

# How to manage subordinates in TaBS

In order to adjust people on subordinate list, follow below steps.

1.) Go to setting > Users > Search the user to modify

Currently used Fee Earning accounts: 41 (your license key allows you to create 958 more account(s))

**add new record** **Users**

Name:  Department:     **1**

Status:  Profile:  Account type:

Coach:  Level:

< > **1** show 20 results

Name	Legal Entity	Department	Profile	Account type	E-mail	Status	Options
<b>Ross Moore</b>	BCOR	Team D	System Administrator	senior partner	krystian@gainplus.asia	Active	<input type="button" value="info"/> <input type="button" value="edit"/> <input type="button" value="delete"/>

< > **1** results: 1-1 out of 1

**2** **3** **4**

1.) Click edit to modify user.

**Ross Moore**

**1**

Login: manager  
Password: \*\*\*\*\*  
Status: Active  
Account type: senior partner  
E-mail:   
Abbr: RM  
Nickname: RM  
Profile: System Administrator

Legal Entity: BCOR  
Department: Team D  
Level: Assistant Manager  
Receive coaching: yes

1.) Go to Subordinates tab. Select/Unselect the people that want to remove from subordinate list.

**Tips:** You can also hover over the department or legal entity to add/remove all people in given section.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Subordinates, Timesheets, Salary/benefits, Personal, HR, and Account Links. The 'Subordinates' tab is selected and highlighted with a red box. Below the navigation bar is a search filter input field with a red circle '1' above it, and a checkbox for 'show inactive users'. A list of subordinates is displayed, grouped by department: ACOR (Team B), BCOR (Team C, Team D), and CCOR (Team A, Team E). A red box highlights the list, and a red circle '2' is next to it. At the bottom, there are buttons for 'delete', 'save', 'display listing', and 'cancel'.

1.) Finally if you want to remove subordinates, go to Timesheet tab and review if any of the people are selected under this tab.

**Tips:** Note that this is required only when user that we want to adjust is allowed to record timesheets for other people. If you complete step #3 and you still see extra people listed as subordinates then make sure to remove them from Timesheets TAB. People that are added for timesheet recording are required to be added as subordinates in order for system to properly display information in the system.

Subordinates **Timesheets** Salary/benefits Personal HR Account Links

Require WIP verification:  yes  no

Timesheets Reporting Target

Weekdays:  hrs/day

Saturday:  hrs/day

Report Timesheets for

show inactive users

**ACOR**

Team B

- Debbie Lai (DL)
- Edward Smith (ES)
- Florence Chow (FC)
- George Wolf (GW)
- Gloria Lee (GL)
- Jack Pryor (JP)
- Jennifer Edwards (JE)
- Josephine Wong (JW)
- Joshua Adams (JA)
- Julie Gold (JG)

**BCOR**

- Team C
- Team D

**CCOR**

- Team A
- Team E
- Michael Spike (MS)

and display listing

1.) Click SAVE to apply changes, note that user will need to re-login to see changes.

