

General Options - Self Registration

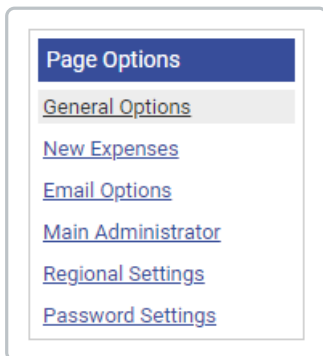
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Permissions

You will require an Access Role with the following permissions:

- General Options.

1. Navigate from the **Home** page to **Administrative Settings | Tailoring | General Options**.



2. From the General Options menu, click **Self Registration**.

Tailoring
General Options

General Details Employees **Self Registration** Delegates Declaration Session Timeout Expedite

Self Registration Options

Allow self registration	<input checked="" type="checkbox"/>	Employment contact details	<input checked="" type="checkbox"/>
Home address/contact details	<input checked="" type="checkbox"/>	Employment information	<input checked="" type="checkbox"/>
Access Role	<input checked="" type="checkbox"/>	Item role	<input checked="" type="checkbox"/>
Default access role	Claimant		
Default item role	Fixed Allowances		
Signoff group	<input checked="" type="checkbox"/>	Advances signoff group	<input checked="" type="checkbox"/>
Default department/cost code	<input checked="" type="checkbox"/>	Bank details	<input checked="" type="checkbox"/>
Vehicle details	<input checked="" type="checkbox"/>	Additional user defined fields	<input type="checkbox"/>

Option	Description
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Option	Description
Allow self registration	Permits users to self-register on Assure Expenses. The Self Registration option will always appear on the login page despite whether this option has been selected or not.
Employment contact details	Displays a page where the user can enter their employment contact details.
Home Address/contact details	Displays a page where the user can enter their home address and contact details.
Employment information	Displays a page where the user can enter their employment information.
Access role	Displays a page where the user can select an Access Role.
Item role	Displays a page where the user can select an Item Role.
Default access role	Select a role to automatically set as the default Access Role to self registered users.
Default item role	Select a role to automatically set as the default Item Role to self registered users.
Signoff group	Displays a page where the user can select a Signoff Group.
Advances signoff group	Displays a page where the user can select a Signoff Group for advances.
Default department/cost code	Displays a page where the user can select their default Department, Cost Code and Project Code.
Bank details	Displays a page where the user can enter their bank details.
Vehicle details	Displays a page where the user can enter their vehicle details.
Additional user defined fields	Displays all employee related User Defined Fields

3. Click **Save** to confirm or **Cancel** to discard any changes and return to the Tailoring page.
