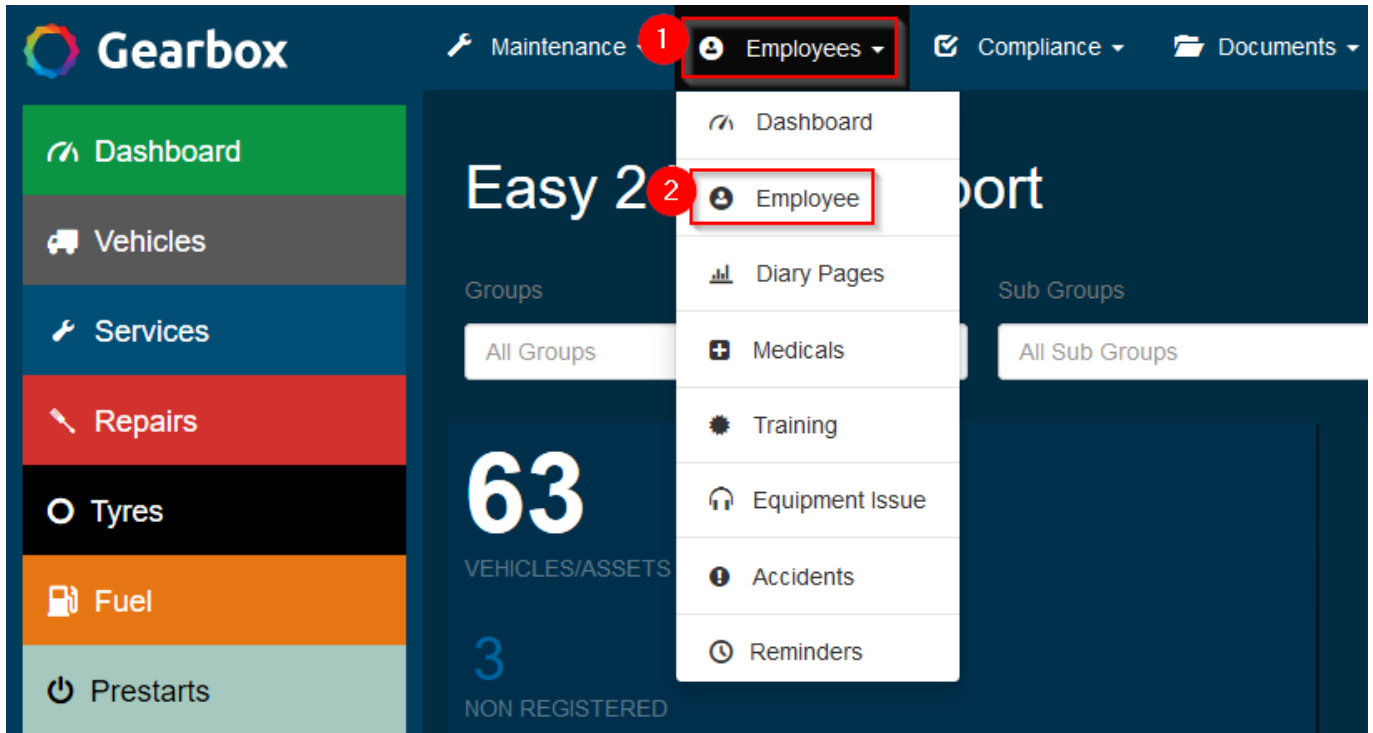
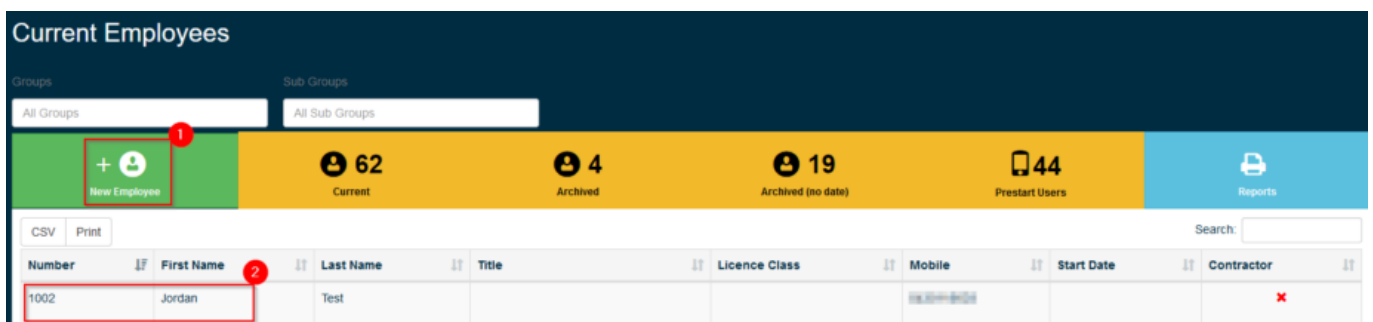


To add or edit an Employee within Gearbox, click the Employees (1) drop-down and click Employee (2):



Click the green New Employee (1) button or click an existing employee to edit them (2) - regardless of the option selected you will be presented with the same screen:



From this screen you can edit the various employee fields available, the only required is that a first name and last name (1) is entered:

Employee # 1002

First name	Last name
Jordan	Test

- Information
- Training
- Medicals
- Diary Pages
- Equipment
- Accidents
- Reminders
- NCR
- Documents

Employee Information

Date Started	Phone	
<input type="text"/>	<input type="text"/>	
Group	Mobile	
<input type="text"/>	<input type="text"/>	
Sub Group	Address1	
<input type="text"/>	<input type="text"/>	
Employee number	Address2	
1002	<input type="text"/>	
Job title	City	
<input type="text"/>	<input type="text"/>	
Email	State	
<input type="text"/>	<input type="text"/>	
Licence	Licence category	Post code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Forklift Licence #	*** Edit Field Labels via Settings ***	
<input type="text"/>	<input type="text"/>	
Shift Type	Spare Field 4	
<input type="text"/>	<input type="text"/>	

Integrations

<b>Emergency Contact</b>
Next of kin
<input type="text"/>
Contact number
<input type="text"/>
<input type="checkbox"/> Contractor
Sub abn
<input type="text"/>
Sub company
jordan watson
<input type="checkbox"/> Terminated / Left
Date Left/Terminated
<input type="text"/>

<input checked="" type="checkbox"/> Prestart Mobile User
<input checked="" type="checkbox"/> Allow Mass/LoadSheets
<input checked="" type="checkbox"/> Allow Fuel Entry
<a href="#">Change Password</a>
LogChecker Driver id
<input type="text"/>
Procon Driver id
<input type="text"/>

Delete

Cancel

Save and continue

Save and close