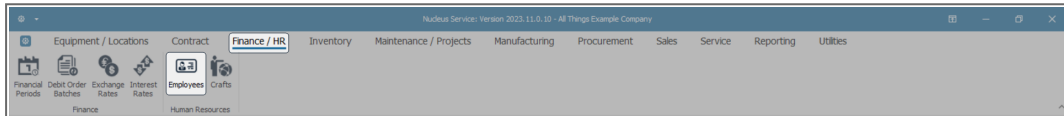


HUMAN RESOURCES

EMPLOYEES – EDIT EMPLOYEE

Ribbon Access: Finance / HR Employees

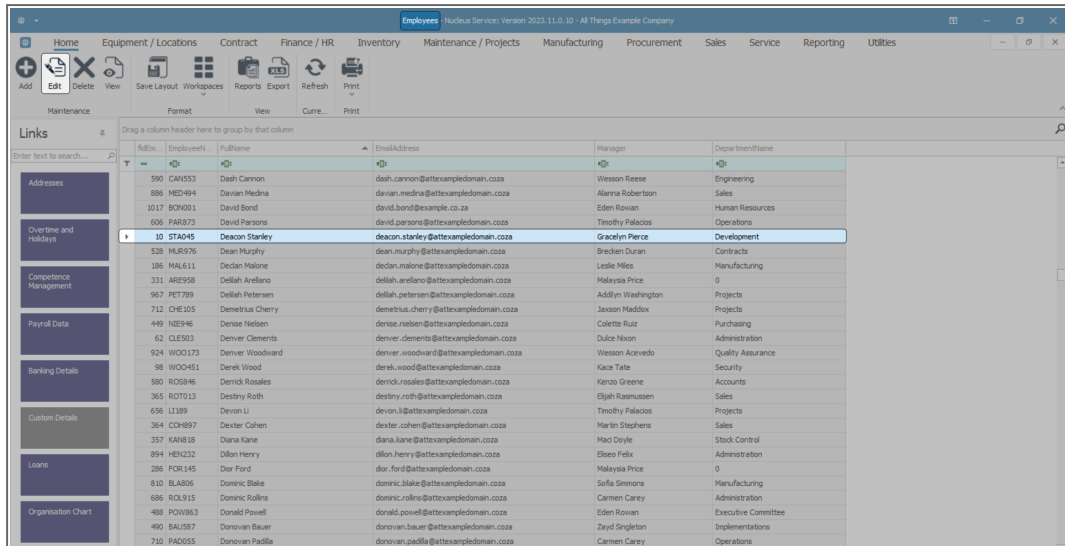


The **Employees** listing screen will open.

- All the employees currently set up on the system can be viewed here.
- Scroll through the list -
- Or use the filter row to find a particular employee.

SELECT EMPLOYEE

- Select the **row** of the **employee** whose details you wish to edit.
- Click on **Edit**.



