



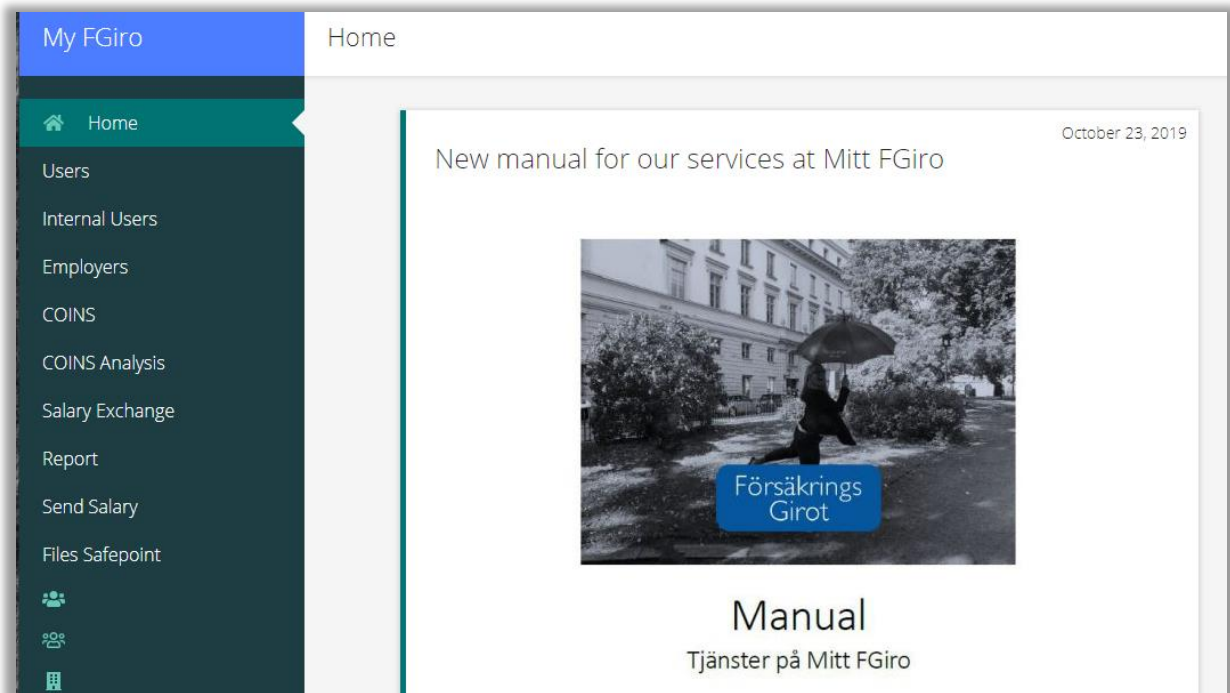
Manual

Available services at Mitt Fgiro

Content

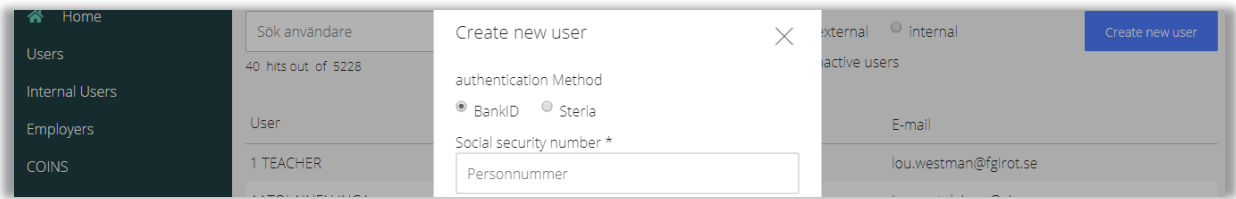
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1. User



1.1 Edit or add a new user

1. Log in to Mitt FGiro www.fgirot.se – login – to change language settings to English, change language setting in Chrome.
2. Click "User" at the top of the menu to the left.
3. Here you can see the users that are connected to the employers that you administer, which have already been added. You can search for which permissions are in use per user and employer level, by clicking the header of each level.



4. You can also create a new user by clicking "Create User". It is important to enter information into all the fields.

5. Save.

**NB* that if you do not have an account administrator at this time, please contact us at kund@fgirot.se or call us on +46 8-522 529 00.*

To increase security and accessibility to the digital services, FG has produced a report portal and administration interface to enable permissions for reports, files and services.

This means that we have created a permissions model with partly new user roles. An important part of this is the Account administrator, who is the employers administrator for Mitt Fgiro.

1.2 Change or add permissions

	SERVICES					
	AVTALSTJÄNSTER	ÖVRIGA	INTERNA	INTERNA COINS		
			COINS	COINS Analysis	COINS Analysis limited	COINS limited
ADMIN COMPANY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

