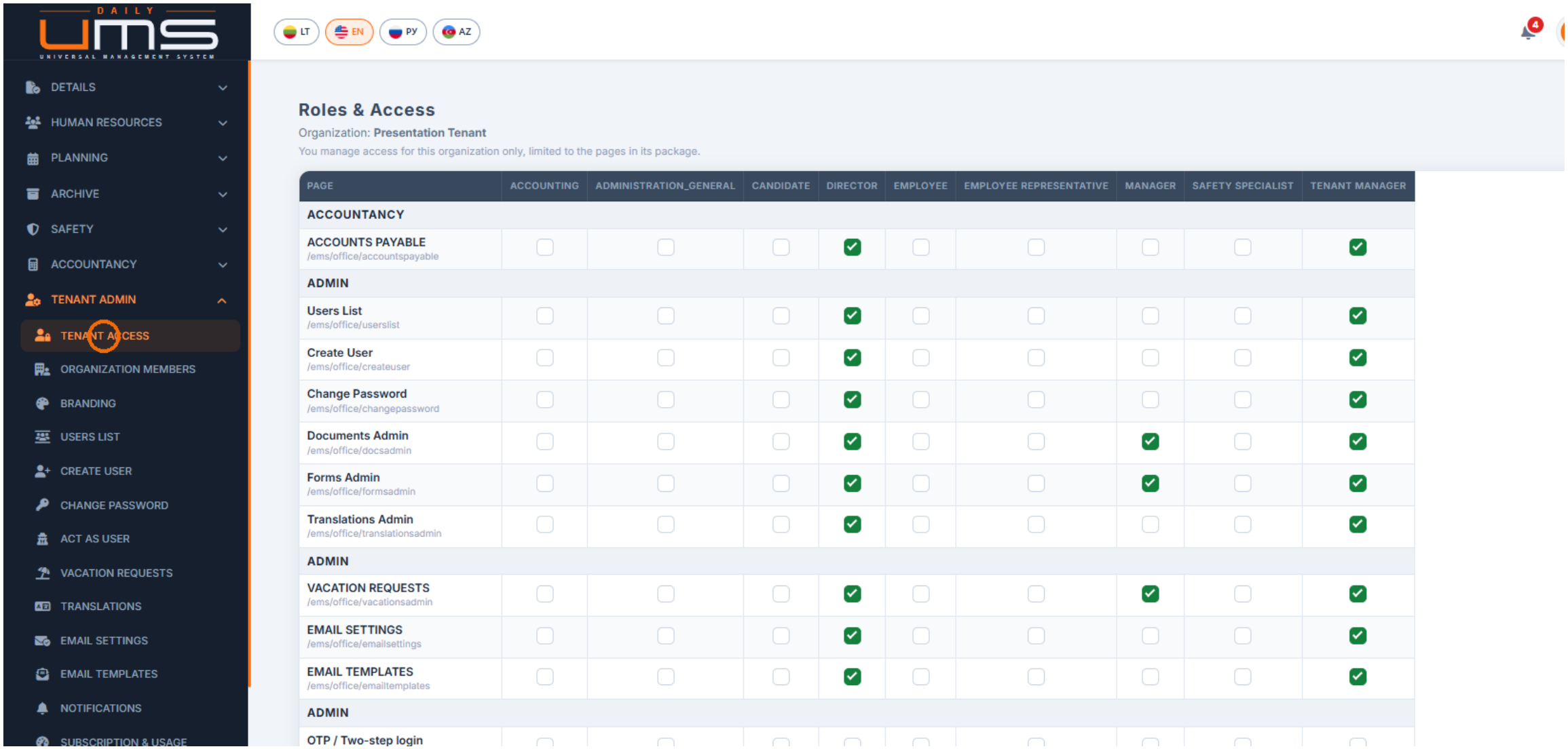
Tenant Access (Roles & Access)

