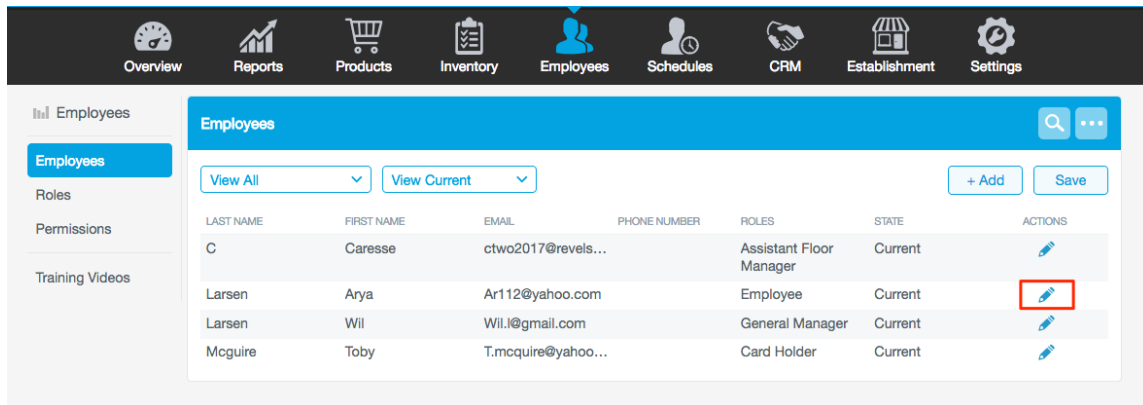


TO EDIT AN EXISTING EMPLOYEE:

A. IN THE MANAGEMENT CONSOLE, CLICK THE EMPLOYEES TAB.

B. CLICK THE  ICON IN LINE WITH THE EMPLOYEE'S NAME:

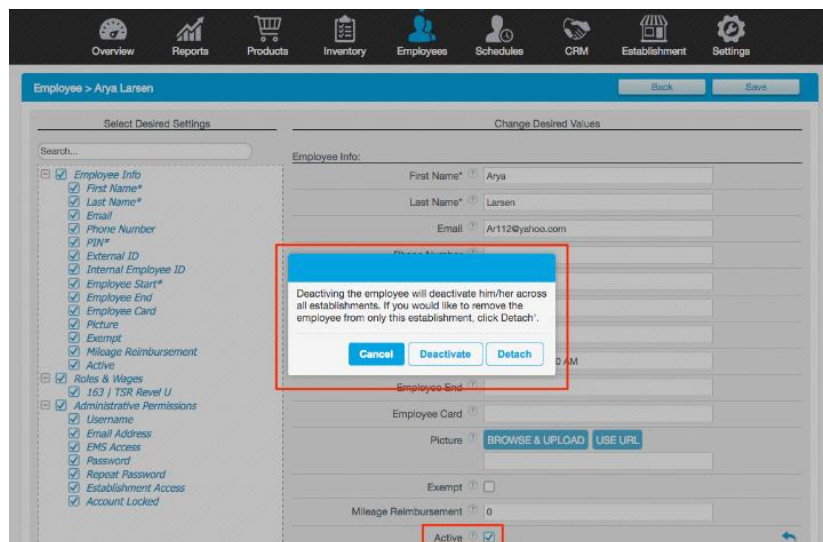


C. MAKE YOUR CHANGES AND CLICK SAVE.

TO ACTIVATE OR DEACTIVATE AN EMPLOYEE:

A. CLICK THE  ICON IN LINE WITH THE EMPLOYEE'S NAME

B. UNCHECK THE BOX UNDER THE ACTIVE. A WINDOW WILL APPEAR WARNING YOU THAT DEACTIVATING AN EMPLOYEE WILL REMOVE THEM FROM ALL ESTABLISHMENTS. IF THIS IS FINE, CLICK DEACTIVATE. IF YOU WANT TO REMOVE THE EMPLOYEE FROM THE PRESENT ESTABLISHMENT ONLY, CLICK DETACH:



C. CLICK SAVE.