

Access through a shared computer

How to set up a shared use computer in your office for staff to access Totem

Why is there a problem?

As part of Totem's in-built security when a link is issued for a user to access your Totem web site the URL contains a unique identifying token which enables access to the site. Without this token, a user will not be able to get to the login screen! So if users are sharing a common computer, with a general login, it would be difficult to manage the access of different users.

What's the answer?

One of the settings in Totem allows access to your Totem website using a special URL containing a shared token. Users still need to use their username and password. The administrative person looking after the shared computer can save this URL as the Home Page in the computer's browser. From then on, any employee who has been identified as permitted to use this access can click on the browser's home page and be taken to the Totem Logon page where they have access to their Leave details.

A person with HR level access will need to make the following changes within Totem:

#1 Open Alternate Access

Login as HR Admin and go to **Settings(1) > System Preferences(2) > Alternate Access Site tab(3) > tick enable Alternate Access Site Access(4).**

Dashboard Request Leave Pending Approval Calendar Employees Reports **Settings** 1

System Preferences

General **Alternate Access Site** 3 Overtime Payroll Mobile Expense Sessions Leave Payroll Attendance

configuration alternate access guideline

URL: enable alternate access site
 https://demo.gainplus.asia/leave/index.php?token=57d644a9ea8c4aa2ac7e9c16a5fa0db5
 regenerate

Assigned Employees:

#2 Enable staff access

Assign employees(5) who will be able to access Totem from the Alternate Access Site and then click **update button(6)**

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enable alternate access site

URL: https://demo.gainplus.asia/leave/index.php?token=57d644a9ea8c4aa2ac7e9c16a5fa0db5
 regenerate

Assigned Employees:
 B ← Type letters

Select from list →

This can also be done from the **Employee Details(7) > Allow Access via Alternative Access Site(8)**

Dashboard Request Leave Pending Approval Calendar Employees Reports Settings

Organisation

- » Overview
- » Departments
- » Locations

Employees

- » Employee Details **7**
- » Administrative Staff
- » Leave Access Permissions
- » Calendar Teams

Leave

- » Leave Categories
- » Leave Profiles

Processes

- » Import Process

System Settings

- » Leave Colors
- » Holiday Management
- » Country Management
- » Company Documents
- » Communication Templates
- » System Preferences
- » About

Development Settings

- » Languages
- » Translations
- » World Groups
- » Configuration | merge

Dakota Johnson
view employee profile

First Name:

Last Name:

Thai First Name:

Thai Last Name:

Allow Access via Alternative Access Site: no yes

Nickname:

Status: active inactive

Login:

E-mail: ✓

Password: Change Password

Access Permission:

General Leave Payroll Attendance

Employment Details Subordinates Personal Address ID Card Family Documents Immigration Activity

Staff ID:

Legal Entity:

Department:

Staff Level:

Location:

Branch:

Position:

Direct Manager:

Employment Type: permanent temporary subcontract

Working Days Per Week: 5 6 7

Date Join:

Probation: no yes

Probation Ends:

Employment End Date:

#3 Setup Alternate Access Site on share PC

Copy the **URL(9)** from the Alternate Access Site on to the selected share PC. Set it as the home page in the browser settings.

System Preferences

General Alternate Access Site Overtime Payroll Mobile Expense Sessions Leave Payroll Attendance

configuration alternate access guideline

enable alternate access site

URL: **9**

Assigned Employees:

- Amanda Seyfr
- Ariana Grande

Ctrl+C

Ctrl+P

Other:

The shared computer needs access to the Internet. No special ports are needed. Your Totem site is protected by https://: so this requires port 443 outgoing traffic through the firewall.

Any questions? Please contact us.