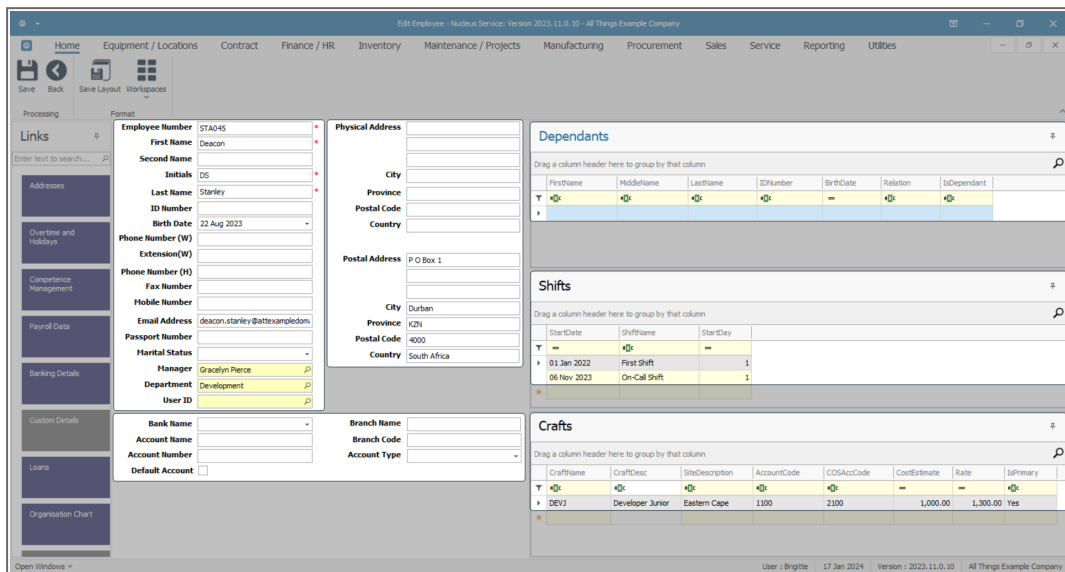
ID	Employee ID	Full Name	Email Address	Manager	Department Name
590	CAN553	Dash Cannon	dash.cannon@attexsampledomain.co.za	Wesson Reese	Engineering
886	MED494	Devian Medina	devian.medina@attexsampledomain.co.za	Alanna Robertson	Sales
1017	BON001	David Bond	david.bond@attexsampledomain.co.za	Eden Rowan	Human Resources
606	PAR873	David Parsons	david.parsons@attexsampledomain.co.za	Timothy Palacios	Operations
10	STA045	Deacon Stanley	deacon.stanley@attexsampledomain.co.za	Gracelyn Pierce	Development
528	MUR976	Dean Murphy	dean.murphy@attexsampledomain.co.za	Brecken Duran	Contracts
395	MAL611	Declan Malone	declan.malone@attexsampledomain.co.za	Leslie Heller	Manufacturing
331	ARE958	Delilah Arellano	delilah.arellano@attexsampledomain.co.za	Malaysia Price	0
967	PET789	Delilah Petersen	delilah.petersen@attexsampledomain.co.za	Adilyn Washington	Projects
712	CHE105	Demetrius Cherry	demetrius.cherry@attexsampledomain.co.za	Jaxson Maddox	Projects
449	NES946	Dense Nielsen	dense.nielsen@attexsampledomain.co.za	Colette Ruiz	Purchasing
62	CLE503	Denver Clements	denver.clements@attexsampledomain.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@attexsampledomain.co.za	Wesson Acoviedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@attexsampledomain.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@attexsampledomain.co.za	Kenzo Greene	Accounts
365	ROT101	Destiny Roth	destiny.roth@attexsampledomain.co.za	Eligh Rasmussen	Sales
656	L1189	Devon Li	devon.li@attexsampledomain.co.za	Timothy Palacios	Projects
364	COH897	Devon Cohen	devon.cohen@attexsampledomain.co.za	Martin Stephens	Sales
357	KAN818	Diana Kane	diana.kane@attexsampledomain.co.za	Meo Doyle	Stock Control
894	HEN232	Dillon Henry	dillon.henry@attexsampledomain.co.za	Eloise Felix	Administration
286	FOR145	Dior Ford	dior.ford@attexsampledomain.co.za	Malaysia Price	0
810	BLA806	Dominic Blake	dominic.blake@attexsampledomain.co.za	Sofia Simmons	Manufacturing
686	ROL915	Dominic Rollins	dominic.rollins@attexsampledomain.co.za	Carmen Carey	Administration
488	POW863	Donald Powell	donald.powell@attexsampledomain.co.za	Eden Rowan	Executive Committee
490	BAU587	Donovan Bauer	donovan.bauer@attexsampledomain.co.za	Zayd Singleton	Implementations
710	PAD055	Donovan Padilla	donovan.padilla@attexsampledomain.co.za	Carmen Carey	Operations

- The **Edit Employee** screen will open.

EDIT EMPLOYEE INFORMATION

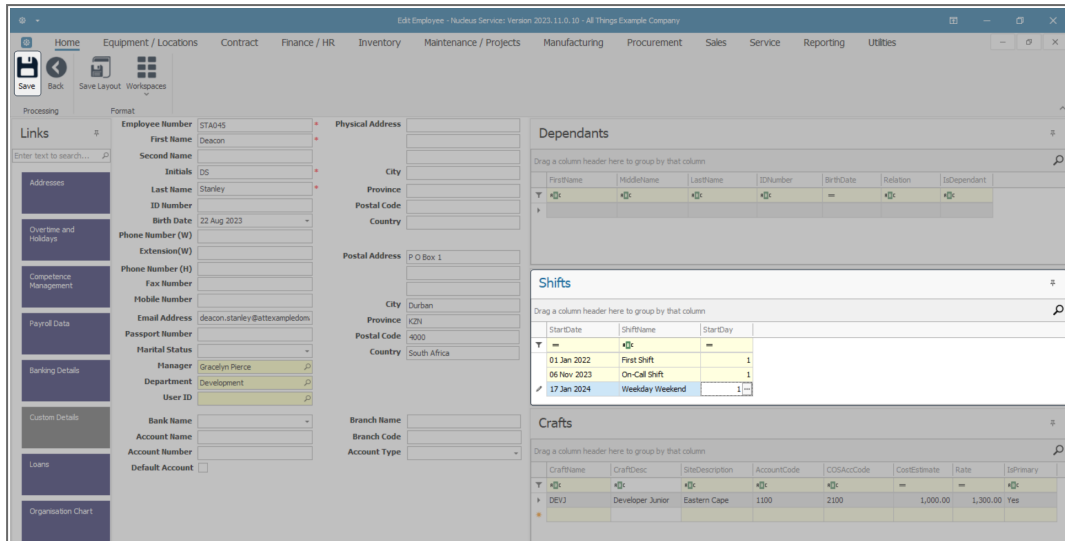
- Select the area where you wish to edit information.
 - To update details, highlight the current text in the relevant field, then type in the amended information.
 - To remove details, highlight the text and press delete on your keyboard.
- Refer to the links for selecting and editing :
 - [Manager](#)
 - [Department](#)
 - [User ID](#)
- The **Dependants** panel:
 - Click on the [Dependants](#) link for a detailed process of how to edit the information in this frame.
- The **Shifts** panel :
 - Click on the [Shifts](#) link for a detailed process of how to edit the information in this frame.

