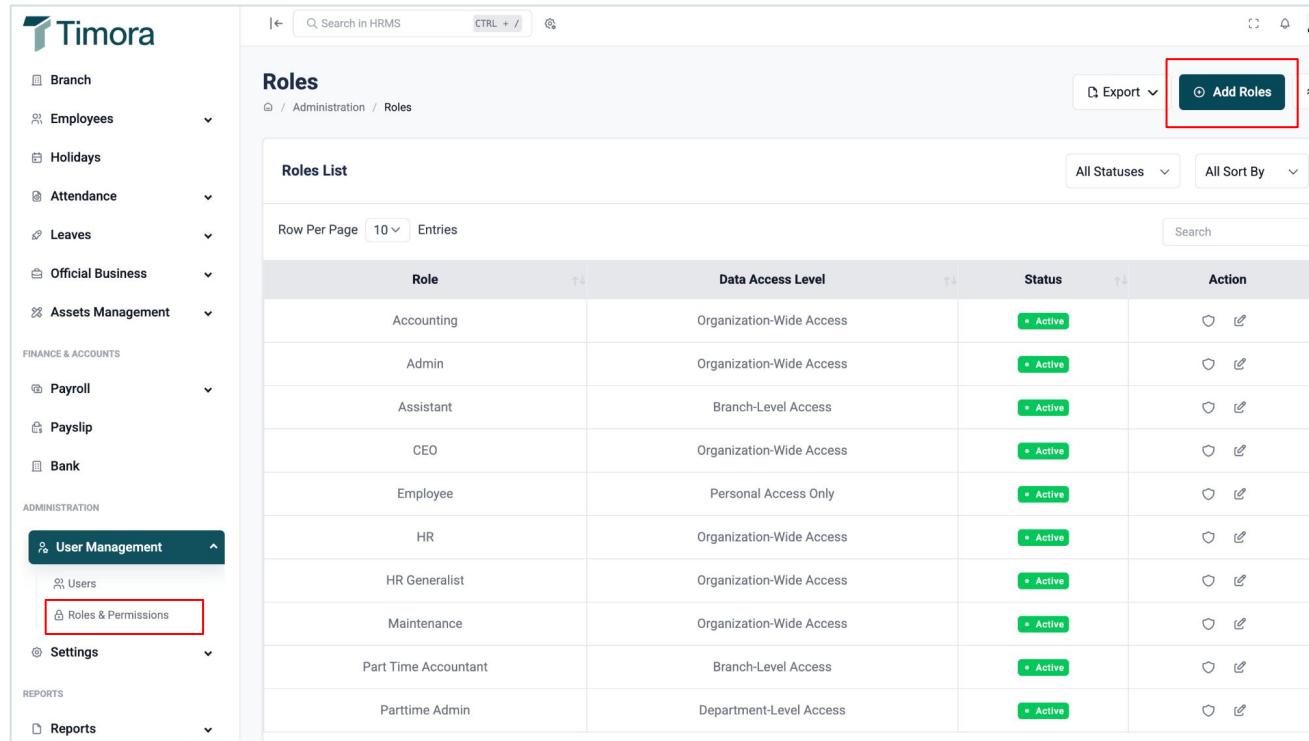




# HOW TO ADD PERMISSIONS & DATA ACCESS

# HOW TO ADD PERMISSIONS & DATA ACCESS

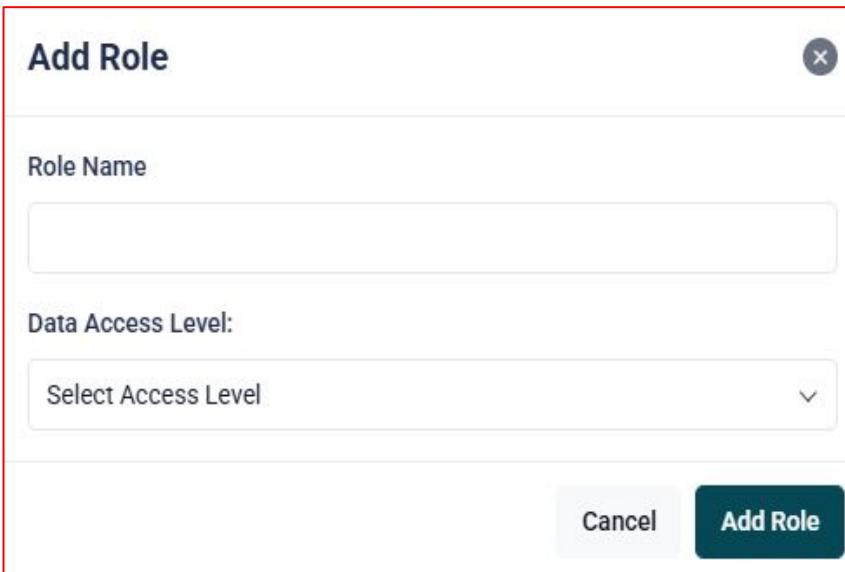


Role	Data Access Level	Status	Action
Accounting	Organization-Wide Access	Active	Edit
Admin	Organization-Wide Access	Active	Edit
Assistant	Branch-Level Access	Active	Edit
CEO	Organization-Wide Access	Active	Edit
Employee	Personal Access Only	Active	Edit
HR	Organization-Wide Access	Active	Edit
HR Generalist	Organization-Wide Access	Active	Edit
Maintenance	Organization-Wide Access	Active	Edit
Part Time Accountant	Branch-Level Access	Active	Edit
Parttime Admin	Department-Level Access	Active	Edit

**Step 1:** On the left sidebar, navigate to User Management > Roles and Permissions.

**Step 2:** On the top right corner, click the “**Add Roles**” button.

# HOW TO ADD PERMISSIONS & DATA ACCESS



**Add Role**

Role Name

Data Access Level:

Select Access Level

Cancel   **Add Role**

**Step 3:** In the pop-up form, provide the following information:

- Role Name—Enter the name of the role you want to assign.
- Data Access Level—Select the appropriate level of access for this role

