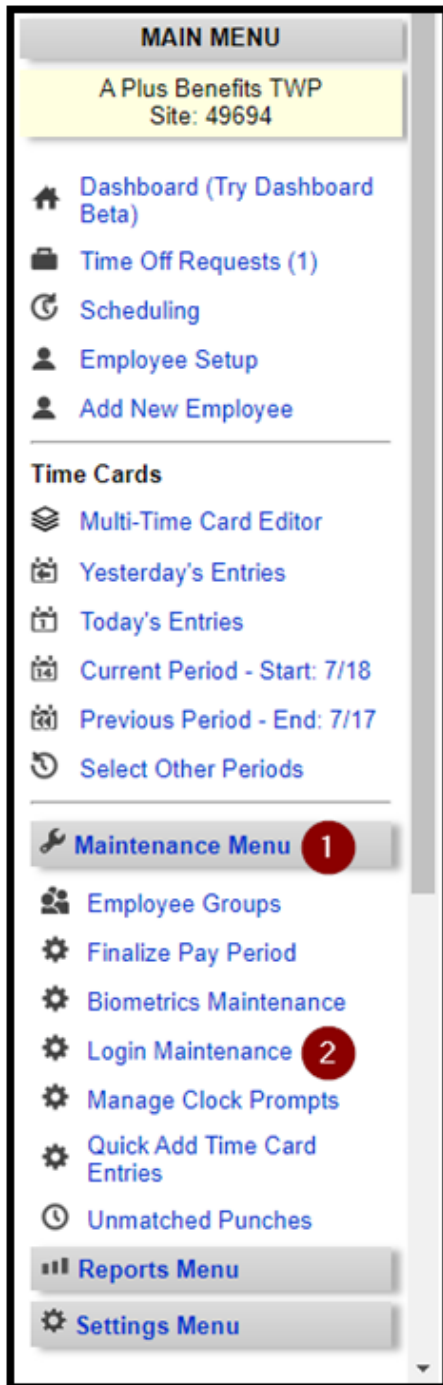


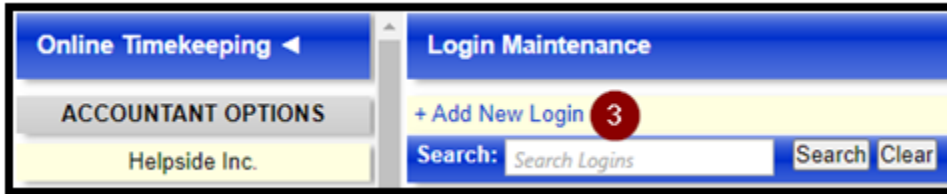
Go to: [helpside.com](https://helpside.com) -> Employer -> Timeclock and login with your username and password.

Step 1: Click **Maintenance Menu**.

Step 2: Click **Login Maintenance**.

