Add a Staff Member

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

How to Add a New Staff Member

To add a new staff member (without a login):

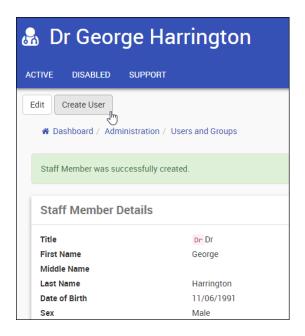
- 1. Click Administration.
- 2. Select Users and Groups from the menu.
- 3. Select Staff Members sub menu item.
- 4. Click New Staff Member button.
- 5. Fill in fields using the table below as a reference.
- 6. Select Create Staff Member button.

How to Create a User Account for a Staff Member (v6.68 Enhancement)

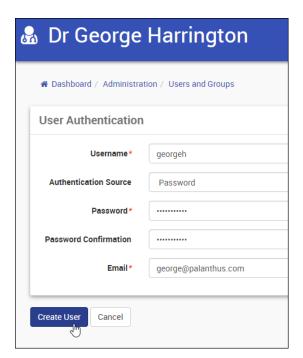
Pre-v6.68, it was not possible to create a new user account for a staff member at a later point-in-time after staff member creation. Now, it is possible to create a new user account for a staff member at any time.

Start by browsing to a Staff Member account.

- 1. From the Dashboard Click Administration
- 2. Click Users and Groups
- 3. Click Staff Members
- 4. Search or Scroll to find the Staff Member and Click Show
- 5. Then, at the top of the staff member's profile, click Create User.



Proceed with setting up the new user account:



To save changes click Create User when done.

2. Assign User the Groups they will have access and permission to view.