



# PEERASSIST

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## Field Work Order

## Managing Employees



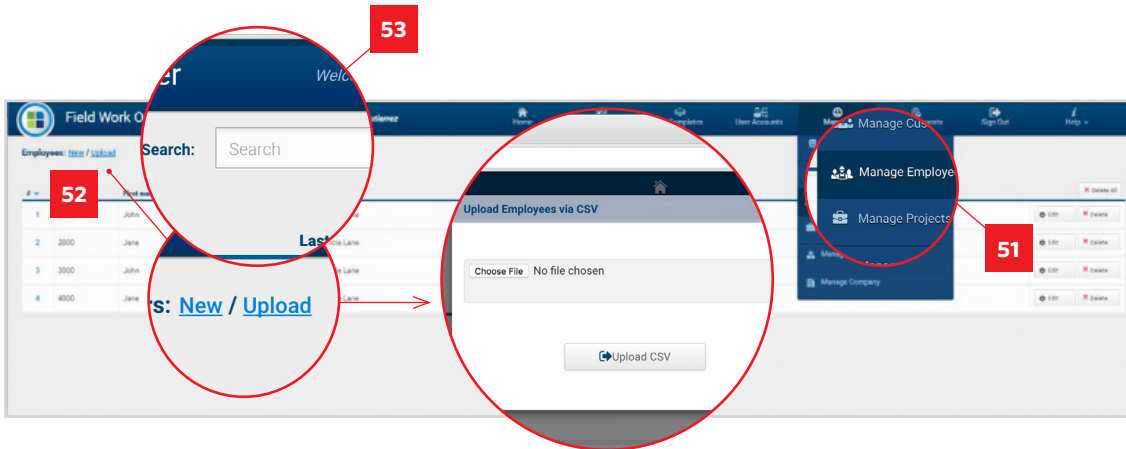
# Managing Employees

Related:

## Managing Employees | Part I

### Import an Employee Master List

- 51** Hover over the **"Manage"** Tab then select **"Manage Employees"**.
- Marking an employee on your CSV file as a User enables all employees to be imported in bulk and their accounts will be provisioned automatically.
- 52** If this page is blank when you arrive, click **"Upload"** to save a CSV file. Select **"Choose File"** from the popup window, select your CSV file, then click **"Upload CSV"**.
- 53** Search for a specific employee by typing in the employee name, or number.



Managing Employees | Part II

# Add/Edit an Individual Employee

**54** Hover over the **"Manage"** Tab then select **"Manage Employees"**,

**55** Click **"New"** to add an Employee. Be sure to click **"Save"**.

- **First Name:** Employee's First Name.
- **Last Name:** Employee's Last.
- **Address:** Enter your desired address. I.e., Mailing Address, Office Location or Main Company Address
- **Phone:** Employee Phone.
- **Email:** Employee's email address
- **Number:** Employee number.

**56** Changes to your employee information or status may be made anytime by clicking on **"Edit"**. Remove an employee by clicking **"Delete"**.

