



HOW TO ADD DATA ACCESS LEVEL

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The screenshot displays the Timora HRMS interface. On the left is a sidebar with a main menu and sub-menus. The 'User Management' sub-menu under 'Help & Supports' is highlighted with a red box. The main content area shows the 'Users' page with a search bar, filters for 'All Roles', 'All Statuses', and 'All Sort By', and a table of users. The table has columns for Name, Email, Role, Data Access Level, Status, and Action. The user 'Marian Magallanes' is listed with the role 'HR' and 'Organization-Wide Access'. The 'Action' column for this user contains an edit icon, which is also highlighted with a red box. The footer shows '2025 © Timora.' and 'Designed & Developed By JAF Digital Group Inc.'

MAIN MENU

- Dashboard Hot

HRM

- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
- Payslip
- Bank

ADMINISTRATION

- Help & Supports
 - User Management
 - Users
- Roles & Permissions
- Settings

Users

Administration / Users

Export

Users List

All Roles All Statuses All Sort By

Row Per Page 10 Entries

Search

Name	Email	Role	Data Access Level	Status	Action
Marian Magallanes	mmagallanes@jafdigital.co	HR	Organization-Wide Access	Active	

Showing 1 - 1 of 1 entries

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Step 1: On the left sidebar, navigate to User Management > Users.

Step 2: Find user you want to update and click the edit icon beside their name.

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Edit Data Access Level

Data Access Level:

Organization-Wide Access

Select Branches:

Select All Deselect All

Cancel Update Data Access

Step 3: Edit Data Access Level

- If you select the **Organization-Wide Access**, you will be granted access to all records across the organization.

Select Branches—Choose one branch or more to have organization-wide access.

- Selecting **Branch-Level Access** grants the user access exclusively to records within a single designated branch.
- If you select **Department-Level Access**, the user will only have access to records within their assigned department under a specific branch.
- If you select **“Personal Access Only,”** the user will have access exclusively to their own personal data.

Note: The data access level you choose will depend on the user's roles and permissions. Once done selecting click the “Update Data Access” to submit