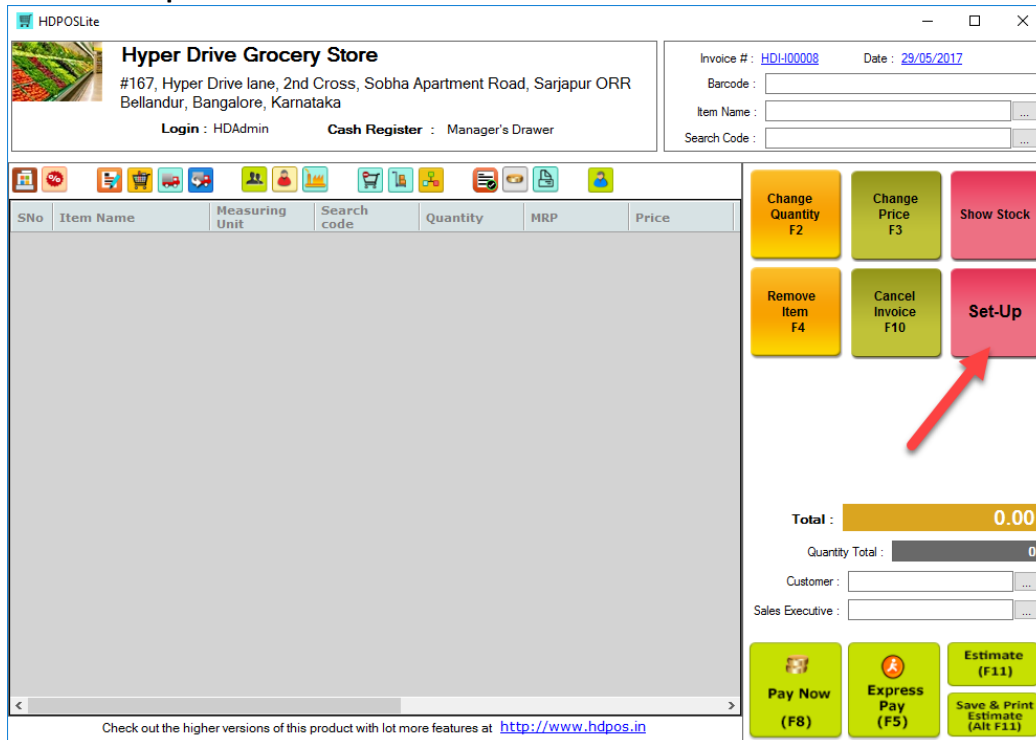




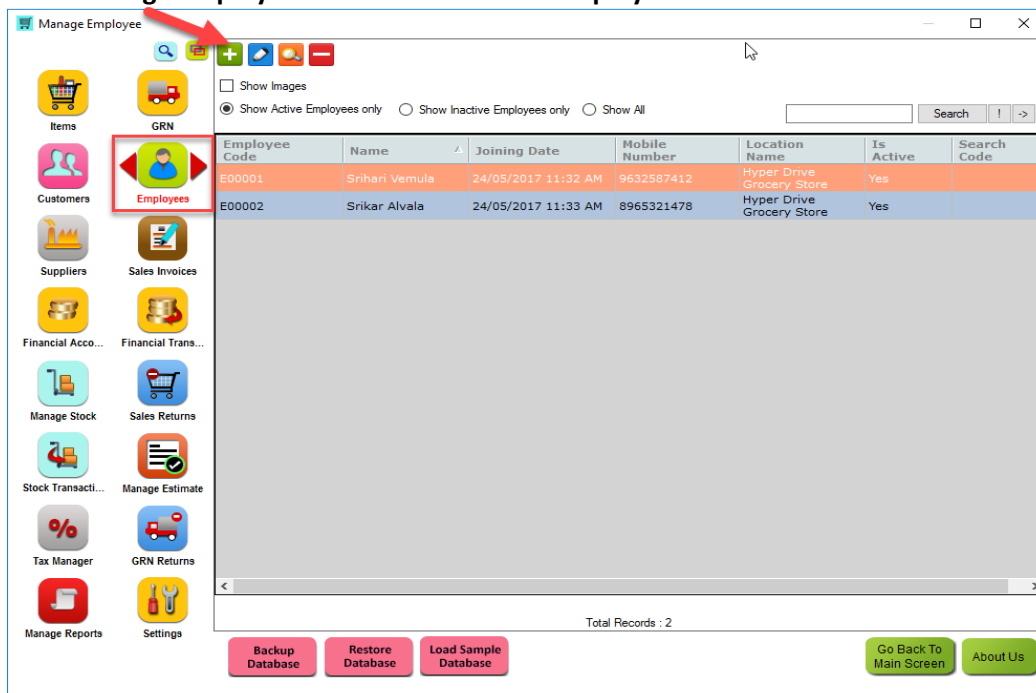
How to add an Employee in HDPOS Lite?

To add an **Employee** in HDPOS Lite, follow the below steps:

1. Run **HDPOS Lite**.
2. Click on **Set-up** button from **Main Screen**.



3. Click on **Employees** icon.
4. From **Manage Employees** screen click on **Add Employee** button.





5. In **Add New Employee** screen, fill all the require details of an Employee.

Add New Employee [Close]

Employee Code :

Employee Details

First Name :

Middle Name :

Last Name :

Search Code :


Date of Birth :

Marital Status :

Gender :

Date Of Joining :

[Change Photo](#) [Remove Photo](#)



Address

Address Line 1 :

Address Line 2 :

City : State :

Country : Zip Code :

Contact Info

Telephone Number : Fax Number :

Mobile Number :

E Mail :

Website :

Login Details

User Name :

Password :

Is Active

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

6. Click on **save (F8)** button to create an Employee.