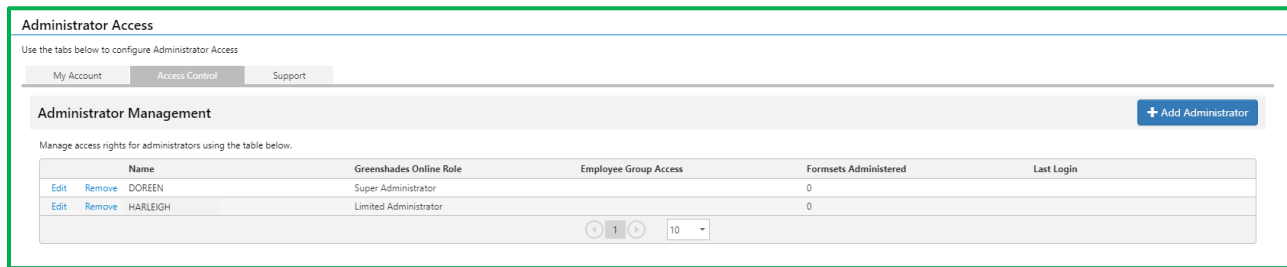


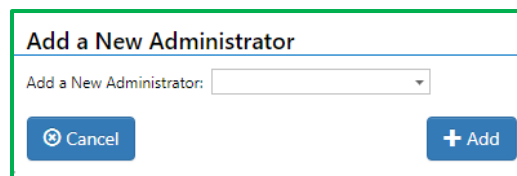
How to Add a Workspace Administrator

Greenshades Online administrators may log into GreenshadesOnline.com to perform a variety of HR management tasks and to configure how their employees will be able to use GreenEmployee.com. Companies often choose members of their payroll, HR, and/or IT staff to be administrators. Use this tab to add administrators, remove administrators, or edit administrator access rights.

1. Log into GreenshadesOnline.com and navigate to Settings.
2. Select Access Settings, Administrator Access from the side menu bar.
3. Under the Access Control section you will see a list of all current administrators.



4. Press the Add Administrator button to add a new administrator. You will be prompted to select the company contact that you wish to add as an administrator.



5. Select the administrator type and modules they user will have access to and save.



If you are not sure what type of administrator to choose, see below for the differences.

Super Administrators:

- Can add/remove/or modify the access settings for other administrators
- Will always see all employees and modules
- Are able to impersonate employees through the employee website
- Can configure the primary billing contract
- Can manage employee accounts and perform password resets
- Can view all cross-workspace reports and information

Limited Administrators:

- Are not able to modify access control settings
- May be restricted to only certain employees or certain modules assigned through the access control settings
- Must be explicitly granted access (using this page) to impersonate employees through the employee website
- May have limited access to cross-workspace reports and information

Payroll Administrators:

- Are not able to modify access control settings
- Will always see all employees
- Can manage employee accounts and perform password resets
- Are able to impersonate employees through the employee website
- May be restricted to only certain modules assigned through the access control settings
- May have limited access to cross-workspace reports and information