**Note:** You can always edit the role later if you forget something or need to make changes.

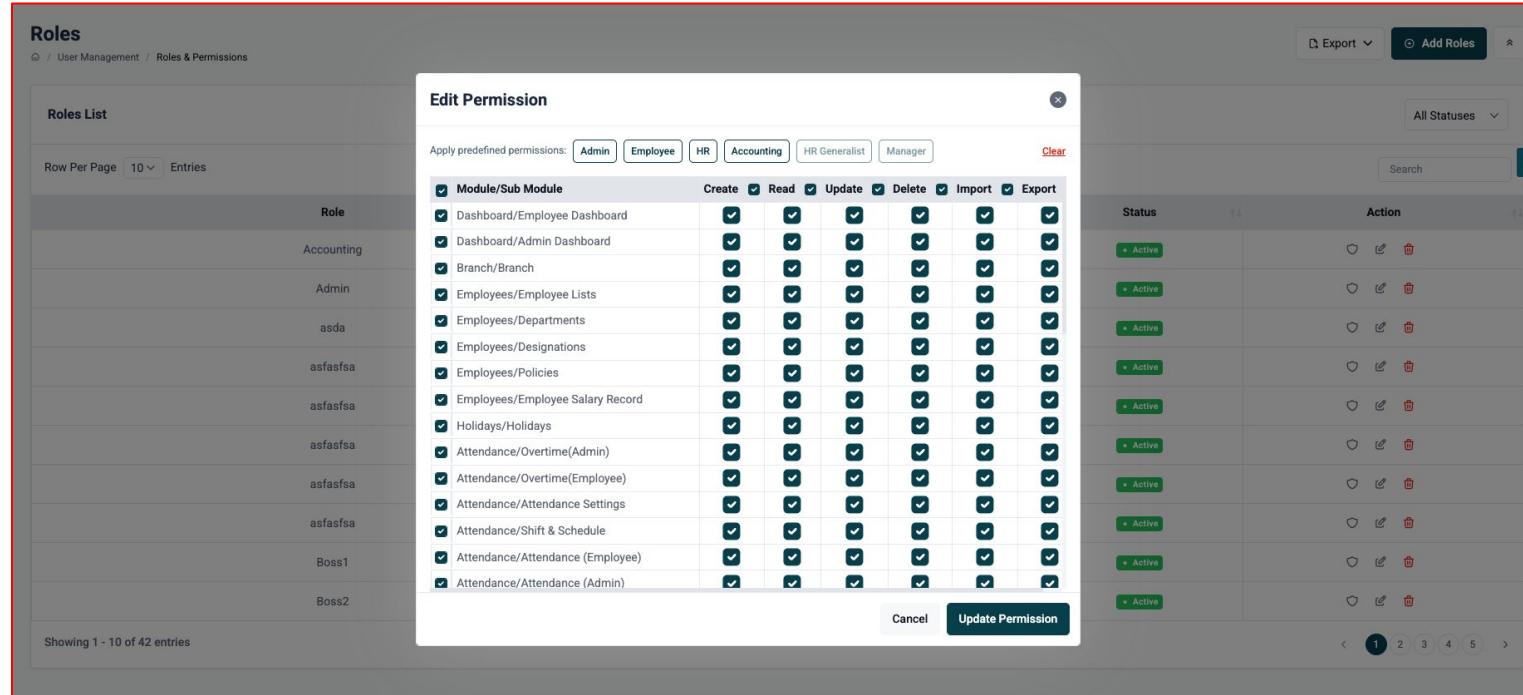
# HOW TO ADD PERMISSIONS & DATA ACCESS

Role	Data Access Level	Status	Action
Accounting	Organization-Wide Access	Active	
Admin	Organization-Wide Access	Active	
CEO	Organization-Wide Access	Active	
Employee	Personal Access Only	Active	
HR	Organization-Wide Access	Active	
HR Generalist	Organization-Wide Access	Active	
Maintenance	Organization-Wide Access	Active	
Part Time Accountant	Branch-Level Access	Active	
Parttime Admin	Department-Level Access	Active	
Supervisor/Manager	Department-Level Access	Active	

**Step 3:** On the left sidebar, navigate to User Management > Roles and Permissions.

**Step 4:** Select the “shield icon” and “edit icon” to update the permissions and data access.

# HOW TO ADD PERMISSIONS & DATA ACCESS



The screenshot shows a software interface for managing roles and permissions. The main area displays a list of roles on the left and a detailed permission editor on the right. The permission editor is titled 'Edit Permission' and shows a grid of checkboxes for various modules and sub-modules, with columns for Create, Read, Update, Delete, Import, and Export. The roles listed on the left include Accounting, Admin, asda, asfasfsa, asfasfsa, asfasfsa, Boss1, and Boss2. The permission editor shows that most modules are checked for all roles, except for 'Import' which is unchecked for several. The bottom right of the permission editor has 'Cancel' and 'Update Permission' buttons. The main interface has a header 'Roles' and a sub-header 'User Management / Roles & Permissions'. It includes a search bar, a status filter, and a page navigation bar at the bottom.

