each person

Seamless Control: User Access Manager
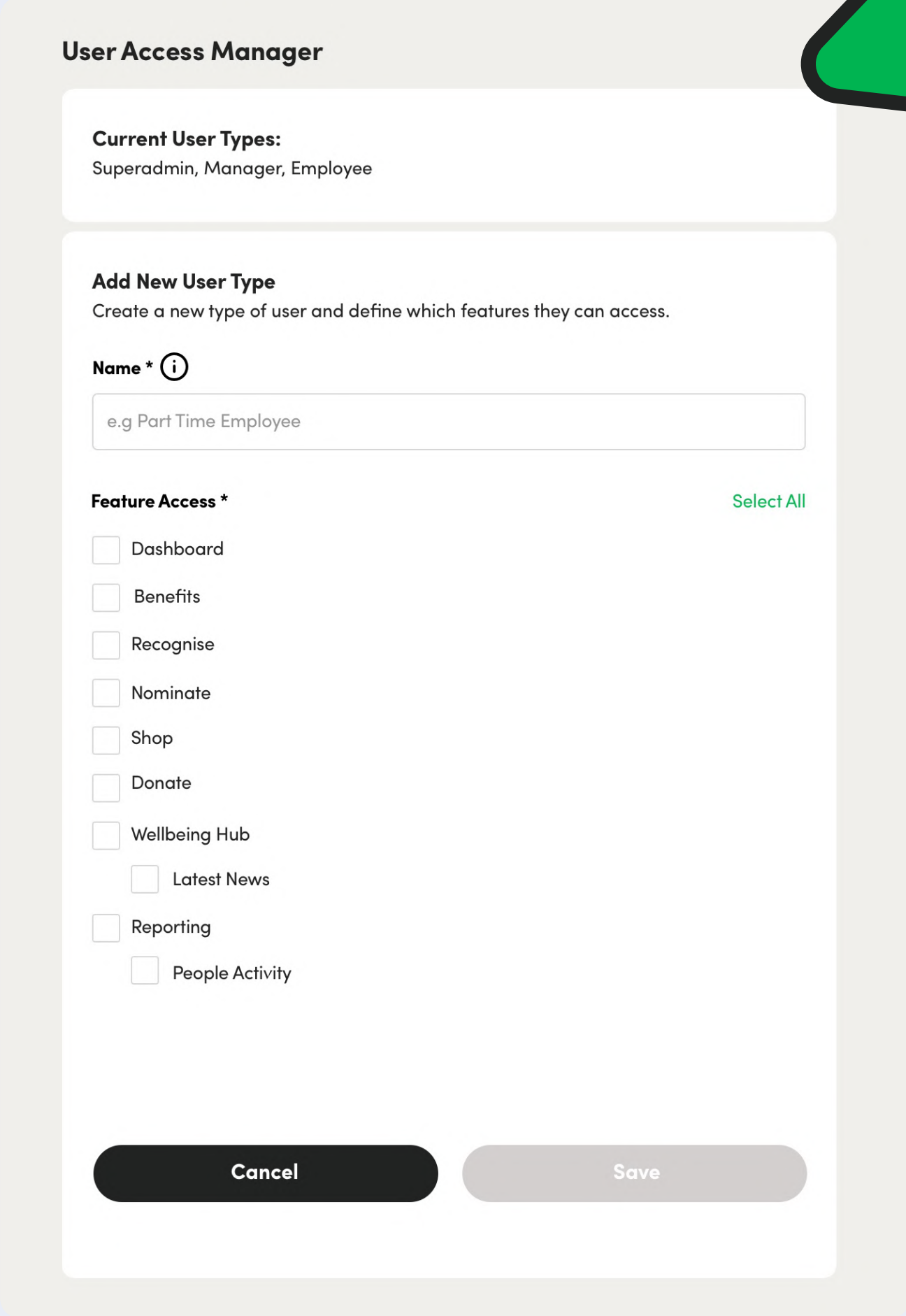
Create your own bespoke user types and tailor user access for your organisation. Make everyone part of Each Person.

Enquire now

How Can I Set It Up?

1 Head to the 'admin' tab, then click 'People Settings' and select 'User Access Manager' to create a new user type.

2 Go to the 'Add New User Type' section, name your new access level and select all features that can be used.

3 Once you are happy with your creation, press save and then your new user type is ready to go!

4 Under the 'Browse People' tab, you can select an individual and allocate them your new user type.

User Access Manager

Current User Types:
Superadmin, Manager, Employee

Add New User Type
Create a new type of user and define which features they can access.

Name *
e.g Part Time Employee

Feature Access *   Select All
- Dashboard
- Benefits
- Recognise
- Nominate
- Shop
- Donate
- Wellbeing Hub
  - Latest News
- Reporting
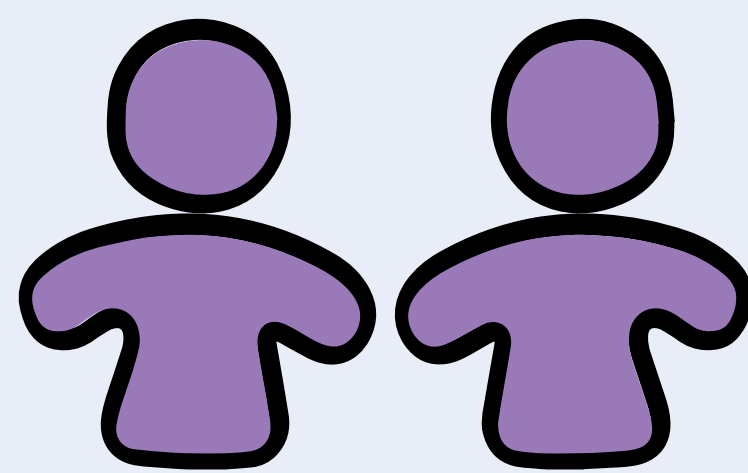 - People Activity

Cancel   Save

Enjoy New Levels of Customisation. What Should You Keep in Mind?

This feature enables you to create different access types Superadmins, Managers and Users will remain as standard.

Changes can be made at any time to your new user types Easily edit or add your new user types whenever you want to!

Your new user types will be shown under 'Manage People' When adding new staff, you can assign them a custom user type.

Benefit From Even More Control and Customisation. Contact Your Customer Success Manager to Enable This Feature!

Scan the QR code to enquire now