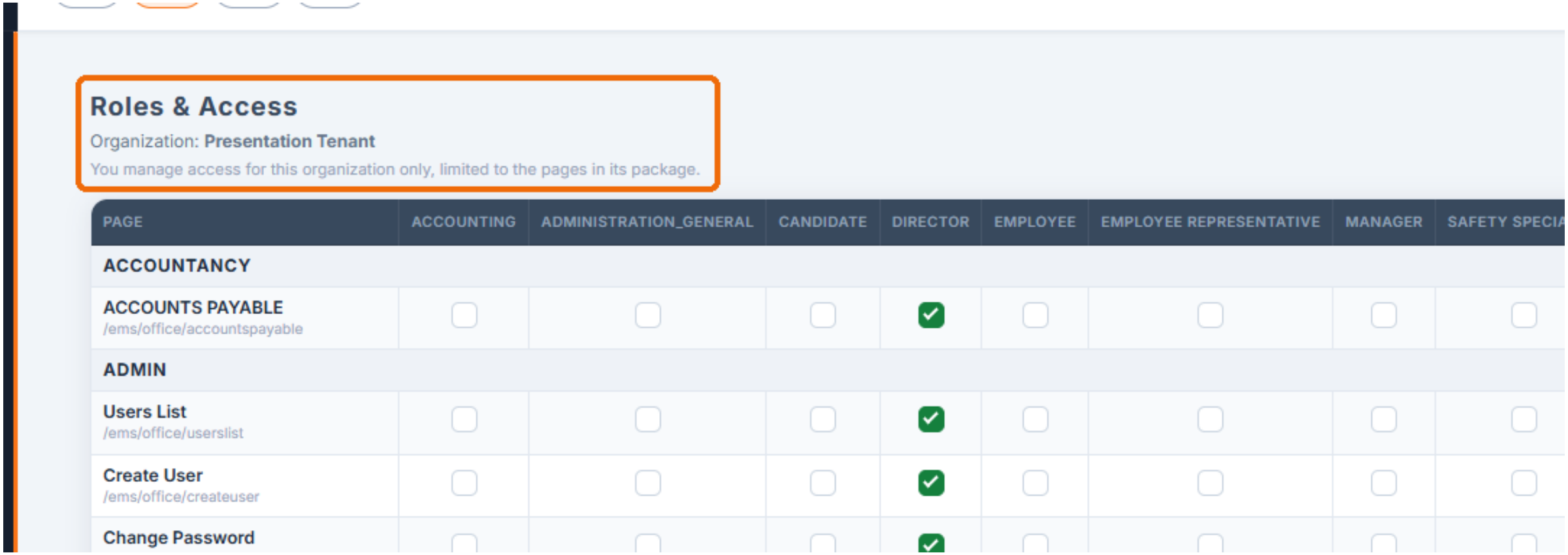
Open Tenant Access



Open Tenant Admin > Tenant Access in the side menu. The page is called Roles & Access. It controls which roles can open which pages in the current organization (tenant). A person sees a page in the side menu only when one of their roles in this organization is ticked for that page.

Tenant Access (Roles & Access)

