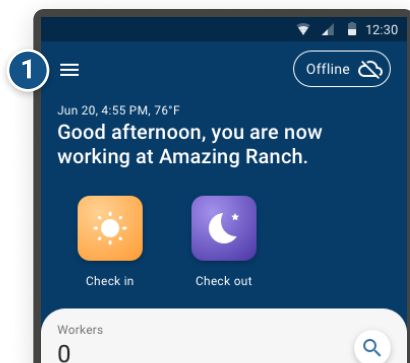
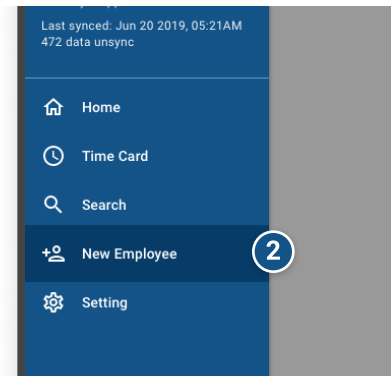


How to hire new employee in the field.



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

HIRING IN THE FIELD

Existing Employees:

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

The screenshot shows a mobile app interface titled "New employee". At the top, there's a blue header with a close button (X) and the title. Below the header, a message states: "Seems like Kelsey Sponsor is already in the system. Please select an existing profile, or create a new profile." Below this message, there are two main options: 1. A selection card for "KS 06420 Kelsey Sponsor" with details "Jun 20 1977 SSN: *****1578". This card is highlighted with a blue circle and the number 3. 2. A "CREATE NEW" button with a plus icon, also highlighted with a blue circle and the number 4.

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.

The screenshot shows a form for hiring a new employee. It includes fields for "Gender*" (Male/Female), "Language*" (English/Spanish), "Contact Info" (Phone Number, Email), and a "Check in employee" toggle switch at the bottom, which is currently turned on.

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.

The screenshot shows a "Check in" pop-up window. It displays the employee's name "KS 06420 Kelsey Sponsor" with a green circle around the "KS" ID. Below this, there are dropdown menus for "Site" (Amazing Ranch), "Location" (Block 01-Hone...), and "Job" (Picking). At the bottom, there are "CANCEL" and "CHECK IN" buttons. The "Gender*" field (Male/Female) is visible at the very bottom.

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