

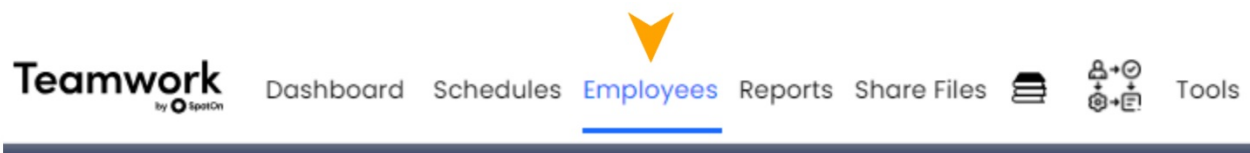
Adding Working Locations and Roles to Employees

Last Modified on 10/22/2023 11:01 am MDT

Viewing Employees

From the Main Toolbar go to **Employees**

Expose available Schedules from the dropdown selector shown below



Employee List

2 of 16 Schedules

Employees will appear grouped with schedules / locations where they are able to work

Brooks	
FOH	
▼ FOH Vrly Txt / Email - 86% Only One, 43% Both	
Name	
Unassigned (employee place holder)	
Crandall, Lauren 11m 3d since hired	
Frye, Tracey 4m 12d since hired	

In addition to their one **Primary** location / schedule, and any number of additional **Working** locations / schedules.



The icon above indicates the displayed location is an Additional working location for the employee (as opposed to employee's Primary identity)

Administrative

Administrative
Vrfy Txt / Email - 8% Only One, 0% Both

Name

Unassigned (employee place holder)

Bleepe, Grey
(Bleepe, G)
28d since hired

Boy, Chonky
(Boy, C)
4m 22d since hired

Primary location for employee

Additional working location for employee

Configuring Employee's Primary / Working Locations

1. Press the **EDIT** (pencil icon) to the right of the name of the employee. This will bring you to the employee's profile.

White, Walter
(White, W)
17d since hired

EDIT

2. Navigate to the **Schedules / Roles** tab of the employee's profile. Check one Primary and any number of additional Working schedules.

Profile **Schedules / Roles** Salary / Wages Permissions Alerts Admin Alerts Reminders, Certs & Custom Input Manager Notes

Filter by Location: Clyde's Felines and Fries

Schedules - Primary Schedule is Clyde's Felines and Fries - Main Restaurant: Main

	Primary	Working	View
Clyde's Felines and Fries			
Main Restaurant			
Main	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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"/>

Working Location Quick-Add / Remove

1. From the **Employees** Page, display the schedule you want to add an employee to, and press **Add Existing Employee**.

