

FREQUENTLY ASKED QUESTIONS

COSEC PE/GE/ME/LE

What
When
Which
Where
How
Who
Why



Date: 23th January 2015

Version: V1R1

Author: Ankit Joshi

Creating System Accounts

We have implemented COSEC at our various Branch offices. We need to create different Login roles for HR and IT employees so as to let them manage workers at their place.

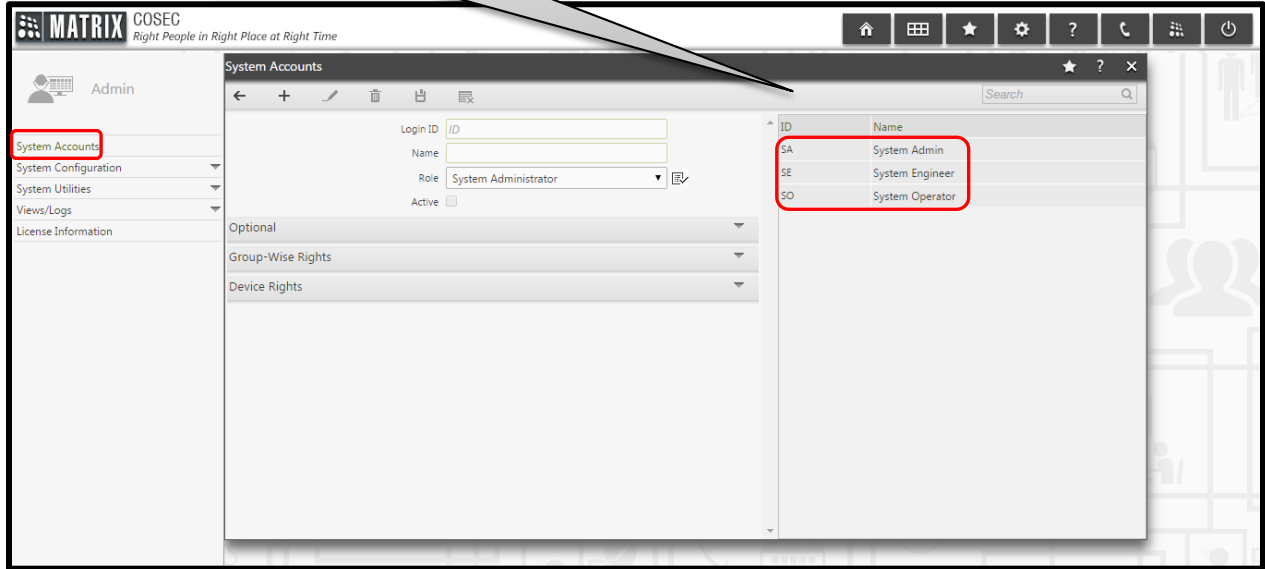
In COSEC we can create various System accounts and give them rights for specific users only. Leave it to me .



Let me configure System
Accounts for HR and IT
people for different Branch
Offices.



