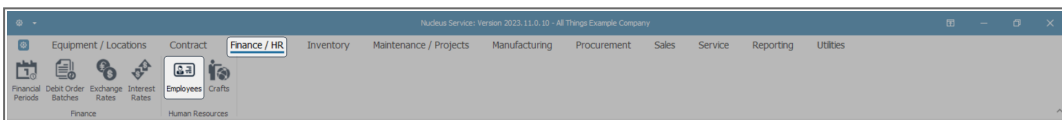


HUMAN RESOURCES

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**.

ID	Employee#	FullName	EmailAddress	Manager
691	CHE702	Daniela Chen	daniela.chen@attexampledomain.co.za	Bristol Humphrey
123	REE578	Danielle Reed	danielle.reed@attexampledomain.co.za	Dulce Nixon
682	ESP041	Danny Esparza	danny.esparza@attexampledomain.co.za	Mabel Carson
382	FIS045	Danny Fischer	danny.fischer@attexampledomain.co.za	Tripp Ellis
299	MUE038	Daphne Mueller	daphne.mueller@attexampledomain.co.za	Malaysia Price
426	CAR269	Dario Carr	dario.carr@attexampledomain.co.za	Lery Blackburn
982	DUR187	Dario Durbin	dario.durbin@attexampledomain.co.za	Eliot Felix
590	CAN153	Dash Cannon	dash.cannon@attexampledomain.co.za	Wesley Reese
886	MED464	Devian Medina	devian.medina@attexampledomain.co.za	Alanna Robertson
1017	BOH001	David Bond	david.bond@example.co.za	
608	PAR873	David Parsons	david.parsons@attexampledomain.co.za	Timothy Palacios
10	STA045	Deacon Stanley	deacon.stanley@attexampledomain.co.za	Gracelyn Pierce
528	MUR376	Dean Murphy	dean.murphy@attexampledomain.co.za	Brecken Duran
186	MAL611	Declan Malone	declan.malone@attexampledomain.co.za	Leslie Miles
331	ARE958	Dellah Arellano	dellah.arellano@attexampledomain.co.za	Malaysia Price
967	PET789	Dellah Petersen	dellah.petersen@attexampledomain.co.za	Addilyn Washington
712	CHE105	Demetrius Cherry	demetrius.cherry@attexampledomain.co.za	Jaxson Maddox
440	NEI946	Denise Nielsen	denise.nielsen@attexampledomain.co.za	Collette Ruiz
62	CLE503	Denver Clements	denver.clements@attexampledomain.co.za	Dulce Nixon
924	WOO173	Denver Woodward	denver.woodward@attexampledomain.co.za	Wesley Aczvedo
98	WOO451	Derek Wood	derek.wood@attexampledomain.co.za	Kace Tate
580	ROS946	Derrick Rosales	derrick.rosales@attexampledomain.co.za	Kenzo Greene
365	ROT013	Destiny Roth	destiny.roth@attexampledomain.co.za	Elijah Rasmussen
656	LI189	Devon Li	devon.li@attexampledomain.co.za	Timothy Palacios
364	COH897	Dexter Cohen	dexter.cohen@attexampledomain.co.za	Martin Stephens
337	KAN818	Diana Kane	diana.kane@attexampledomain.co.za	Madi Doyle

SEARCH FOR MANAGER

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

Employee Number: BOH001
First Name: David
Second Name: D.
Last Name: Bond
ID Number: 0000
Birth Date: 03 Nov 2023
Phone Number (W): 0000
Extension(W): 0000
Phone Number (H): 0000
Fac Number: 0000
Mobile Number: 0000
Email Address: david.bond@example.co.za
Passport Number:
Marital Status: Married
Manager: [Search Icon]
Department: Human Resources
User ID: David Bond
Bank Name: First National Bank
Account Name: D.Bond
Account Number: 0000
Default Account:
Physical Address: 00Example
City: Durban
Province: KZN
Postal Code: 4001
Country: South Africa
Postal Address: P O Box 0000
City: Durban
Province: KZN
Postal Code: 4000
Country: South Africa
Branch Name: Durban
Branch Code: 0000
Account Type: Current Account
Dependants:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	IsDependent
Joy		Bond	0000	03 Nov 2023	Child Depend...	Yes

Shifts:

