

Employee Management


Managing your employees access to Kozy is important. Here are all the articles you may need for building out your Employee Management.

On the Employee Management landing screen you can select Show Active Only to view only Active Employees or filter the view by clicking the filter icon in the column you wish to sort by.

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Adding Employee Profile Pictures

Adding Employee Profile Pictures

1. Service Board menu - Admin - Employee Management.
2. On the row with the employees name select the  than Profile Picture.
3. Select +Choose the jpg or png.
4. Crop the center of the employees face and Next.
5. Select Save.


Deactivating Employees

Deactivating Employees


1. Service Board menu - Admin - Employee Management.
2. On the row with the employees name select the  than Deactivate Employee.
3. Confirm you want to deactivate this employee by selecting Yes.

Other Employee Management Options

Reset Password for Employee

1. Service Board menu - Admin - Employee Management.
2. On the row with the employees name select the  than Reset Password.
3. Enter New password twice and Save.

Editing Employee

1. Service Board menu - Admin - Employee Management.
2. On the row with the employees name select the  than Edit Information.
3. Edit the profile and select Save.