

Adding a KPI to an Employee

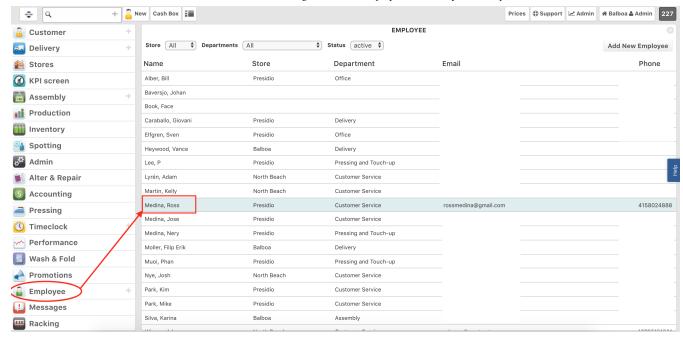


To access the following instructions, User must have, at least, Store Manager level credentials.

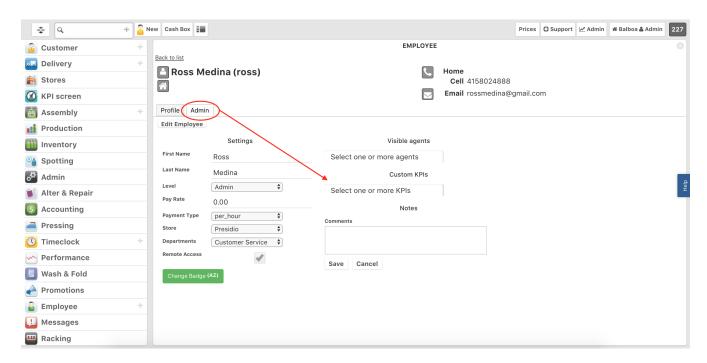
To make a KPI report available to specific employees,

1. Open the Employee module, locate the Employee whom you wish to add a report to and open his profile by clicking on his/her name.

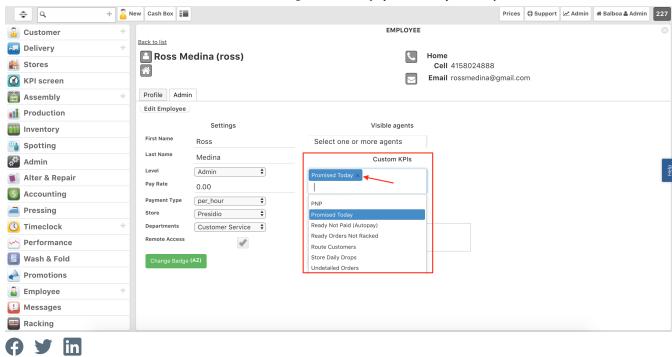
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2. Click on the Admin tab within the Employee profile. Locate the Custom KPIs field and click on it.



3. A list will expand displaying all the KPI reports, click on the one(s) you want to add to this User. As you add them, these will show highlighted in blue, to remove them, click on the "x" next to the highlighted report. You can also type the name of the KPI to filter the results.



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