

To: CERS Officers
 From: Helen Matters
 Date: 15 November 2013
 Subject: Lists and Permissions Control Tool, Interim User Instructions

Carry out ALL FOUR STEPS as shown

Adjust your Workflow Settings

[TWR Packages](#)

[Lists and Permissions Control Tool](#)

Update your staff list, and which of

[Add New Staff \(or Edit Existing\)](#)

[Select Users and Edit their Access to Locations](#)

[Select Users and Edit their Roles & Access to Apps](#)

Step 1: if you can, find and select the user,

drya0604: Damien Ryan

Step 2: if you were NOT able to display t details, and if you WERE able to display t

User's login name: drya0604

First name: Damien

Last name: Ryan

User Role: Line Manager

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Step 2: Check User Role and Location*

User: drya0604: Damien Ryan

User Role: Line Manager

H/Duties End Date:

Step 2: tick the groups/locations the user

Select All Clear All

<input type="checkbox"/>	10 Barwon;	Type: Area;	10 Barwo
<input type="checkbox"/>	12 Central Highlands;	Type: Area;	
<input checked="" type="checkbox"/>	14 Brimbank Melton;	Type: Area;	
<input type="checkbox"/>	16 Western Melbourne;	Type: Area;	

*Important – if the user is an Ops Manager, select the entire Area, not just the user's cluster house by house.

2

4

3

Step 4: Send an email to Bruno Reato

Send Send and File... Save as Draft Delivery Options... Display

To: Bruno Reato/North and West/DHS,

Cc:

Bcc:

Subject: Ops Manager just now linked to Frontline Apps

Dear Bruno

Please give the following Ops Manager "RosterCoster" access, and let the person know by email.

Kind regards

CERS Officer

Step 3: Check User Role and Make Sure the apps that role / person should have are ticked.

User: drya0604: Damien Ryan

User Role: Line Manager

H/Duties End Date:

Step 2: tick the apps that this user is permitted

Select All Clear All

<input checked="" type="checkbox"/>	CERS HK Budget
<input type="checkbox"/>	Data Control Centre
<input checked="" type="checkbox"/>	House Audit
<input checked="" type="checkbox"/>	Resi Statement
<input checked="" type="checkbox"/>	SafeDAS