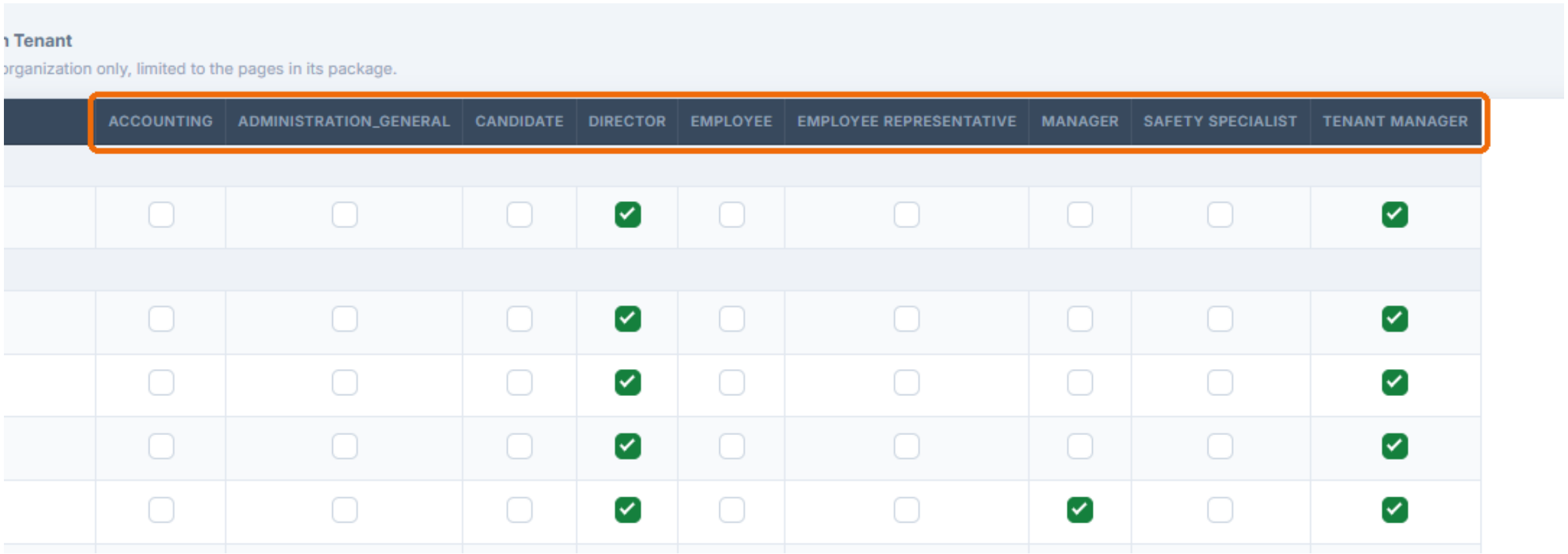
Your organization only



The line under the title names the organization you are editing (here Presentation Tenant). You manage access for this organization only: other organizations keep their own settings. Pages that are not part of the organization's subscription package are not listed at all, so you cannot grant access to a module the organization has not bought.

Tenant Access (Roles & Access)

Roles are the columns



Every column after PAGE is one role, for example Accounting, Administration_General, Candidate, Director, Employee, Employee representative, Manager, Safety specialist and Tenant Manager. Read a column from top to bottom to see everything that role can open. The GLOBAL ADMIN role is reserved for the platform administrator and is not shown.

Tenant Access (Roles & Access)

