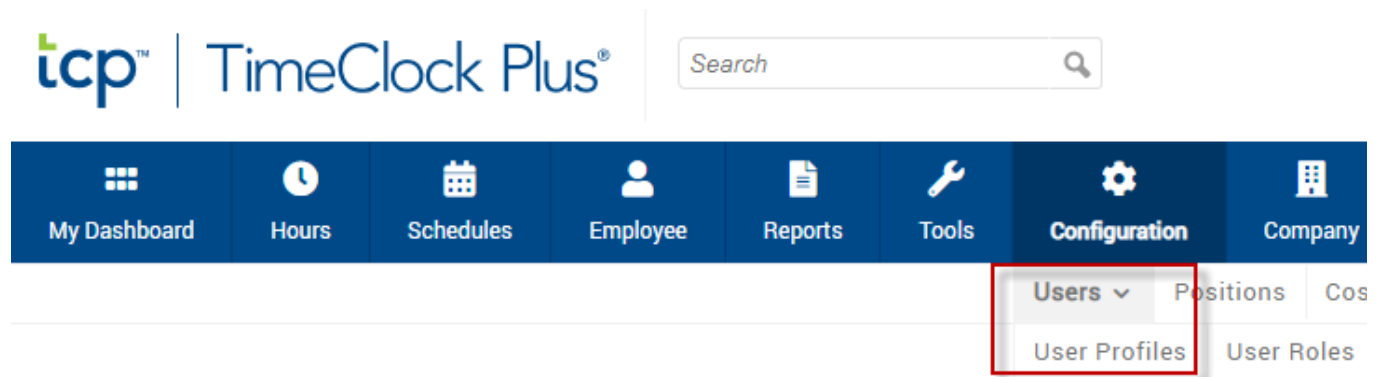


Assigning-Removing User Access to Employee(s)

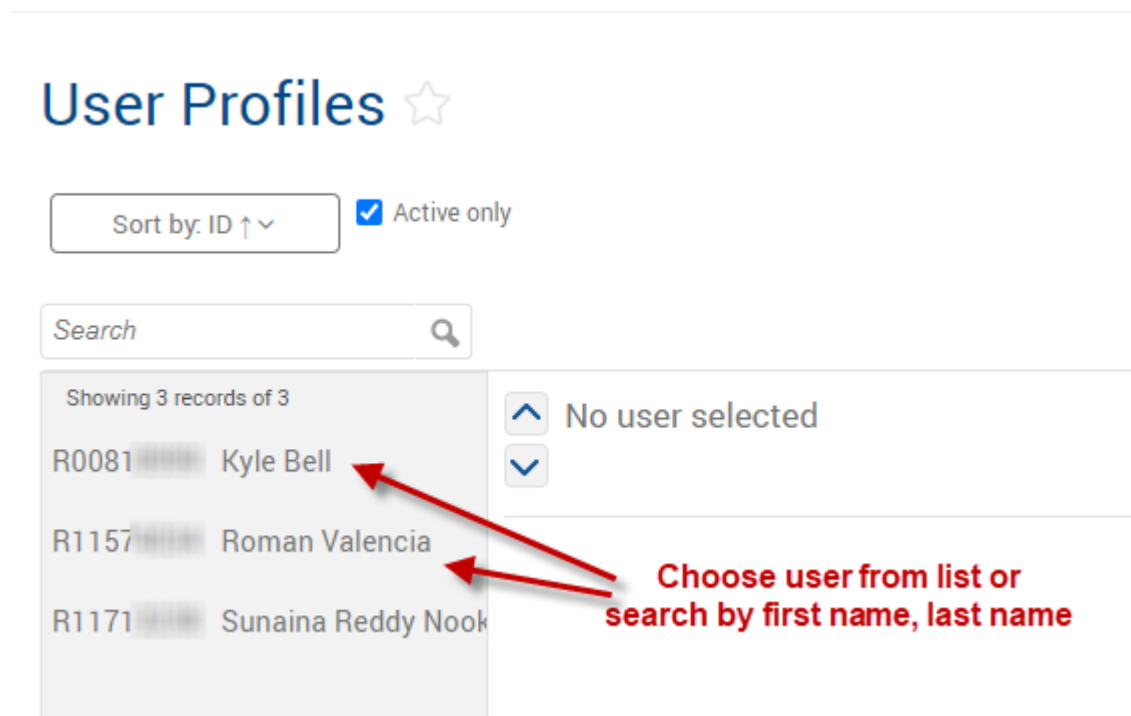
1. Log into TCP Manager:

https://cas.tcplusedemand.com/207145/App_Redirect/manager.aspx

2. Go to: Configuration > Users > User Profiles.



3. Select the user you wish to modify employee(s) access to.



4. Select Employee Access.

User Profiles ☆

Sort by: ID ↑ ▾ Active only

Search

General ▾ **Employee Access** Position Access

Showing 3 records of 3

R008	Kyle Bell	Department Empty	Employee Empty
R115	Roman Valencia		
R117	Sunaina Reddy Nooka		

Personal

Assigning User Access

5. Select “User has access to only specific employees”. Then click Assign.

General ▾ **Employee Access** Position Access Cost Code Access

Sunaina Reddy Nooka Department Empty Employee Empty

User has access to all employees

User has access to employees as per assigned filter

User has access to only specific employees

+ Assign Hide suspended/terminated


Search

Showing 0 records of 0

6. Choose the employee(s) the user needs to have access to by selecting the check box to the left of the employee(s) name. Next select Assign.

Assign Employee

? Feedback

Search 

Showing 3 records of 3 Selected 2 records

<input type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Manager
<input type="checkbox"/>	99999997	Sam	Josh	R99999997			
<input checked="" type="checkbox"/>	99999998	Laura	William	R99999998			
<input checked="" type="checkbox"/>	99999999	Art	Vandalay	R99999999			


Employee selection

Filter

Cancel

Assign

7. Employee(s) now assigned to the user will appear as shown below. To finalize the changes select Save.





 **Sunaina Reddy Nooka** | Department Empty
Employee Empty

- User has access to all employees
- User has access to employees as per assigned filter
- User has access to only specific employees

Hide suspended/terminated



Showing 2 records of 2

Unassign	ID↑	Name	Export Code	Department	Classification	Manager	Active
	99999998	Laura William	R99999998				
	99999999	Art Vandalay	R99999999				

Removing User Access

8. Employee(s) currently assigned to the user will appear as shown below. To remove employee(s) select the Unassign button to the left of the employee name.

Sunaina Reddy Nooka | Department Empty
Employee Empty

Apply Dashboard Template Delete Download ▾





Cancel Save

User has access to all employees
 User has access to employees as per assigned filter
 User has access to only specific employees

+ Assign Hide suspended/terminated

🔍

Showing 2 records of 2

Unassign	ID↑	Name	Export Code	Department	Classification	Manager	Active
	99999998	Laura William	R99999998				
	99999999	Art Vandalay	R99999999				

9. Employee(s) now assigned to the user will appear as below. To finalize the changes select Save.

⤴ Sunaina Reddy Nooka | Department Empty
Employee Empty

Apply Dashboard Template Delete Download ▾

Cancel **Save**

User has access to all employees
 User has access to employees as per assigned filter
 User has access to only specific employees

+ Assign Hide suspended/terminated

Search 🔍

Showing 1 records of 1

Unassign	ID↑	Name	Export Code	Department	Classification	Manager	Active
⊖	99999999	Art Vandalay	R99999999				✔