

Last Modified on 09/11/2021 11:18 am MDT

Adding Roles to Employees - Two Methods (individual & bulk add)

Before adding Roles, verify employee(s) have been added to the applicable schedule(s)

See: https://support.dolceclock.com/help/assigning-employees-to-primary-and-working-schedules

To add role(s) to an individual employee

Click Employees from the main Toolbar

Press Edit button next to employee name > Click the Schedules / Roles tab

Edit Profile for Kari Barnby						
Edit Availability & Days Off						
Profile Schedules / Roles	Salary / Wag	ges Pe	rmissions	E		
Schedules - Primary Sc	chedule is Bi Primary	r ooks - F Working	OH: FOH View			
Brooks FOH						
FOH	•	\checkmark	\checkmark			
BOH Kitchen SGM	\bigcirc					
FOH SGM	\bigcirc					

Scroll beneath schedule selector to apply roles.

Assign Roles by dragging roles into grey box. Assign unlimited roles.

Roles			
Employee's Roles: (drop here)	All Roles: (drag from here)		
ShiftMan 💌	Admin	Ast. Wine Beer	Bartender
Training	Butterfly	Coffee Dir.	old not use
	Opener	Pottery Manager	Server
	ShiftMan	Social Media	Training
	Wine and beer	Wine Director	

To bulk add roles to any / all employees

From the gearwheel menu > Roles / Group Settings

Scroll to Assign Employees to Roles

Select the Schedule and Role for your bulk qualification, and then check and uncheck names as applicable.



NOTES

If you do not see a name, then you need to go back to the initial step above, and add the employee to the applicable schedule

If an employee in the list is inactive, it is not necessary to "uncheck" their qualification