

Assigning a Primary Location to a Newly Imported Employee

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When importing an employee from the POS, in the event that there is not sufficient information to place the employee into a specific location or department, Teamwork places the employee in a roster called "Newly Imported Employees".


The employee must be assigned a Primary Location.

Go to **Employees** from the top toolbar.



From the Employee List dropdown selector

Employee List

2 of 26 Schedules 

Check the Location called "Newly Imported Employees" to make it viewable.



Scroll to the Newly Imported Employee roster, locate the employee, and press the edit icon:



From the employee's Profile tab, scroll down until you see "Locations", and indicate a Primary (and additional working if desired) Location(s).

Locations

	Primary	Working	View
FOH	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

To complete, press

Update Account

Remember to add phone, email, and Role data, to new employees, and INVITE them into they system.

<http://support.dolceclock.com/help/invite-employees>