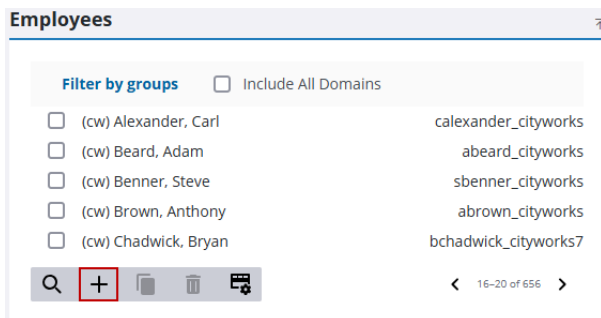


Add an Employee

1. In Admin, click **Employees** from the **Admin** tab.
2. Click **Add record** on the **Employees** panel.



3. Enter the name of the employee.

The **Unique Name** will automatically populate with the name you entered in the **First Name**, **Middle Initial**, and **Last Name** fields.

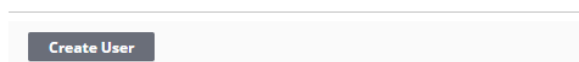
4. If you wish to change the **Unique Name**, click in the field to edit it, then click **Add**.

The screenshot shows the 'Add Employee' form. It has four input fields: 'First Name' (with a red asterisk and 'Required' text), 'Middle Initial' (with '0 / 2' characters), 'Last Name' (with a red asterisk and 'Required' text), and 'Unique Name' (with a red asterisk and 'Required' text). The 'Unique Name' field is highlighted with a red box. Below the fields, there's a note: 'The unique name field has been added to distinguish employees with the same first and last names. This field is not for the population of nicknames or aliases and should not be used as such.' At the bottom, there are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a blue box.

To add or edit an employee's information, use the **General**, **Labor Rates**, **Permissions**, **Licenses** and **Workload** tabs of the **Details** panel.

5. In the **General** tab under the **User** section, click **Create User** to create a username and password.

User



6. Enter the necessary information and click **Create**.
7. On the **Labor Rates** tab, enter wage information.
8. On the **Permissions** tab, select permissions.
9. On the **Licenses** tab, select licenses.
10. On the **Workload** tab, add the employees work hours and days off for use with the Workload app.