























HOW TO ADD PERMISSIONS & DATA ACCESS

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The screenshot displays the Timora HRMS interface. On the left sidebar, the 'User Management' section is expanded, and 'Roles & Permissions' is selected. The main content area shows the 'Roles List' table. The table has four columns: Role, Data Access Level, Status, and Action. The roles listed are Accounting, Admin, Assistant, CEO, Employee, HR, HR Generalist, Maintenance, Part Time Accountant, and Parttime Admin. The 'Add Roles' button in the top right corner is highlighted with a red box.

Role	Data Access Level	Status	Action
Accounting	Organization-Wide Access	Active	 
Admin	Organization-Wide Access	Active	 
Assistant	Branch-Level 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	 

- 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

The screenshot displays the Timora HRMS interface. On the left sidebar, the 'User Management' menu is expanded, and 'Roles & Permissions' is highlighted with a red box. The main content area is titled 'Roles' and shows a 'Roles List' table. The table has columns for Role, Data Access Level, Status, and Action. A red box highlights the 'Action' column, which contains a shield icon (permissions) and an edit icon (data access) for each role. The roles listed are Accounting, Admin, CEO, Employee, HR, HR Generalist, Maintenance, Part Time Accountant, Parttime Admin, and Supervisor/Manager. The status for all roles is 'Active'.

Roles List

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	

Showing 1 - 10 of 10 entries

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

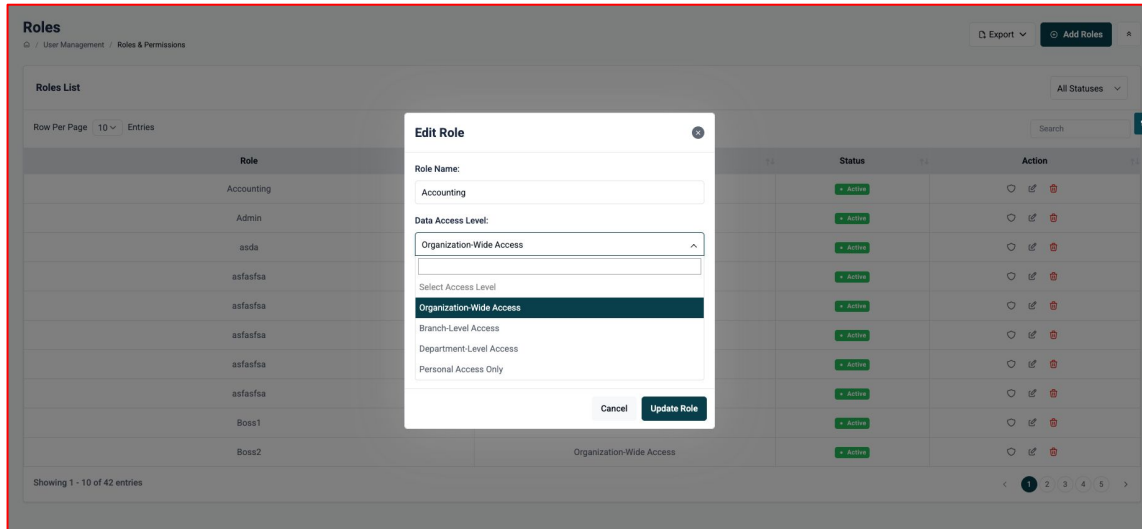
Step 4: Select Data Access

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

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

Timora

MAIN MENU

- Dashboard Hot

HRM

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

FINANCE & ACCOUNTS

- Payroll
- Payslip
- Bank

ADMINISTRATION

- User Management**
- Users
- Roles & Permissions

Search in HRMS

Users

Export



















Select Roles

Active

All Sort By

Show 10 entries

Search:

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	 

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 sidebar on the left contains a 'MAIN MENU' with options like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, Finance & Accounts, Payroll, Payslip, Bank, and ADMINISTRATION. Under ADMINISTRATION, 'User Management' is highlighted with a red box. The main area is titled 'Users' and shows a 'Users List' table. The table has columns for Name, Email, Role, Data Access Level, Status, and Action. The 'Status' column has a dropdown menu set to 'Active', which is also highlighted with a red box. The 'Action' column contains icons for deleting and editing users, which are also highlighted with a red box.

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.