

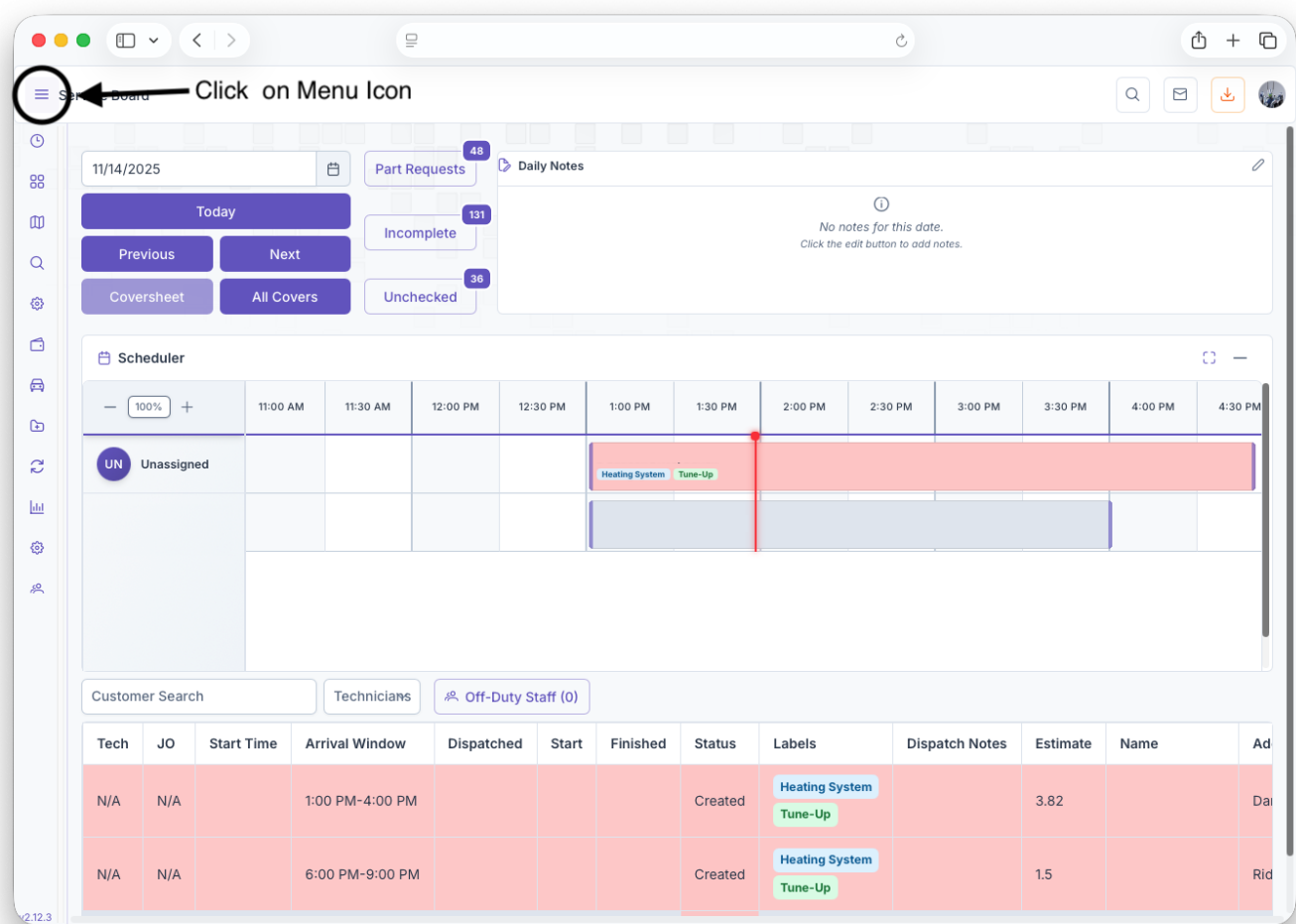
Employee Management

- [Editing and Adding New Employees](#)

Editing and Adding New Employees

Introduction

The Employee Management page can be used to add a new employee to the system or edit a current one. To reach the Employee Management page, click on The Admin dropdown on the side menu then click on Employee Managaement. Clicking on the three bars on the top let corner on the page expands the side menu to show more detail allowing for Easier Navigation.



Service Board

My Time

Board

Map

Search

Admin

Billing

Driver List

Fuel

Propane Exchange

Reports

Service

Servicemen

11/14/2025

Today

Previous

Next

Coversheet

All Covers

Part Requests 48

Incomplete 131

Unchecked 36

Daily Notes

No notes for this date.
Click the edit button to add notes.

