

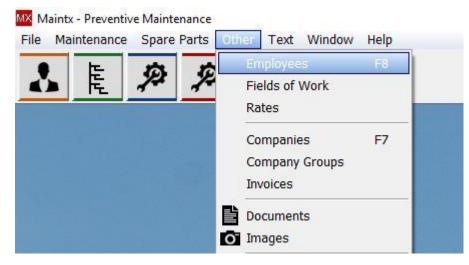
Maintx Maintenance Management System

Employees Adding New Employees And Assigning Access



Employees

To add employees we go to the menu bar:



Click "other" and from the drop-down menu select "Employees".

	Company empl	oyees		Ph <u>o</u> nes/e-mail	Fie <u>ld</u> s		<u>R</u> ates
lame[+]		Home	^		Sími - netfö	ng - alm. upplýsingar	
Ari Bj				Tel - EMail[+]	Name	Description	
Arnbjörg Kristín	Konráðsdóttir						
Björn	Baldursson	Hringbraut 11					
Björn Harry	Oddsson						
Brjánn	Stefánsson	Ármúla 36					
Daniel	Stefans	Njáll					
Gerry	Lannigan						
Ijalti	Þórsson						
Ingvar	Halldórsson	Barmahlíð 12					
var	Ragnarsson	Aðalstræti 1					
lói	Jóns						
Kári	Lárusson						
Kristian i	Tuni						
Kristján	Sigurgeirsson						
Kristján	Kristjánsson	Aðalstræti 1					
árus	Lárusson	Aðalstræti 2					
Maintx	Demo						
Margeir	Margeirsson	Aðalstræti 3					
Oddur Björn	Tryggvason	Fifulind 13					
Páll	Pálsson	Aðalstræti 4					
1	Z			۲			
Rohhie	Hall						
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For the same result we can press "F8" on our keyboard.

From this window we are able to add or edit "**Employees**", their "**contact information**", "**Rates**" and

to "Assign Access" to them. To add a new employee we click the 🔳 button in the lower-left corner.

👪 Employee				– 🗆 X
<u>G</u> eneral	Remarks	E-Mail	Department	
	Employee	Tel - Email	Name	Description
I <u>n</u> itials:	*			
<u>s</u> sn:	*			
<u>F</u> irst Name:	*			
<u>S</u> urname:				
<u>A</u> ddress:				
Zip Code:	✓			
Web password:				
Select Language		٢		>
□ Application <u>L</u>	Jser	□ Inacti <u>v</u> e	+	• • -
ОК		Apply Cancel		

User's initials

Here we fill out the **"Employees**" general information. Such as: Initials, **"Social Security Number**" or **"National Insurance Number**", First and Last name and so on.

Once finished press

To enter more information we double click the employee's name.

ΟK

For Telephone number we click +. Put the relevant information in and the same goes for the email.

Next we tick the box marked "Application User", press "Apply" and go to "Preferences".

👪 Employee								- 🗆 ×
<u>G</u> eneral	Access	Pr <u>e</u> ferences	Fields and <u>R</u> ates	<u>T</u> asks	Documents	Remarks	E-Mail	Department
On Sta	ntup open:		User log	gin:			Default s Rate:	-
☐ My Jo ☐ Taskt ☐ Overv ☐ Stock ☐ Quick	able ⁄iew Table						Mileage Grou	p: v puble closing:
🗆 All De	to See: epartments juipment e Tree						A = First closing B = Second Clos C = Double Clos Wallpaper	sing
Other: Allow Alway	all records in Direct Delive ys Show Plann (Task - No Equ	r ed		I	Lunch time	:		
OK User's initials				ļ	Cancel	I		

We choose a "login" which will be the password when opening Maintx.

We can decide which area Maintx opens on start up.

Open on Start up:

- Jobs
- Task Table
- Overview
- Stock Table

We can also decide what we want to allow him to see:

- Allow Show All Departments
- Allow Show All Equipment
- Allow Show Whole Tree

And

Allow Direct Delivery

To set employee's "Rate" we right click the "Rate" box

Name[+]	Unit price
Dagvinna	2.500,00
Daytime 1	65,00
Daytime 3	75,00
Extra 2	112,00
Extra 4	120,00

and choose a pre-existing rate or create a new one. We create a new Rate by clicking

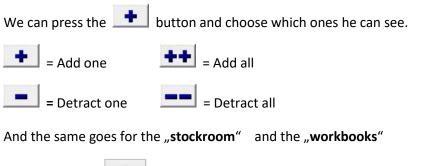
To select the correct rate we simply double-click on it.

To assign access to an employee we select him and go to the "Access" tab.

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eneral	Access	Pr <u>e</u> ferences	Fields and <u>R</u> ates	Tasks	Docu <u>m</u> ent	ts Remark	s E-	Mail Dep	artment		
Access to departments						Access to stockrooms					
Code	Name				+	Code Nam	ne 	Set def	ault Stockroo	m	
+ ++					+	++ -		Set de	fault workbo	ok	
ОК						Cancel					
	Code	Code Name	Access to departments	Access to departments Code Name	Access to departments Code Name Code Code Name Code Name Code Name Code Name Code Code Code Code <	Access to departments Code Name Code Name + ++ = == + ++ = ==	Access to departments Code Name Code Name Code Name Code Name + ++ = + +++ = + +++ = + +++ = + +++ = + +++ =	Access to departments Code Name Code Name Code Name Code Name + ++ + ++	Access to departments Code Name Code Name Code Name Code Name + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ = + ++ =	Access to departments Code Name Code Name Code Name + ++ = Set default Stockroot Workbook Code Name + ++ = Set default workbooks	

We can select all departments with the button and then choose witch departments we don't want him to access by deselecting with the button.

Or



Finally we press