

How do I add a new employee?


1. Click on **New...**
2. Complete all required fields

Employee basic details □ ×

First name:

Prefix:

Last name:

Date of birth:
 

Gender:

Nationality:

Rank:

Save & close **Close**

3. Click on **Save & close**
4. The employee has now been added, but you probably still need to enter additional information in the additional tabs
5. Click on **Save**

Revision #1

Created 2024-12-03 08:56:06 UTC by Peter van Driel

Updated 2024-12-04 12:15:44 UTC by Peter van Driel