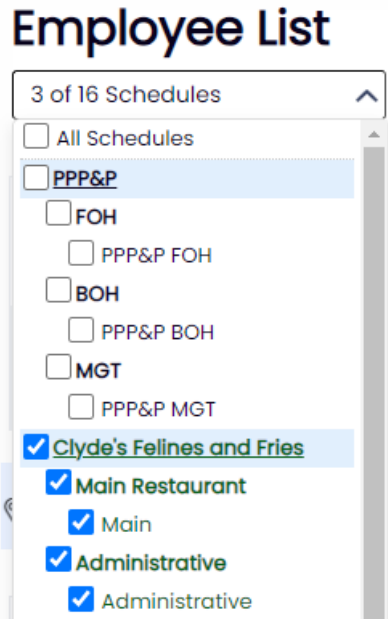


Roster Clean-Up

Last Modified on 09/24/2023 2:55 pm MDT

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.

The screenshot shows a table of employees under the heading "Clyde's Felines and Fries". The table has columns for Name, Email, Phone, Language, Permissions, Active, and an "Invite" button. An orange arrow points to the "Active" column. The "Active" column contains checkboxes for each employee, all of which are currently checked.

Name	Email	Phone	Language	Permissions	Active	Invite
Unassigned (employee place holder)						Invite All Unactivated
Boy, Chonky (Boy, C) 3m 25d since hired	Unverified No Email head_boy@ctaf.com	Unverified No Txs (888) 555-0199	English	Admin	<input checked="" type="checkbox"/>	Invite (Activated)
Derpson, Onix (Derpson, O) 3m 25d since hired	Unverified No Email employee_no_2@domain.com	Unverified No Txs (888) 867-5399	English	Logbook Access	<input checked="" type="checkbox"/>	Invite (Activated)
Ghost, Fluffy (Ghost, F) 3m 24d since hired			English	Logbook Access	<input checked="" type="checkbox"/>	Need Email or Phone to Invite
Howler, Stormy (Howler, S) 3m 24d since hired			English		<input checked="" type="checkbox"/>	Need Email or Phone to Invite

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); Bartender
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	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative			
Administrative	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No Location Association			
Newly Imported Employees	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

⚙ Barback
⚙ Bartender
⚙ Cook
⚙ Head Cat in Charge (MOD)
⚙ Lead
⚙ Line
⚙ Maintenance
⚙ Meetings
⚙ Runner
⚙ Server

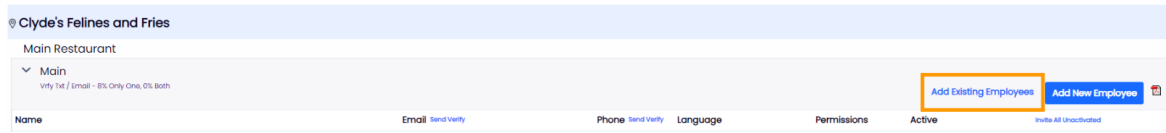
All Roles: (drag from here) **If you don't see the role below, please add the role to the working schedule on the [Role Settings](#) page.**

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).