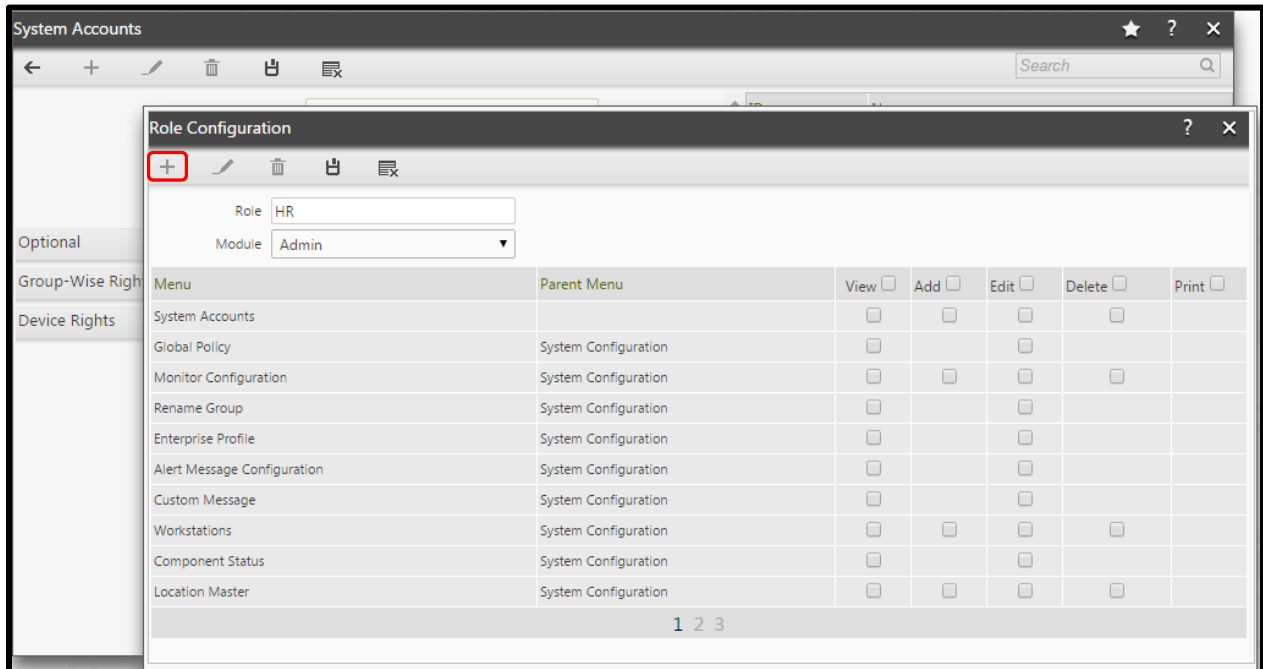
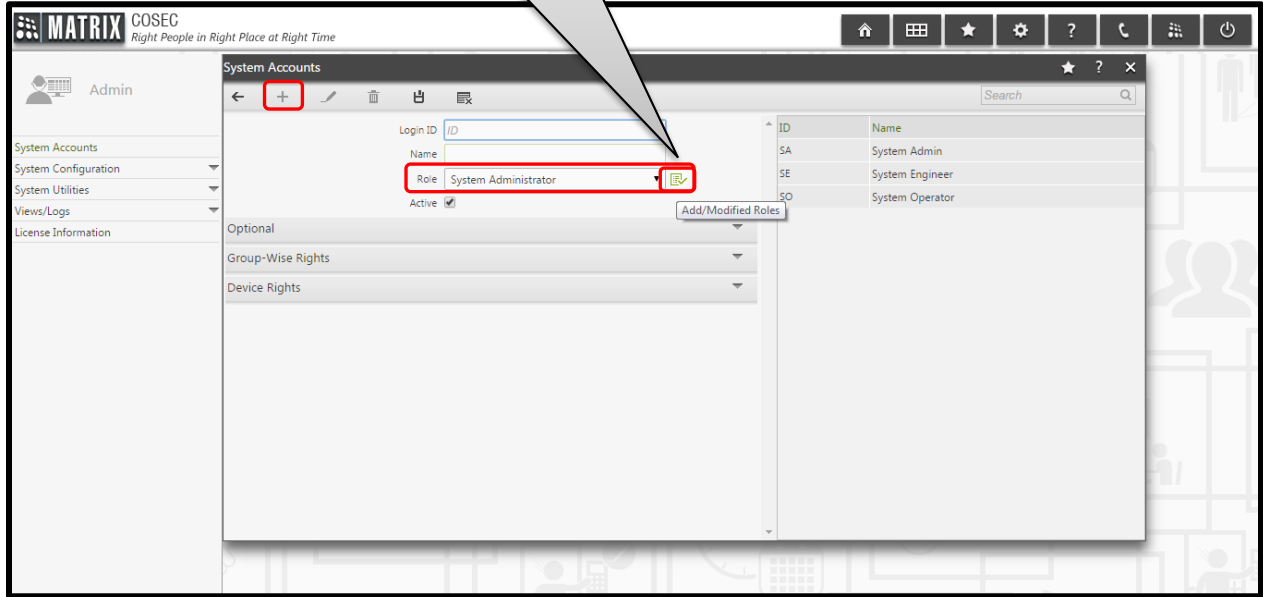
These are the Default System accounts and cannot be edited



