

Questions a Scheduler can ask and their responses a bot can give		
	How do I add an employee?	<p>For a scheduler to add an employee he should 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>P.S: Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>

	<p>How do I add a new employee to my team?</p>	<p>For a scheduler to add a new employee to his team he should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>P.S: Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>Where can I go to register a new staff member?</p>	<p>To register a new staff member a scheduler should go 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>P.S: Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I create an employee profile in the system?</p>	<p>To create an employee profile in the system a scheduler should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I officially add someone to my team in Humanity?</p>	<p>A scheduler ,to officially add someone to his team in Humanity, should 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</p> <p><b>Manually:</b></p> <p>Step 1: Click ‘Staff’ module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click ‘Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>What steps do I follow to bring a new employee into the system?"</p>	<p>A scheduler ,to bring a new employee in the system, should follow the following steps: 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</p> <p><b>Manually:</b></p> <p>Step 1: Click ‘Staff’ module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click ‘Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How can I give system access to a new hire?</p>	<p>A Scheduler, to give system access to a new hire, should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>What's the correct way to add an employee under my management?</p>	<p>For Scheduler, to add an employee under his management, the correct way is to 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>Where do I input new team members in the platform?</p>	<p>A scheduler can input new team members by going to the "Staff" tab and clicking 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I set up a new employee's account?</p>	<p>A scheduler, to set up a new employee's account, should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>Is there a specific form or section to add a new hire?</p>	<p>Yes, there is a specific form or section to add a new hire. A scheduler should 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I grant system access to my new employee?</p>	<p>To grant system access to his new employee a scheduler should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I assign a new employee to my department?</p>	<p>A scheduler, to assign a new employee in his department, should 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>What's the step-by-step process for adding a new team member?"</p>	<p>The step by step process for a scheduler to add a new team member is following: 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	<p>How do I verify that my new employee is added correctly?</p>	<p>For a scheduler to verify that his employee is added correctly he should 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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	How can I add a new user	<p>A scheduler can add a new user by following the following steps: 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 <b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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Q001	How can I add a staff"	<p>To add a staff a scheduler should 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</p> <p><b>Manually:</b></p> <p>Step 1: Click 'Staff' module from the top-panel.</p> <p>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 &amp; Email address).</p> <p>Step 4: Click 'Save Employees'</p> <p>Once scheduler add the user details and click on the save button the scheduler will be redirected to the Position assignment page where scheduler will be able to assign the position to these staff members. Make sure once you add the user details and click on save employee you have to assign the respective position to the staff members. If the permission are not assigned on this page and you refresh or clicked on another tab you will not be able to assign the staff position. In addition to that, the newly created staff profile will not be visible in the staff section for your profile. In this case you need to reach out the manger.</p>
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