

To: CERS Officers from Helen Matters, 20 Nov 13
Subject: Update of Lists and Permissions Control Tool, Interim User Instructions
Comments: Carry out ALL FOUR STEPS as shown. Please note, if a supervisor says a "House is missing on Frontline Apps", this likely means that person simply can't see it due to lack of permissions.

Adjust your Workflow Settings

[TWR Packages](#)

[Lists and Permissions Control Tool](#)

Update your staff list, and which of

[Add New Staff \(or Edit Existing\)](#)

[Select Users and Edit their Access to Locations](#)

[Select Users and Edit their Roles & Access to Apps](#)

Step 1: if you can, find and select the user,

drya0604: Damien Ryan

Step 2: if you were NOT able to display details, and if you WERE able to display t

User's login name drya0604

First name Damien

Last name Ryan

User Role Line Manager

1

Step 2: Check User Role and Location*

User drya0604: Damien Ryan

User Role Line Manager

H/Duties End Date

Step 2: tick the groups/locations the use

Select All

Clear All

- 10 Barwon; Type: Area; 10 Barwo
- 12 Central Highlands; Type: Area;
- 14 Brimbank Melton; Type: Area;
- 16 Western Melbourne; Type: Area;

*Important – if the user is an Ops Manager, select the entire Area, not just the user's cluster house by house.

2

4

3

Step 4: IF AND ONLY IF OPS MANAGER OR ABOVE, then manually* send an email to Pauline Bisset via FrontlineApps@dhs.vic.gov.au, CC Bruno Reato, and type a message similar to the following:

User John Doe just now confirmed as Ops Manager. Please check "RosterCoster Access" and, depending on the Division, "RosterCoster Submit".

*We may be able to automate this sort of thing soon.

Step 3: Check User Role and Make Sure the apps that role / person should have are ticked.

User drya0604: Damien Ryan

User Role Line Manager

H/Duties End Date

Step 2: tick the apps that this user is permitte

Select All

Clear All

- CERS HK Budget
- Data Control Centre
- House Audit
- Resi Statement
- SafeDAS