

## COSEC Onboarding

The COSEC system is linked to our HCM but due to how the two systems handle data we can't do a direct link for user management, so use the process outlined below.

When you have a new user, you will need to fill out the `import_template.csv` with the users details as per the example BUT do not fill in columns E, F, G, or H. Note that column C should be as per the user appears in HCM.

After removing the example record, please send the file to the IT Manager and HCM administrator who will use the HCM system to fill in the missing data and configure the user in the COSEC system.

Once the user has been added, you will be notified, and you need to send the user to the 6<sup>th</sup> floor HR office for Salam Stores staff or the 3<sup>rd</sup> floor IT office for anyone else to get their picture taken and added into the system. The user should then go downstairs to exit and enter through the gates to check their access and that it's displaying the correct information.

You then need to login to the COSEC interface with your admin account to confirm the details (and photo) are correct. Make sure the user is

- Added to the correct department (under groups)
- Is in the correct reporting group
- Has Time and Attendance selected (if required) and they are using the correct punch type
- They are on the right shifts (access control)
- They are selected as visitor hosts if required

If the user is to use ESS (web login and mobile) then please add the user's mobile number under the contact details.

Remember to save the profile if any changes are made.

If there is anything you are unable to change, contact the IT Manager via the helpdesk with the employee number, the item that needs to be altered and what it needs changing to.