Let me create a new role which will be common for all HR employees and then I can create different Login ID's for them



Click here to View/Add Roles



From here I can give rights to this Role as per different Modules. I want them to view and correct the Attendance. Let me give it a try



System Accounts

Role Configuration

Role: HR
Module: Time and Attendance

Menu	Parent Menu	View	Add	Edit	Delete	Print
Attendance Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absentee Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Net-Work Hours & Overtime Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late-IN Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early-OUT Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-OFF Policy	Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In/Out Reasons	Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus Route	Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Code	Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Summary	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10

System Accounts

Role Configuration

Role: HR

Module: Time and Attendance

Menu	Parent Menu	View	Add	Edit	Delete	Print
Daily Attendance View	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N-Punch View	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late-IN/Early OUT Allowed	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime/C-OFF Entry	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Adjustment	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Correction	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Status Correction	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Exceptions	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift-Wise Management	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Policy	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9 10

Role Configuration

✔ Saved Successfully

Role: HR

Module: Admin

Menu	Parent Menu	View	Add	Edit	Delete	Print
System Accounts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Policy	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor Configuration	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rename Group	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise Profile	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert Message Configuration	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Message	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workstations	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Component Status	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location Master	System Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3

I have configured a common Role. Now let me create Login ID's for HR employees of various Branches



System Accounts

Search

Login ID: HR_DELHI
Name: Mr. Shukla
Role: HR
Active:

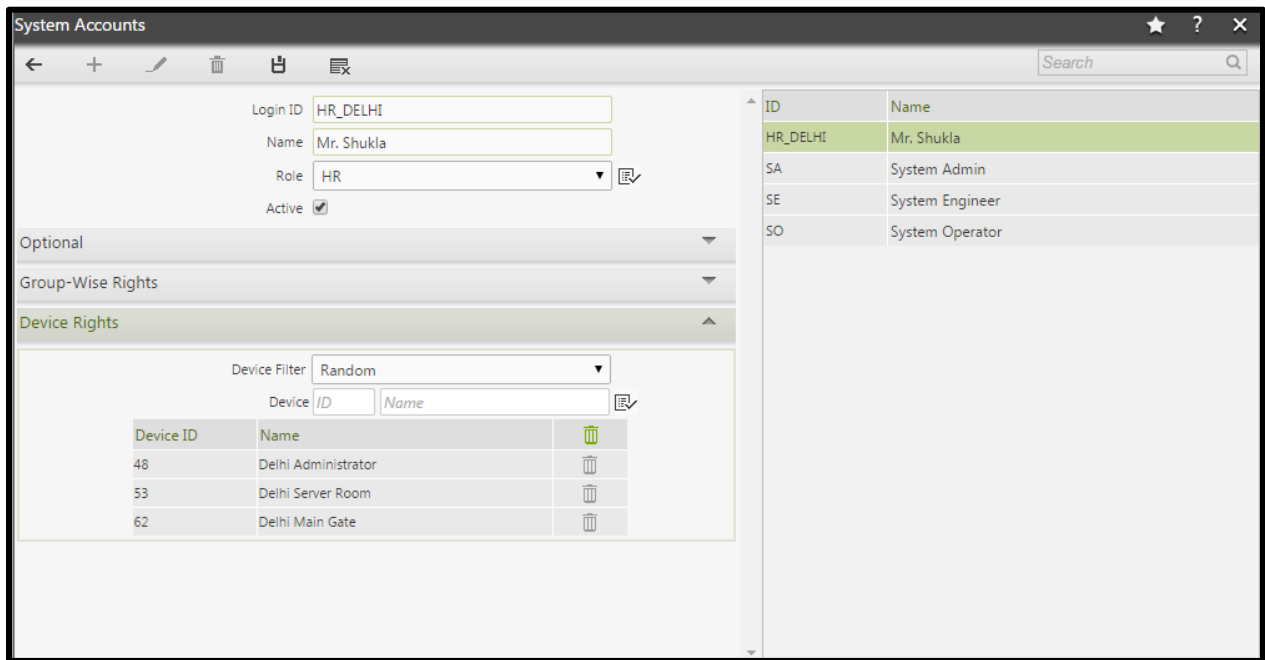
Optional

Group-Wise Rights

User Filter: Select Group
Select Group: Branch

ID	Name	
1	Branch-1	<input type="checkbox"/>
2	bangalore	<input type="checkbox"/>
3	KOLKATA	<input type="checkbox"/>
4	vadodara	<input type="checkbox"/>
5	Delhi	<input checked="" type="checkbox"/>
6	Kolkata	<input type="checkbox"/>
7	Pune	<input type="checkbox"/>

