

How to Create an Employee in Back Office

1. Open **Employees**.
2. Select **Add Employee**.
3. Enter the employee's first name, last name, phone, and email as applicable.
4. Create the employee's register PIN.
5. Choose optional employee flags such as driver or technician when they apply.
6. Add internal notes or address information if needed.
7. Assign at least one location and role.
8. Review the record and select **Create Employee**.

Revision #1

Created 2026-09-13 03:23:35 UTC by Sunny

Updated 2026-09-13 03:23:37 UTC by Sunny