

Admin Control

The **Admin Control** section allows you to manage which users have administrative access to SimplyMerit, define HR contact points for communications and support, and control who receives system emails.

Admin Users [🔗](#)

Admin Users				
Name	Email	Primary Admin	Receives Emails	
Clovis Abbott	dnorris+11@morganhr.com	☐	☐	🗑️
Domingo Gutkowski	dnorris@morganhr.com	☒	☒	

This area lists all active admin users, including their **Name**, **Email**, and status for two key roles:

- **Primary Admin**
- **Receives Emails**

Each user row includes a trash can icon that allows you to revoke the user's admin status, except for the Primary Admin, who cannot be removed. This safeguard ensures that at least one administrator always retains full access to the system.

i The trash can icon **does not delete a user** - it only removes the user's admin status.

Primary Admin [🔗](#)

Primary Admin

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The **Primary Admin** role has two critical functions:

1. **System Access Protection:**
 - The Primary Admin **cannot be deleted**, ensuring that there is always at least one administrator with full permissions. This prevents users from accidentally locking themselves out of the system.
2. **Communication Default:**
 - Always receives system-generated emails sent to administrators (e.g., workflow updates, exports).
 - Appears as the default sender in invitation emails.
 - Serves as the default contact for the **“Contact Support”** link on all manager-facing pages.

i Only one Primary Admin can be assigned at a time. Assigning a new Primary Admin will automatically remove the designation from the current one.

Receives Emails [🔗](#)

Receives Emails



Admins with this toggle enabled will receive system notifications related to workflow progress, approvals, and data changes. This setting can be enabled or disabled at any time for each admin, except for the Primary Admin who will always receive emails.

Adding a New Admin [🔗](#)

Assign Admin or Create New Admin

To create a new admin, enter an employee's id here. This will assign Admin access to the employee. If the employee does not exist yet, you will have the opportunity to provide more information.

Employee ID

Assign Admin Access

To grant admin access:

1. Enter the employee's **Employee ID** in the provided field.
2. If the employee already exists in the system:
 - They will be immediately added to the **Admin Users** list.
3. If the employee does **not** exist yet:

Employee ID

34534534

First Name

Last Name

Email

Create Admin

- You will be prompted to enter the following required information:
 - **First Name**
 - **Last Name**
 - **Email**
- Click **Create Admin** to finalize.

Once created, the new admin will appear in the **Admin Users** list above, where you can configure their roles (e.g., assign as Primary Admin or enable Receives Emails).

i An admin will need to go to Config | System Control to trigger the invitation to the new Admin(s) if they have never been invited before.

HR Admin Contact Details [🔗](#)

These fields define the HR contact that appears in email communications and on manager-facing support links.

HR Contact in Emails [🔗](#)

HR Admin Contact Details

HR Contact in Emails

Invitation emails from SimplyMerit will list the name and email address of either the Primary Admin or the contact listed below.

Emails will list Domingo Gutkowski (dnorris@morganhr.com) as the contact.

Email Contact Name

Email Contact Address

[Update Contact Info](#)

This contact is used as the sender for all SimplyMerit-generated **invitation emails**. If left blank, the Primary Admin will be used by default.

- **Email Contact Name** – Display name shown in the email.
- **Email Contact Address** – Email used for replies and sender identity.

Click **Update Contact Info** to save any changes.

HR Contact on Manager Pages [↗](#)

HR Contact on Manager Pages

The "Contact Support" link at the bottom of the manager screens will automatically start a new email to either the Primary Admin or the contact listed below.

The site will list Domingo Gutkowski (dnorris@morganhr.com) as the support contact.

Site Contact Name

Site Contact Address

[Update Contact Info](#)

This contact is shown on the **"Contact Support"** link at the bottom of all manager-facing screens. Clicking the link opens a new email to the address provided.

- **Site Contact Name** – Displayed name on the manager screen.
- **Site Contact Address** – Email used when launching support requests.