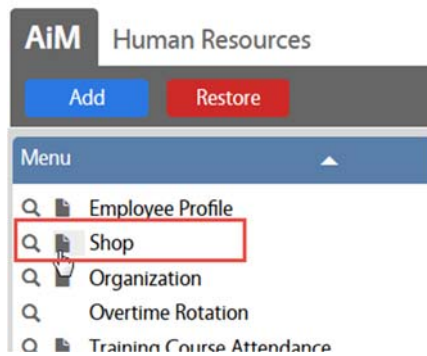

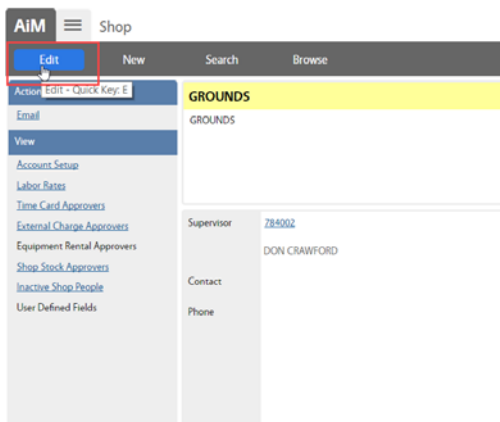


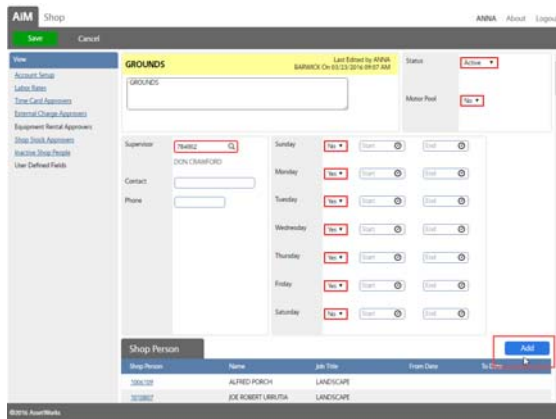
Add Employee to Shop




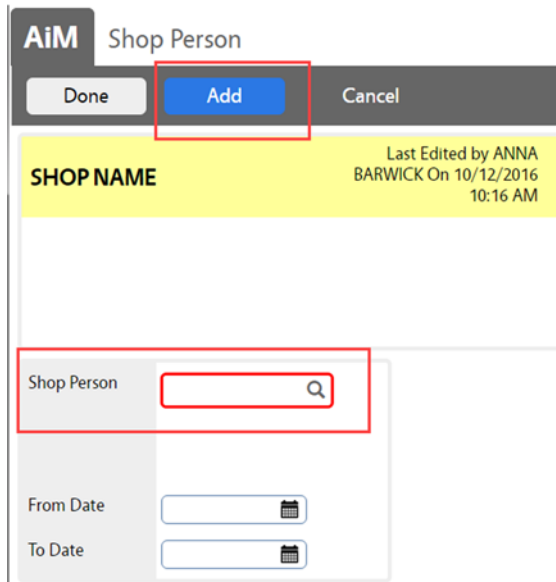
- Open the Human Resources Module
- Click the Magnify glass  next to Shop
- Search for desired Shop



- Click 

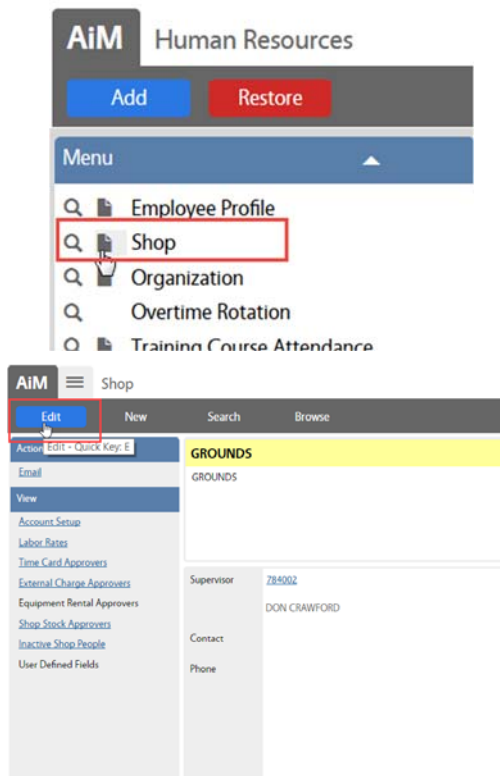



- Click  to add shop people. At least 1 shop person is required to save the Shop.



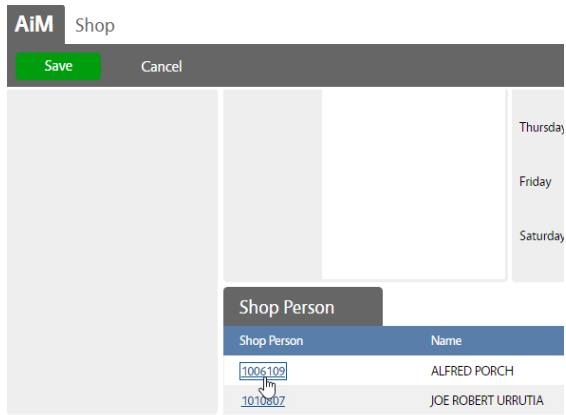
- Shop Person = Employee ID
- From Date – Enter date employee started in the shop.
- To Date – the last day the employee can be used in this shop. Usually not set until the employee is removed from the shop.
- Click **Add** to add another employee or Click **Done** to return to the previous screen.
- Click **Save**

Remove Employee From Shop

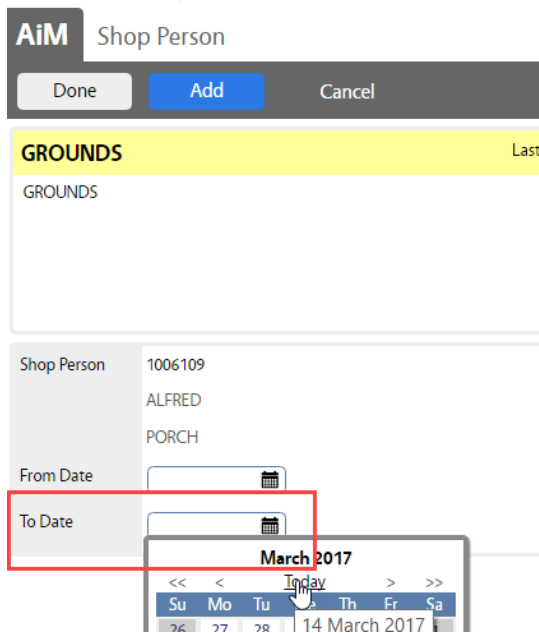


- Open the Human Resources Module
- Click the Magnify glass  next to Shop
- Search for desired Shop

- Click **Edit**



- Find the Employee to remove and click on their Shop Person number



- Enter the last date in the shop in the To Date field.
- Click to return to the previous screen.
- Click