

## MY EMPLOYEE WINDOW

### QUICK REFERENCE GUIDE – ADMINISTRATION

Welcome to [www.myemployeewindow.com](http://www.myemployeewindow.com). The purpose of this document is to provide a quick reference guide for the ADMINISTRATION functions within the website.

#### ICONS



Delete icon: Click this icon to delete data from the database.



View icon: Click this icon to view the record or item.

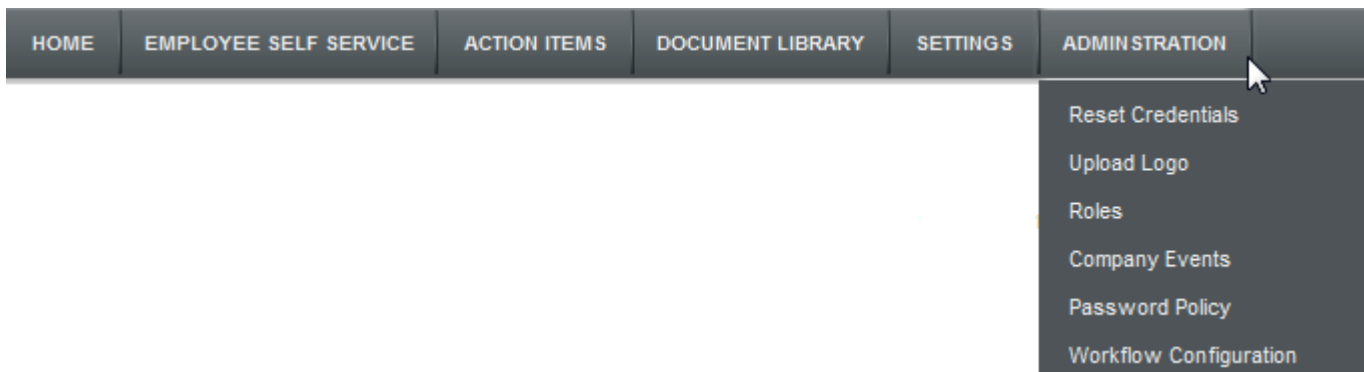


Edit icon: Click this icon to make changes to data.

#### ADMINISTRATION

To access the ADMINISTRATION functionality within the [www.myemployeewindow.com](http://www.myemployeewindow.com) website you will first need to log into the site. Only users who have been designated administrators will see the ADMINISTRATION tab. If you cannot see the ADMINISTRATION tab, please contact your HR department.

Once logged in to [www.myemployeewindow.com](http://www.myemployeewindow.com) click on the ADMINISTRATION tab to view your options.



#### RESET PASSWORD

As an administrator you have the ability to reset the password for any user in the company. Once you have clicked on the Reset Credentials tab you will have the ability to search for employees by name.

## Reset Credentials

Search Registered Employees   [Clear Search](#)

**Note: The software searches first names followed by last name**

You will also be shown a table view of all users. Please note that you can sort any of the columns by clicking on the column header.

<a href="#">EmployeeID</a>	<a href="#">First Name</a>	<a href="#">Middle Name</a>	<a href="#">Last Name</a>	<a href="#">Email Address</a>
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Once you find the correct employee, click on the 'edit' icon, and reset the employee's password. The employee will receive an email notifying them that their password has been changed.

### UPLOAD LOGO

## Upload Logo

Select a Logo File

To upload your company logo, you will need use the 'Browse...' button to find you companies logo image file. Once you search and find the file, simply press the 'Upload' button to upload the file. 103 x 32 pixels is maximum size allowable for the company logo.

NOTE: Supported formats: jpg, jpeg, png, bmp, and gif

### ROLES

As an administrator you have the authority to assign additional roles to your employees. All employees automatically have access to the EMPLOYEE role. To add additional roles to an employee, click on 'Roles', which you will find under the ADMINISTRATION tab, and search for the employee. Once you have the right employee, click on the 'edit' icon. Please click the box next to the role you want that employee to have, and then hit the 'Save' button.

#### Roles

Employee ID 2 Name Michael Andrew Smith

Company Admin



HR Manager

Note: Users can be assigned to both HR and Administration roles if desired.

## COMPANY EVENTS

Within the COMPANY EVENTS area you have the ability to add, delete and modify COMPANY EVENTS. Any changes will be immediately viewable by your employees. To access COMPANY EVENTS, click the ADMINISTRATION tab, and then click the 'Company Events' tab. NOTE: You have the ability to define the 'display from' and 'display to' date.

### Company Events

Delete	Event Name	Description	Display From	Display To	Edit
	Summer Picnic	Please join us for the summer picnic in Sugarhouse Park.	6/15/2010	6/30/2010	

Add Company Event

## SECURITY

The security tab gives the administrator the ability to force users to change their password at regular intervals.

### Security

Force users to change their password every  days


Save

## WORKFLOW CONFIGURATION

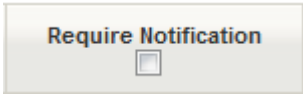
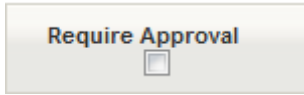
The 'Workflow Configuration' tab gives the administrator the ability to require notifications and/or require approvals on each individual data field the employee is allowed to add or edit.. The administrator also has the ability to select all items in a given column by clicking the box at the top of the column. NOTE: No changes will be saved until the 'Save' button at the bottom of the screen is pressed.

Workflow Items	Require Notification	Require Approval
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Middle Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Use the drop down box to choose from the following three areas; Personal Information, Dependents, and Emergency Contacts.

Personal Information   
Personal Information  
Dependents  
Emergency Contacts

Definitions:

	
When selected changes to these fields are automatically written to the database and a notification is sent to the HR user.	Click require approval when you want the HR Department to approve the change before it is implemented.
If neither box (Notification or Approval) is checked the HR user is not notified (nor is approval required) of any changes made to this field and all data is automatically written to the database.	

## LOGOUT

To protect your privacy you will always need to logout when you have completed your use of MY EMPLOYEE WINDOW. You will find the [Logout](#) button in the top right hand corner of your screen.