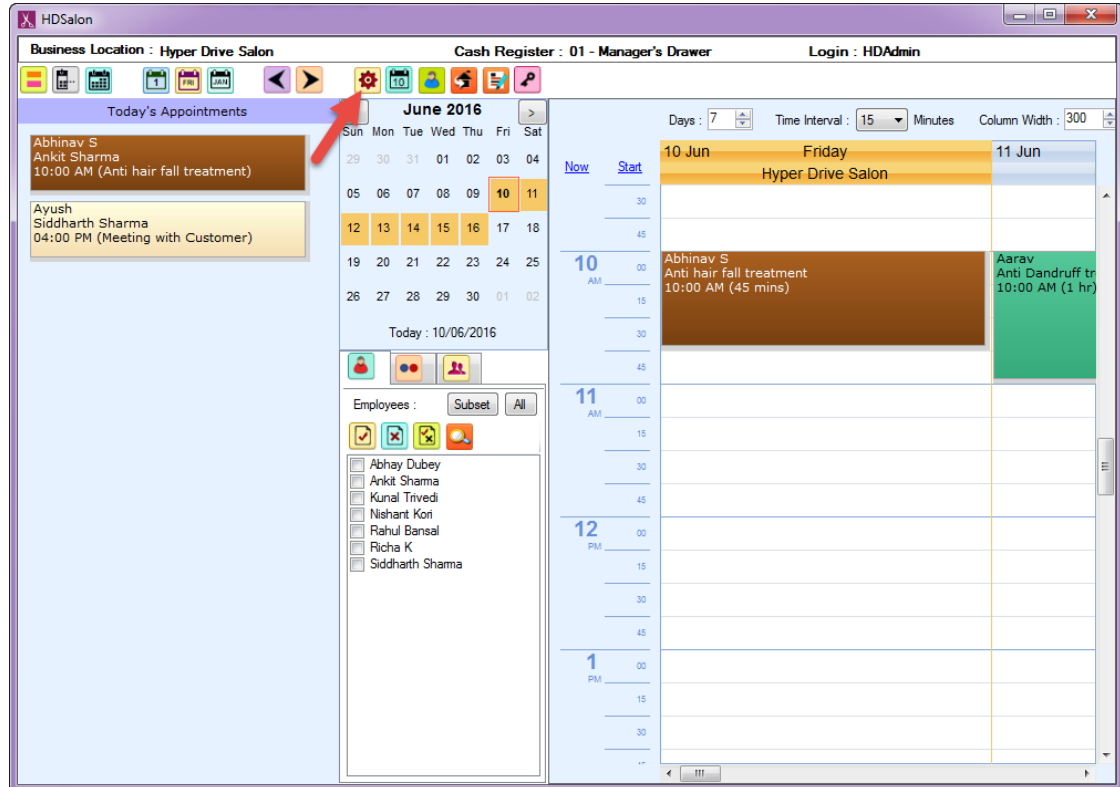


## How do I add my staff member(s) details?



To create an employee in HDSalon, follow the steps below:

1. Run **HDSalon**. Click on **Set-up** button from Main **Screen**.



2. Go to 1<sup>st</sup> Page, click on **Employees** icon. From **Manage Employee** window click on **Add Employee**.





Employee Code	Name	Search Code	Joining Date	Department	Designation	Location Name
E00001	Abhay Dubey	1234	30/05/2013 05:28 PM	Spa		Hyper Drive S
E00002	Ankit Sharma	785	30/05/2015 05:32 PM	Hair		Hyper Drive S
E00006	Kunal Trivedi		31/05/2014 11:19 AM	Hair		Hyper Drive S
E00003	Nishant Kori		30/05/2014 05:35 PM	Spa		Hyper Drive S
E00004	Rahul Bansal	120	30/05/2016 05:37 PM	Spa		Hyper Drive S
E00007	Richa K		31/05/2016 11:37 AM	Hair		Hyper Drive S
E00005	Siddharth Sharma	05	30/09/2015 11:19 AM	Hair		Hyper Drive S

3. Add New Employee window will open. Fill the required details of an employee.

Employee Code : E00009 Define my own Code

Employee Details

First Name : Aarushi

Middle Name :

Last Name : Singh

Search Code :

Date of Birth : 22/02/1994 Clear

Marital Status : Single

Gender : Female

Date Of Joining : 20/10/2015

Business Location : Hyper Drive Salon

Department : Spa

Employee Designation :

Can request reports via SMS

Can approve access request via SMS

Not an Employee

Can have appointment

Can be attached to invoice

Login Details

User Name : aarushi Check ID

Password : \*\*\*\*

Is Active

Can not Login without Administrator Permission (Need Active Session)

Address

Address Line 1

Address Line 2 : Bellandur

City : Bangalore State : Karnataka

Zip Code : 560103

Contact Info

Telephone Number : 080-11000111 Fax Number

Mobile Number : 2200001123

E Mail : aarushi@abc.com

Website

Sales Commission Details

Sales Commission Percent : 2 %

Commission Quick Position : 1

Spot Discount at Invoice

Has Limited Spot Discount Authority

Maximum Spot Discount : 5 %

Working Shift : Afternoon

Service Item

Save (F8) Cancel





- **Employee Code:** Enter the code manually for the employee by clicking on the *Define My Own* button, or let the application assign a code.
- **Employee Details:** Enter the required details of an employee like Name, DOB, Department, etc.
  - a. **Can request reports via SMS:** You can check the checkbox to request report via SMS.
  - b. **Can approve access request via SMS:** You can check the checkbox to approve access request via SMS.
  - c. **Can have appointment:** You can check the checkbox if the employee is allowed to have appointments. If this checkbox is unchecked, employee will not be available for selection in adding appointment/visit.
- **Can be attached to invoice:** Unchecking this checkbox selected employee cannot be attached to sales invoice.
- **Address:** Enter the address details of an employee.
- **Contact Info:** Enter the contact information of an employee.
- **Sales Commission Details:** Specify the commission percentage in the *Sales Commission Percent* box. The value in *Commission Quick Position* is used to create a position for this employee in the sales commission panel which is displayed on main screen.
- **Login Details:** Enter User Name and Password for employee. Click on *Check ID* to confirm if the selected user name is available or not.
  - a. **Is active:** Check the checkbox if an employee is active for transactions to be done.
  - b. **Cannot Login without Administrator Permission:** If you check the checkbox then an employee cannot login without administrator permission.
- **Spot Discount at Invoice:** Check the checkbox *Has Limited Spot Discount Authority*. This will enable *Maximum Spot Discount* field. Enter the spot discount percentage here.
- **Employee Image:** You can add image of an employee.
- **Working Shift:** You can select the working shift of an employee.
- **Can perform all services:** If check box is checked then employee can perform all services. If it is unchecked then employee can perform only limited services which are added in the Service Item.

4. Click on **Save**.

