Questions a supervisor can ask to bot and their responses a bot can give.

| | How do I add a new employee to my team? | For a supervisor to add an 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'. Step 5: Must Action: 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.

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'.
Step 6: Must Action: 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.

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.
Step 6: Must Action: 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.

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:
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?	To register a new staff member a supervisor should go and 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'. Step 5: Must Action: 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.

| | | **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'.
Step 6: Must Action: 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. |
| | | **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.
Step 6: Must Action: 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.
		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**: 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?	To create an employee profile in system a supervisor 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'.
		Step 5: Must Action: 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.
		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'.
		Step 6: Must Action: 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.

		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. Step 6: Must Action: 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. 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**: 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?	For a supervisor to officially add someone to his team in humanity he should Log in via Computer Browser and Navigate to the "Staff" tab and click on the "Add Employee" Enter the essesntials detils for the user you wnat 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' Step 5: Must Action: 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. 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'
		Step 6: Must Action: 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.
		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

		Step 6: Must Action: 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.
		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!
		You can manually 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.

	What steps do I follow to bring a new employee into the system?	A supervisor, to bring a new employee into the system, should follow the following steps: 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'. Step 5: Must Action: 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.
		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'.

		Step 6: Must Action: 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. **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. Step 6: Must Action: 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. 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**: 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 can I give system access to a new hire?	A supervisor can give system access to a new hire in the following way: 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'.
		Step 5: Must Action: 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.
		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'.

Step 6: Must Action: 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.

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.
Step 6: Must Action: 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.

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:
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? | For a supervisor the correct way to add an employee under his management, the supervisor 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'.
		Step 5: Must Action: 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.
		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'.
		Step 6: Must Action: 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.
		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. Step 6: Must Action: 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. 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**: 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?	In the platform to add new team members a Supervisor 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'. Step 5: Must Action: 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. **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'. Step 6: Must Action: 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.

Import Employees via .csv File:
Step 1: Click 'Staff' module from the top-panel.
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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.
Step 6: Must Action: 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.

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: |

		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 set up a new employee's account?	A supervisor ca set up a new employee's account by following these steps: 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'. Step 5: Must Action: 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. **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'.
		Step 6: Must Action: 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.
		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.
		Step 6: Must Action: 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.
		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: 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.
	Is there a specific form or section to add a new hire?	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'.
		Step 5: Must Action: 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.
		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'.
		Step 6: Must Action: 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.
		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.
Step 6: Must Action: 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.

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:
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 grant system access to my new employee?	To grant a system access to his new employee a supervisor 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'. Step 5: Must Action: 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. **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'.
Step 6: Must Action: 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.

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.
Step 6: Must Action: 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.

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: |

		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 assign a new employee to my department?	To assign a new employee to his department, a supervisor 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'. Step 5: Must Action: 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.

		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'. Step 6: Must Action: 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. **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. Step 6: Must Action: 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. 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**: 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 step-by-step process for adding a new team member?	For a supervisor to add a new team member, following is the step by step process: 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'.
		Step 5: Must Action: 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.
		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'.
		Step 6: Must Action: 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.

		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. Step 6: Must Action: 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. 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**: 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 can I add a new user ?	To add a new user a supervisor 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'. Step 5: Must Action: 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. **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'.
Step 6: Must Action: 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.

Import Employees via .csv File:
Step 1: Click 'Staff' module from the top-panel.
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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:
		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.
Q001	How can I add a staff ?	To add a staff a supervisor 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'. Step 5: Must Action: 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.

		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.
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		Step 6: Must Action: 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.
		Import Employees via .csv File:
		Step 1: Click 'Staff' module from the top-panel.
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		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.
		Step 6: Must Action: 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. 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**: 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 assign position to someone	Only Schedulers can assign position.