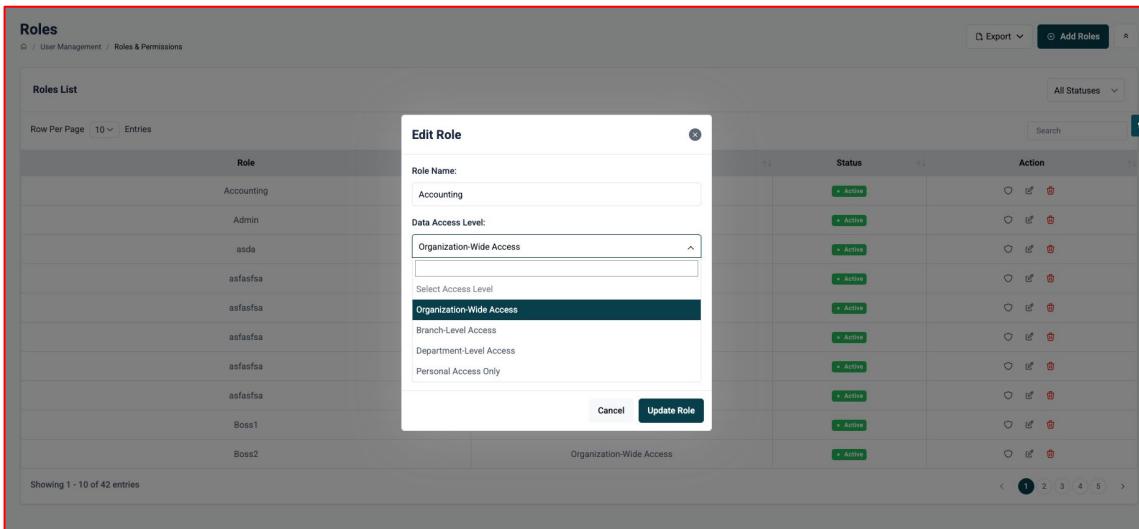
Edit Permission							
Module/Sub Module		Create	Read	Update	Delete	Import	Export
<input checked="" type="checkbox"/>	Dashboard/Employee Dashboard	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Dashboard/Admin Dashboard	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Branch/Branch	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Employees/Employee Lists	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Employees/Departments	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Employees/Designations	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Employees/Policies	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Employees/Employee Salary Record	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Holidays/Holidays	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Overtime(Admin)	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Overtime(Employee)	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Attendance Settings	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Shift & Schedule	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Attendance (Employee)	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	Attendance/Attendance (Admin)	<input checked="" type="checkbox"/>					

**Step 3:** You can then modify their access rights by enabling or disabling the following permissions: **Create, Read, Update, Delete, Import, and Export.**

# HOW TO ADD PERMISSIONS & DATA ACCESS

## Step 4: Select Data Access

Choose the appropriate **Data Access Level** for the user. There are four options:



Roles

User Management / Roles & Permissions

Roles List

Row Per Page: 10 Entries

Role Name: Accounting

Data Access Level: Organization-Wide Access

Select Access Level

Organization-Wide Access (highlighted)

Branch-Level Access

Department-Level Access

Personal Access Only

Cancel Update Role

Organization-Wide Access

Role	Status	Action
Accounting	Active	
Admin	Active	
asda	Active	
asfasfsa	Active	
Boss1	Active	
Boss2	Active	

Showing 1 - 10 of 42 entries

1. **Organization-wide** – User has access to data from **all branches or selected branches**.
2. **Branch** – The user can only view and access data from the branch they are assigned/tag to.
3. **Department** – User can access data only within their **assigned department**.
4. **Personal** – User can access **only their own records**.

