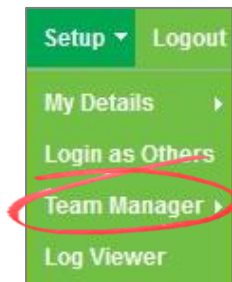


ENTERING EMAIL ADDRESSES AS AN ADMINISTRATOR

Hover on **Setup** and click on **Team Manager**:



The following screen will appear:

Team Manager													Add Team Member		Leave Calendar	
Search		Job Title	Access Level	Team	Remuneration Type	Pay Frequency	Employee Type	Location	Status					GO		
viewing records: 1 to 5 of 5																
Actions (selected):																
<input type="checkbox"/>	Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions			
<input type="checkbox"/>	Elizabeth Green		Administrator	Lit			-	salary	fortnightly	-	Admin only	• no location	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kaireka Farm	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Jane Smith	Farm Assistant	Farm Manager		hannah.raza@agrismart.co.nz / Jane	111-222-333	10.00	wages	fortnightly	76756.00	Full-time	• Farm 1	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Lisa Glass	Farm Assistant	Farm Assistant		hannah.raza@agrismart.co.nz / Lisa	111-222-444	10.00	salary	fortnightly	62969.00	Full-time	• Farm 1 • Waihou Farm	<input type="checkbox"/>	<input type="checkbox"/>		

To select a Team Member, click anywhere on their line. The following screen will appear:

Edit Team Member George Hamilton

General | Employment Details | Payroll | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Username: *

Password: * minimum 8 characters (minimum 2 numbers, case sensitive)

First Name: *

Last Name: *

Employee Type: *

Remuneration Type: *

Email Address:

Job Title:

Team:

Primary Location:

Other Locations:

Access Level:

Health and Safety Responsibility Level:

Roster display colour:

Hide rostered days off:

Exclude from Rosters and Tasks:

Pay Week Ending Day:

Exclude from dashboard:

Access Timesheet Viewer Report: * this overrides access level

Timesheet Supervisor:

To add/update the email address, do this in the **Email Address** field:

General | Employment Details | Payroll | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Username: *

Password: * minimum 8 characters (minimum 2 numbers, case sensitive)

First Name: *

Last Name: *

Employee Type: *

Remuneration Type: *

Email Address:

Click **Save**:

George Hamilton

General | Employment Details | Payroll | Leave | Payroll Audit | Notes | Reminders | User Files | Skills | Preferences

Username : * George

Password : * minimum 8 characters (minimum 2 numbers, case sensitive)

First Name : * George

Last Name : * Hamilton

Employee Type : * Full-time

Remuneration Type : * salary

Email Address : george@gmail.com

Job Title : Farm Manager

Team : no team

Primary Location : Waihou Farm

Other Locations : Select Some Options

Access Level : Farm Manager

Health and Safety Responsibility Level : manager

Roster display colour : **test**

Hide rostered days off :

Exclude from Rosters and Tasks :

Pay Week Ending Day : Sunday

Exclude from dashboard :

Access Timesheet Viewer Report : * this overrides access level

Timesheet Supervisor :

save >>