Scheduler

100%

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

UN Unassigned

Heating System Tune-Up

Customer Search

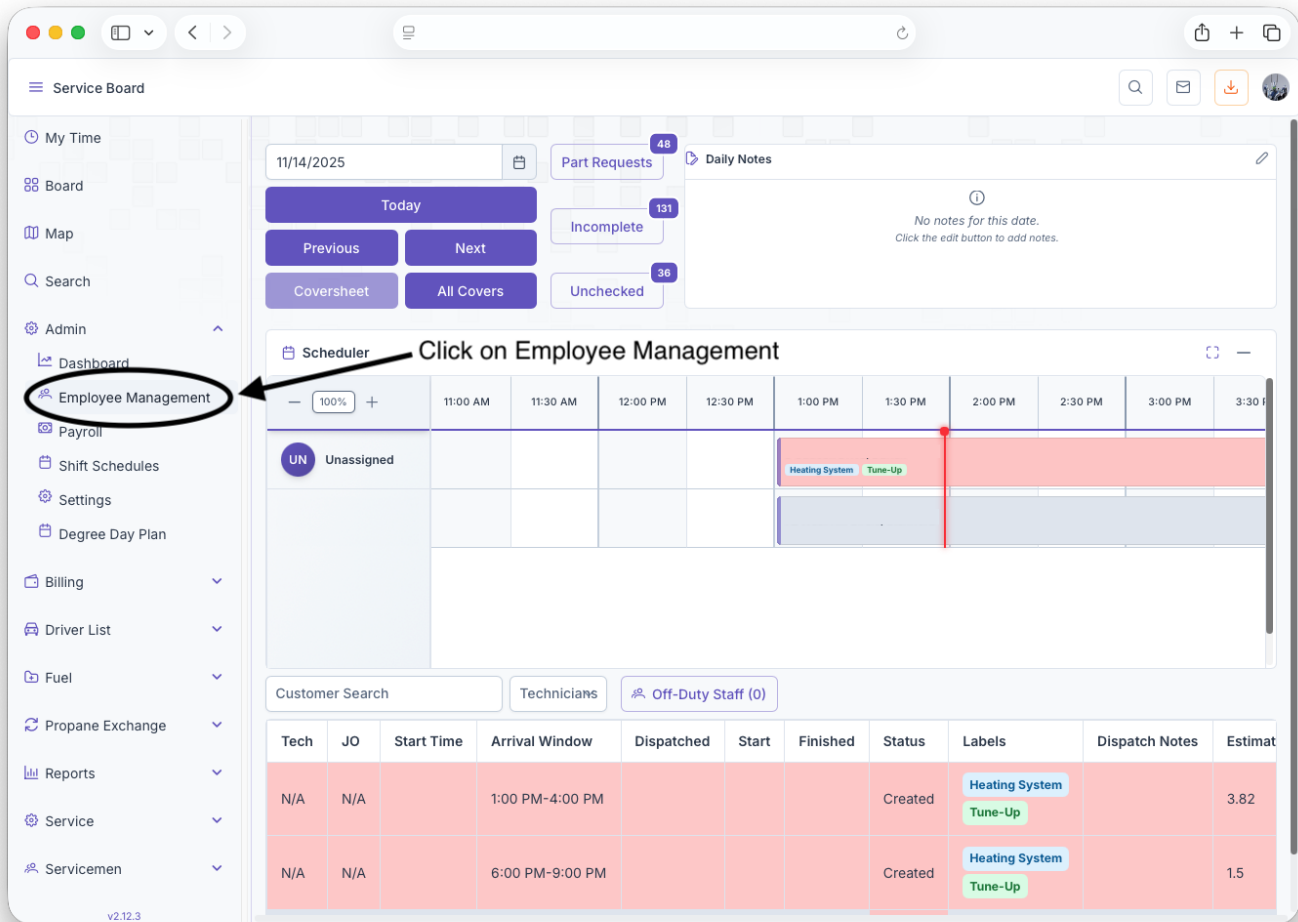
Technicians

Off-Duty Staff (0)

Tech	JO	Start Time	Arrival Window	Dispatched	Start	Finished	Status	Labels	Dispatch Notes	Estimate
N/A	N/A		1:00 PM-4:00 PM				Created	Heating System Tune-Up		3.82
N/A	N/A		6:00 PM-9:00 PM				Created	Heating System Tune-Up		1.5

Click on Admin

v2.12.3



Editing or Adding a New Employee

The Employee Management page will then generate. From here clicking on the Select Employee dropdown gives the option to select a current Employee and edit their account or clicking on add Employee at the bottom of the dropdown clears all fields to allow data entry of a new employee. The page will then show the Employee Status, Their Application, Payroll, Employment and Profile Picture

Manage Users

Select Employee

Application

☒ Active

First Name Last Name Initials

Username Email

Password Realm

Password must be at least 8 characters long and contain at least one number, uppercase, lowercase letter, and special character.

Payroll

☒ Active

ADP Company Code ADP Position Id

Employment

Typical Shift

Profile Picture

Choose File no file selected

Fill out Employee information then click Save

Save

v2.12.3

- Status: Toggling status shows if the employee is currently active or inactive\
- Application: Here is where the employees information is filled out: First Name, Last Name, Initials, Username, Email, Password and Realm
- Payroll: The Employees payroll status can be toggled to active or inactive, can fill out the ADP Company Code and the ADP Position ID
- Employment: Shows location of where the employee is working and the time
- Profile Picture: clicking on Choose File allows a picture of the employee to be uploaded to their account

Upon finishing filling out The Employees information, clicking on the Save button will save the employees information to the system. Filling out a blank page can be used to add a new employee to the system and changing the information of a currently selected employee allows the employees information to be edited