ID	Name
HR_DELHI	Mr. Shukla
SA	System Admin
SE	System Engineer
SO	System Operator



Now on logging in Mr. Shukla will be able to do only those things assigned as per his Role. He can now create his own password when he will Log in for the first time



MATRIX COSEC

Login ID

Password

Remember Me

MATRIX COSEC

Set Password

New Password

Confirm Password

MATRIX COSEC

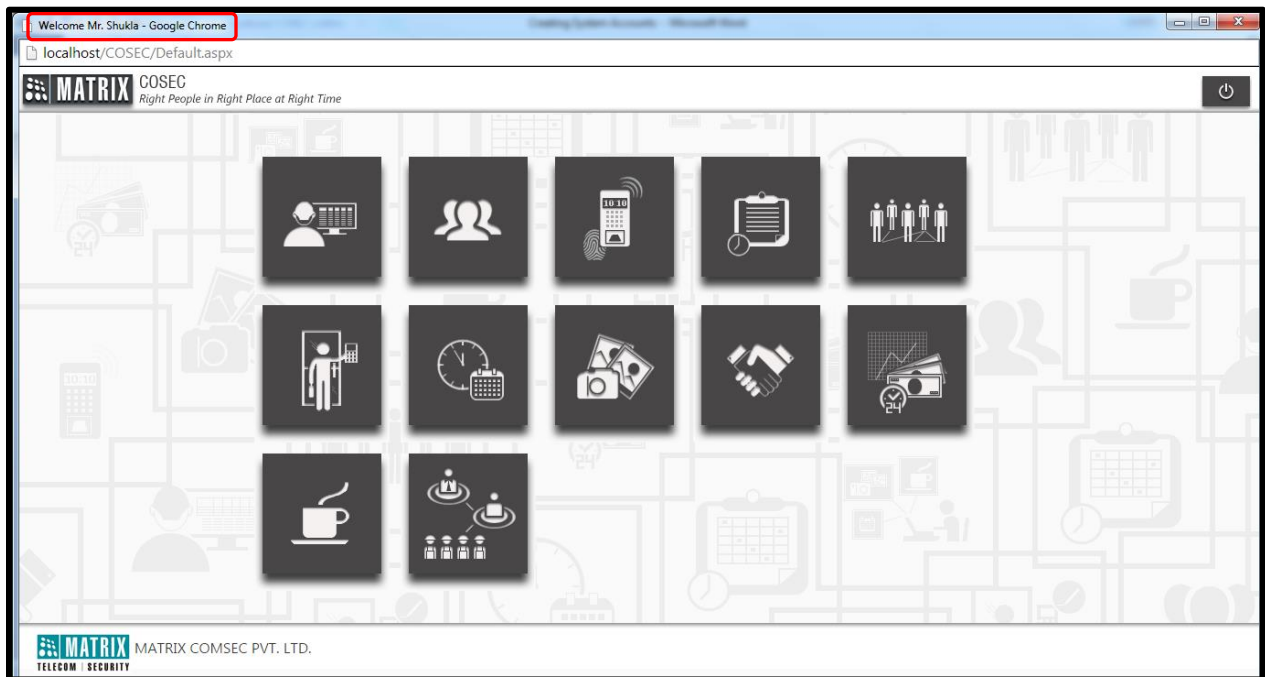
Login ID

Password

Remember Me

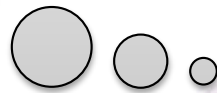
Enter the Login ID with the password which has been set

Now Mr. Shukla will be able to view all the modules but he will be able to access only those things whose rights are available to his Role.





Likewise I can create multiple Roles for a common group of employees. Also they can set their password once I am giving them their Login ID



For more information, contact
Matrix Technical Training Team
Training@MatrixComSec.com

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