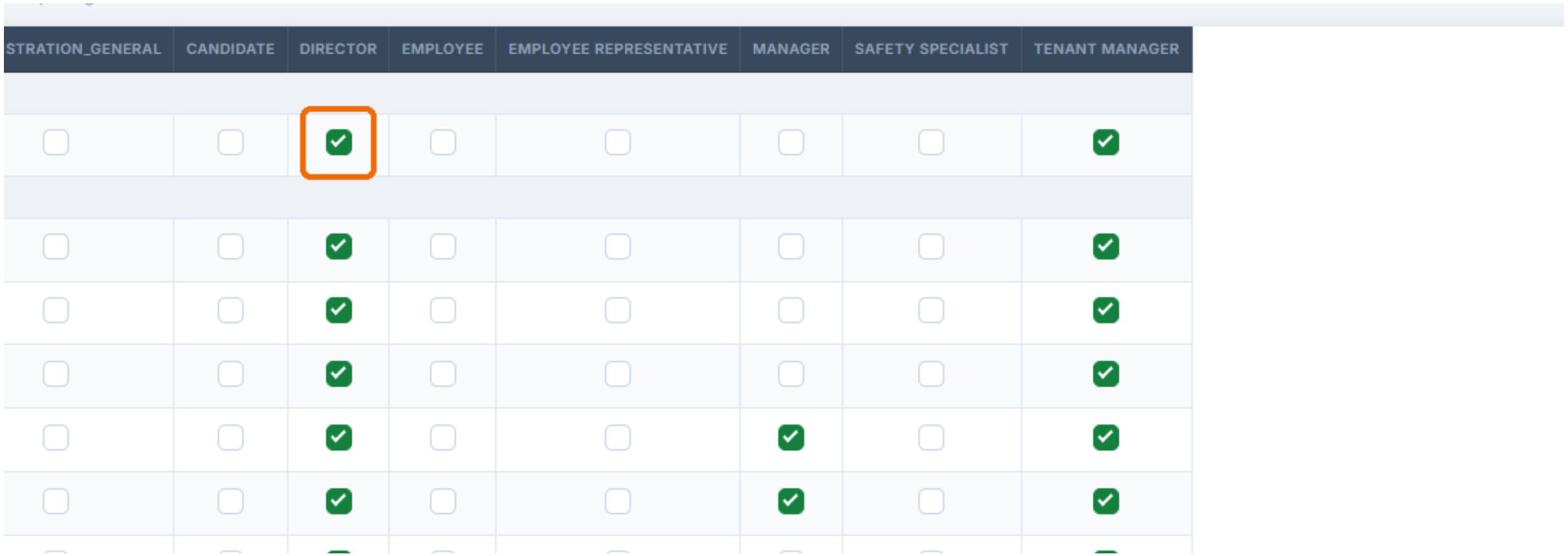
Pages are the rows

PAGE	ACCOUNTING	ADMINISTRATION_GENERAL	CANDIDATE	DIRECTOR	EMPLOYEE	EMPLOYEE REPRESENTATIVE	MANAGER	SAFETY SPECIAL
ACCOUNTANCY								
ACCOUNTS PAYABLE /ems/office/accountspayable	☐	☐	☐	☑	☐	☐	☐	☐
ADMIN								
Users List /ems/office/userslist	☐	☐	☐	☑	☐	☐	☐	☐
Create User /ems/office/createuser	☐	☐	☐	☑	☐	☐	☐	☐
Change Password /ems/office/changepassword	☐	☐	☐	☑	☐	☐	☐	☐
Documents Admin /ems/office/docsadmin	☐	☐	☐	☑	☐	☐	☑	☐
Forms Admin /ems/office/formsadmin	☐	☐	☐	☑	☐	☐	☑	☐
Translations Admin	☐	☐	☐	☑	☐	☐	☐	☐

Every row is one page. Rows are grouped under the side-menu section they belong to (ACCOUNTANCY, ADMIN and so on). The grey text under each page name is its address, for example /ems/office/accountspayable, which helps when two pages have similar names.

Tenant Access (Roles & Access)

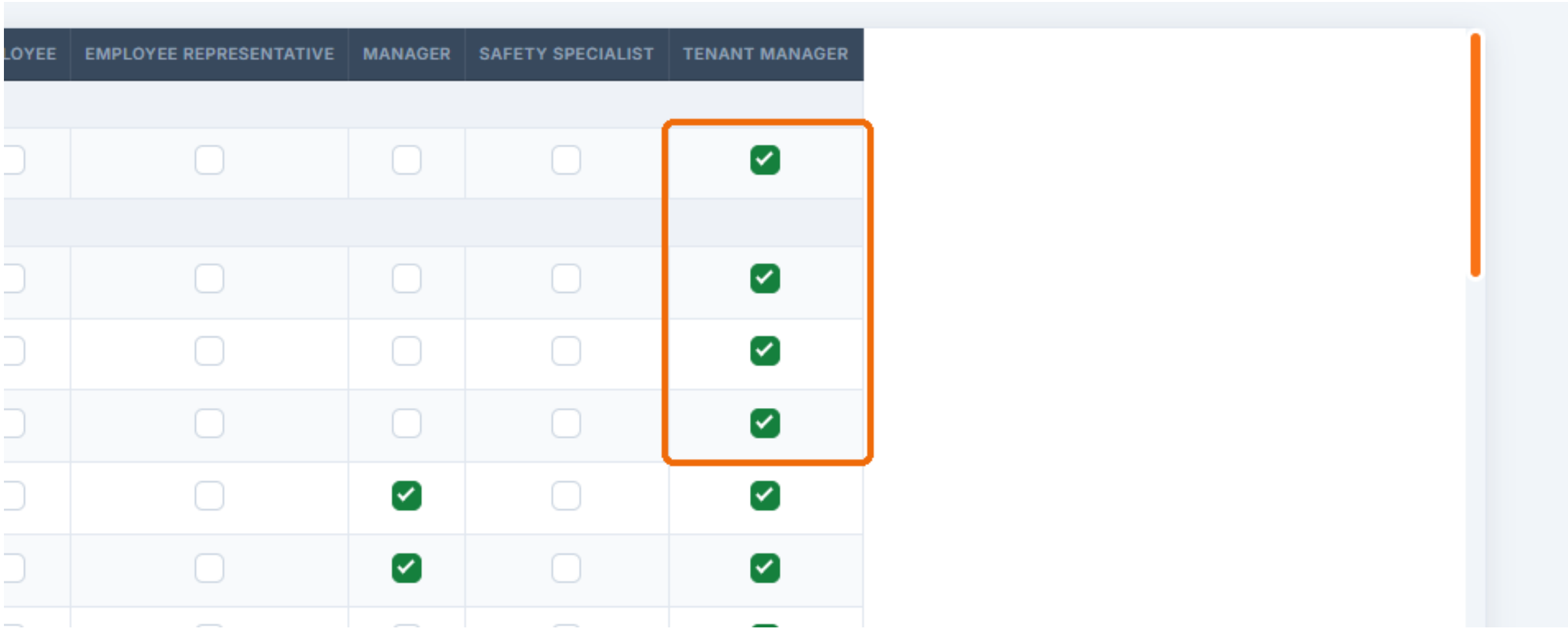
Grant or revoke access



A green tick means the role has access to the page; an empty box means it does not. Clicking a box grants or revokes access immediately: there is no separate Save button, and the side menu of the affected people updates on their next page load. Because changes are instant, check the row and column before you click.

