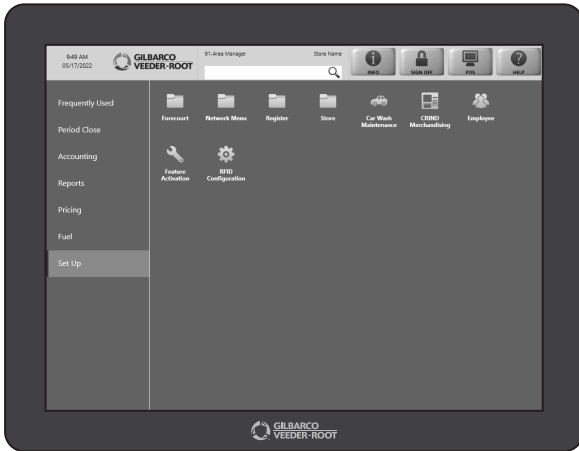


Hired a new employee? Congratulations. **SET UP IS EASY.**



FROM THE MANAGER WORKSTATION:

1. Select "Set Up"

Set Up

2. Select "Employee"



Employee

4. Click "Add"



Add

5. Enter the employee's information on all tabs, remembering on the Security Tab to select the Security Group for this employee.

6. Select "Save"



Save

SEE? **EASY PEASY.**

