I can’t see Time Attendance modules after upgrading to Time Attendance from Nexus Lite Management

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AMANO

Introduction

Question:
I have Nexus Lite Management software and I have just purchased Time Attendance. How come I cannot see Time Attendance related modules in the application tree view?

Answer:
The Nexus Lite Management setup wizard creates a user with the Access privilege. This user by default does not have access to the Time Attendance modules. Since, you are logged in with Access privilege, you are not able to see the Time Attendance related modules.

Solution:
Follow the steps below to create a new user with an Administrator privilege.

1. Login into Nexus Lite Management using your username/password
2. Click on Users in Tree View (**Setup -> Users**)
3. Click on the **+ button** to add a new user - A new dialog will open.
4. Type in a username in the name field
5. Select **Administrator** in the **Group field**
6. Click on the **password tab**
7. Type in a **password** and **Confirm password.**
8. Click on **apply** - Dialog closes & user is created.
9. Go to: **File->Log off**
10. **Login as the new user** you have created.
11. **If you see Timecard under Daily Activities on the Tree View the procedure has succeeded.**

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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