

HUMAN RESOURCES

EMPLOYEES - LINK MANAGER

It is important to select the person who manages an employee, as this is linked to <u>Nucleus CRM</u>, - 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.



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Addresses	691 CHE702	Daniella Chen				daniella.chen@attexamp	oledomain.coza			Bristol Humphre	у			
AUDIESES	123 REE578	Danielle Reed				daniele.reed@attexamp	edomain.coza			Dulce Nixon				
	682 ESP041	Danny Esparza				danny.esparza@attexar	mpledomain.coza			Mabel Carson				
	382 FIS045	Danny Fischer				danny.fischer@attexam	pledomain.coza			Tripp Ellis				
Overtime and Holidays	299 MUE038	Daphne Mueller				daphne.mueller@attexa	mpledomain.coza			Malaysia Price				
	426 CAR 269	Dario Carr				dario.carr@attexampled	lomain.coza			Leroy Blackburn				
	982 DUN167	Dario Dunlap				dario.dunlap@attexampi	ledomain.coza			Elseo Feix				
Competence	590 CAN553	Dash Cannon				dash.cannon@attexamp	edomain.coza			Wesson Reese				
Management	886 MED-494	Davian Medina				davian.medina@attexan	npledomain.coza			Alanna Roberts	on			
	1017 BON001	David Bond				david.bond@example.co	o.za							
Payroll Data	606 PAR873	David Parsons				david.parsons@attexam	pledomain.coza			Timothy Palacio	s			
	10 STA045	Deacon Stanley				deacon.stanley@attexa	mpledomain.coza			Gracelyn Pierce				
	528 MUR976	Dean Murphy				dean.murphy@attexamp	pledomain.coza			Brecken Duran				
Banking Details	186 MAL611	Declan Malone				declan.malone@attexam	npledomain.coza			Leslie Miles				
	331 ARE958	Dellah Arellano				delilah.arellano@attexar	mpledomain.coza			Malaysia Price				
	967 PET789	Dellah Petersen				delilah.petersen@attexa	ampledomain.coza			Addilyn Washin	gton			
Oustom Details	712 CHE105	Demetrius Cherr	У			demetrius.cherry@attex	ampledomain.coza			Jaxson Maddox				
Custom Details	449 NIE946	Denise Nielsen				denise.nielsen@attexam	pledomain.coza			Colette Ruiz				
	62 CLE503	Denver Clement	s			denver.dements@attex	ampledomain.coza			Dulce Nixon				
	924 WOO173	Denver Woodwa	rd			denver.woodward@atte	xampledomain.coza			Wesson Aceved	io			
Loans	98 WOO451	Derek Wood				derek.wood@attexample	edomain.coza			Kace Tate				
	580 ROS846	Derrick Rosales				derrick.rosales@attexan	npledomain.coza			Kenzo Greene				
	365 ROT013	Destiny Roth				destiny.roth@attexampl	ledomain.coza			Elijah Rasmusse	ก			
Organisation Chart	656 LI189	Devon Li				devon.li@attexampledor	main.coza			Timothy Palacio	s			
	364 COH897	Dexter Cohen				dexter.cohen@attexamp	pledomain.coza			Martin Stephens				
	357 KAN818	Diana Kane				diana.kane@attexample	domain.coza			Maci Doyle				

SEARCH FOR MANAGER

- The **Edit Employee** screen will be displayed.
- Click on the **search** button in the **Manager** field.

e Edt Employee +kudeus Service: Version 2023.9.0.14 - Al Things Example Company																	
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Organisation Chart					*		Contraction of Contraction					2,000.0					

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.
- Image: Sector Sector
- 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.



Back Save Layo	uipment / Locations	s Contract Finance	e / HR Inventory	Maintenance / Projects	Manufactu	ring Procuremer	nt Sales	Service R	eporting U	tilties		- 0	×
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Organisation Chart													
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- A message box will pop up advising the following:
- Employee: [] has been saved.
- Click on OK.

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Back Save Laye	uipment / Locations	s Contract Finance	HR Inventory	Maintenance / Projects		Manufacturing	Procurement	t Sales	Service Re	porting UI	tilties		- 0	×
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• You will return to the **Employees** listing screen.

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