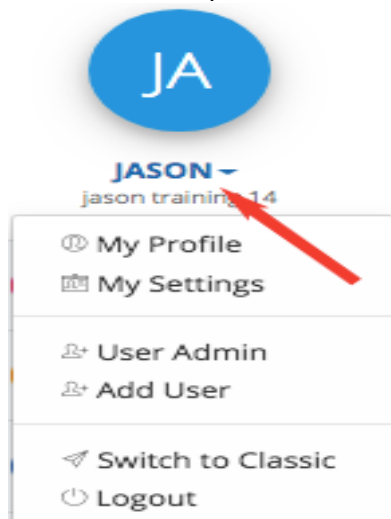
[Reset Password](#)


Warm Regards,
Admin

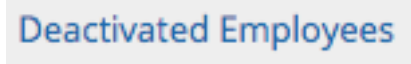
User Admin - Employee Details - Deactivated Employees [Express]

To reactivate the employee, the steps are:

Step 1: Click on your name and you will see a drop down menu.



Step 2: Select  **User Admin** . You will by default placed in the Employee Details page.

Step 3: Click on the  **Deactivated Employees** . You will see a list of deactivated employees.

Employee Details Module Administrator Settings Bulk Import Setup Profile Pictures

Active Employees Deactivated Employees User Reports


Show entries Search:

<input type="checkbox"/>	Username	Emp No.	Employee	Email	Deactivated Date	Actions
<input type="checkbox"/>	livy		Lee Hong Livy	jason@justlogin.com	24/06/2019	<input type="checkbox"/>
<input type="checkbox"/>	clarise		Ho Kit Young Clarise	clarise@abc.com.sg	24/06/2019	<input type="checkbox"/>
<input type="checkbox"/>	kely		Lin Teng Kely	kely@abc.com.sg	24/06/2019	<input type="checkbox"/>
<input type="checkbox"/>	gan		Gan Eng Heng	gan@abc.com.sg	24/06/2019	<input type="checkbox"/>
<input type="checkbox"/>	benny		How Teck Lee Benny	benny@abc.com.sg	24/06/2019	<input type="checkbox"/>

Showing 1 to 5 of 5 entries Previous 1 Next

[Reactivate Employee](#)

Step 4: To reactivate the employee, there are two methods:

a. Select the employee concern and go to the end of the row and click on the 

Or

b. Select several employees by checking their names and then click



on


Step 5: The system will display this message.

Reactivate User

Are you sure you want to reactivate the following?

Lee Hong Livy	jason@justlogin.com
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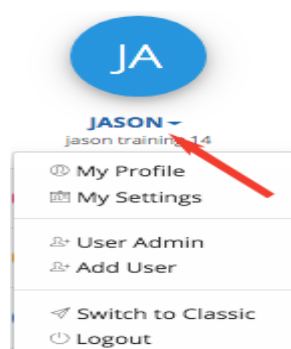



Step 6: Click on the  button. Once done, the employees will be delisted here and placed back to the Activated Employees tab.


User Admin - Module Administrator [Express]

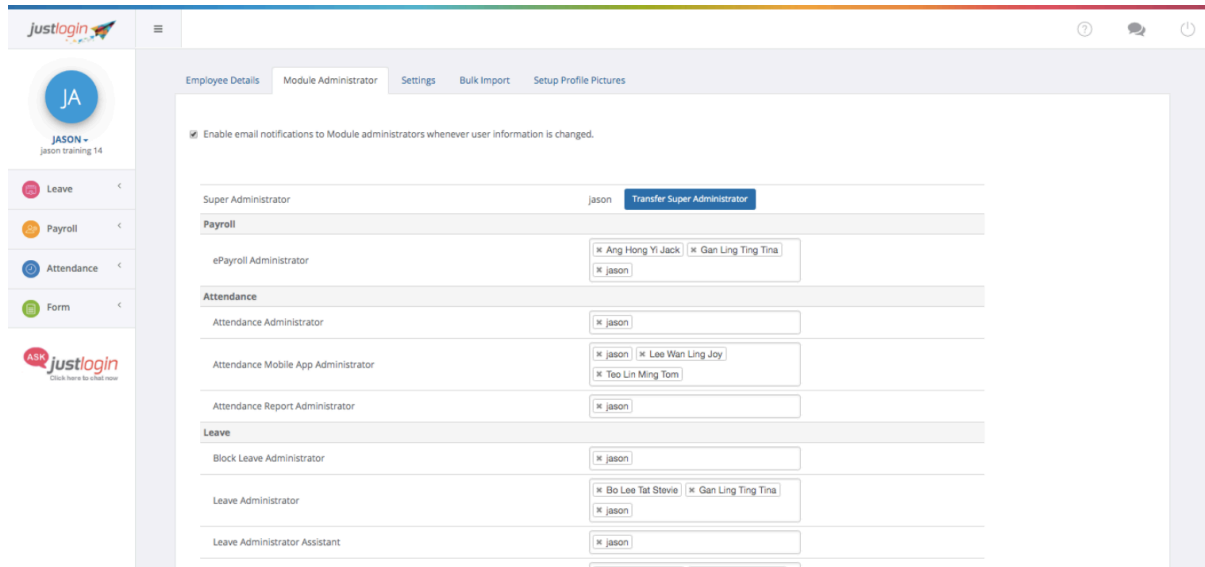
The Module Administrator allows you to transfer the Super Administrator account to another user and to appoint other users as administrators to any module in Justlogin. To get to the Module Administrator, you need to do the following:

Step 1: Click on your name and you will see a drop down menu.



Step 2: Select  **User Admin** . You will by default placed in the Employee Details page.


Step 3: Click on the  **Module Administrator** .



Transfer Super Administrator Account

The Super Administrator account (by default) is the only user that can create a new user and assign administrators to other modules.

If you wish to appoint another person as the Super Administrator, you need to follow these steps:

Step 1: Click on  . The following page will appear.

Transfer Super Administrator Account

Please select the user to whom the super administrator role will be transferred:

Show 10 entries

Search:

Employee	Email
<input type="radio"/> Ang Hee Chuan Pete	pete@abc.com.sg
<input type="radio"/> Ang Hock Seng Van	van@abc.com.sg
<input type="radio"/> Ang Hong Yi Jack	jack@abc.com.sg
<input type="radio"/> Ang Lee Huat Toby	tobby@abc.com.sg
<input type="radio"/> Ang Lee Jin (Wilson)	wilson@abc.com.sg
<input type="radio"/> Ang Ling Tong Bernard	bernard@abc.com.sg
<input type="radio"/> Ang Mee Ling Lyn	lyn@abc.com.sg
<input type="radio"/> Bay Jean Lee (Alfred)	alfred@abc.com.sg
<input type="radio"/> Bo Lee Tat Stevie	stevie@abc.com.sg
<input type="radio"/> Chai Lee Teck Davidson	davidson@abc.com.sg

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

Please enter your password to initiate the transfer:

Close

Transfer


Step 2: Select the staff whom you wish to transfer the Superadmin to.

Step 3: Enter your Justlogin password to initiate the transfer

Please enter your password to initiate the transfer:

at

Transfer

Step 4: Click on the . Once done the system will log you out and you will no longer have access to Super Administrator rights.

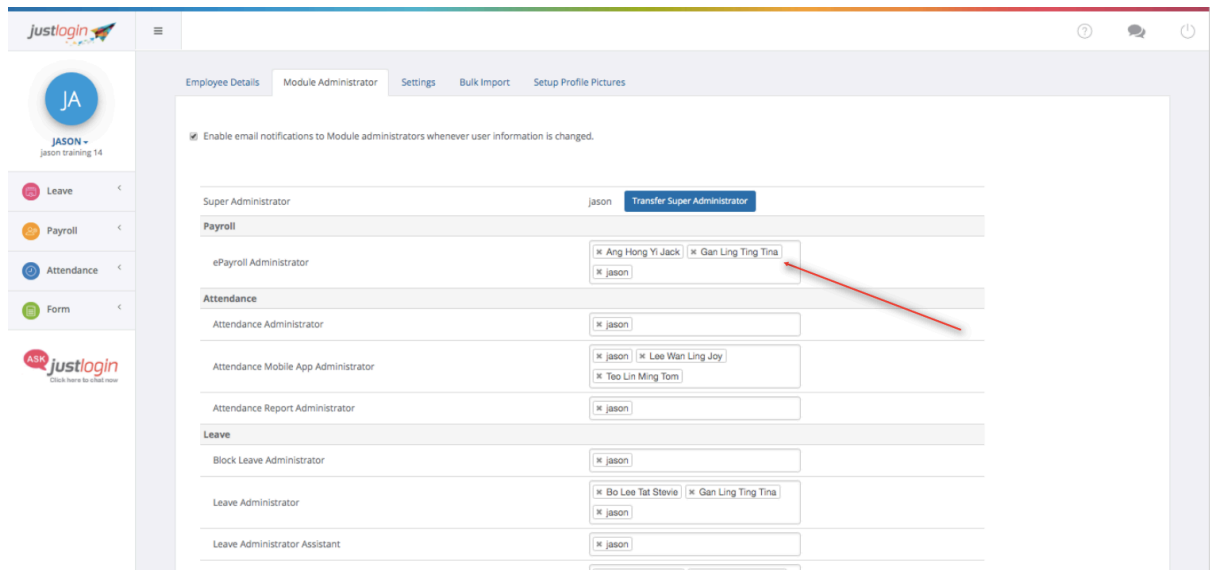
Assigning Module Administrators

The Module Administrator allows you to add additional administrators for the different modules subscribed.