- The **Crafts** panel :
 - Click on the [Crafts](#) link for a detailed process of how to edit the information in this frame.

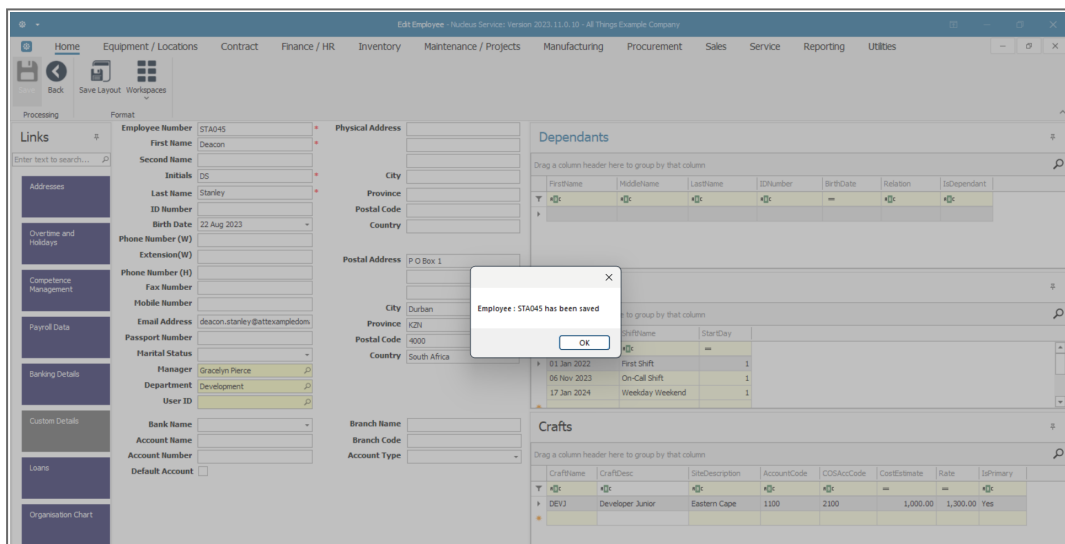


SAVE CHANGES

- When you have made the required edits to the selected **employee**
 -
 - In this example, a new shift has been added -
- Click on **Save**.



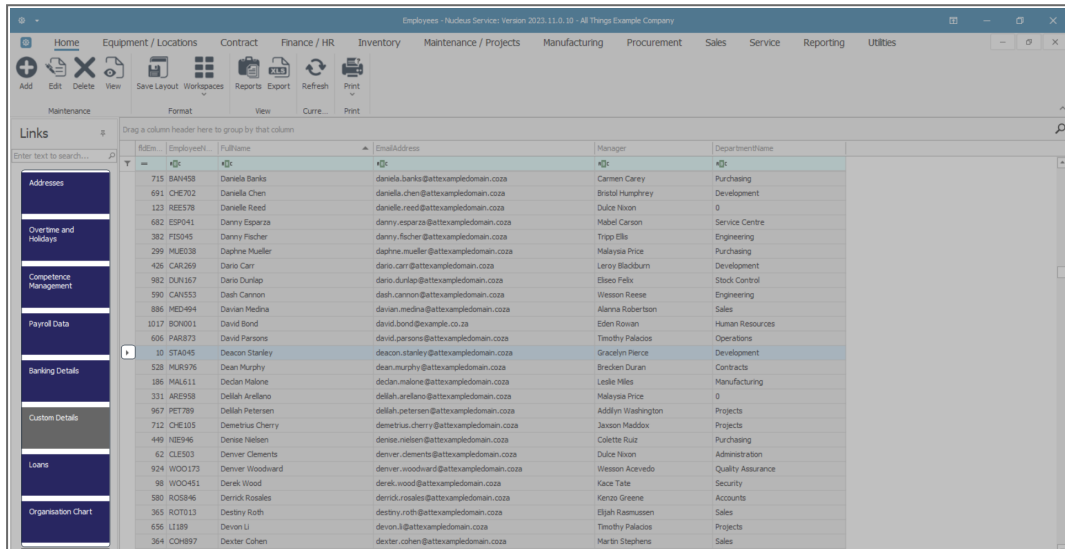
- A message box will pop up informing you -
 - **Employee: [] has been saved.**
- Click on **OK**.



