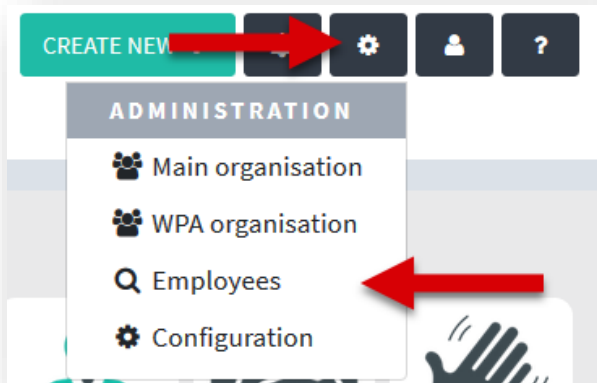
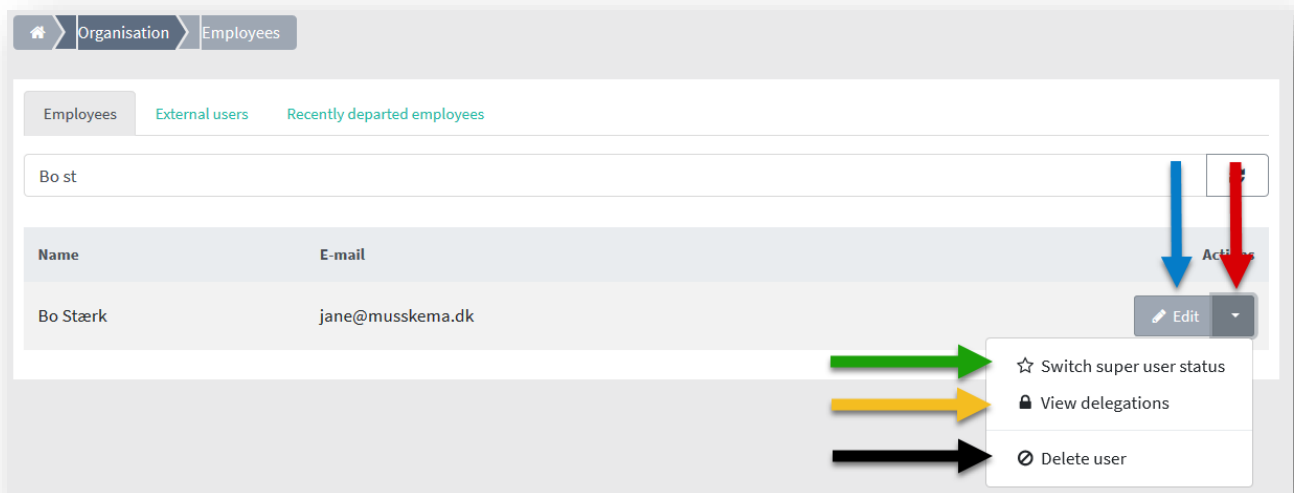


Searching for and editing employees

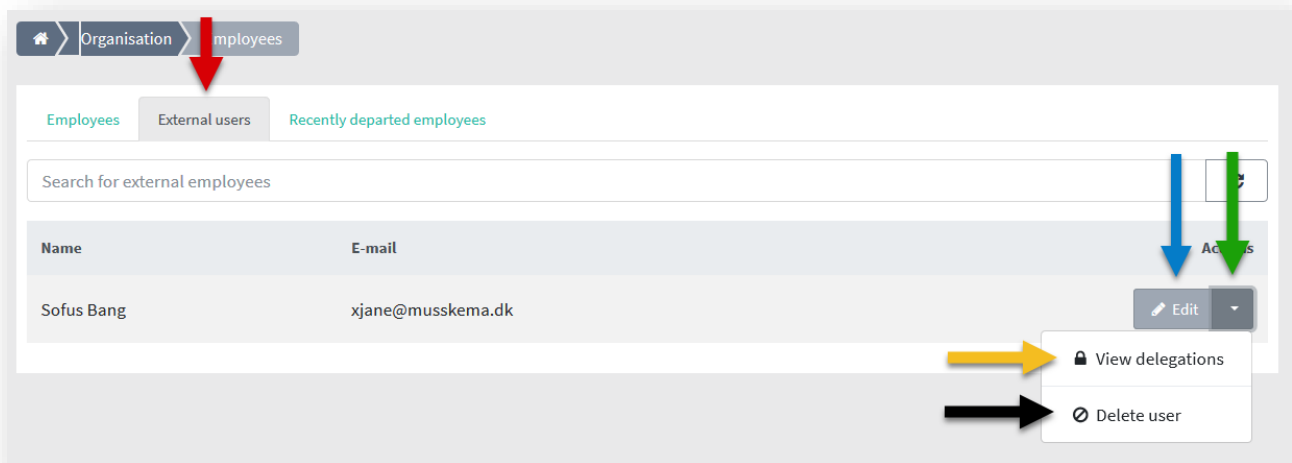


1. Select 'Employees'

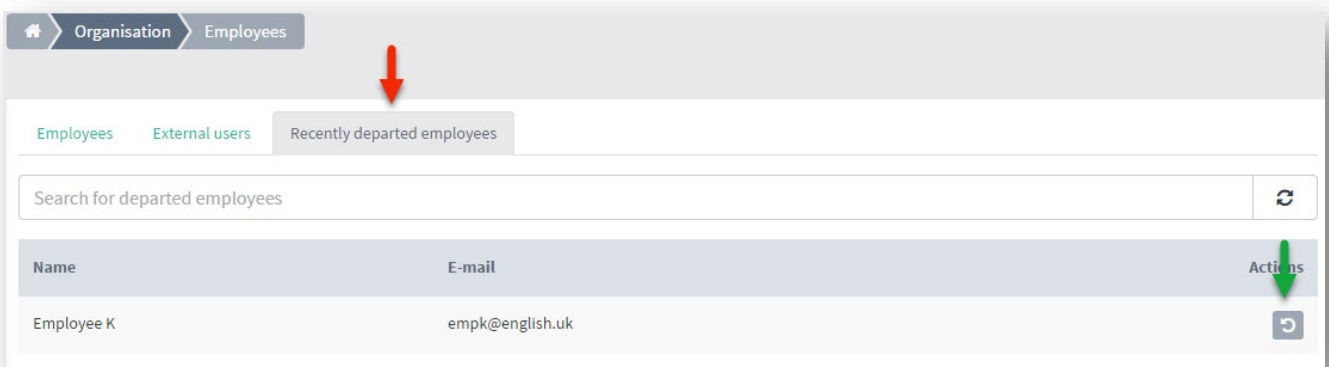


2. **Blue arrow:** Here you can edit employee data and grant the role of TDP manager.
3. **By clicking the small arrow (red arrow) there are more options:**
 - Green arrow:** Here you can assign this employee superuser access.
 - Yellow arrow:** Here you can see employee involvement.
 - Black arrow:** Here you can delete an employee who is no longer in the company

See next...



4. **Blue arrow:** Here you can edit the data of the external user and grant the role of TDP manager. (Also see the manual: 'Registration of external user for TDP')
5. **The little arrow (green arrow) provides more options:**
 - Yellow arrow:** Here you can see the external user's involvement.
 - Black arrow:** Here you can delete the external user.



6. **Green arrow:** Here you can 're-hire' a 'Recently departed employees' – i.e. one who has been deleted. The employee will be on this list for about 14 days after deletion, so you have the possibility of cancelling the deletion.