Tenant Access (Roles & Access)

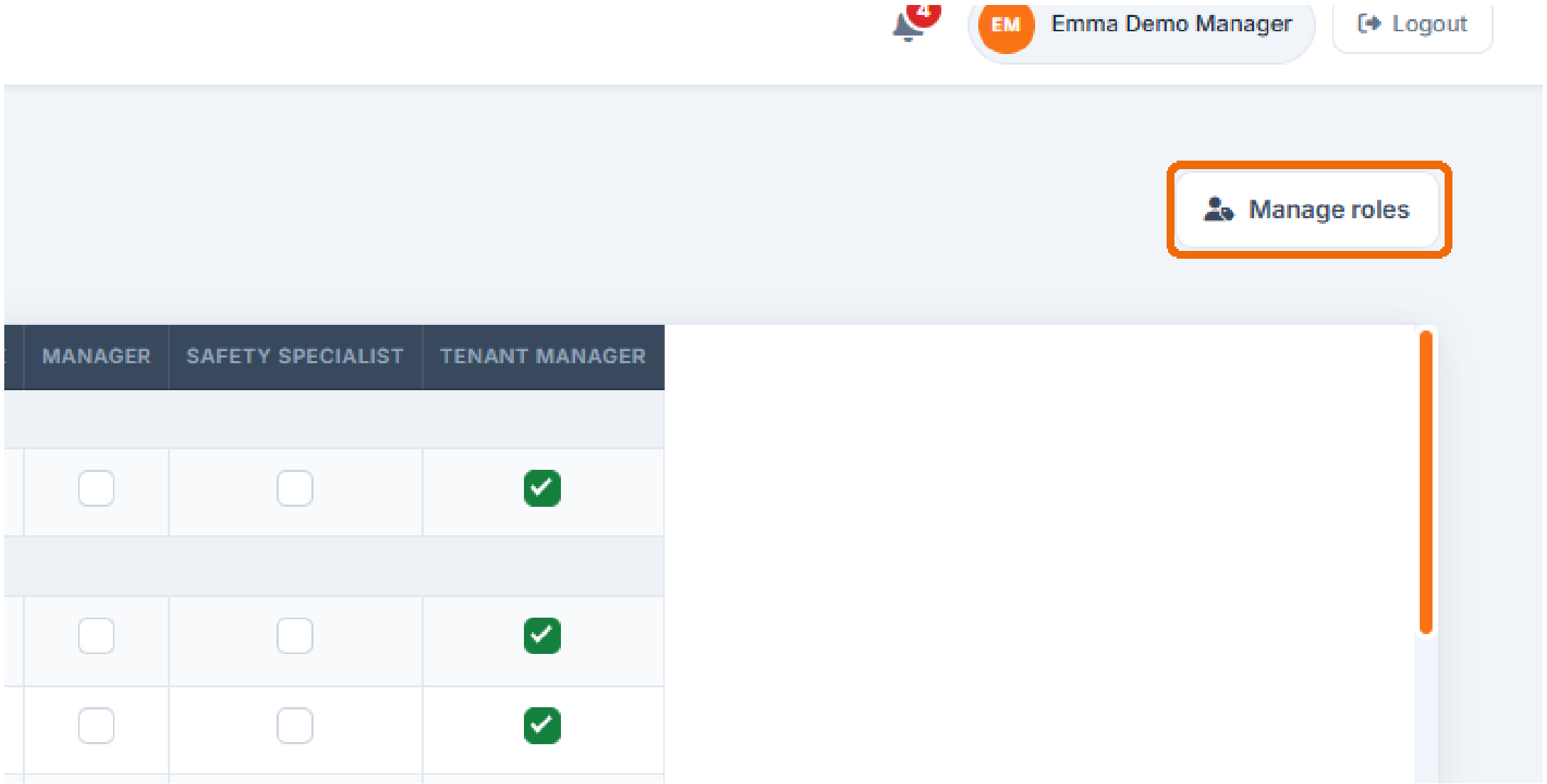
The Tenant Manager column



The Tenant Manager column is ticked on almost every page, including the admin pages such as Users List, Create User and Change Password. Untick a page here only if your managers really should not use it. Tenant Access, Organization Members, Branding and Act As User are not listed in the matrix at all, so the Tenant Manager can never remove their own access to this page.

