

How to Edit an Employee

1. Open the employee directory.
2. Search for the employee.
3. Select the edit pencil.
4. Update identity, contact, PIN, classifications, notes, address, or location-role assignments.
5. Review every active location.
6. Save the changes.

When an employee changes jobs or locations, update access promptly rather than creating a duplicate employee.

Revision #1

Created 2026-09-13 03:23:45 UTC by Sunny

Updated 2026-09-13 03:23:47 UTC by Sunny