

# Schemas

- [How to Switch Between Schemas](#)
- [How to Create a Schema](#)

# How to Switch Between Schemas

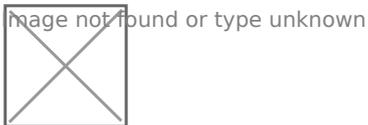
In this quick guide we will explain the following steps:

1. How to switch schemas from System Administration.
2. How to switch schemas from Manage Employees.

## 1. From System Administration

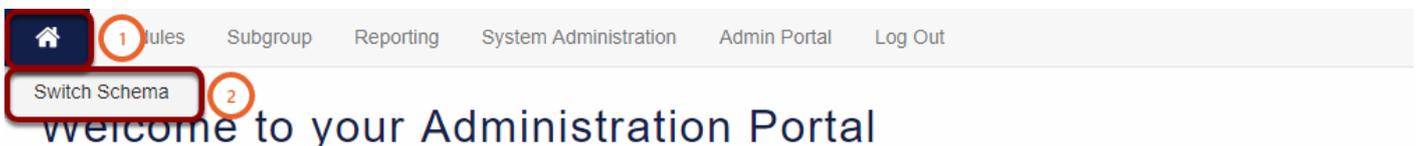
### 1.1. How do I get there?

From your home page, in the left bottom corner, click on System Administration.



### 1.2. What do I do?

- Hover over the Home icon (1)
- Click on the Switch Schema option (2)



- Select the schema you want to switch to from the drop-down (3)
- Click on the Switch Schema button to switch to the new schema (4)



Take Note: You will only be able to edit an employee profile when you are working on the schema the employee is appointed on.

Home

Employees

Administration

Master Data

Employee List

Activate Subgroup: All Employees [Activate]

1 Switch Schema

Current Schema: [[1] Company]

Switch to: [2] Grey [Switch Schema]

2 3

# How to Create a Schema

## How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Tools (3) | Configuration (4). Finally click on Schema Management (5).

image not found or type unknown



image not found or type unknown



image not found or type unknown



## What to do?

In this FAQ we are going to copy the configuration from an existing Schema to the new Schema. If you would like to create a new Schema or there is no Schema on your system please contact our support team for assistance.

Email: [support@signify.co.za](mailto:support@signify.co.za)

Tell: (012) 763 6600

- To add a new Schema click on the Add (1) button.

image not found or type unknown



- Insert your Schema name in the Schema Description (2) field.
- You can enter a short name for your Schema in the Schema Prefix (3) field.
- Item Order (4) is the order in which your Schema will be displayed.
- From the Copy From Schema (5) drop-down the Schema you would like to copy.
- The following boxes should be ticked or unticked respectively:

- Schema SQL Criteria (6) remains UNTICKED.
- Tick the box Show On Portal (7).
- Tick the box Always Show on Primary Interface (8).
- Tick the box Only Show to Current Division (9).
- Tick the box Show "All Learning Programmes" link on interface (10).
- Show Learner Guides on Interface (11) remains UNTICKED.
- Tick the box Show Advertise Event on Interface (12).

- Image URL for Schema Logo (13) LEAVE BLANK.
- Enter en-US in the Culture (14) field.
- Select from the Fiscal Year Start Month (15) drop-down the month the fiscal/financial year of the organisation starts on.
- Click on Save (16).

**Schema Management Details**

Details

Schema Description: My New Schema (2)

Schema Prefix: MNS (3)

Item Order: 2 (4)

Copy From Schema: [1] Company (1) (5)

Schema SQL Criteria:  (6)

Show On Portal:  (7)

Always Show on Primary Interface:  (8)

Only Show to Current Division:  (9)

Show "All Learning Programmes" link on interface:  (10)

Show Learner Guides on Interface:  (11)

Show Advertise Events on Interface:  (12)

Image URL for Schema Logo: (13) (Maximum Width: 800px, Height: 104px)

Culture: en-US (14)

Fiscal Year Start Month: January (15)

16

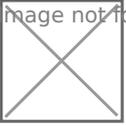
Save Back to List

- Wait for the Schema is Successfully Saved (17) message to appear on the top of the page.
- Click on Back to List (18).

image not found or type unknown



image not found or type unknown



- Confirm that the new Schema is created (19).



# How to assign Schema access right on new Schema?

Note: Before switching to the new Schema you need to assign Schema access rights on the new Schema to your user.

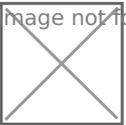
With your cursor hover over System Administration (1) | Users (2) | Manage Users (3).

image not found or type unknown



- Search for you user (4).
- Click on Action (5).
- Click on View / Edit (6).

image not found or type unknown



- Click on Role Assignment (7).
- Then click on System Access (8).

Users		
• User Information	Dashboards	Dashboard Administrator
• Subgroup Access	FAIS	Disclosure Forms Administrat
• Copy User Rights	Employee Evaluation	Employee Evaluation Adminis
• Reporting Rights	Event Management	Event Administrator
• IR and PDP Roles	HRProcesses	HR Processes Administrator
<b>• Role Assignment</b> (7)	Job Levelling	Job Levelling Administrator
• Schema Access	Job Profiler	Job Profiler Administrator
• HR Processes Access	Learning	Learning Administrator
	Leave Management	Leave Administrator
	Organization	Organisation Structure Admin
	Performance Management	Performance Management A
	Recruitment	Recruitment Administrator
	Remuneration	Remuneration Administrator
	Salary Review	Salary Review Administrator
	<b>System Access</b> (8)	Schema Administrator
	SMS Engine	SMS Engine Administrator

Reporting Structure

Roles

- Ensure the Switch Schema (9) tick box is ticked.
- Tick the tick box at your new Schema (10).
- Click on Save (11).

Click [HERE](#) to navigate to a new manual on how to switch Schemas.

Image not found or type unknown