Tenant Access (Roles & Access)

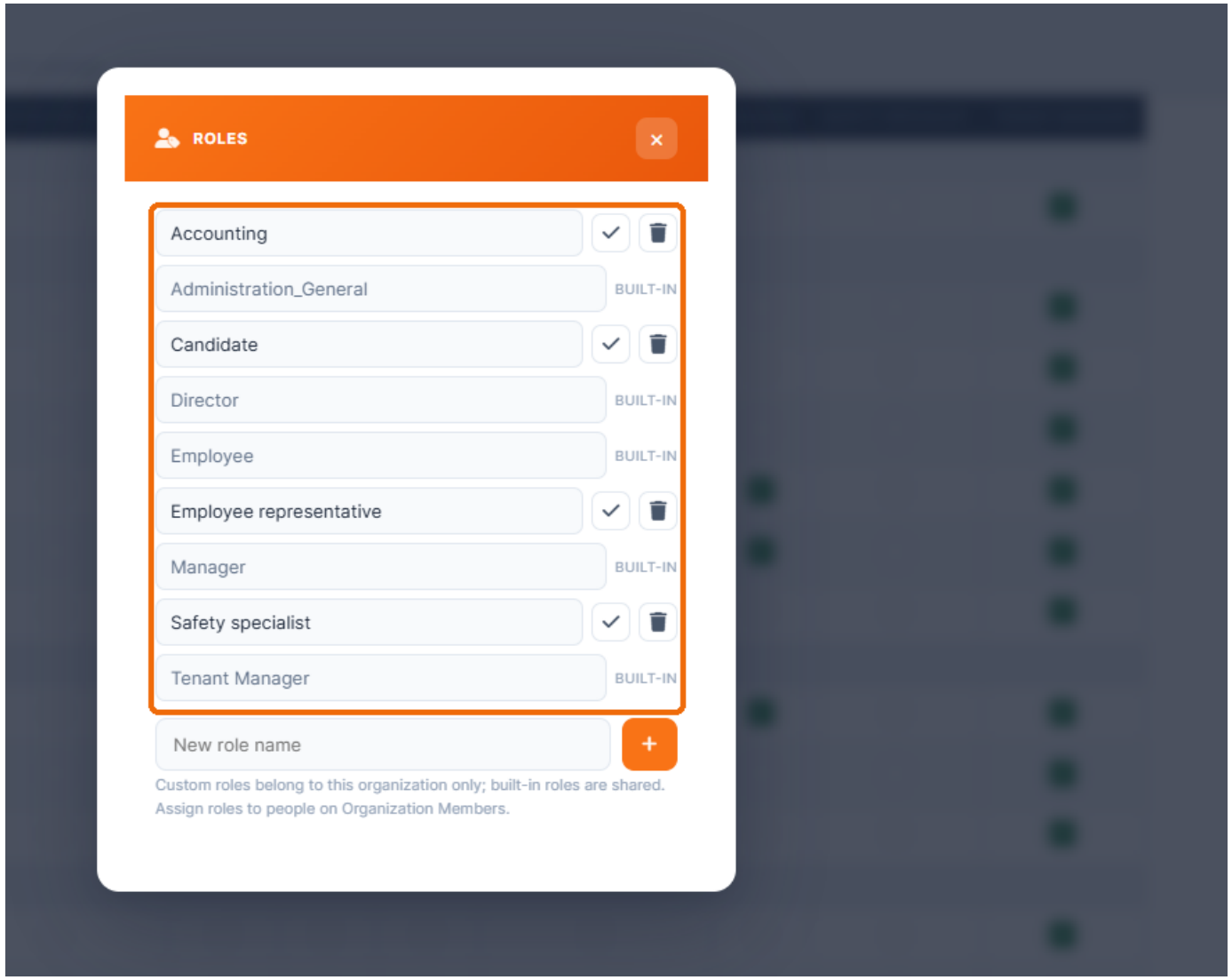
Manage roles



Click Manage roles in the top-right corner to see, add, rename or delete roles. The list shows the shared built-in roles plus the custom roles of YOUR organization only. Roles are assigned to people on the Organization Members page; this page only decides what each role can open.

