



How to add HR tool admins

Overview

Unlike other applications, you cannot give admin access to the HR tool from the application administrator panel in Admin > System > Administrator. Instead, the functionality is set from the HR Admin panel itself.

When the HR tool has been added to your Intranet, the Claromentis Administrator will be the only user with access to the admin panel. We will request that you provide us with at least two users you wish to make HR admins in the first instance.

Administration ?

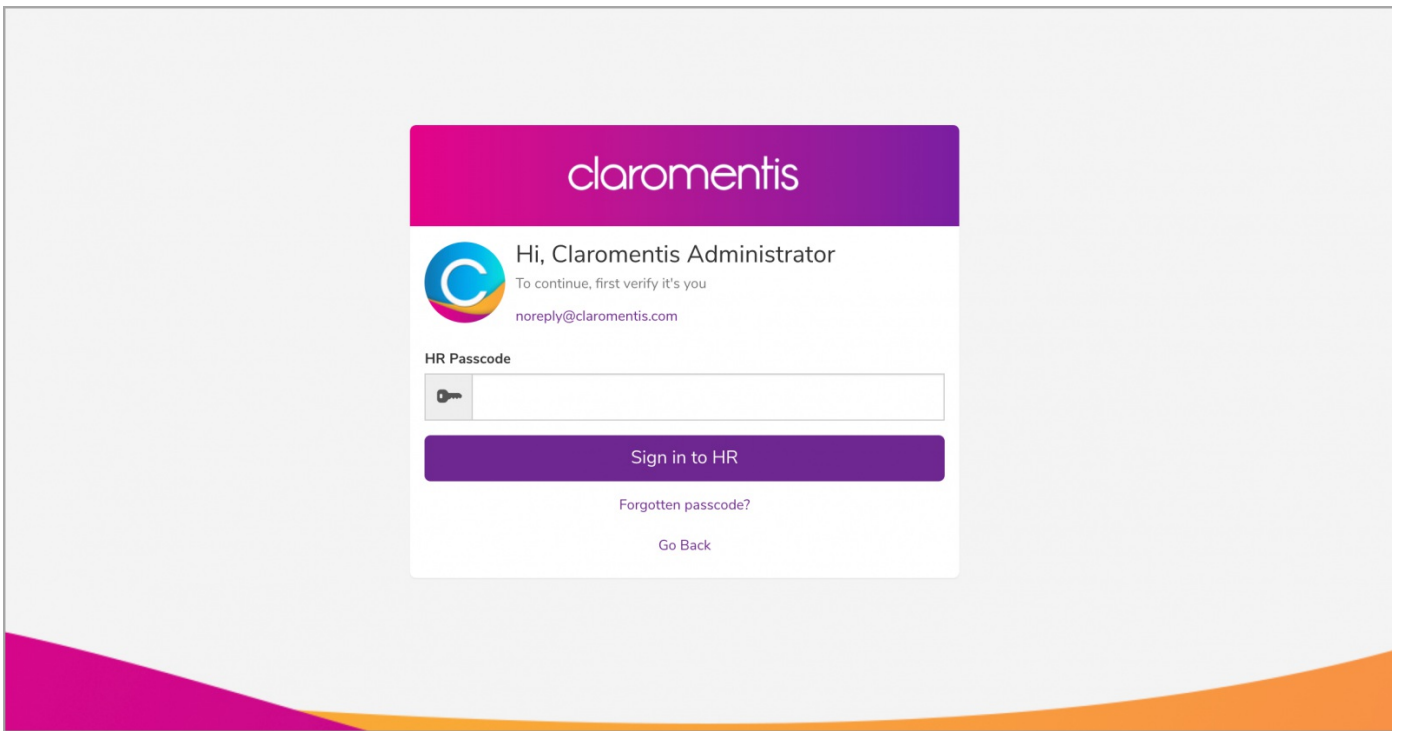
A screenshot of the HR Admin panel. At the top left, there is a purple icon of two people and a red-bordered icon of a key. Below these icons, the text 'HR' is displayed. A dark grey dropdown menu is open, listing the following users: 'Claromentis Administrator', 'Pippa Fraser', 'Nigel Davies', and 'Playground Admin'.

For more information on the initial HR setup and configuration, click [here](#).

