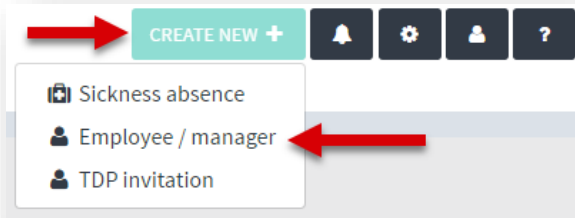


# Creating employees

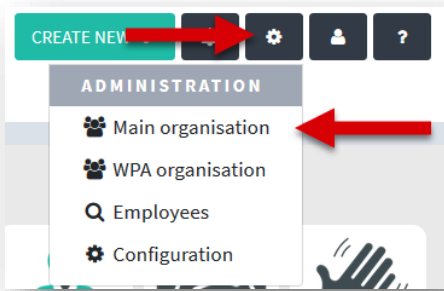


1. Select 'Create new' and 'Employee / Manager'

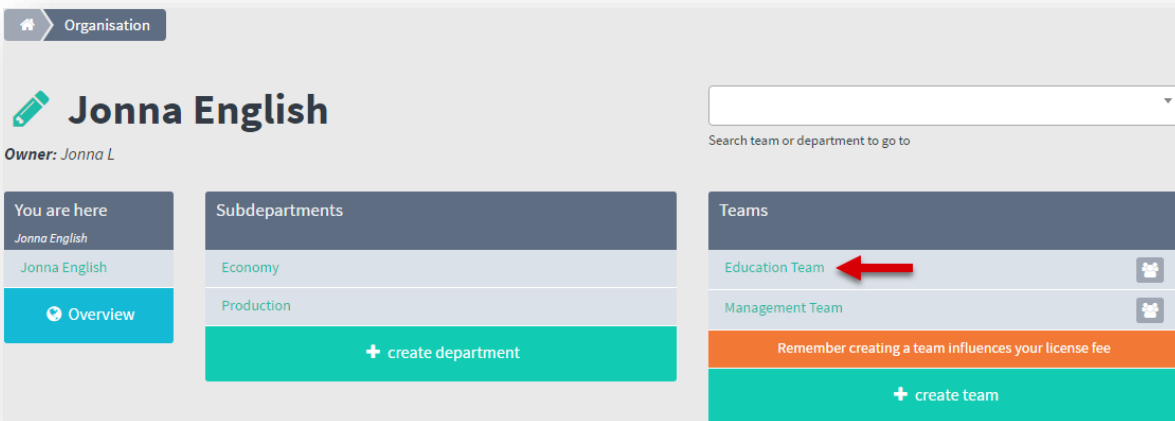
A screenshot of a 'Create new employee' form. The title 'Create new employee' is at the top. Below it is a section titled 'Employee details' containing several input fields: 'Full name', 'Username', 'E-mail', and 'Birthday'. Below these are two dropdown menus for 'Language in question sheets' and 'Webpage language', both set to 'English'. At the bottom of this section are two radio button options for 'Male' and 'Female'. A red arrow points from the 'Male' radio button down to the next section. The second section is titled 'Insert new employee in team' and contains a dropdown menu labeled 'Select team'. Below this dropdown is an orange banner with the text 'More than 30 in team requires an extra license'.

2. You can create an ordinary employee and choose which team the employee should be placed in. Or you can choose to just create the employees, and then wait until a later time before you attach the employees to their teams...

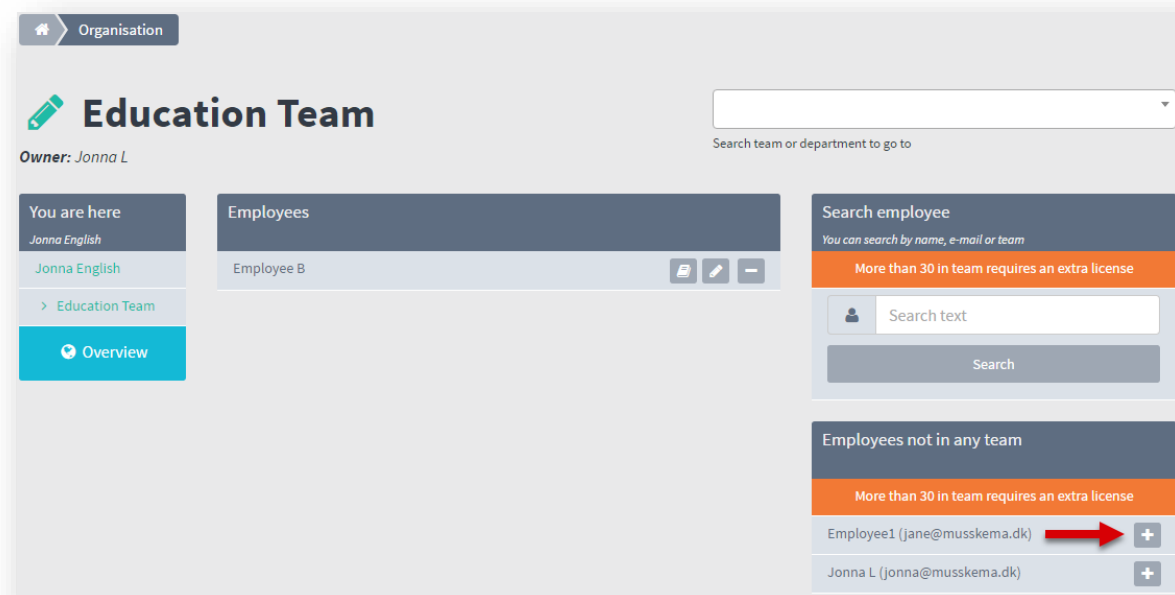
See next....



3. First select 'Main Organisation'



4. The click on the team in which the employee should be placed.



5. Pick employees for the team from the list to the right by clicking the plus.

Home Employee Development Plan Administration

# Dialogue

+ New dialogue

Teams you can have dialogs with  
*Click on the team to enter the active dialogue*

Help and introduction	ⓘ
JANES NYE TEST	
Administration	ⓘ
PRODUKTION OG UDVIKLING	
Produktion	ⓘ

Administration  
*Dialogue was started on 2018-12-04 (click to change)*

Help and introduction	ⓘ
Buska Bissa	+
Circa Clubb	<input type="checkbox"/> 📧 📄 📁 🗑️
Freja Bill	<input checked="" type="checkbox"/> 📧 📄 📁 🗑️
Helmer Stok	<input type="checkbox"/> 📧 📄 📁 🗑️

6. If you have created a new employee while there is an ongoing dialog, add the employee to the dialog by clicking '+' next to the employee's name.