Manage Employee Role Settings

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From the Menu Bar, go to **Employees**. Either search for the employee using the search bar in the top right of this page or click on their name from the displayed list of employees.

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Employee List			Search for Employees
3 of 3 Schedules			Active Inactive Active
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FOH			
V SW - FOH Vrly Txt / Email - 50% Only One, 50% Both			Add Existing Employees Add New Employee
Name	Email Send Verify	Phone Send Verify Language	Permissions Active Invite All Unactivated
Unassigned (employee place holder)	Ľ		
Bunton, Emma 0 days since hired	Ľ 👼 ======	English V	⊠ Invite
Halliwell, Geri 0 days since hired	Unvertised No Emails	Unverified: No Tats English 🗸	Invite

Select the **Schedules / Roles** tab within the employee's profile. To add a Role, simply drag the Role from the *All Roles* section into the grey box of the *Employee's Roles* section. There is no limit to the number of roles you can assign to an employee.

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Roles can be added on-the-fly from the schedule page, by holding down the SHIFT key to "force paste" a shift onto an employee's schedule with a qualifying / new role.

For a complete discussion on roles, including creating and 'bulk' adding, watch the video

Roles Explained

To continue employee setup, see Manage Employee Wage Settings