Directory – A user guide

A directory is built in to CompanyControls to help your staff members find and contact the correct individual.

Directory > People

Find who you are looking for by surname, group/department or work location.

Directory > Places

Search for the contact details of your company locations.

Directory > User Roles > …

Find colleagues by the roles they hold in your company. They include:

Company Role – Any number of Company Roles can be added to CompanyControls (Admin > Settings > Lookup tables > User > Company Roles) and given to your staff members (People > employee name > Person (dropdown) > Company Roles).

Company Roles could include First Aider, Fire warden, lottery manager and employee representative.

Functionality – Special roles can be given to staff members to give them elevated access to different areas of CompanyControls. These are called Functionality Roles and are added to an employee in People > Employee name > Person (dropdown) > Functionality Role.

Functionality Roles defines who someone is in your company and allows other users to find them.

Site – The site role is a broad control of the access in to CompanyControls. There are three types of CompanyControls user which are User, Management and Client Admin. Site Role search allows you to find users based on them having this elevated access.