

Updating duty user access

1. All **Accounts** are displayed on the home screen as follows:

Accounts

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your duty transactions account.
3. Click on the **Manage users** menu as follows:

Summary

Manage users

Manage user transactions

Amend name

Contact details

Banking details

Update Registration

Financial Summary

4. Click on the **Update** button of the required user to edit, as follows:











Manage users

	Username	User	Email	Start date	Suspended	Functions
Update	fredt	Fred Test	fred@example.com.au	12/04/2017	<input type="checkbox"/>	Account administrator, Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice
Update	Meggsie	Meggsie Meg	meggsie@example.com.au	08/06/2017	<input type="checkbox"/>	Banking details, Contact details, View history, Manage registration, Communications, View all transactions, View invoices, Land Tax search, Pay invoice

5. The edit user screen will be displayed as follows:

Function	Start date	End date
<input type="checkbox"/> Account administrator ⓘ	<input type="text"/> *	<input type="text"/>
<input checked="" type="checkbox"/> Banking details ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Contact details ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View history ⓘ	08/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Manage registration ⓘ	08/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Communications ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View all transactions ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View invoices ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Land Tax search ⓘ	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Pay invoice ⓘ	13/06/2017 *	<input type="text"/>

- Update the user access by ticking the functions that are required and unticking those that are not.
- Enter an **End date** for access that is required for specific timeframes.

Function	Start date	End date
<input type="checkbox"/> Account administrator 	<input type="text"/> *	<input type="text"/>
<input checked="" type="checkbox"/> Banking details 	13/06/2017 *	13/09/2017
<input checked="" type="checkbox"/> Contact details 	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View history 	08/06/2017 *	13/09/2017
<input checked="" type="checkbox"/> Manage registration 	08/06/2017 *	13/09/2017
<input checked="" type="checkbox"/> Communications 	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View all transactions 	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> View invoices 	13/06/2017 *	<input type="text"/>
<input checked="" type="checkbox"/> Land Tax search 	13/06/2017 *	13/09/2017
<input checked="" type="checkbox"/> Pay invoice 	13/06/2017 *	<input type="text"/>

- Click on the **Update** button.