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.

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