Start Date	Shift Name	Start Day
03 Nov 2023	Weekday Weekend	1

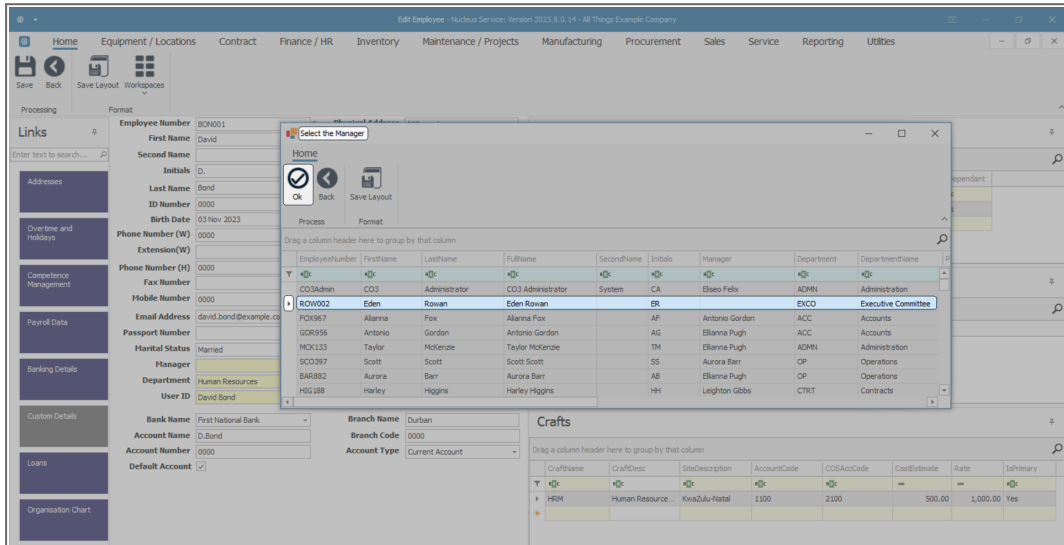
Crafts:

Craft Name	Craft Desc	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
HRM	Human Resource	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes

SELECT MANAGER

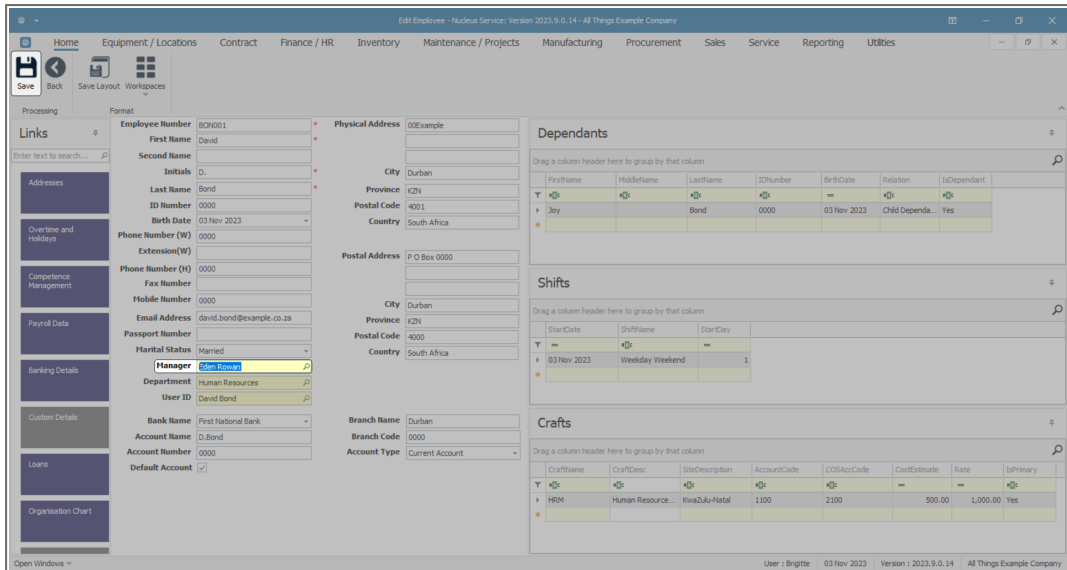
- The **Select the Manager** screen will be displayed.

- 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**.

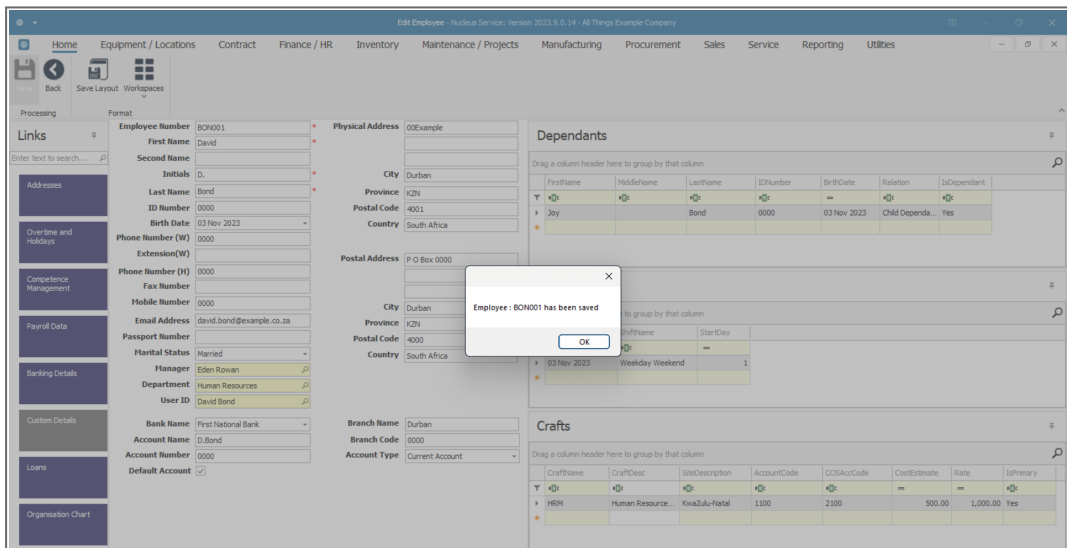


SAVE MANAGER

- 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.

MNU.021.020