Create an Employee Record Last Modified on 11/28/2017 5:51 am EST

You can add an employee to the system and define their profile configuration, including:

- Domain
- E-mail
- Interface Language
- User Name
- Password

Procedure

- 1. In the Administrator console, navigate to **Administration** > **Organization Settings** > **Employees**.
- 2. Click the **Add New Record Button**.
- 3. Complete the employee form, and click **Add**.