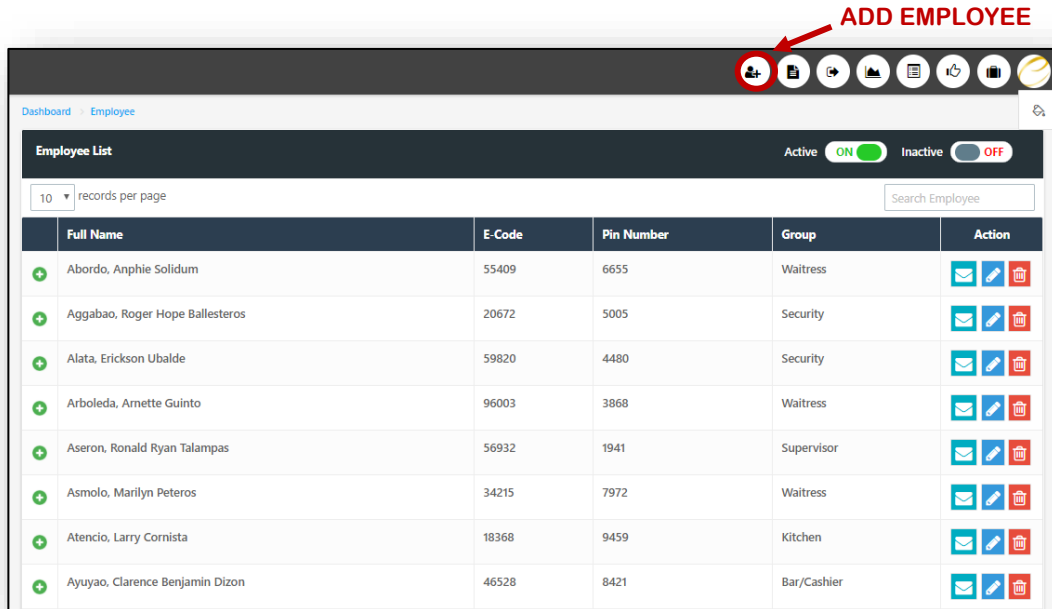## CREATING NEW EMPLOYEE

TO ADD NEW EMPLOYEE, CLICK THE ICON ABOVE THE EMPLOYEE LIST. THEN FILL UP THE REQUIRED FIELDS WITH AN ASTERISK IN THE LABEL.



ADD EMPLOYEE