Adding Administrators

To add administrators to each of the modules, type in the person's name and once the name is added to the field, they will become administrator of that module.

Note: The system does an autosave so you need not look for a save button.



Remove Administrators

To remove a person from being an administrator, click on the cross before their name in the box. Once their names are being removed, their rights as administrators are being removed.

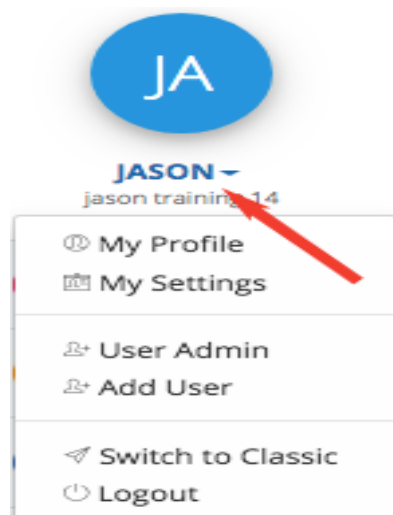
Updating all administrators


This option Enable email notifications to Module administrators whenever user information is changed. when selected will inform all administrators should one administrator change any information pertaining to an employee.


This option ensures that the system will inform all the administrators should there be any changes in user information made to the employees.

User Admin - Settings - Security [Express]

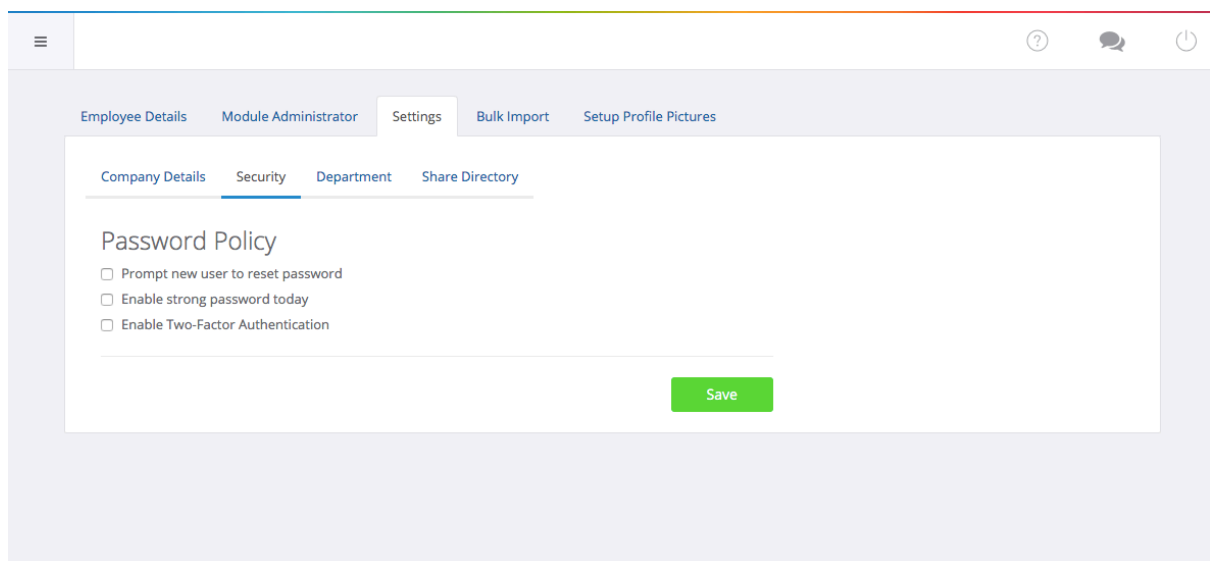
Step 1: Click on your name and you will see a drop down menu.



Step 2: Select  User Admin . You will by default placed in the Employee Details page.

Step 3: Click on  Settings . The system should show you the Company Details page.

