

E. Functional Level

I. Background

1. Functional level can be used to create job title for a group of users. One user can be assigned more than one functional level by system administrator or which group have access right to manage the user management.

II. Create New Functional Level

1. Click the icon  with the login name in right top corner from the top bar from bring up the context menu.
2. From the context menu, select “Settings” > “User and Group” > “Functional Level”.
3. The Functional Level window will appear.

Functional Level						
			Company	Functional Name	Description	Modified Date
						
			TOP	AA	11 Associate Assistant	2020-08-18 22:54:44
			TOP	AAO		2020-11-24 13:40:33
			TOP	AM	07 Assistant Manager	2020-08-18 22:54:44
			TOP	AO	10 Assistant Officer	2020-08-18 22:54:44

4. Fill in the information on the top row.

Functional Level						
			Company	Functional Name	Description	Modified Date
			TOP	Sample	Sample Functional Level	
			TOP	AA	11 Associate Assistant	2020-08-18 22:54:44
			TOP	AAO		2020-11-24 13:40:33

Field	Description
Company*	Assign Company for this user group.
Functional Name*	Display name of the functional level.
Description	User group description.
Modified Date	Latest modified date and time of this functional level.

(* would be the necessary column when creating functional level.)

5. Click the add button  on the first column to create the new functional level.

III. Modify Existing Functional Level

1. Open Functional Level window.
2. Click the value which is required to change.
3. After modifying the information. The save button  on the left-hand side will be available.
4. Click save button  to commit changes.

IV. Delete Existing Functional Level

1. Open the Functional Level window.
2. Select the existing functional level which is required to delete.
3. Click the delete icon  on the second column.
4. A confirmation message “Are you sure?” will appear.
5. Click “OK” button to confirm deleting.

V. Assign User Account to Functional Level

1. Open the Functional Level window.
2. Looking for a functional level which is required to add user.
3. Click the  button on the third column.
4. Member Lists window will appear.
5. Click the top empty column for select user.
6. The “Select User(s)” window will appear.
7. Select the user(s) for adding to the selected functional level.
8. Click the add button  at the first column to add the selected user.

VI. Assign User Group to Functional Level

1. Open the Functional Level window.
2. Looking for a functional level which is required to add user group.
3. Click the  button on the third column.
4. Member Lists window will appear.
5. Click the top empty column for select user.
6. The “Select user or group” window will appear.
7. Select the user group for adding to the selected functional level.
8. Click the add button  at the first column to add selected user group.