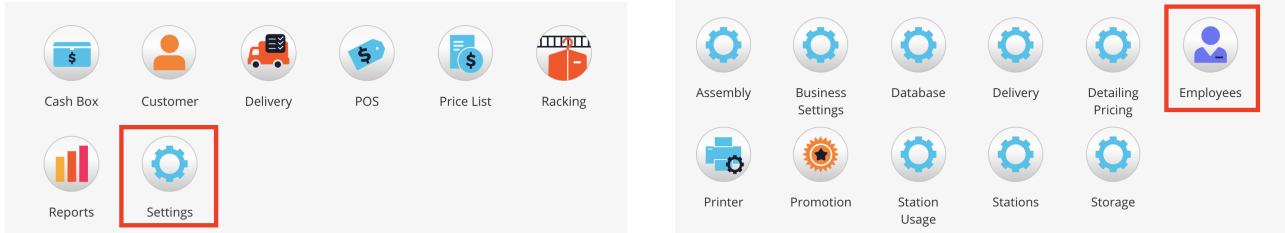




1. Access the Employee settings.



2. Click on Add New Employee and enter the employee's basic information.

Store Departments Status

First Name *

Last Name *

Username *

Email

Store

Departments

Level *

Help

3. Once created, find the employee in the list and click their name to access their employee profile. Click Edit Employee, scroll all the way to the bottom and enter and confirm the password (at least 8 characters) and Save.

Ross Medina (ross)

Profile Admin

Address

Apt./Suite

City

State

Zip

Home Phone

Cell Phone

Email

Emergency Contact

No email set
To send a reset link, first enter an email to the left.

Password

Confirm Password

Profile Admin

4. Move to the Admin tab within the employee's profile, Click Edit Employee, scroll all the way to the bottom. Check the Remote Access option for Admins or anyone you want to give access from their personal computers. Click on Add Badge and scan the badges barcode-- remember to label the badge as soon as you assign it!

Ross Medina (ross)

Profile Admin

Calculate weekly overtime after hours / week

Calculate daily overtime after hours / day

Calculate daily double time after hours / day

Notify when this employee has worked for hours / week

Notify when this employee has worked for hours / day

Prevent employee from clocking in before

Employee Code

Clock-in on Login ☒

Always Use Department For Time Clock Data ☐

Allow Mobile Clock-in ☐

Allow Overnight Shift ☐

Remote Access ☐