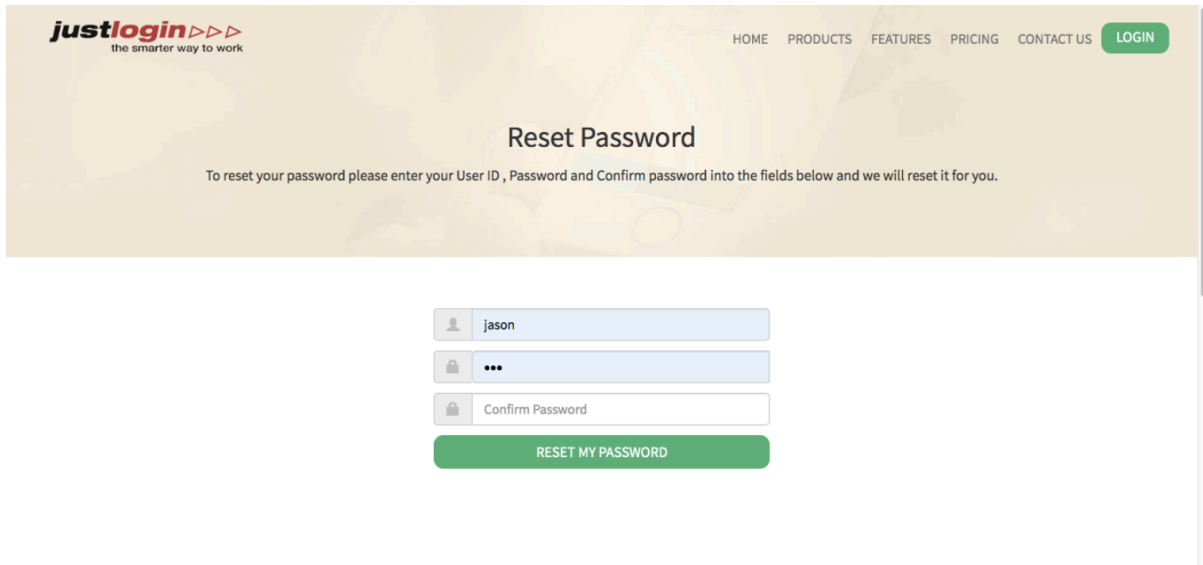
Step 4: Click on . The following page will appear.



Prompt new user to reset password

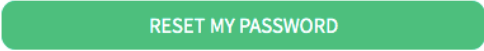
Upon the first login to the system, the user will be prompt to change their passwords.

When logging in, the staff will be directed to this page



Step 1: Enter the password

Step 2: Confirm the password in step 1

Step 3: Click on the  to reset the password.

Enable Strong Password

If you wish, you can enforce the employees to use strong password to enhance the security.

Step 1: Check on

Enable strong password today

Password Duration:	<input type="text" value="365"/>	days
Password minimum length:	<input type="text" value="6"/>	
Password maximum length:	<input type="text" value="20"/>	
Required digits:	<input type="text" value="1"/>	
Required upper-case letters:	<input type="text" value="1"/>	
Required special characters:	<input type="text" value="1"/>	
Allowed special characters:	<input type="text" value="!@#\$\$%^&*()"/>	

Only the special characters are allowed !@#\$\$%^&()

Step 2: Change the configuration in compliance with your company's security requirements.



Step 3: Click on  to save the configuration

Enable Two Factors Authentication

Justlogin has introduced an enhanced security option that requires employees whose 2-factors authentication if enabled to perform a second authentication by entering a randomly generated pin on the employee's hand phone.

To understand how the 2 Factors Authentications works, please kindly refer to the following link:

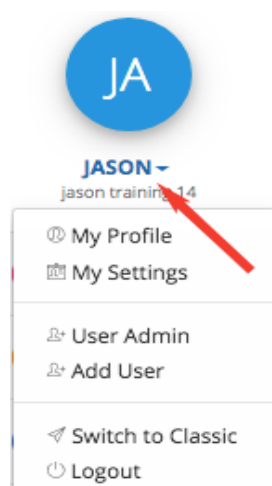
<https://support.justlogin.com/hc/en-us/articles/360021638772-2-Factor-Authentication-Video-for-Administrator>


User Admin - Settings - Department [Express]


You can set up departments in User Admin.

Adding Department Names

Step 1: Click on your name and you will see a drop down menu.




Step 2: Select  User Admin . You will by default placed in the Employee Details page.

Step 3: Click on  Settings . The system should show you the Company Details page.



Step 4: Click on **Department** and you will see this page.

Step 5: Enter the department name

Step 6: Click on the  button to add the Department