Settings / Manager Users

Click [Edit] beside the employee's name on the list of users

- **Role** – this indicates the access rights they will have in SPUD, open the access rights tab and flick between the user types to see the different setting for the user type, you can change the access rights for any user we have only set these rights as what we believe that type of user would want to access.
- **Session Time** – This is the length of time that the user can be away from SPUD before they are automatically kicked out.
- **Active** – This just indicates that the user is active, if an employee leaves your business you simply flick this switch and they no longer have access to SPUD or your information.
- **Categories** – These are the categories in materials, plant and documents you want this user to see / access.
- **Projects** – The projects selected here will be open for this user to view / clock in / order materials etc.
- **Rights** – These are the setting that indicate what a user can see in SPUD, you will be able to restrict all sections of the system and only show your staff what you want them to see.
- **Order Approval Limit** – Set the amount you want this user to spend per purchase order.
- **Salary Details**– Provided you have the access to sensitive information; you will be able to input wage rates here also.

Once you have made any necessary changes, click the save icon on the top of the page.

Please note, some changes, for example changes to an employee's access rights, will require that employee to log out and then back in again to take effect. However, the system will notify you if this required once you click the save button.