



D A M S T R A

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# Login Accounts

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

## Creating Employee Login Accounts

1. Click the **Company** Tab, then select **Login Account Management**



2. Click on **Employee Accounts** to view the employees who have a **Valid**, **Not Verified**, and **No Account**

A screenshot of the 'Employee Accounts' section. The 'Employee Accounts' tab is selected and highlighted with a red box. Below the tab is a table with columns for 'Employee Name', 'Card ID', and 'Status'. The table contains 11 rows of employee data. The 'Status' column contains buttons for 'Valid', 'Not Verified', and 'No Account'. A red arrow points to the 'No Account' button for the employee 'Aguirre, Andrew'.

Employee Name	Card ID	Status
Achana, Kelechi	354745	Valid
Adalacion, Clarice Joy	406033	Not Verified
Aguirre, Andrew	364179	No Account
Aguirre, Andrew	398101	No Account
Albertson, Bob	435214	No Account
Albertson, Bob	435213	No Account
Albertson, Kristy	359675	No Account
Alex, Arun	442353	No Account
Ali, Usama	395862	No Account

3. Click the **No Account** next to the employee you wish to send a **Username** and **Password**

A screenshot of the 'Employee Accounts' section, identical to the previous one. A red box highlights the 'No Account' button for the employee 'Aguirre, Andrew'. A red arrow points to this button.

4. The employee email will pop, check if details are correct, then click **Create Account**

A screenshot of the 'Employee Portal Account' form. The form has three input fields: 'Employee Name' (De Guzman, J-Pee R), 'Card ID/Username' (284737), and 'E-mail' (jpee.deguzman.0210@gmail.com). A red box highlights these three fields. Below the fields is a green 'Create Account' button, also highlighted with a red box.



The employee will then receive an email that contains the Username and temporary password of your employee who created an account. **These login credentials can be used to open their TWMS Mobile App** (Employee Portal View) and their Employee Portal website.