

How to Switch Between Schemas

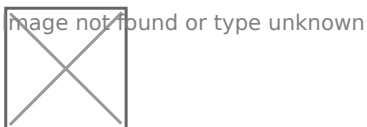
In this quick guide we will explain the following steps:

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

1. From System Administration

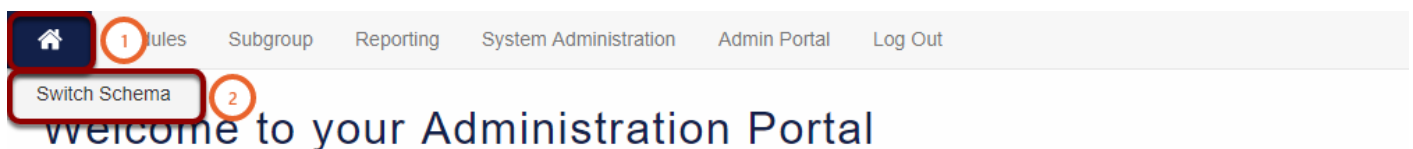
1.1. How do I get there?

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 Switch Schema

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

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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)

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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.

Home

Employees

Administration

Master Data

Employee List

Activate Subgroup

All Employees

Activate

1

Switch Schema

Current Schema

[[1] Company]

Switch to

2

[2] Grey

3

Switch Schema

Revision #1

Created 28 March 2021 16:02:47 by Lizette Lotter

Updated 31 March 2021 15:52:03 by Lizette Lotter