



TO EDIT AN EXISTING EMPLOYEE:

- A. IN THE MANAGEMENT CONSOLE, CLICK THE EMPLOYEES TAB.
- **B.** CLICK THE *P* ICON IN LINE WITH THE EMPLOYEE'S NAME:

Cverview	Reports	Products	Inventory		Schedules	CRM	Establishment	Settings
In Employees	Employees							۹
Employees Roles	View All	✓ View	Current ~				(+ Add Save
Permissions	LAST NAME	FIRST NAME	EMAIL	F	PHONE NUMBER	ROLES	STATE	ACTIONS
Training Videos	С	Caresse	ctwo20)17@revels		Assistant Floor Manager	Current	AN
training videos	Larsen	Arya	Arya Ar112@yahoo.com			Employee	Current	ø
	Larsen	Wil	Wil.l@g	mail.com		General Manage	r Current	ø
	Mcguire	Toby	T.mcqu	uire@yahoo		Card Holder	Current	A 1

C. MAKE YOUR CHANGES AND CLICK SAVE.

TO ACTIVATE OR DEACTIVATE AN EMPLOYEE:

- A. CLICK THE *P* 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:

Overview Reports	Products	inventory	Employees	Schedules	CRM	Establishment	Settings			
Employee > Arya Larsen						Back	Save			
Select Desired Settings		Change Desired Values								
Search	Err	nployee Info:								
Employee Info		First Name* (* Arya								
Last Name*			Last Name	• 🕐 Larsen						
Phone Number		Email 🦈 Art12@yebos.com								
DIN [#] External ID Internal Enployee ID Employee Start* Employee End Employee End Dempt Exempt Dempt Miloage Reinbursement detree	Dai	eactiving the em I establishments mployee from on Can	ployee will deactive If you would like Iy this establishm cel Deactive	vate him/her across to remove the sent, click Detach'. ate Detach	0 <i>4</i> M					
☑ ☑ Roles & Wages ☑ 163 TSR Revel U	- -		Employao En	a (1)						
 Administrative Permissions Username 			Employee Car	4 (0)						
Email Address EMS Access Password		Picture BROWSE & UPLOAD USE UPL								
Repeat Password Establishment Access		Exempt								
W Account Locked		Milea	ge Reimbursemen	1 🕐 0						
			Activ				+			

C. CLICK SAVE.