USER GROUP PERMISSIONS

User Group Permissions allow the system administrator to provide varying levels of access to different types of users. We recommend creating multiple user groups and layering them depending on what access employees should have in ePro Scheduler.

PERMISSIONS ARE LIKE ONIONS

THEY SHOULD HAVE LAYERS

You should think of your user groups in terms of layering permissions based on the different roles a user may play in the system.

DIAL DOWN TO CONTROL ACCESS

GIVE OR TAKE ACCESS

You are in control of who can or can not view pages or employee data.

UNLIMITED GROUPS FOR EACH USER

A BOUNTY OF GROUPS

You can give users as many groups as you need to help you accomplish your goals in regard to control over what pages can or can not be viewed.

ADMINISTRATOR > USER GROUPS

To begin you will first navigate to Administrator > User Groups. From there you can either select an existing user group from the drop down menu to edit or add one by clicking the blue 'Add' button.

Remember that all users should have a basic User Group. This should drive only access to the Self Service menu, additional permissions can be added to the user through additional groups as needed based on their role in ePro Scheduler.

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