Tenant Access (Roles & Access)

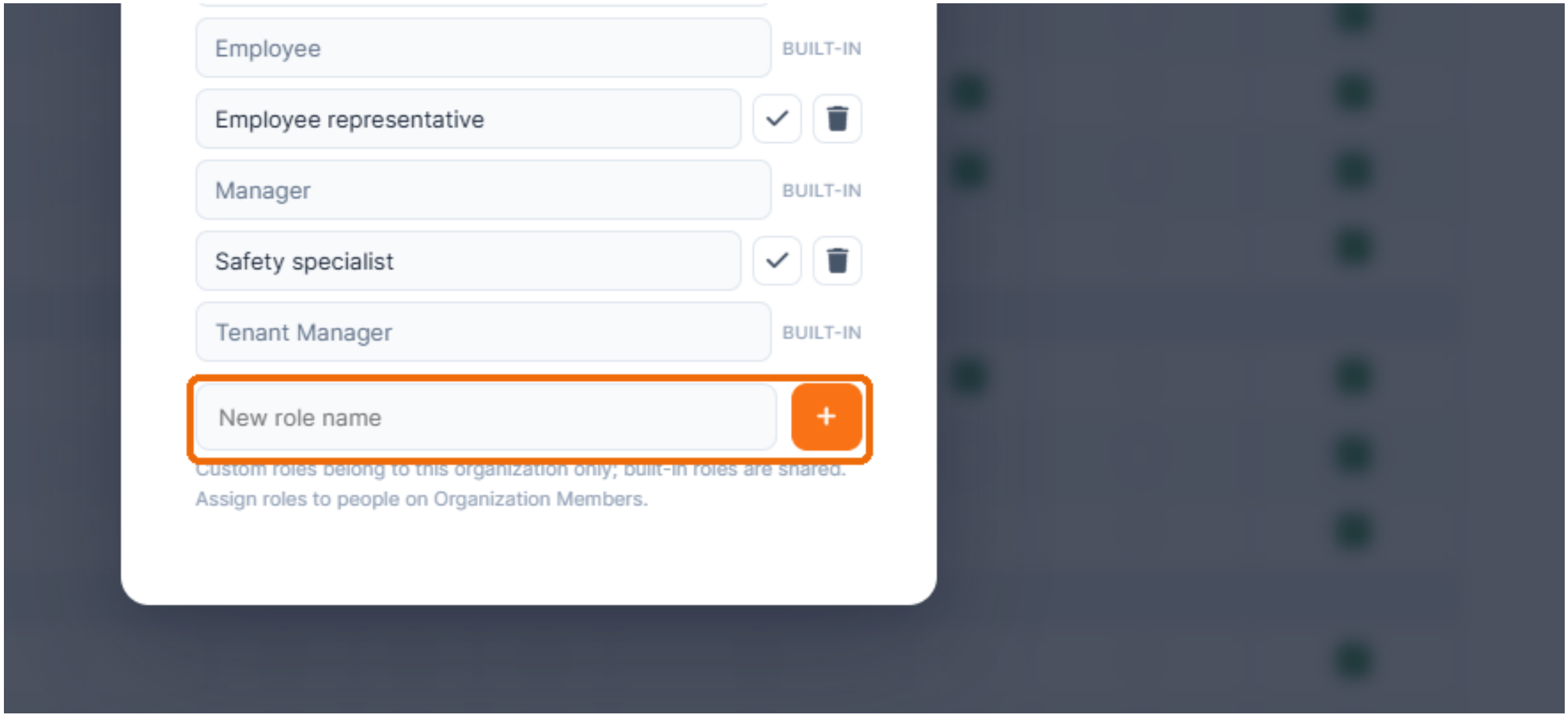
The roles list



The Roles window lists every role your organization can use. Roles marked BUILT-IN (Administration_General, Director, Employee, Manager, Tenant Manager) are shared by all organizations and used by the app itself, so only the platform administrator can rename or delete them. Custom roles such as Accounting or Candidate belong to your organization: the tick button renames and the bin button deletes them. Renaming keeps the role's page access and its people.

Tenant Access (Roles & Access)

Add a new role



Type a name in New role name and press the orange + button to create a custom role; it appears as a new column in the matrix with no access. Custom roles belong to your organization only: adding, renaming or deleting one never changes another organization. Deleting a role (after a confirmation) removes its page access and takes it away from the people in your organization who had it.