

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:

day-month-year

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**

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