Clyde's Felines and Fries

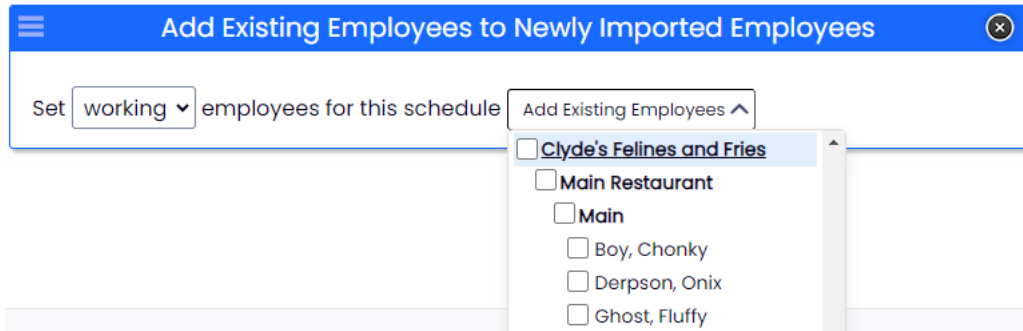
Main Restaurant

Main
Vrfy Txt / Email - 8% Only One, 0% Both

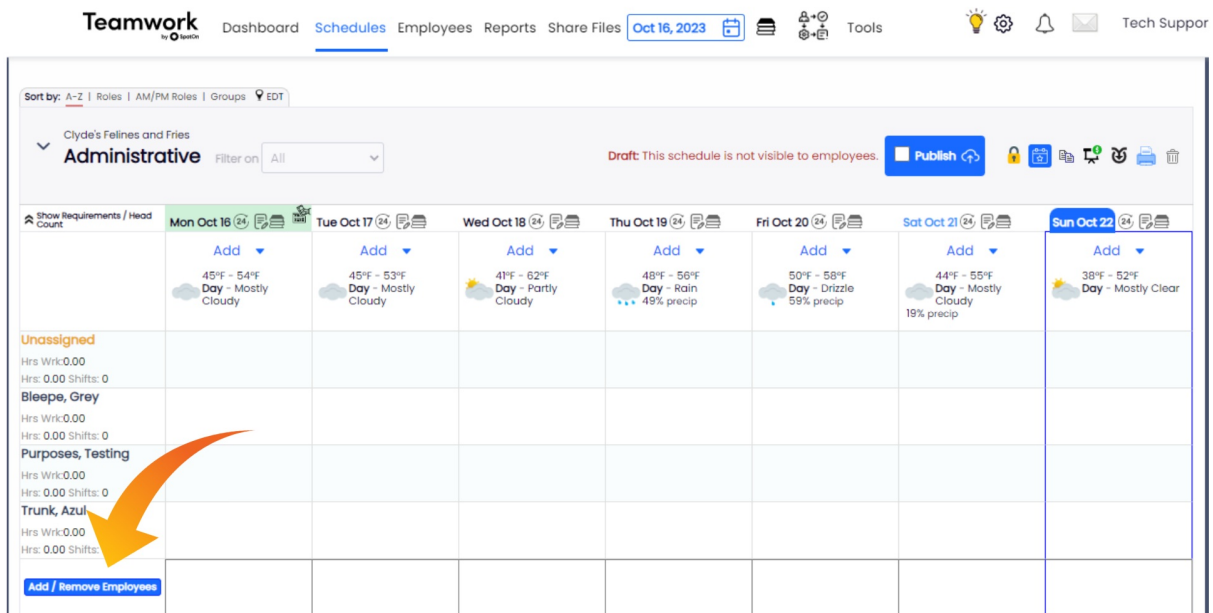
Add Existing Employees Add New Employee

2. From the Dropdown list, find the employee from their Primary location, and check the

box to the left of their name to add.



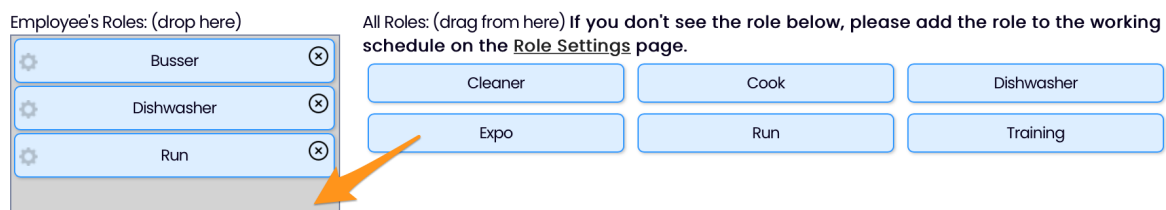
Quick Add / Remove from a location can also be taken from the Schedule (sorted in the By Employee schedule type)



Adding Roles to Employee

1. From the employee's profile, click on the **Schedules / Roles** tab and scroll down until the *Roles* section is visible.
2. Move any desired roles from the *All Roles* section into the grey *Employee's Roles* box.

Roles - Create new roles in Dolce [Click Here](#)



Adding Roles to an Employee from the Schedule METHOD #1

The system disallows the copying or pasting of a shift to an employee who lacks role qualification to work that shift.

To override and qualify the employee for the role, hold down SHIFT when pasting the [new role] shift

Hold the shift key and click to paste

The screenshot shows the Teamwork Schedules interface. A red circle highlights a 'Barback' role in the schedule for White, Walter. A yellow arrow points to a dialog box that says 'Employee Shift Copy / Paste' and 'This employee is not qualified for the role 'Barback'. Proceed?' with 'Yes' and 'No' buttons.

Adding Roles to Employee from the Schedule METHOD #2

When adding or editing a shift, select the unqualified role from the role dropdown list. Then click the red **- Not Qualified** link, and follow the prompts.

Add a New Shift for **Wednesday** at Location **Main** 1 of 4 Options Selected

Employee Pool: Primary Location All Associated

Roles: **- Not Qualified** Employee(s): White, Walter - (16.0 hrs)

Shift Start Time: Shift End Time - don't show Expected Break Time: (minutes)

Designated Breaks:

Shift Notes (displayed on schedule):

Shift Audits
Shift Audit:

Scheduled Unscheduled