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Eidgenössisches Departement für
Wirtschaft, Bildung und Forschung WBF
Staatssekretariat für Wirtschaft SECO
Arbeitsmarkt / Arbeitslosenversicherung

IAM ALV

Guide to assigning users and permissions



Adding new employees

- Additional people from a company can be entered in Job Room and removed.
 - No further authorisation is required for this.
 - The registered user (main administrator) from the company or private employment agency can do this on their own via IAM ALV.
 - [Link to IAM ALV](#)
-



Required functions in IAM ALV

The following functions are required to **add** a user so they can use Job Room:

My IAM functions

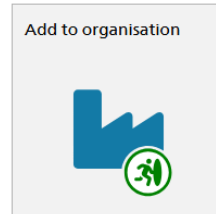
<div>Add to organisation</div> <div></div>	<div>Remove from the organisation</div> <div></div>	<div>Assign business roles internally</div> <div></div>	<div>Assign business roles externally</div> <div></div>	<div>Assign IAM roles</div> <div></div>	<div>Lock and unlock user profile</div> <div></div>
<div>User report</div> <div></div>	<div>Key figures and evaluations</div> <div></div>	<div>Organisation management</div> <div></div>	<div>Register new organisation</div> <div></div>	<div>Register employment agency</div> <div></div>	



Add to the organisation

- Add to organisation
- Search for users by email address
- Record the new user

1.



2.

1 Search

2 Record user

3 Joining

4 Summary

Search user

E-mail address *

Search

No user found

The e-mail address must be in the following format: info@example.com

Continue to add a new user



3.

✓ Search

2 Record user

3 Joining

4 Summary

Record user

Please enter the user details. Fields marked with an asterisk (*) are mandatory.

E-mail address

max.meier@organisation.ch

First name *

Last name *

Preferred language for correspondence *

German

Social insurance number (optional)

The social insurance number must be in the following format: 123.4567.8901.23 (13 digits)

If the user already exists in the system, step 3 'Record user' is skipped.



Add to the organisation

4.

Organisation entry Max Meier

Filter

<input checked="" type="checkbox"/> Organisation ↑	UID	From	To	IAM role
<input checked="" type="checkbox"/> Organisation A	[UID]	29.10.2024	[To]	User

- **User** - requires business role
- **Administrator** - requires business role
- **Main administrator** - can add other people to the organisation, has business role automatically

5.

Max Meier Entry to the organisation completed

Onboarded user
Max Meier
max.meier@organisation.ch

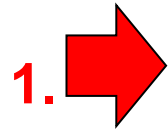
Organisations

Status	Organisation	UID	From	To	IAM role
Success	Organisation A	[UID]	29.10.2024		USER

- Add user to the organisation
- Summary
- Assign business roles



Assign business roles internally



Assign business roles internally

Internal users
Internal users are users who belong to your organisation.

Users in your organisation

Last name or first name **2.**

Search result

First name	Last name	E-mail	Organisation	IAM role	Profile status	User account status
Max	Meier	max.meier@organisation.ch	Organisation A	User	Active	Pre-registered



3.

Search result

First name	Last name	E-mail	Organisation	IAM role	Profile status	User account status
Max	Meier	max.meier@organisation.ch	Organisation A	User	Active	Pre-registered

Maximum number of rows 10 < 1 >

Available business roles
Maximum number of rows 10

Business roles

- > Private employment agency
- or for entrepreneurs:
- > Entrepreneur

Assigned business roles

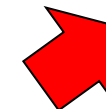
Business roles	Assignment status
----------------	-------------------

4.

5.

Business role has been changed successfully

The business role assignment has been changed.

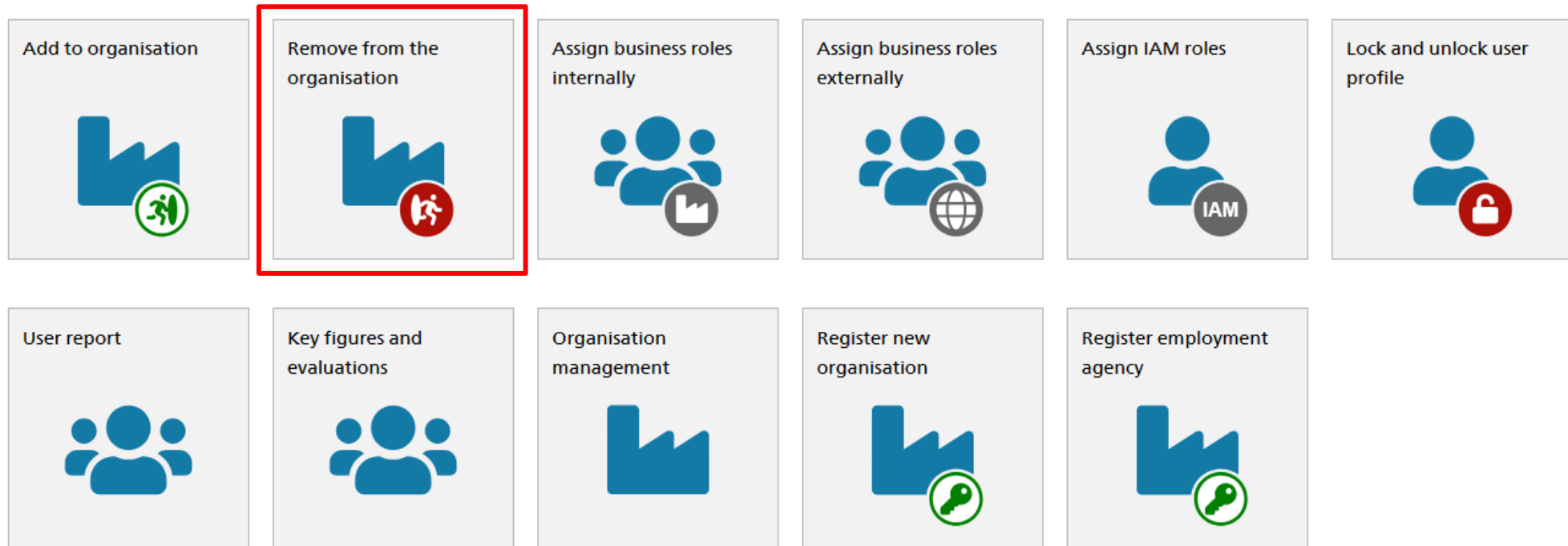




Required functions in IAM ALV

The following functions are required to **remove** a user so they can no longer use Job Room

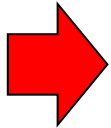
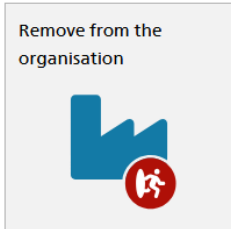
My IAM functions





Remove from the organisation

1.



Set employee departure date

User search

2.

First name or last name

Max Meier

Search

Search result

First name	Last name ↑	E-Mail	Organisation	User account status
Max	Meier	max.meier@organisation.ch	Organisation A	Pre-registered

Maximum number of rows 10

Departure details

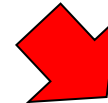
Departure date

29.10.2024



3.

Set departure date



Employee departure date entered successfully

The departure date set for Meier Max is: 29.10.2024.

Close