HUMAN RESOURCES
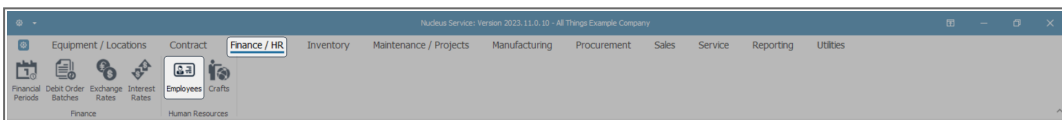
EMPLOYEES – LINK MANAGER

It is important to select the person who manages an employee, as this is linked to Nucleus CRM, - where the manager can see the team members sales progress.

Ribbon Access: Finance / HR Employees

The **Employees** listing screen will display.

SELECT EMPLOYEE

- Select the **row** of the employee to whom you wish to link a **Manager**.

- Click on **Edit**.

SEARCH FOR MANAGER

- The **Edit Employee** screen will be displayed.

- Click on the **search** button in the **Manager** field.

SELECT MANAGER

- The **Select the Manager** screen will be displayed.

- Select the **row** of the **Manager** that you would like to allocate to this employee.

    - In this example, **ROW002** - **Eden Rowan**, is selected.

- Click on **OK**.
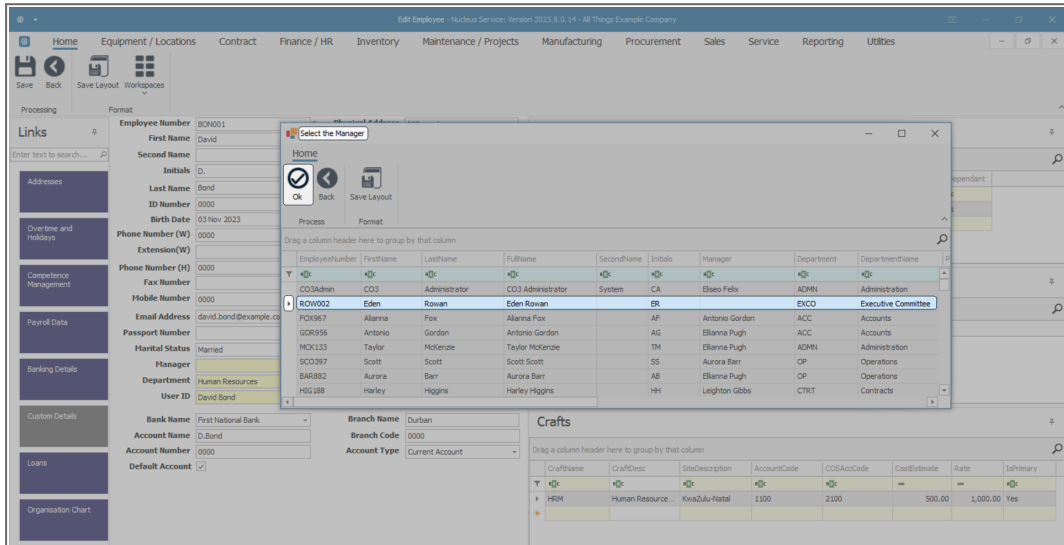
SAVE MANAGER

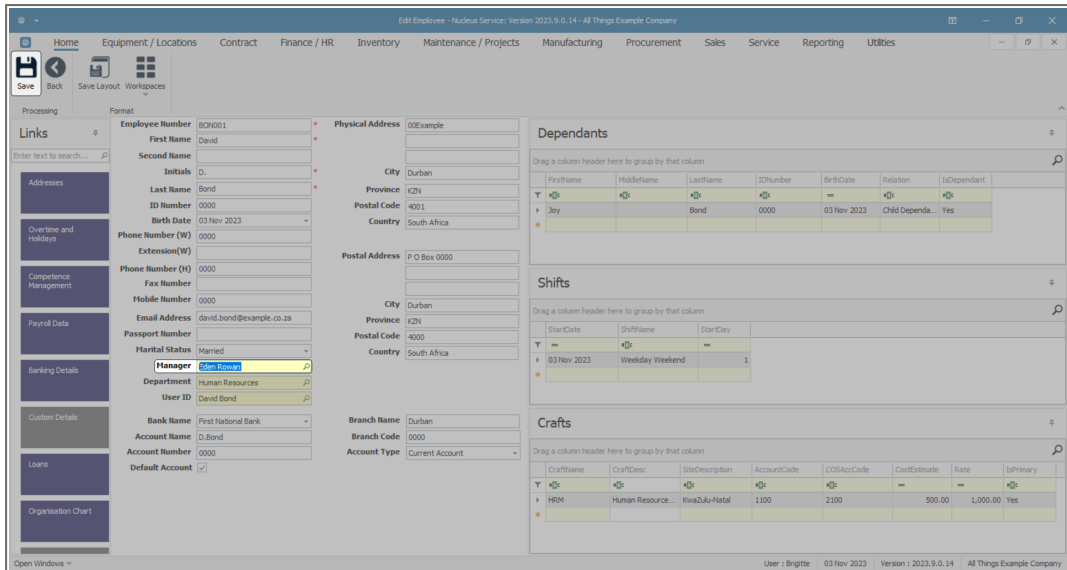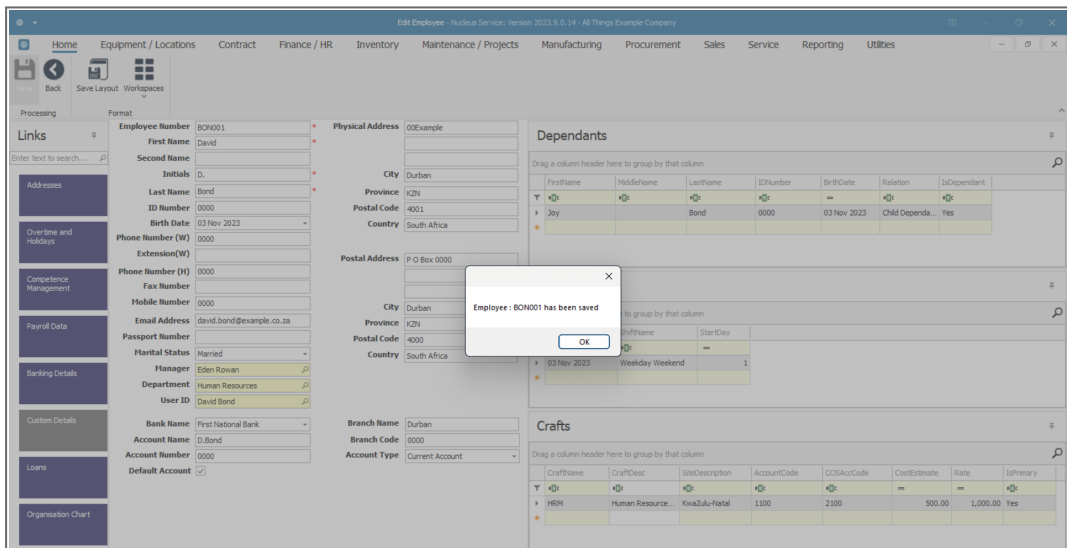- The selected manager is now assigned and displayed in the **Manager** field.

- Click on **Save** to keep the manager details.

- A message box will pop up advising the following:

- **Employee: [ ] has been saved.**

- Click on **OK**.

- You will return to the **Employees** listing screen.

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