- The edited details will be **saved** and you will return to the **Employees** listing screen.

FUNCTION TILES - LINKS PANEL

- You can edit the function tiles on the left side of the **Employees** listing screen in the **Links** panel by clicking on each function tile.
- When working with these tiles, ensure that you have selected the correct employee before you click on any tile.



The screenshot shows the 'Employees - Nucleus Service' interface. On the left is a 'Links' panel with a search bar and a list of function tiles: Addresses, Overtime and Holidays, Competence Management, Payroll Data, Banking Details, Custom Details, Loans, and Organisation Chart. The main area displays a table of employees with columns: ID, EmployeeID, Fullname, EmailAddress, Manager, and DepartmentName. The table contains 36 rows of employee data.

ID	EmployeeID	Fullname	EmailAddress	Manager	DepartmentName
715	BAH458	Daniela Banks	daniela.banks@attexsampledomain.co.za	Carmen Carey	Purchasing
691	CHE702	Daniela Chen	daniela.chen@attexsampledomain.co.za	Bristol Humphrey	Development
123	REE578	Danielle Reed	danielle.reed@attexsampledomain.co.za	Dulce Nixon	0
682	ESP041	Danny Espanza	danny.espanza@attexsampledomain.co.za	Habel Carson	Service Centre
382	FIS045	Danny Fischer	danny.fischer@attexsampledomain.co.za	Tripp Ellis	Engineering
299	MUE038	Daphne Mueller	daphne.mueller@attexsampledomain.co.za	Malaysia Price	Purchasing
426	CAR269	Dario Carr	dario.carr@attexsampledomain.co.za	Leroy Blackburn	Development
982	DUN167	Dario Dunlap	dario.dunlap@attexsampledomain.co.za	Eleso Felix	Stock Control
590	CAN553	Dash Cannon	dash.cannon@attexsampledomain.co.za	Wesson Reese	Engineering
886	MED494	Davian Medina	davian.medina@attexsampledomain.co.za	Alanna Robertson	Sales
1017	BON001	David Bond	david.bond@attexsampledomain.co.za	Eden Rowan	Human Resources
606	PAR873	David Parsons	david.parsons@attexsampledomain.co.za	Timothy Palacios	Operations
10	STA045	Deacon Stanley	deacon.stanley@attexsampledomain.co.za	Gracelyn Pierce	Development
528	MUR076	Dean Murphy	dean.murphy@attexsampledomain.co.za	Bredien Duran	Contracts
196	HAL411	Declan Malone	declan.malone@attexsampledomain.co.za	Leslie Miles	Manufacturing
331	ARE058	Delilah Arellano	delilah.arellano@attexsampledomain.co.za	Malaysia Price	0
967	PET789	Delilah Petersen	delilah.petersen@attexsampledomain.co.za	Adilyn Washington	Projects
712	CHE105	Demetrius Cherry	demetrius.cherry@attexsampledomain.co.za	Jaxson Maddox	Projects
449	NBE346	Denise Nielsen	denise.nielsen@attexsampledomain.co.za	Colette Ruiz	Purchasing
62	CLE503	Denver Clements	denver.clements@attexsampledomain.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@attexsampledomain.co.za	Wesson Acevedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@attexsampledomain.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@attexsampledomain.co.za	Kenzo Greene	Accounts
365	ROT013	Destiny Roth	destiny.roth@attexsampledomain.co.za	Elijah Rasmussen	Sales
636	L1389	Devon Li	devon.li@attexsampledomain.co.za	Timothy Palacios	Projects
364	COH697	Devon Cohen	devon.cohen@attexsampledomain.co.za	Marin Stephens	Sales

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