

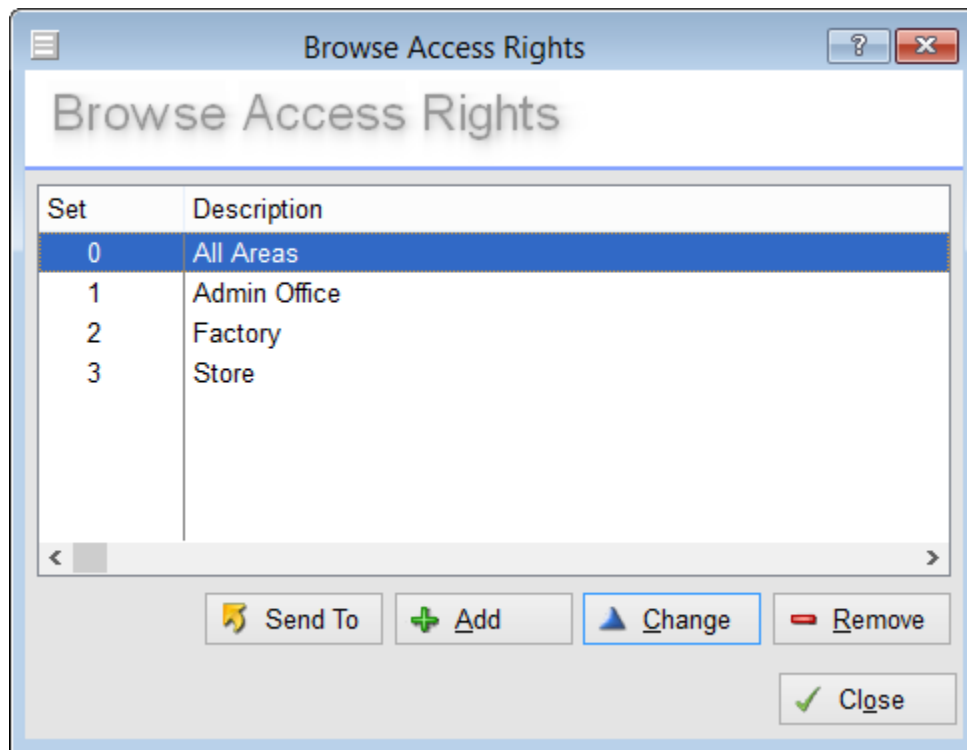
You can decide which employees can clock at which clocks and also limit the employee to being able to clock only in and out, just in, just out or neither. Access Rights are created as a Set. Each set contains a list of all the clocks with access points and a set of rights for each. These sets can then be assigned to the employees.

**Note:** This function requires the Access Module to be installed.

## Viewing the Access Rights

To view the sets of Access Rights, proceed as follows:

1. Select the **Access Rights** option from the **Setup / Access Control** drop-down menu and the *Browse Access Rights* window will be displayed.



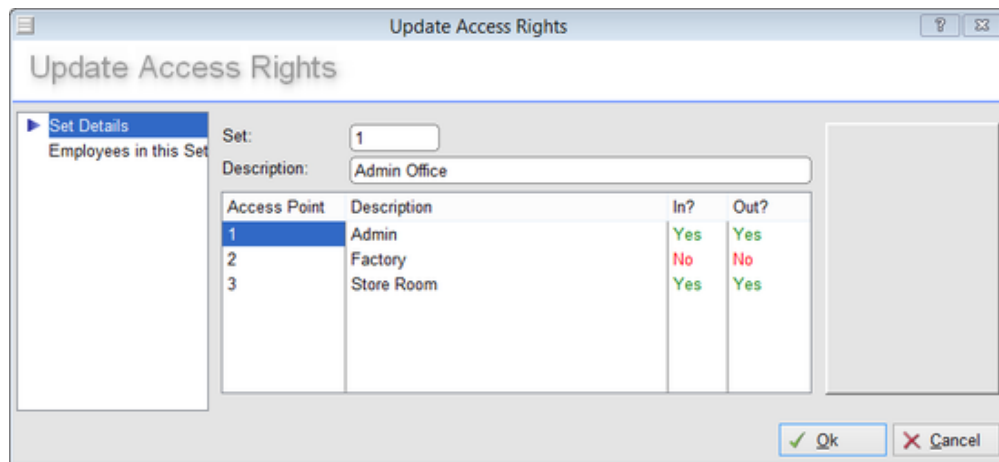
The options available from this window are:

- a. **Access Rights List.** This is a list of all defined access right sets and provides the Set identification number and Description of the access right set.
- b. **Send To button.** Used to send the current window's information to a printer, a file or as e-mail.
- c. **Add button.** This button is used to define and add a new Access Right set to the list.
- d. **Change button.** This button is used to change the setting of a selected Access Right set.
- e. **Remove button.** This button is used to remove a selected Access Right set from the list.
- f. **Close button.** Used to close the window.

## Adding an Access Right

To create a new Access Right set, proceed as follows:

1. When the *Browse Access Rights* window is displayed, select the **Add** button and the *Update Access Rights* window will be displayed.



2. Select the **Set Details** settings option.
3. Enter the **Set number** and **Description** that will be used to identify the particular Access Right set.
4. Using the list of available Clocks, set the particular access rights option for each of the clocks. The options are:
  - a. **In.** If this is set to Yes then employees, who are assigned to this set, can clock in at this clock.
  - b. **Out.** If this is set to Yes then employees, who are assigned to this set, can clock out at this clock.

**Note:** To toggle between the Yes and No rights options, double-click on the option.

5. Once all the required access rights options have been set, click on the Ok button to save the set and add it to the list.

**Note:** Access Rights are assigned to employees using the **Access** settings option in the *Update Employee* window and can be done from the User Module.

## Change an Access Rights Set

To change an existing Access Right set, proceed as follows:

1. When the *Browse Access Rights* window is displayed, select the Access Rights set to be changed and click on the **Change** button. The *Update Access Rights File* window will be displayed.
2. Make the necessary changes and select the **Ok** button to save the changes.

**Note:** When changing an Access Rights set, you can use the *Employees in this Set* tab to see which employees have been assigned to this set and will be affected by this change.

## Remove an Access Rights Set

To remove an existing Access Right set from the list, proceed as follows:

1. When the *Browse Access Rights* window is displayed, select the Access Rights set to be removed and click on the **Remove** button.
2. When the delete confirmation window is displayed, click on the **Yes** button and the selected Access Right set will be removed.

Permalink: <http://tinyurl.com/kvsb2ty>