Queries that a Manager can ask to bot and their response that bot should give.

Q001	Question variation	Bot Answer
	How do I add a new employee?	For a manager to add a new employee he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. Method 1: Add Employees by clicking the add employee button! Step 1: Click 'Staff' module from the top-panel Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address) Step 4: Click 'Save Employees' Method 2: Add Employees Using Detailed Form! Step 1: Click 'Staff' module from the top-panel Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page Note: There are two types of mode (simple or detailed), **you can add details as per your requirements and the option**

		is at the right side. Step 4: Scroll down to check 'Send Activation' Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another' Method 3: Import Employees via .csv File! Step 1: Click 'Staff' module from the top-panel Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk Note: Must create the file in the accepted format given Step 4: Click 'Choose File' tab to select the file you want to use to import employees Step 5: Click 'Import File' tab to import your staff details Note:You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited.

		Must Action: Activate Employee profile!
		Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile.
		You can manully activate the employees' profile by clickin on the "Manually Activate All" button. If you are manually activting the staff make sure to create a password and a username for the staff membres. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile.
		Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee.
		P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.

| | How do I add a new employee to my team? | For a Manager to add a new employee in his team, the manager should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen
Step 3: Add details in the boxes (First name, Last Name & Email address).
Step 4: Click 'Save Employees'
Add Employees Using Detailed Form:
Step 1: Click 'Staff' module from the top-panel.
Step 2: Click 'Add Employees' button at the top right corner of screen.
Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page.
Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'.
Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their |

		login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk. Note: Must create the file in the accepted format given. Step 4: Click 'Choose File' tab to select the file you want to use to import employees. Step 5: Click 'Import File' tab to import your staff details Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited. Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also

		you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	Where can I go to register a new staff member	For a manager to register a new staff member he should go to "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while

		adding them from the bottom of the page.
		Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'.
		Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'.
		Import Employees via .csv File:
		Step 1: Click 'Staff' module from the top-panel.
		Step 2: Click 'Add Employees
		Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.
		Note: Must create the file in the accepted format given.
		Step 4: Click 'Choose File' tab to select the file you want to use to import employees.
		Step 5: Click 'Import File' tab to import your staff details
		Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited.
		Activate Employee profile: Once you have created the employee profile the next step

		is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	How do I create an employee profile in the system?	For a Manager to create an employee profile in the system the Manager should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added

		later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.

| | | Note: Must create the file in the accepted format given. Step 4: Click 'Choose File' tab to select the file you want to use to import employees. Step 5: Click 'Import File' tab to import your staff details Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited. Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have |

		the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	How do I officially add someone to my team in Humanity?	To officially add someone in my team in Humanity Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome

| | | e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk. Note: Must create the file in the accepted format given. Step 4: Click 'Choose File' tab to select the file you want to use to import employees. Step 5: Click 'Import File' tab to import your staff details Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited. Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually |

		activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	What steps do I follow to bring a new employee into the system?	For a Manager to bring a new employee in the system Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module

| | | from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk. Note: Must create the file in the accepted format given. Step 4: Click 'Choose File' tab to select the file you want to use to import employees. Step 5: Click 'Import File' tab to import your staff details Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field |

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	How can I give system access to a new hire?	For a manager to give system access to a new hire, A manager should Log in via Computer Browser and Navigate to the "Staff" tab and

| | | click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv** |

		File:
		Step 1: Click 'Staff' module from the top-panel.
		Step 2: Click 'Add Employees
		Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.
		Note: Must create the file in the accepted format given.
		Step 4: Click 'Choose File' tab to select the file you want to use to import employees.
		Step 5: Click 'Import File' tab to import your staff details
		Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited.
		Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation

		email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	What's the correct way to add an employee under my management?	The correct way to add an employee under a manager's management Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you

can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'.

Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later.

Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'.

Import Employees via .csv File:

Step 1: Click 'Staff' module from the top-panel.

Step 2: Click 'Add Employees

Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.

Note: Must create the file in the accepted format given.

Step 4: Click 'Choose File' tab to select the file you want to use to import employees.

Step 5: Click 'Import File' tab to import your staff details

Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited.

Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs

		to be activated. Click on the "Send Activation E-mail Now". If the email address is added into the profile the employee will get a welcome email and the instruction to activate the profile. You can manually activate the employees' profile by clicking on the "Manually Activate All" button. If you are manually activating the staff make sure to create a password and a username for the staff members. Also you can Send an Activation Email via Staff Profile. Click on the name of the 'Staff' to go to the profile of an individual you want to send an activation email. Click 'Send Activation E-mail Now' or 'Manually Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	Where do I input new team members in the platform?	To input new team members in the platform Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner

		of the screen
		Step 3: Add details in the boxes (First name, Last Name & Email address).
		Step 4: Click 'Save Employees'
		Add Employees Using Detailed Form:
		Step 1: Click 'Staff' module from the top-panel.
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		Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later.
		Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'.
		Import Employees via .csv File:
		Step 1: Click 'Staff' module from the top-panel.
		Step 2: Click 'Add Employees
		Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.
		Note: Must create the file in the accepted format given.
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		access privileges in Humanity to add employees.
	How do I set up a new employee's account?	To setup a new employee's account a manager should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be

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	Is there a specific form or section to add a new hire?"	For a manager, Yes there is a specific form or section to add a new hire Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees'

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		Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page.
		Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'.
		Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later.
		Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'.
		Import Employees via .csv File:
		Step 1: Click 'Staff' module from the top-panel.
		Step 2: Click 'Add Employees
		Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk.
		Note: Must create the file in the accepted format given.
		Step 4: Click 'Choose File' tab to select the file you want to use to import employees.
		Step 5: Click 'Import File' tab to import your staff details
		Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's

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	How do I grant system access to my new employee?	For a manager to grant system access to a his new employee he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user

| | | you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module |

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		Activate' under the Admin Action section of the profile. Important: If you do not see the option to "Add Employee" that means you do not have the necessary permission level to add an employee. P.S: To add employee YOU must have a manager/admin, supervisors and schedulers access privileges in Humanity to add employees.
	How do I assign a new employee to my department?	For a manager to assign a new employee to his department he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is

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		Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later. Step 5: Either click 'Create Employee' or 'Create Employee & Add Another'. **Import Employees via .csv File:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees Step 3: Click 'Import .csv or .xlsx' if you want to import your staff information in bulk. Note: Must create the file in the accepted format given. Step 4: Click 'Choose File' tab to select the file you want to use to import employees. Step 5: Click 'Import File' tab to import your staff details Note: You can also add custom fields via .csv or .xlsx import. Just match your column title with a "Custom Field". If a custom field does not exist, a new custom field will be created, and its value will be added to an employee's account. The number of custom fields is not limited. Activate Employee profile: Once you have created the employee profile the next step is to activate the profile. In the "Staff" tab click on "Not Activated" to view the employee profile which needs to be activated. Click on the

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	What's the step-by-step process for adding a new team member?	The step by step process for adding a new team member for a manager is he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner

		of the screen
		Step 3: Add details in the boxes (First name, Last Name & Email address).
		Step 4: Click 'Save Employees'
		Add Employees Using Detailed Form:
		Step 1: Click 'Staff' module from the top-panel.
		Step 2: Click 'Add Employees' button at the top right corner of screen.
		Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page.
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		access privileges in Humanity to add employees.
	How do I verify that my new employee is added correctly?"	For a Manager to verify that his new employee is added correctly he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left

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	How can I add a new user?	For a manager to add a new user he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner

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	How can I add a staff?	For a manager to add a staff Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essentials details for the user you want to create. (To create the employee you must provide a first name, the last name and the email address can also be added later on. **Add Employees Manually:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of the screen Step 3: Add details in the boxes (First name, Last Name & Email address). Step 4: Click 'Save Employees' **Add Employees Using Detailed Form:** Step 1: Click 'Staff' module from the top-panel. Step 2: Click 'Add Employees' button at the top right corner of screen. Step 3: Click 'Detailed Form' tab if you want to add detailed information for your staff while adding them from the bottom of the page. Note: There are two types of mode (simple or detailed), you can add details as per your requirements and the option is at the right side. Step 4: Scroll down to check 'Send Activation'. Notes: If this box is checked and an account is set up with an e-mail address a welcome e-mail will be sent to this employee with their login instructions. If this box is left unchecked, they will be silently added to the system and can be sent their activation email or given their login details at any time later.

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