

# Getting Started

---

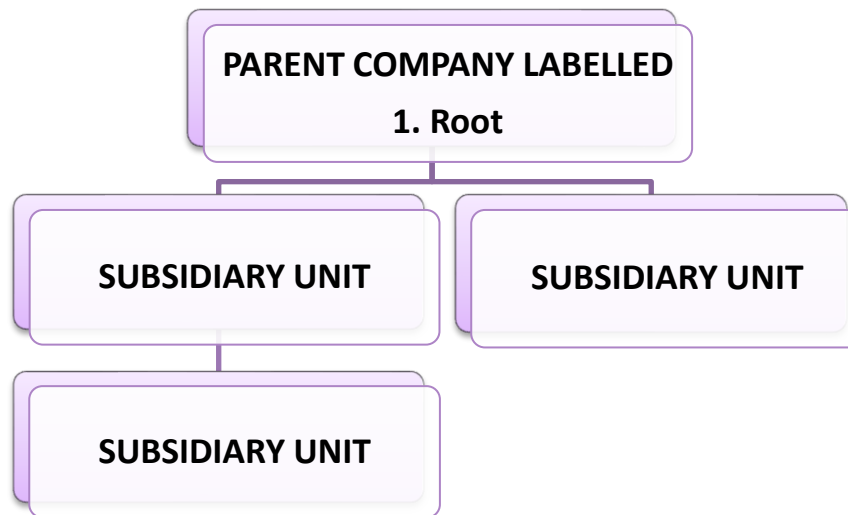
**A practical guide for HR Users**

# Contents

<b>STRUCTURE.....</b>	<b>3</b>
<b>2.01 HR USER.....</b>	<b>4</b>
<b>2.02 YOUR PERMISSION LEVEL .....</b>	<b>4</b>

## STRUCTURE

The system is designed to enable your company to determine the information that each user can view. Permission levels are granted using a hierarchy structure, based on the role of each individual user. Please refer to the illustration below.

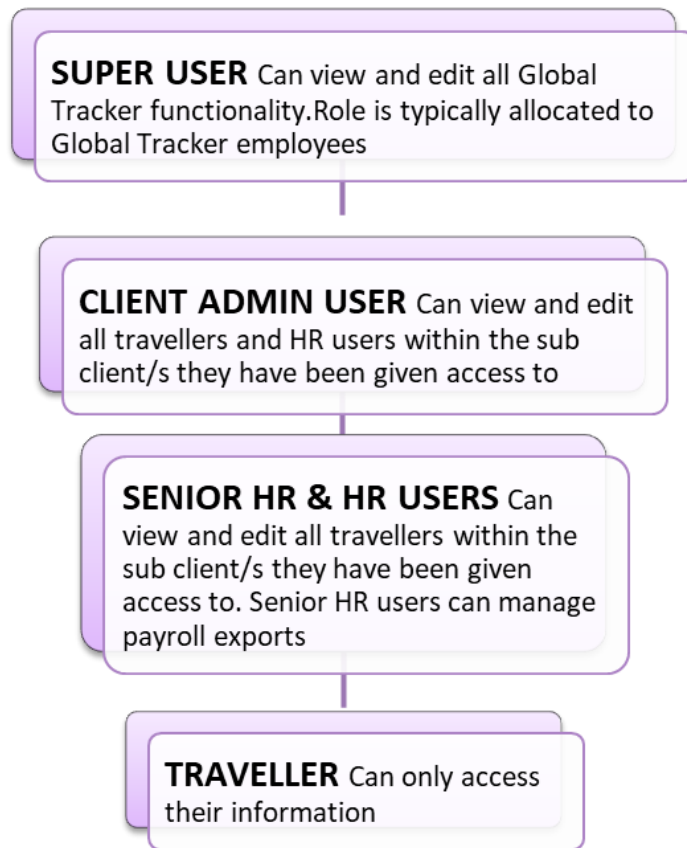


## USER ROLES

There are 5 different types of user:

- Super User
- Client Admin User
- Senior HR User
- HR User
- Travellers

In addition, there may be third party tax and/or immigration providers.



## 2.01 HR User

You have been assigned the role of HR User

## 2.02 Your Permission Level

Depending on how your account is structured at implementation and depending on the permission levels granted, you may see data for the whole company, one business unit, or several. In the example below the HR User has access to 3 different business units – Zodiac Americas, Zodiac Asia, and Zodiac EMEA.

You can access all travellers in each business unit you have been granted permission to. Clicking at the arrow alongside a company name displays the subsidiary units beneath.

Clients

 Zodiac Ltd	<a href="#">Manage</a>   <a href="#">Edit Client Details</a>
Zodiac Americas	<a href="#">Manage</a>   <a href="#">Edit Client Details</a>   <a href="#">Remove</a>
Zodiac Asia	<a href="#">Manage</a>   <a href="#">Edit Client Details</a>   <a href="#">Remove</a>
Zodiac EMEA	<a href="#">Manage</a>   <a href="#">Edit Client Details</a>   <a href="#">Remove</a>