

Adding Working Locations and Roles to Employees

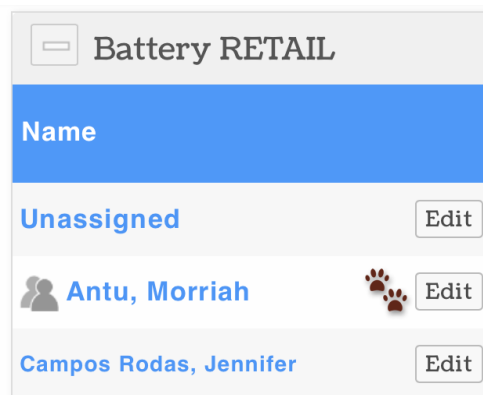
Last Modified on 06/19/2019 9:19 am MDT

From the Main Toolbar go to **Employees**

Expose available Schedules from the dropdown selector shown below



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



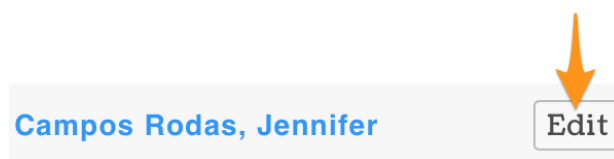
NOTE:



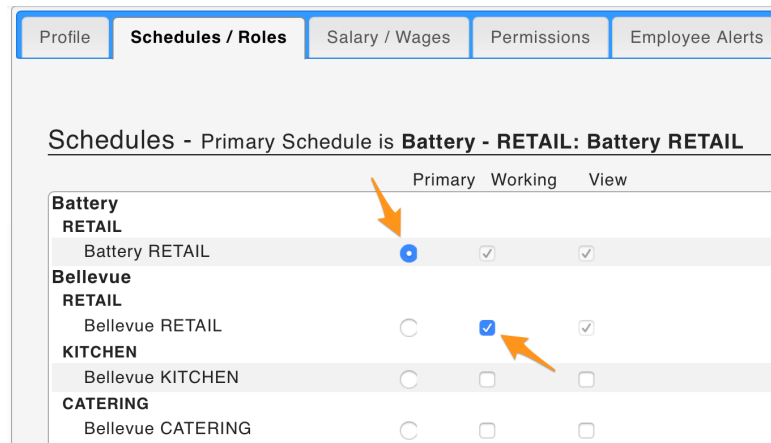
indicates an Additional working location (as opposed to employee's Primary identity)

Configuring Employee's Primary / Working Locations

1. Press **EDIT**

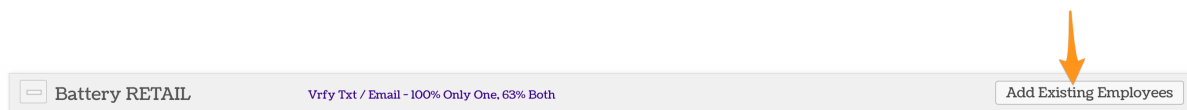


2. Check one Primary and any number of additional Working schedules

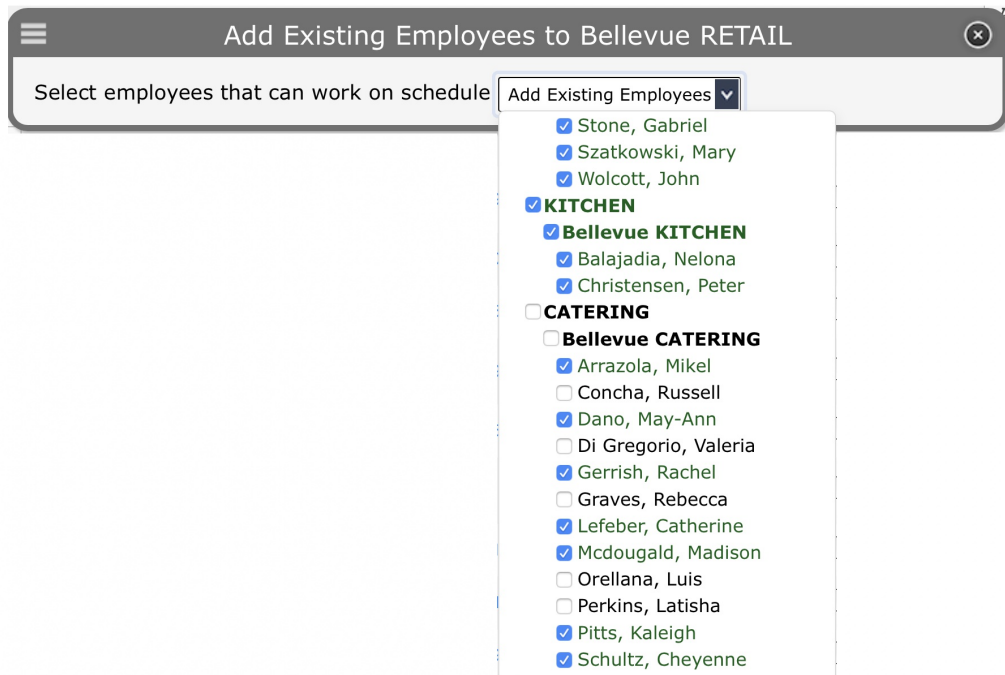


Working Location Quick-Add

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

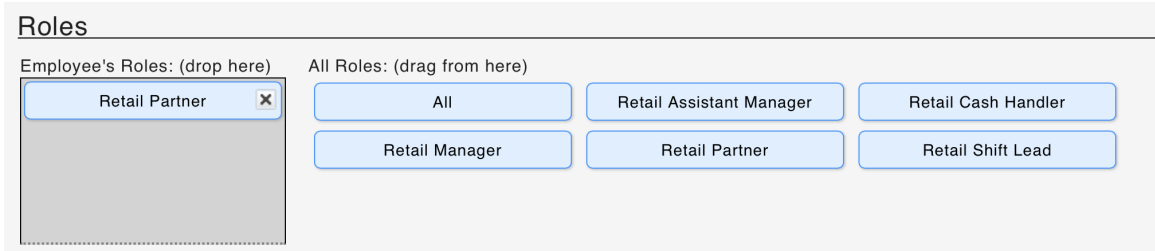


2. From the Dropdown list, find employee from their Primary location, and check to add.



Adding Roles to Employee

1. From the Schedules / Roles Tab, scroll down until Roles selection is visible.



2. Move any desired roles into the grey box.