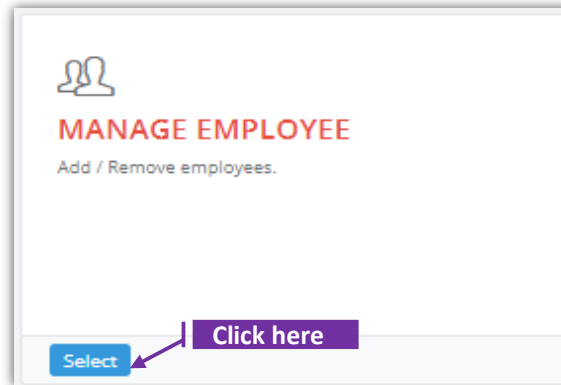


Add or manage Employee



Set-1: Steps

- Click 'Select' button in 'MANAGE EMPLOYEE' tile from the dashboard.
 - Only the User who is set as an 'Authorized User' to an Organization/Service Provider/Training Provider will have access to this tile.
- Authorized User will be navigated to a page where the employees can be added to an organization or the list of employees can be viewed.

MANAGE EMPLOYEE
View, Add and Update Employee

Back Add Employee

Click here

This section shows added employees of the selected Service Provider

List of employees

Service Provider: Silver Spring Associates

Name	Title	Accredited For	Accreditation#	Authorized For Corp Actions	Action
Bala Vega	Administrator		0	Yes	Edit/View
Frank Morr	Corp Manager	Inspector Technician Instructor (IIT), Risk Assessor (RA), Visual Inspector (VI), Structural Steel Supervisor (S1), Structural Steel Supervisor	100041,100007,100006,100068,100064,100023,100052	No	Edit/View

Set-2: Steps

- Click 'Add Employee' to add an employee. Manage Employee page will be displayed.

Add an employee

MANAGE EMPLOYEE

View, Add and Update Employee

Back

Add Employee

Instructions

- Search using Accreditation number or Email Address.
- Click Search.
- Please select the service provider and Title to save the employee.

Accreditation#

Email Address

Search

Search

Service Provider

Select a provider

First Name

Last Name

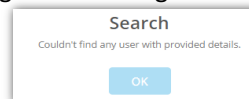
Title

Authorized for corporate actions

Save Employee
Cancel

Set-3: Steps

- Authorized User can search for existing Users using their Accreditation Number or Email address. Enter either information and click 'Search'
 - If the User do not exist, then we get the following error message -



- If the User is identified, then the fields 'First Name' & 'Last Name' will be populated as below -



- Select the Service provider & enter title like HR, Manager, Inspector etc.,.
- 'Authorized for corporate actions' if checked will give rights to this User to -
 - manage corporate employees, training locations
 - schedule & manage classes
 - submit accreditation applications for the corporate
 - update corporate profile/business profile information
- Click 'Save Employee'. Click 'Edit/View' to terminate the employee or update atuhorization rights or title of the employee.

Name	Title	Accredited For	Accreditation#	Authorized For Corp Actions	Action
Bala Vega	Sr Manager		0	Yes	Edit/View

Notes:

- Service Provider dropdown will show the list of corporates for which the signed-in User is authorized to manage the business. Typically there will be only one corporate but if there are more than one corporate, then the Authorized User must carefully select the right corporate while managing the employees.
- Authorized users must make sure the employees/contractors (including external or internal instructors) are added here before scheduling a class