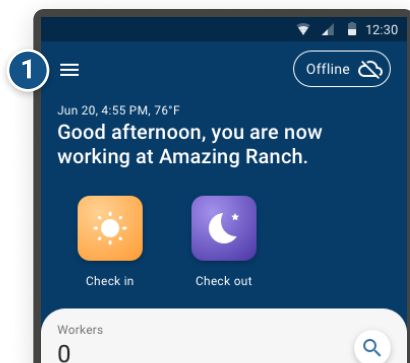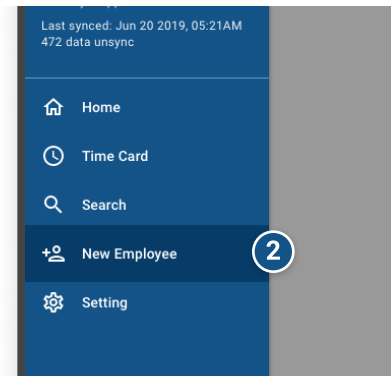**How to hire new employee in the field.**

1. Select the Menu Button in the top left-hand corner of the Dashboard.

2. Select "New Employee".

3. Enter all basic information about the employee. The required fields are:
- First Name
- Last Name
- SSN
- Date of Birth
- Gender
- Language

4. Select Save.

ⓘ If a printer is connected to the device, the Employee badge will print automatically

Existing Employees:

The device will search for duplicate employees in the PickTrace database and prevent you from creating a duplicate profile.

1. Enter the employee's information on the "New Employee" screen.

2. If the employee already exists, the device will suggest that employee for you to select instead.

3. Select that employee to check them in.

4. Or create a new profile.

Auto Check-in New Employees:

New Employees can be automatically checked into a site, location, and job upon hiring them through the device.

1. Enter the employee's information on the "Hire New Employee" screen.

At the bottom of this form, toggle on the "Check-in employee" option.

2. A pop-up window will appear to select the site, location, and job for the employee to check into.