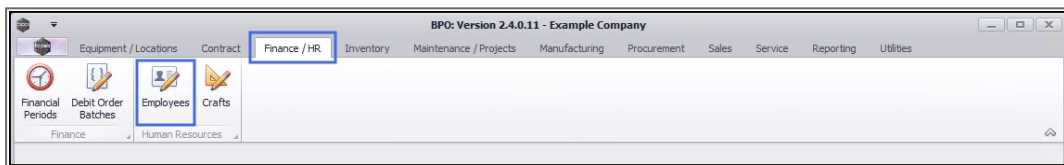


HUMAN RESOURCES

EMPLOYEES - LINK MANAGER

It is important to select the person who manages an employee. This is linked to BPO CRM - where the manager will be able to see his team members sales progress.

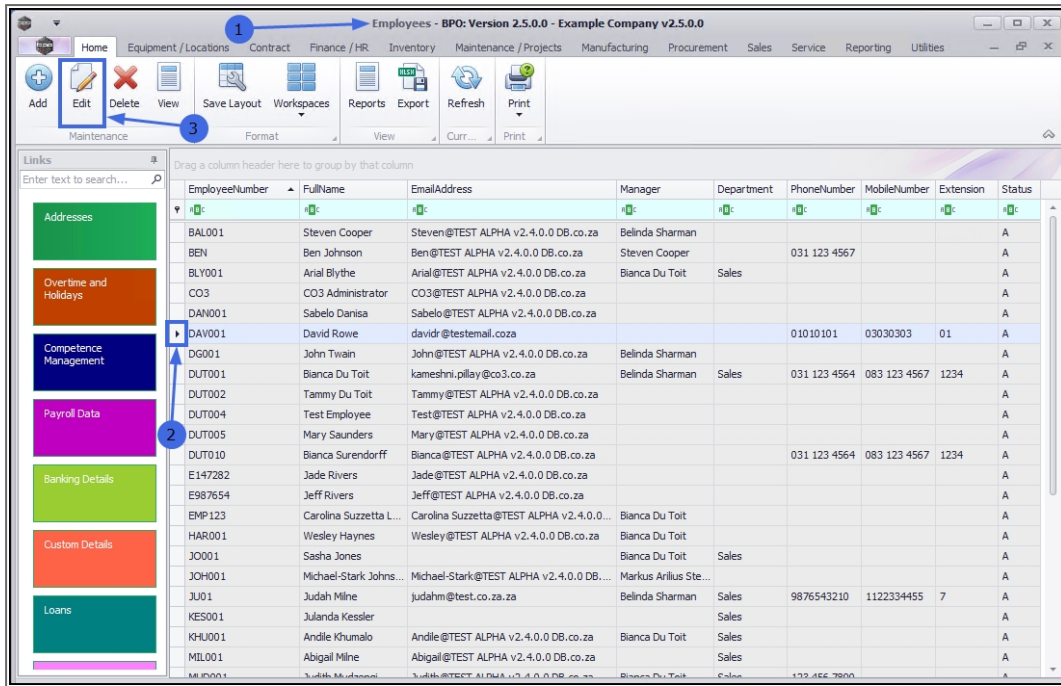
Ribbon Access: *Finance and HR > Employees*



