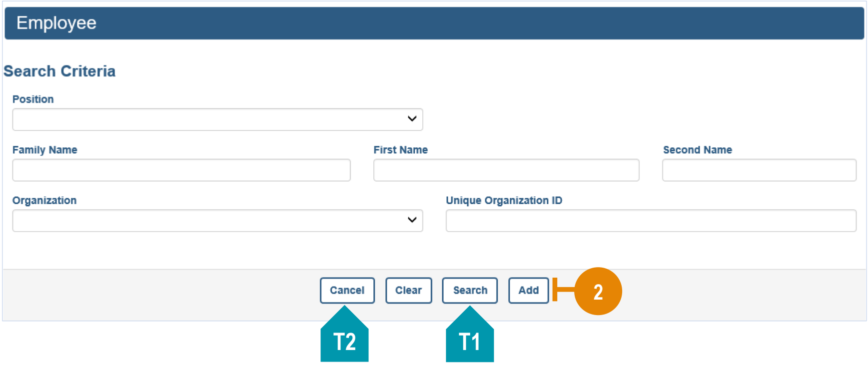
Enter an Employee Record

An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter an employee record.

1. From the **EIDSS Dashboard,** choose **EMPLOYEES** from the **ADMINISTRATION** drop-down menu. The **Employee** screen appears.

Tip 1: If there is concern that the desired record already exists in the database, perform a search before continuing.

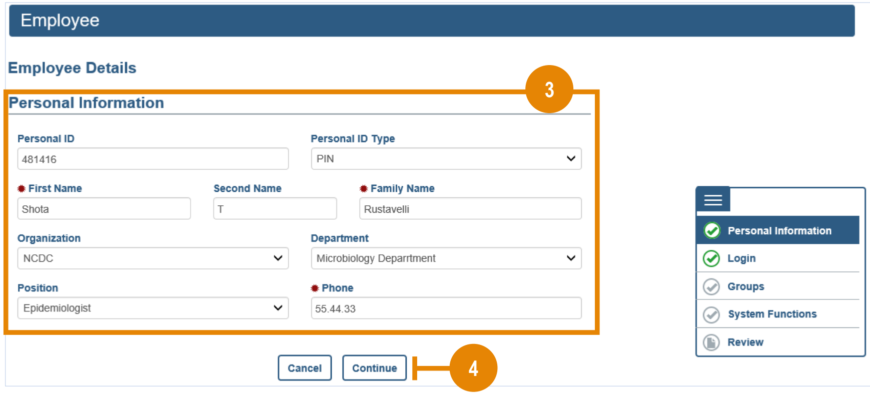
Tip 2: To return to the previous screen without saving entered information, click **Cancel.**



2. Click **Add.** A blank **Employee** screen appears.

3. Complete the **Personal Information** section for the employee whose record you wish to create. **Note:** Fields marked with a red asterisk are mandatory.

4. Click **Continue.** The **Login** section appears.



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5. Enter the employee's User ID in the **Login** text box.

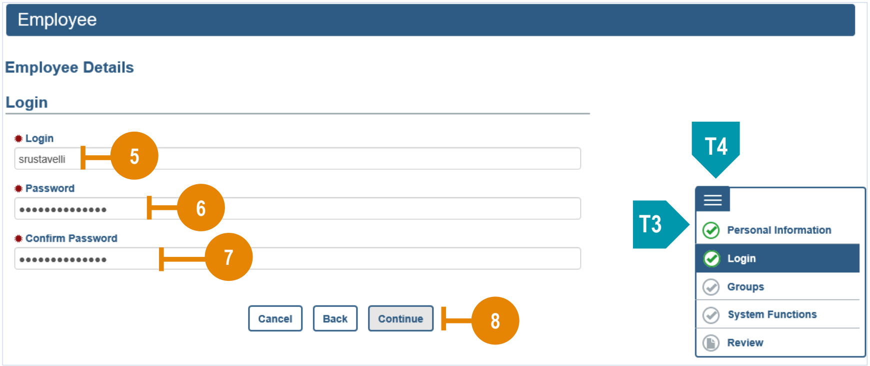
6. Enter the employee's **Password. Note:** The password must be a minimum of eight characters and contain one uppercase letter, one lowercase letter, one number, and one special character.

7. Re-enter the employee's password in the **Confirm Password** text box.

Tip 3: The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

Tip 4: To collapse the navigation menu, click the three lines at the top.

8. Click **Continue.** The **Groups** section appears.



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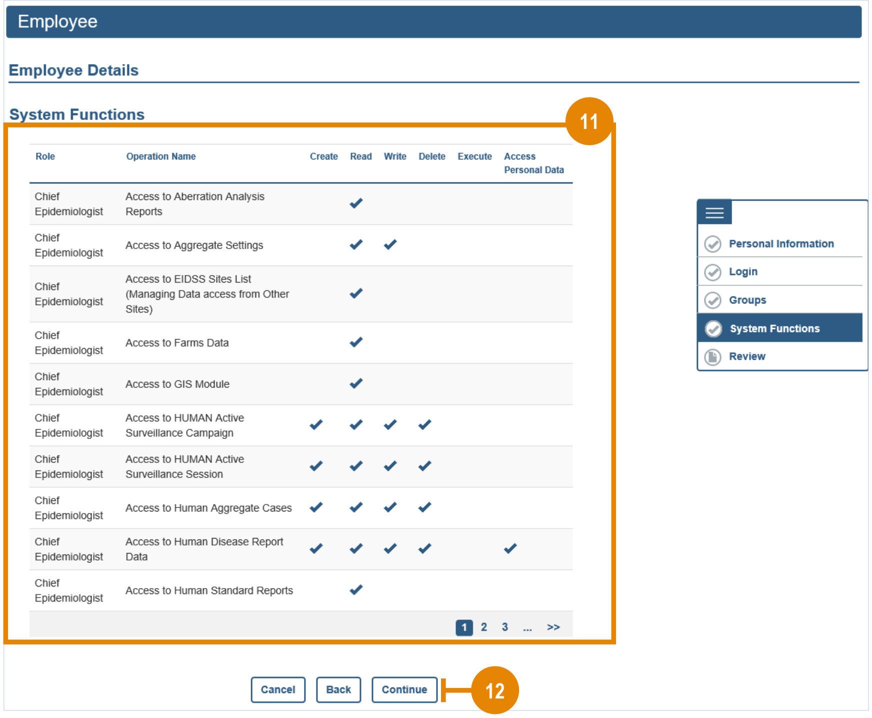
9. Check the box next to each group to which the employee belongs.

10. Click **Continue.** The **System Functions** section appears with the appropriate role-based permissions selected.

11. Check the boxes under additional permissions you wish to grant the employee for each operation.

12. Click **Continue.** The **Employee** screen appears displaying all sections of the record.



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13. Review the information for accuracy.

> **Tip 5:** To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review.**

14. Click **Submit Query.** A pop-up appears confirming successful entry of the record.