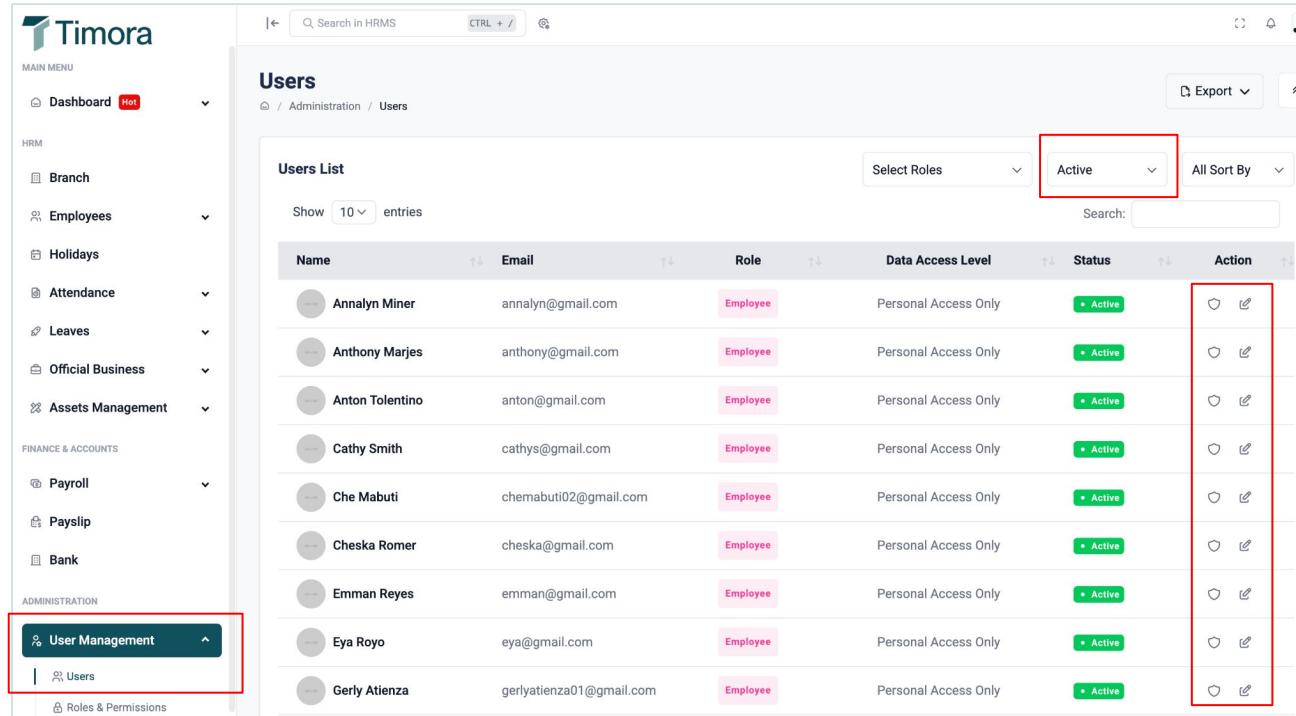
### Note:

Data access works together with the permissions you assign. A user will only see or manage data based on both their **permissions** and **data access level**.



# HOW TO OVERRIDE PERMISSION AND DATA ACCESS

# HOW TO OVERRIDE PERMISSIONS & DATA ACCESS



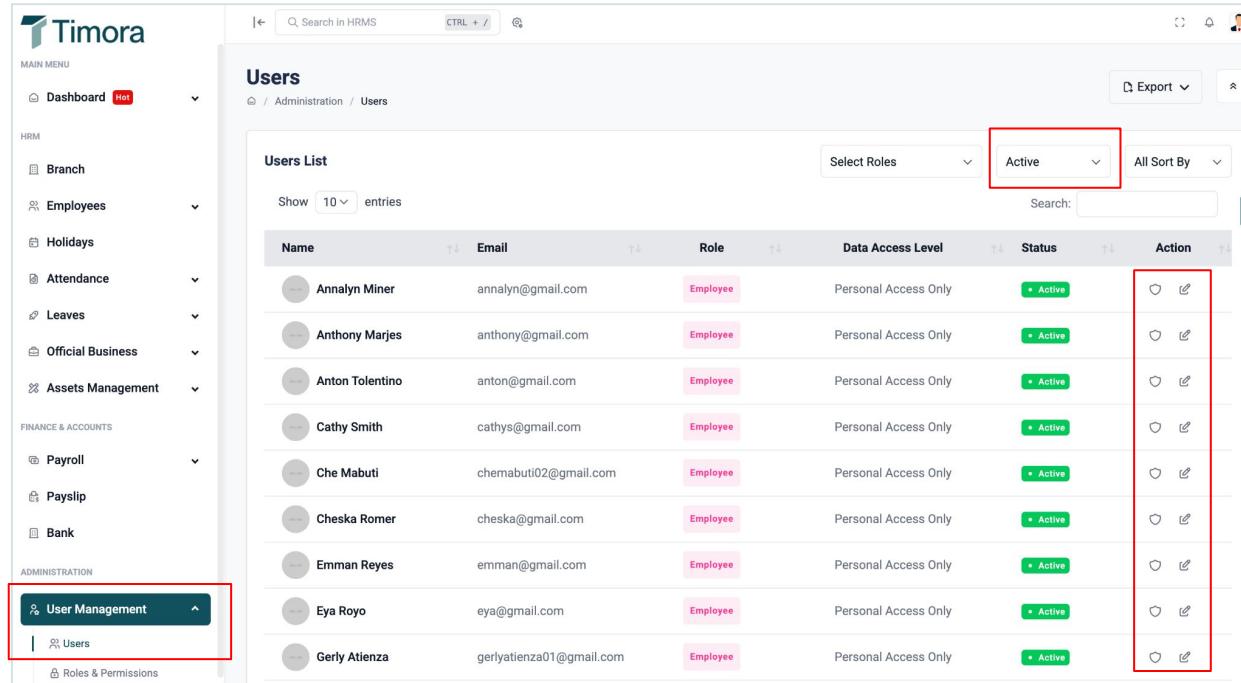
The screenshot shows the Timora HRMS application interface. The left sidebar is titled 'MAIN MENU' and contains several categories: Dashboard, HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), FINANCE & ACCOUNTS (Payroll, Payslip, Bank), and ADMINISTRATION (User Management, Roles & Permissions). A red box highlights the 'User Management' button. The main content area is titled 'Users' and shows a 'Users List' table. The table has columns: Name, Email, Role, Data Access Level, Status, and Action. The 'Status' column shows 'Active' for all users. A red box highlights the 'Active' dropdown in the top navigation bar. The 'Action' column for each user contains two icons: a shield (permissions) and a pencil (edit details). The table lists the following employees:

Name	Email	Role	Data Access Level	Status	Action
Annalyn Miner	annalyn@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Anthony Marjes	anthony@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Anton Tolentino	anton@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Cathy Smith	cathys@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Che Mabuti	chemabuti02@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Cheska Romer	cheska@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Emman Reyes	emman@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Eya Royo	eya@gmail.com	Employee	Personal Access Only	Active	Shield, Edit
Gerly Atienza	gerlyatienza01@gmail.com	Employee	Personal Access Only	Active	Shield, Edit

Step 1: In **User Management**, go to **Users** and filter the status to **Active**.

Step 2: Find the employee whose permissions or data access you want to update, then click either the **Shield Icon** (Permissions) or **Edit Details**.

# HOW TO OVERRIDE PERMISSIONS & DATA ACCESS



The screenshot shows the Timora HRMS interface. The left sidebar has a 'User Management' section with 'Users' selected, indicated by a red box. The main content is a 'Users List' table with columns: Name, Email, Role, Data Access Level, Status, and Action. The 'Action' column contains icons for edit and delete, with a red box highlighting the edit icon for the first row. The 'Data Access Level' column for all users shows 'Personal Access Only'. The 'Status' column for all users shows 'Active'. The 'Role' column for all users shows 'Employee'. The 'Email' column lists various employee emails. The 'Name' column lists the employees: Annalyn Miner, Anthony Marjes, Anton Tolentino, Cathy Smith, Che Mabuti, Cheska Romer, Emman Reyes, Eya Royo, and Gerly Atienza.

Name	Email	Role	Data Access Level	Status	Action
Annalyn Miner	annalyn@gmail.com	Employee	Personal Access Only	Active	 
Anthony Marjes	anthony@gmail.com	Employee	Personal Access Only	Active	 
Anton Tolentino	anton@gmail.com	Employee	Personal Access Only	Active	 
Cathy Smith	cathys@gmail.com	Employee	Personal Access Only	Active	 
Che Mabuti	chemabuti02@gmail.com	Employee	Personal Access Only	Active	 
Cheska Romer	cheska@gmail.com	Employee	Personal Access Only	Active	 
Emman Reyes	emman@gmail.com	Employee	Personal Access Only	Active	 
Eya Royo	eya@gmail.com	Employee	Personal Access Only	Active	 
Gerly Atienza	gerlyatienza01@gmail.com	Employee	Personal Access Only	Active	 

## Note:

If you use **User Permissions**, this allows employees with the **same role** to have **different permissions and data access**. This setting is fully dynamic and customizable based on your requirements.