1. The Employees listing screen will display.

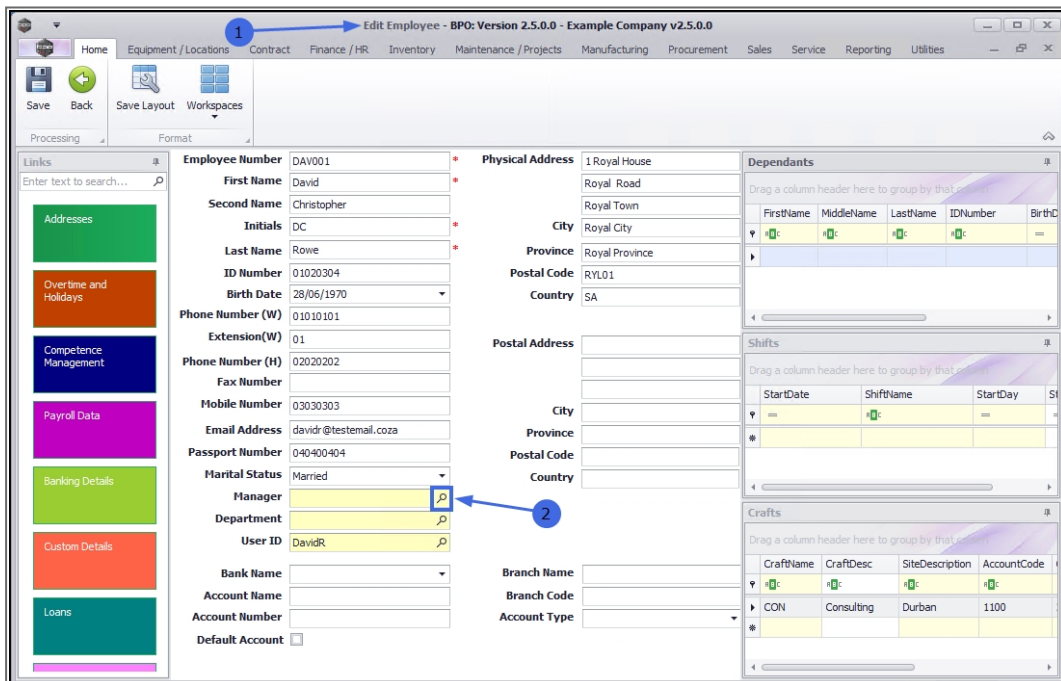
SELECT EMPLOYEE

2. Select the **row** of the employee to whom you wish to link a **manager**.
3. Click on **Edit**.



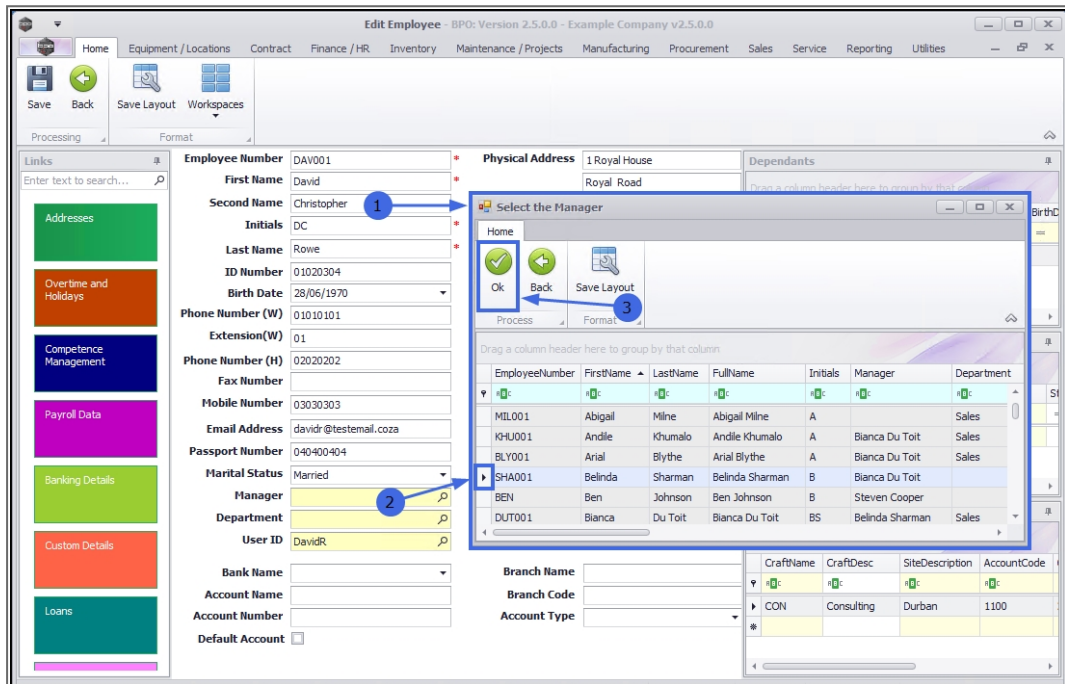
SEARCH FOR MANAGER

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



SELECT MANAGER

1. The **Select the Manager** screen will be displayed.
2. Select the **row** of the **Manager** that you would like to allocate to this employee.
 - In this example, **SHA001 - Belinda Sharman** is selected.
3. Click on **OK**.



SAVE MANAGER

1. The selected manager is now assigned and displayed in the **Manager** field.
2. 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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