

1. Adding New Users

The User Setup category | Overview page is used to add new users in NOVAtime. A user is any person that can see and/or modify employee punch data, such as Supervisors or Administrators.



Figure 1 User Setup category | Overview page

There are **two** steps to creating a user: 1) Creating the User and 2) Assigning Employees.

1.1 Creating the User

Users Management - Create New User

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Enter a password with a length of 8 to 12 characters. Your password must contain at least 1 number and 1 letter.

1 **User Name:** abeetle

2 **Full Name:** Ashley Beetle

3 **Password:** *****

4 **Retype Password:** *****

5 **User Employee:** <--Select-->

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Figure 2

1. Click New
2. Enter the User Name – this is the users login name, limited to 10 characters
3. Enter the Full Name of the User
4. Enter a password that is 8-12 characters and contains at least one letter and one number
 - a. You can reset the password so the user is prompted to create a password when they login
5. Verify the password
6. If you want to copy reports, employee setup, IP restrictions from another user you can click on this button to choose the user and the information that is copied.
7. Click OK.

8. Click on the asterisks to have the option to reset the password so that the user can enter their own.
9. Click on the Pencil to enter in the email address for the user.
10. Select the correct access group. The access group determines what that user can see and do in the system.
11. (Optional) If this user is also an employee, select their employee name in this space by using the magnifying glass and searching for that employee. This field enables the Single Sign On option.

The screenshot shows a user management interface with a table of users. The user 'Wss' is selected. Two pop-up windows are open. The 'Users Management - Change Password' window has a 'Reset Password' button highlighted with a red box. The 'User Management - User Info' window shows fields for User, Full Name, Email, Phone, Cell Phone, and Text #.

Figure 3

1.2 Assigning Employees to User

If you forget to setup this page the user has access to **no** employees.

The Employee page provides the User's access to employees.

All Employees: Select this area if the user should have access to all employees in the site. Click on the magnifying class to manually unselect employees by clicking on the employees name to remove the green checkbox.

Manually Select: Select this area if the user should have selected access to employees. By clicking on the magnifying glass the user can then be given access to specific employees.

Group Filter: Select this area if the user should have access to specific groups of people.

Assign To: Select this area if the user should have access to the employee based on the Assign To field from the Employee General page. The user must also be an employee in the NOVAtime system to use this area. This setup requires configuration on two pages, please contact support@integratedtime.com for training on this area.

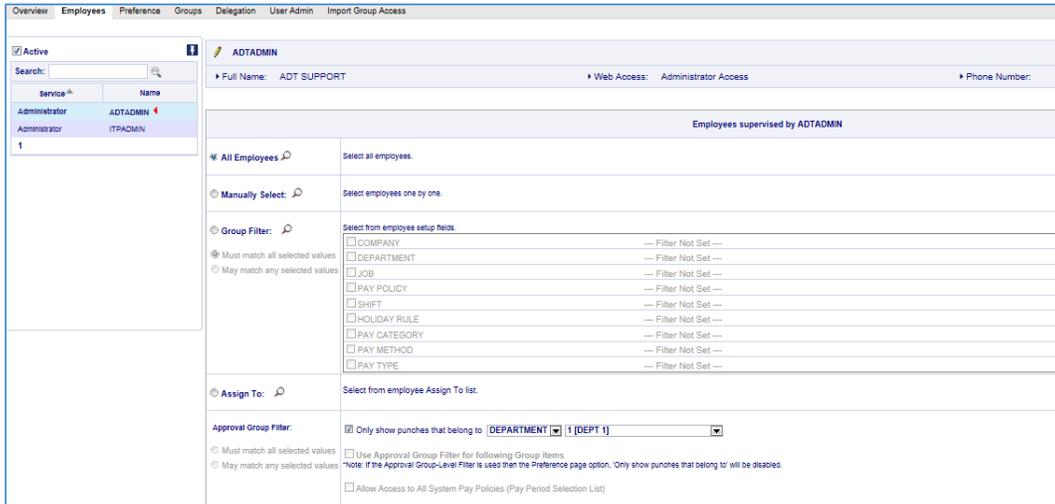


Figure 4 User Setup category | Employee page

1.3 Setting User Preference

The User Setup category | Preference page is the same setup as the Preferences page in the Preference category only on this page an Administrator of the site can make overruling changes for individual users.