Adding HR admins

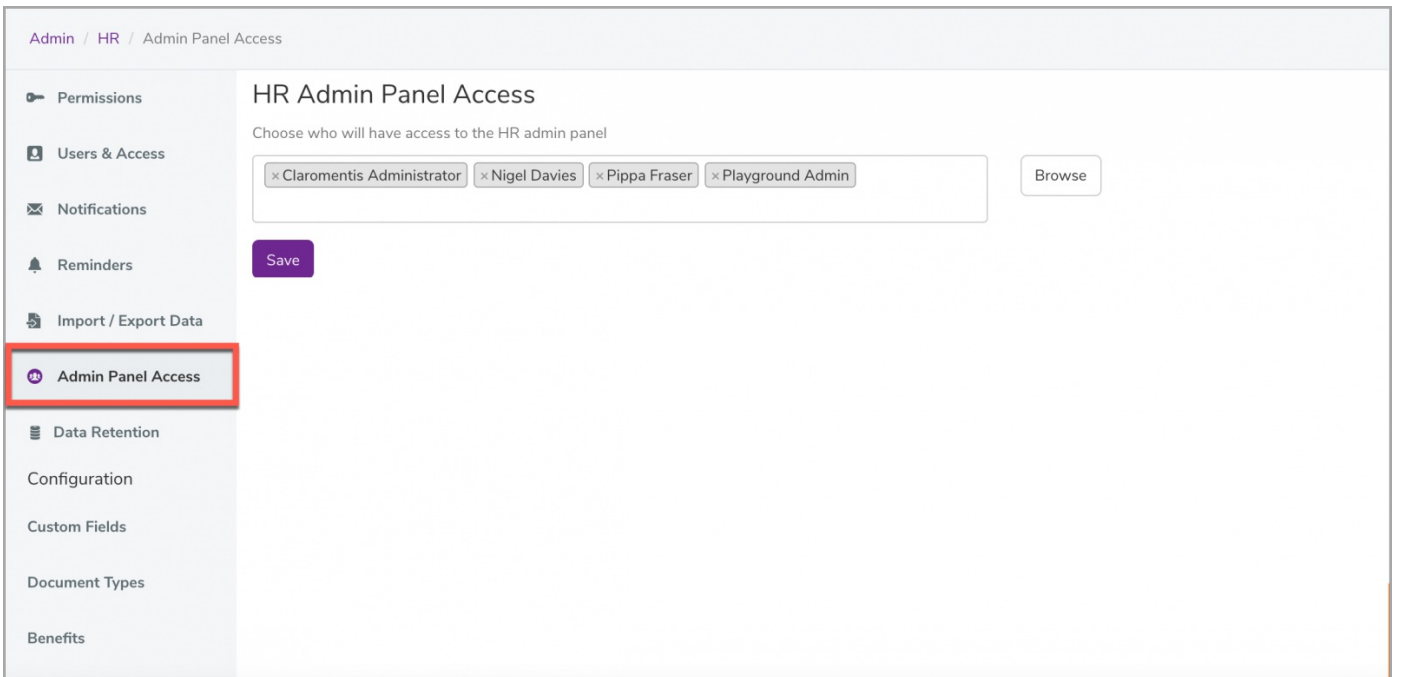
If more users need to be made into HR tool admin or given additional access to the admin side of the HR tool, you can do so by heading to **Admin > HR**.

You will be required to provide your personal HR Passcode:



Reminder: If you have forgotten your HR passcode, click on 'Forgotten passcode?' to reset your passcode. Before you do so, please ensure your email address is correct.

Once logged in, navigate to the 'Admin Panel Access' tab:



Add the user(s) to this area as needed and press **Save**.

Admin / HR / Admin Panel Access

Permissions

Users & Access

Notifications

Reminders

Import / Export Data

Admin Panel Access

Data Retention

Configuration

Custom Fields

Document Types

Benefits

HR Admin Panel Access

Choose who will have access to the HR admin panel

Now the users have been made admins to the HR tool and can access the admin panel.

Please note: Users will be prompted to enter their HR passcode before being able to access the panel.

Last modified on 30 November 2023 by [Hannah Door](#)

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Tags: [admin](#), [hr](#), [hrtool](#), [user guide](#), [administrator](#)