Add Employee Information

Step 1: Navigate to EMPLOYEE MANAGEMENT > ADD EMPLOYEE link

Step 2: Enter the details of the Employee in the page as shown below,

NOTE: Employee's **First Name, Last Name, Gender, Date of Birth, Mobile No, Date of Joining, Email ID, User Type Security Question 1, Security Answer 1, Security Question 2 and Security Answer 2** are mandatory fields. The application will not allow the user to add an employee without the value for these fields

Step 3: Click on the Add button as shown in the image above. Once the Employee details are added to the database, the application will give a message

"*Employee Info has been added successfully. Employee ID is: XXXXX*

User Name: XXXXX

Password: XXXXXX

Your Credentials has been sent to Your Email ID"

NOTE: Please note down the **EMPLOYEE ID, USERNAME and PASSWORD** for your future reference.