

Getting Started

A practical guide for Admin Users

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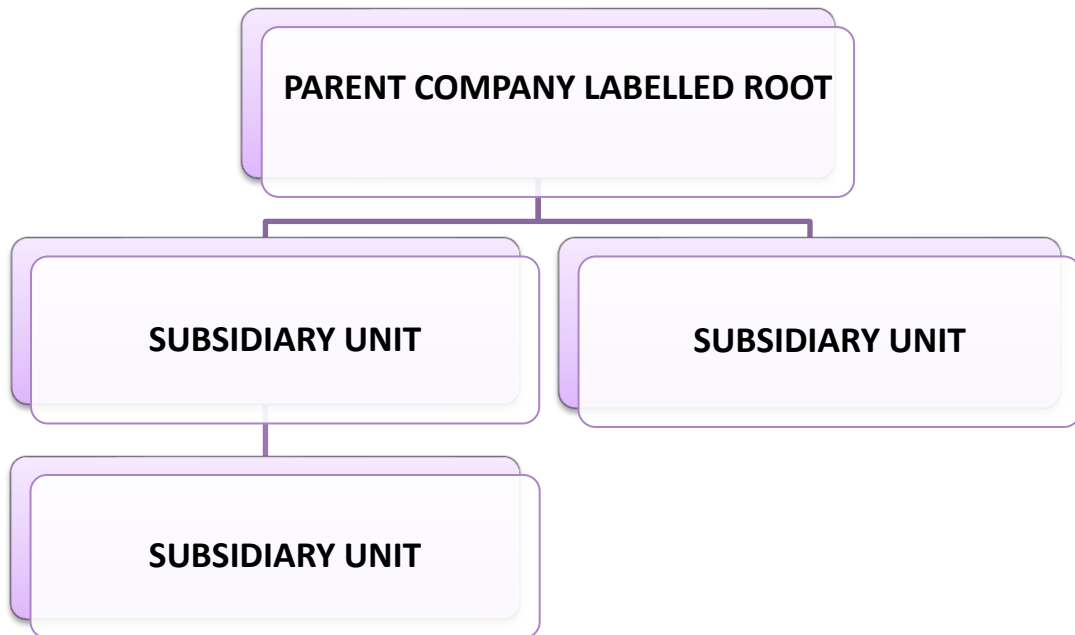
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STRUCTURE

The portal is designed so that each client can control the information users can view. Permission levels are granted using a hierarchy structure. Subsidiary Units can be created beneath the parent company. The number of subsidiary units that can be created is unlimited. Subsidiary units can represent project teams, regions, countries, offices etc. Users can view and edit data for each company or Subsidiary Unit that they have been granted permission to AND any Subsidiary Units beneath.

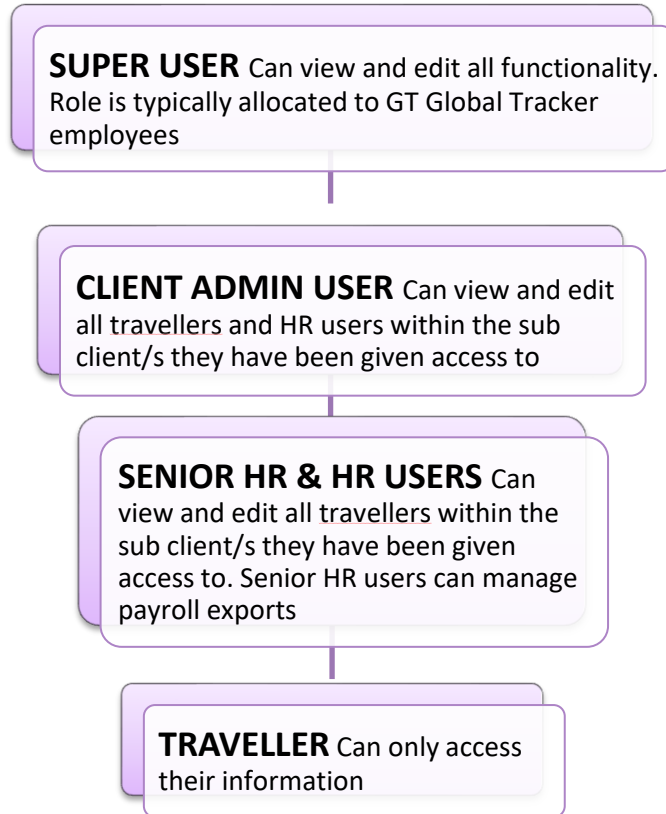


USER ROLES

There are different types of user including:

Super User	Corporate Tax User
Client Admin User	Corporate Legal User
Senior HR User	Corporate Travel User
HR User	Internal Immigration User
Traveller	Internal Tax User
Third Party Tax Provider	Internal Security User
Third Party Immigration Provider	Budget Approval User
Corporate Finance User	

The chart below outlines how the user type determines the information that can be viewed and edited



2.01 Client Admin User

You have been assigned the role of a Client Admin User

2.02 Your Permission Level

Depending on how your account was structured at implementation and depending on the permission levels granted, you may see data for the whole company, one business unit or several. In the example below the HR User has access to 3 different business units – Zodiac Americas, Zodiac Asia and Zodiac EMEA.

Clicking at arrow alongside a company name displays the subsidiary units beneath.

Clients	
 Zodiac Ltd	Manage Edit Client Details
Zodiac Americas	Manage Edit Client Details Remove
Zodiac Asia	Manage Edit Client Details Remove
Zodiac EMEA	Manage Edit Client Details Remove