1.4 Groups

The Groups page provides access to different groups based on individual user. The items on the left are available for use; the items on the right are selected for use. If ALL items are moved to either side than the user will have access to ALL items.

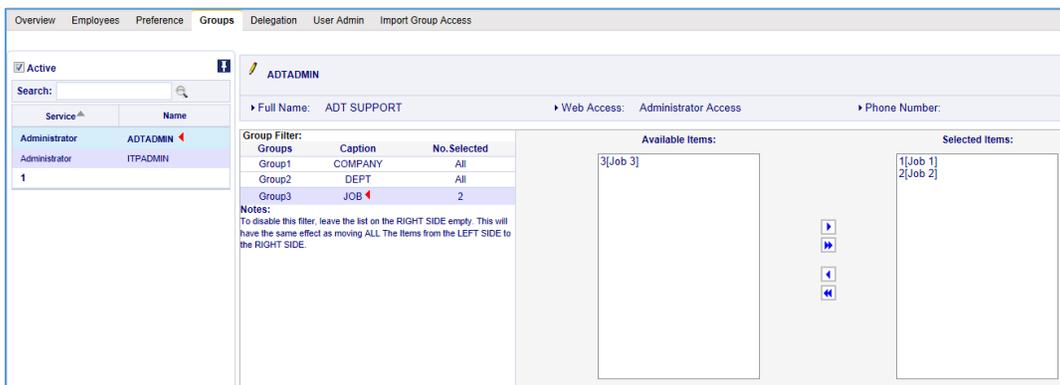


Figure 5 Use Setup category | Groups page

This also limits the access to timesheet records. If the user can't touch certain records it could be because they don't have access to the group.

1.5 Delegation

The User Setup category Delegation page is the same as the Preference category Delegation page that the individual user sees from their login. The only difference is on this page the administrator logged in

can activate or deactivate delegation for other users and setup access to the available options for delegation.

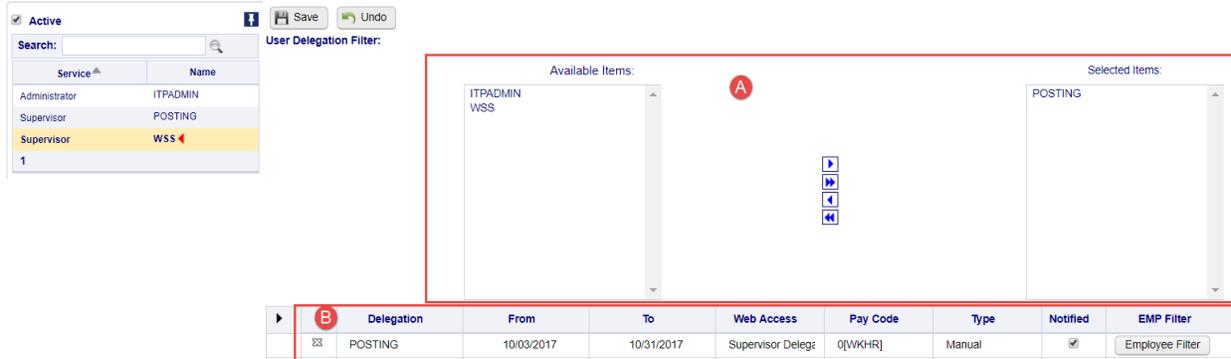


Figure 6

- A. Allows the admin to pick who the user selected on the left can set as the delegate. In Figure 6 the User of WSS can only setup the Posting user as a delegate.
- B. Allows the admin to setup delegation on behalf of the user. Figure 6 shows that an admin or WSS has setup the Posting user from 10/3/2017 to 10/31/2017 to the Supervisor Delegation page. If the delegate has an email address programmed into the system they receive an email indicating this information.

2. Deleting Users

Not all access groups have the ability to delete users, even if you see the delete button. If you are unable to delete a user contact your NOVAtime administrator or contact Integrated Time support at 1-800-654-0441.

- 1. Go to the User Setup category Overview page



- 2. Click Delete
- 3. Find the person you need to delete and click on their name
- 4. Click OK
 - a. If you need to add this person back you can follow the steps on how to create a user and use the same User ID the person had before. Make sure to double check all the setup information.