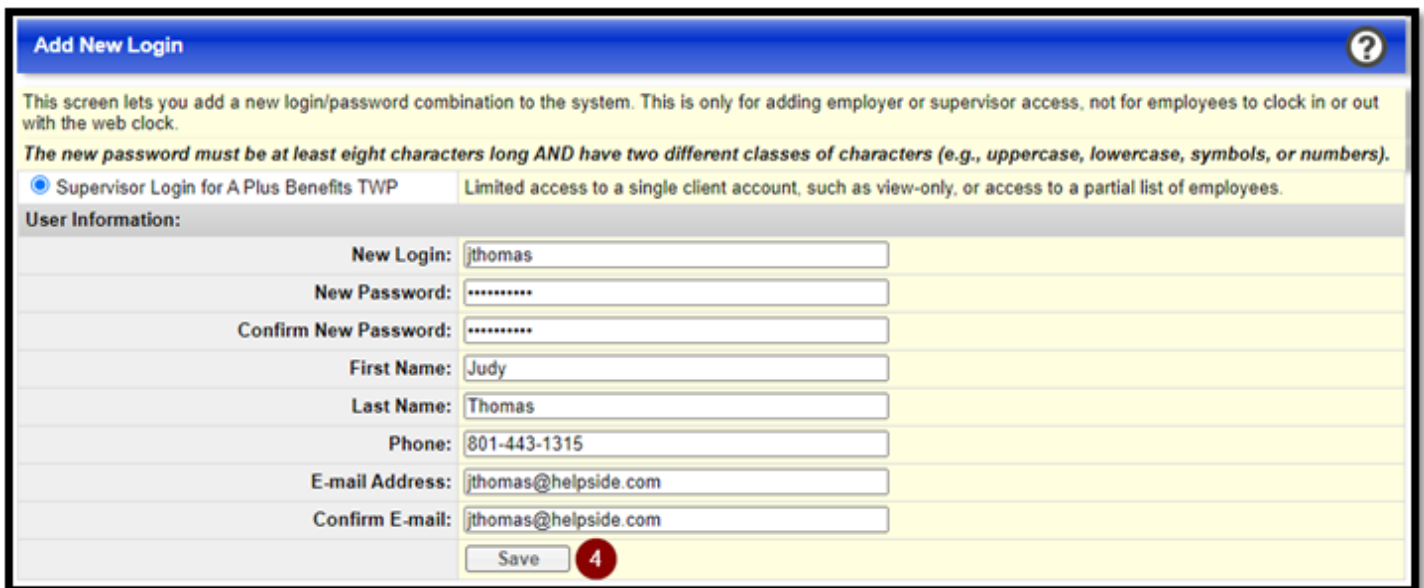


Step 3: Click **Add New Login**.



The screenshot shows the 'Login Maintenance' section of the software. On the left, there is a navigation menu with 'Online Timekeeping' and 'ACCOUNTANT OPTIONS' for 'Helpside Inc.'. The main area is titled 'Login Maintenance' and features a '+ Add New Login' button with a red circle containing the number 3 next to it. Below this is a search bar with the text 'Search Logins' and 'Search' and 'Clear' buttons.

Step 4: Enter the login details and click **Save**.



The screenshot shows the 'Add New Login' form. At the top, there is a blue header with the title 'Add New Login' and a help icon. Below the header, there is a yellow background with instructions: 'This screen lets you add a new login/password combination to the system. This is only for adding employer or supervisor access, not for employees to clock in or out with the web clock. The new password must be at least eight characters long AND have two different classes of characters (e.g., uppercase, lowercase, symbols, or numbers).' There are two radio button options: 'Supervisor Login for A Plus Benefits TWP' (selected) and 'Limited access to a single client account, such as view-only, or access to a partial list of employees.' Below this is a section titled 'User Information:' with several input fields: 'New Login:' (jthomas), 'New Password:' (masked with dots), 'Confirm New Password:' (masked with dots), 'First Name:' (Judy), 'Last Name:' (Thomas), 'Phone:' (801-443-1315), 'E-mail Address:' (jthomas@helpside.com), and 'Confirm E-mail:' (jthomas@helpside.com). At the bottom right, there is a 'Save' button with a red circle containing the number 4 next to it.

Step 5: Customize the “Supervisor Account Employee Visibility”. Click **Update Employee Visibility Settings**.

Step 6: Customize the “Supervisor Account Permissions”. Click **Update Permissions**.

### USER INFORMATION

Personal contact information is used for current and future notification features, as well as for self-service resetting of forgotten passwords.

First Name:

Last Name:

Mobile Phone:

Email Address:

Confirm Email:

[Update User Information](#)

### CONNECT THIS MANAGER TO THEIR EMPLOYEE RECORD

Allows this manager to easily switch between management and employee functionality.

Select employee record

### PASSWORD RESET/CHANGE

This lets you change the user's password, in case they forget it. The new password must be at least eight characters long AND have two different classes of characters (e.g., uppercase, lowercase, symbols, or numbers).

Enter the new password:

Confirm new password:

[Change Password](#)

### SUPERVISOR ACCOUNT EMPLOYEE VISIBILITY 5

Which employees is this supervisor allowed to see?  
If you select by group or criteria, the specific employees that can be seen will automatically follow changes that are made to employee setup.

All active employees  
 All employees (including inactive)  
 Specific employees  
 All employees in group  
 Select by criteria

Will this supervisor login need to view employee time cards when they work in their group, but are not directly reporting to this Supervisor?  
A common example is an employee covering a shift at an alternate location than their usual assigned "Home" location.

Alternate employees visible to this login

This login can view employee time cards if...

Job  =

[Advanced](#)  
[Advanced Custom Selection Help](#)

Of the employees this supervisor can see, for which employees is this supervisor allowed to approve time cards? Choose *All Employees* if the time cards that can be approved are the same as the time cards this supervisor can see.

No employees  
 All active employees  
 All employees (including inactive)  
 Specific employees  
 All employees in group  
 Select by criteria

[Update Employee Visibility Settings](#)

### SUPERVISOR ACCOUNT PERMISSIONS 6

Select features that this supervisor is allowed to access. For special permissions, enter the name of the permission or permissions separated by a comma in the box below.

Enter Named Permissions:

Can See Wages  
 Can Edit Punches  
 Can Access Employee Setup  
 Can Edit/Delete Unmatched Punches

[Update Permissions](#)

### CHANGE LOGIN NAME (CURRENTLY JLTHOMAS)

You can change the login name to something else, as long as the name hasn't already been used on the system.

Enter the new login name:  [Submit](#)

### DELETE LOGIN

To delete the login, click the check box then click submit.  
This doesn't delete any of the client data. It simply removes the login and password from the system. If the user is currently online, they will be able to stay on the system until they log out.

Delete Login [Submit](#)