Roster Clean-Up

Click **Employees** from the Toolbar.

Make employees visible by opening the Schedules dropdown list shown below, and selecting relevant schedules.
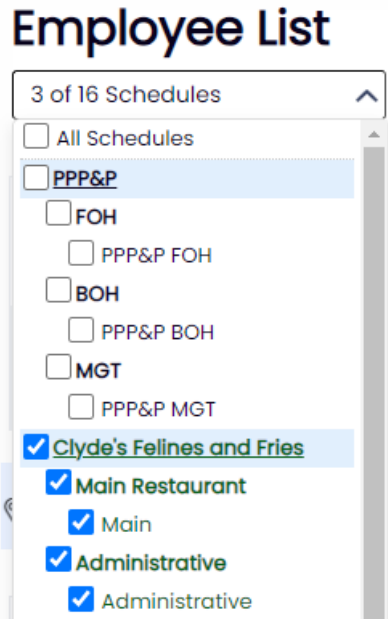
Remove Inactive employees, by unchecking the Active checkbox.

If an employee is in the incorrect Primary Schedule, or if the employee works multiple schedules:

Click the **Edit** button next to the employee's name.

Click on the **Schedules / Roles** tab. Assign the employee one **Primary Schedule** - as shown below. Assign the employee one or more additional **Working Schedules** if

applicable - as shown below.

Edit Profile for Chonky Boy

Edit Availability, Days Off and Activate/Inactivate

Profile   **Schedules / Roles**   Salary / Wages   Permissions   Alerts   Admin Alerts   Reminders,

Filter by Location: Clyde's Felines and Fries ▾

Schedules – Primary Schedule is **Clyde's Felines and Fries – Main Restaurant: Main**
🐾 @ Clyde's Felines and Fries – Administrative, Junior's Jumbos – Front of House (FOH): Bartend
Junior's Jumbos – Back of House (BOH): Line Cooks, Junior's Jumbos – Back of House (BOH): Sal
Junior's Jumbos – Maintenance: Restroom Attendants

	Primary	Working	View
Clyde's Felines and Fries			
Main Restaurant			
Main	●	✓	✓
Administrative			
Administrative	○	✓	✓
No Location Association			
Newly Imported Employees	○	☐	☐

Scroll beneath schedule selector to apply roles.

Assign Roles by clicking and dragging a role from the *All Roles* section into the gray *Employee's Roles* box. Note: You are able to assign unlimited roles.

Roles - Create new roles in Dolce Click Here

Employee's Roles: (drop here) | All Roles: (drag from here) **If you don't see the role below, please add the role to the working schedule on the Role Settings page.**

Employee's Roles:
- Barback ⊗
- Bartender ⊗
- Cook ⊗
- Head Cat in Charge (MOD) ⊗
- Lead ⊗
- Line ⊗
- Maintenance ⊗
- Meetings ⊗
- Runner ⊗
- Server ⊗

All Roles:
- Administrative
- Barback
- Bartender
- Cook
- Head Cat in Charge (MOD)
- Lead
- Line
- Maintenance
- Meetings
- Runner
- Server

Note: the grey People icon indicates an employee's **additional working location**

Howler, Stormy
(Howler, S)
3m 24d since hired

Bulk add employees from other Primary departments by selecting **Add Existing Employees.**
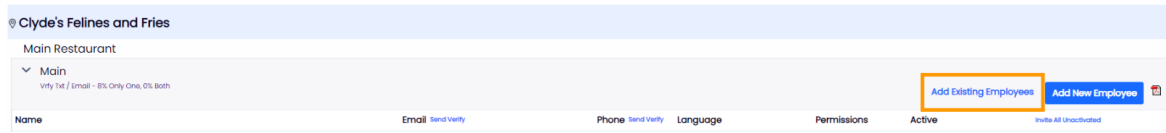
Check the names of employees to add them to the location (as a primary, additional working, or view access location).