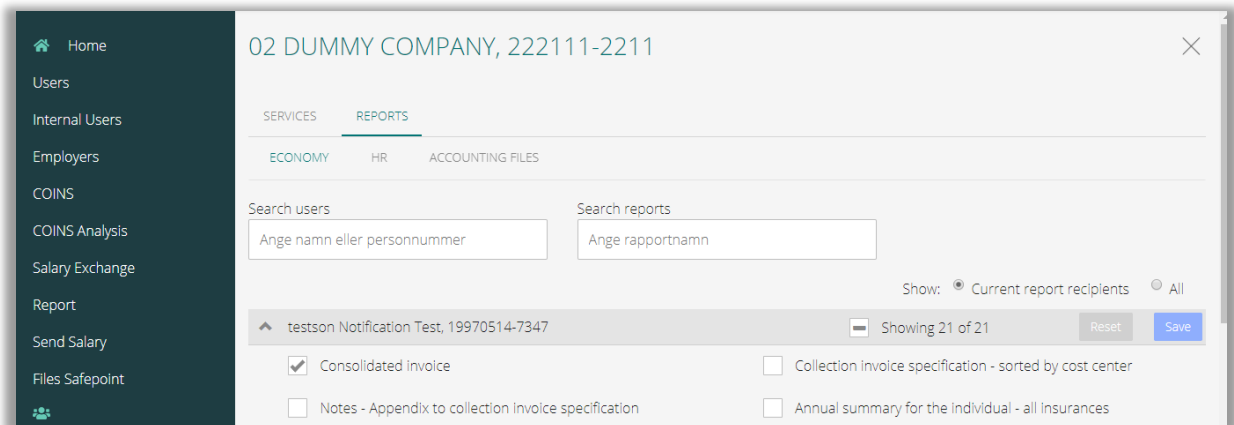
1. Click on the name in the user list. If you have many users you can search directly for the name of the person. Once you have clicked on the chosen persons name, you will enter their profile. There are three main headers. Services, Reports and Account.

- **Services**

- **Contract Services** – Once added these will be billed monthly.
- **Other** – These services are not debited.

2. If you cannot see all the relevant companies, click into "All" top right of the page.
3. Click on the service you want to add/ remove.
4. Save.

1.3 Administer reports



Here we have gathered all our reports, for example yearly reports, HR- report and collated invoices.. You will find these under the three lower level headers;

Finance – Yearly reports and Collated invoices.

HR - HR-reports

Month end files: If one of your users need access to the month end files you will need to contact us, there are several different formats and here the incorrect choice can easily be made. E-mail us at kund@fgirot.se

1. If you are unable to see all the companies you are looking for, click "All" top right.
2. Choose the report
3. Save

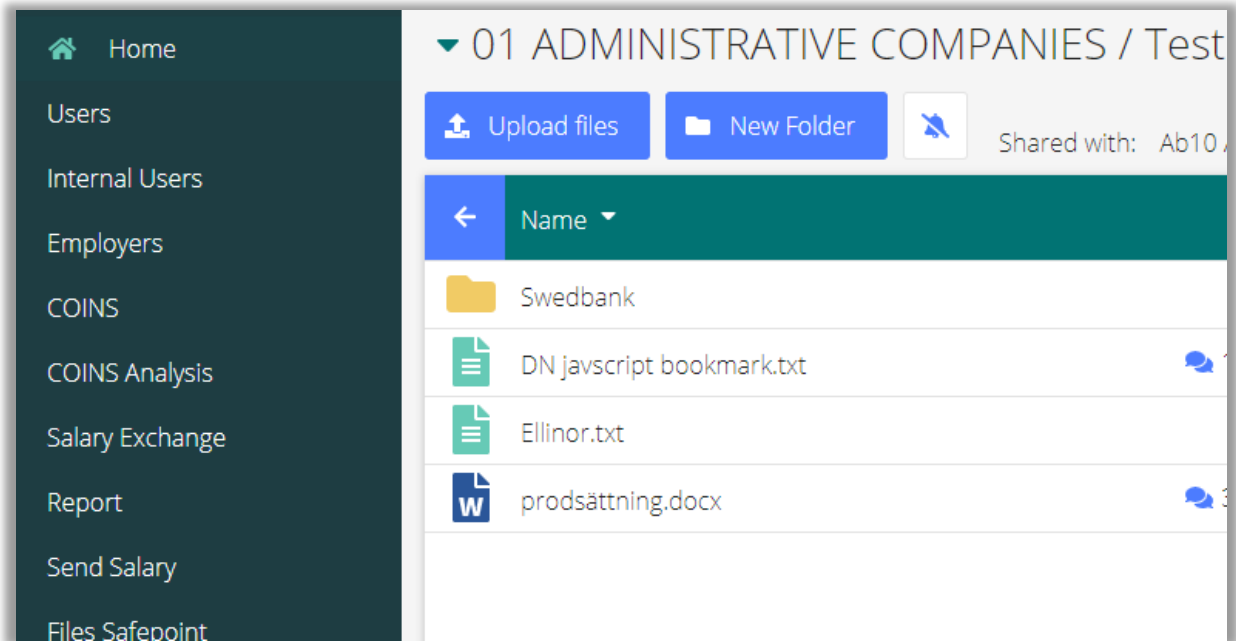
2. Employer



2.1 Create an overview

In the menu to the left there is a choice for Employer. Here you can get an overview of which company/ies you are Account administrator for. Here you can also check which contract services you have and which reports you have access to, split by person. You are also able to choose in this view which services or reports you need or want to grant permissions for.

3. Safepoint – Sending sensitive information



3.1 To send files with sensitive information

As we are unable to receive sensitive information via e-mail, SafePoint is available. You can here post reports and salary files with sensitive information. You can also use this internally to save data, create folders or use the existing ones.

- Load files to us at Customer Services in "Bilagor till kundtjänsteärenden". Please always remember to e-mail us to let us know files have been uploaded. kund@fgirot.se
- Here you can share permissions for folders per person, only the Account administrators are able to access all folders.
- If we perform monthly add on services for you, you will find them here.

By right clicking the folder, or clicking on the three little dots, you will find the following alternatives;

- Share Folder
- Change name of folder
- Move Folder
- Comment
- Erase