

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

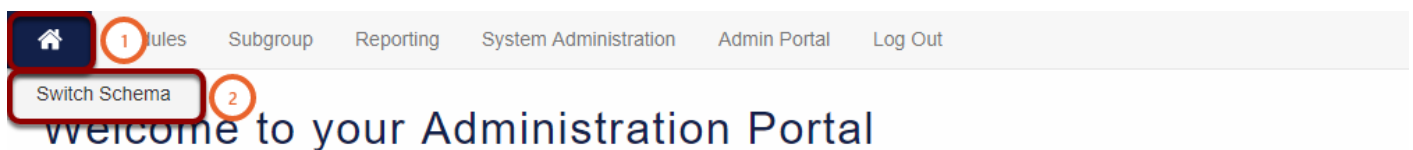
1.1. How do I get there?

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)

Schema Access - Signify

Switch Schema

Current Schema [1] Company

Switch to [2] Grey

3 4

- Navigate and click on Ok (5)
- You will be navigated back to the Administration portal

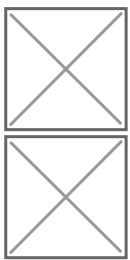
Note the conditions displayed in the pop up screen



2. From Manage Employees

2.1. How do I get there?

From your home page, in the left bottom corner, click on System Administration (1). Hover over the Modules Button (2). Click on Manage Employees (3)



2.2. What do I do?

- Click on the blue circle with the white down arrows in (1)
- Select the schema you want to switch to from the drop down (2)
- Click on the Switch Schema button to switch to the new schema (3)
- You will remain on the same page

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

The screenshot shows the 'Employee List' interface. On the left is a navigation menu with 'Home' and 'Employees' (selected), and sub-items 'Administration' and 'Master Data'. The main area is titled 'Employee List' and contains an 'Activate Subgroup' dropdown set to 'All Employees' with an 'Activate' button. Below this is a 'Switch Schema' section. A red circle with the number '1' highlights the 'Switch Schema' icon. The 'Current Schema' is '[1] Company'. The 'Switch to' dropdown is set to '[2] Grey', highlighted with a red circle and the number '2'. A red circle with the number '3' highlights the 'Switch Schema' button.

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