

Working with Employees

Viewing a list of employees

From your Home Page, click **View All Employees**. You will see a list of employees, similar to the following example:

The screenshot shows the 'Employee List' interface. At the top, there is a navigation bar with links for Home, Employee (highlighted), Club, Masters, Reports, and Settings. Below the navigation bar is a header area with a user icon and the title 'Employee List'. The main content area contains search filters for Employee Name, Employee Email, Club, Employee Number, and Employee Status. There are 'Search' and 'View All' buttons. Below the filters are 'Add Existing Employee' and 'Add Employee' buttons. A pagination section shows 'Rows 1-1 of 1 (Page 1 of 1)', a 'Go to page' input, navigation arrows, '20' Records/Page, and a note: 'Note: Employee assigned to any club cannot be deleted.' Below this is a table with columns: Employee Number, Employee Name, Status, Barcode, Active Club Count, Edit, and Delete. The table contains one row for Katie Allen with Employee Number 11213, Status Active, Barcode Link Barcode, and Active Club Count 1. At the bottom, there is a 'Select Action' dropdown.

Employee Number	Employee Name	Status	Barcode	Active Club Count	Edit	Delete
11213	Katie Allen	Active	Link Barcode	1		

Notes:

1. You can use the controls at the top of the screen to search or sort the information.
2. You can add a new employee by clicking **Add Employee** (in the upper-right corner of the screen).
3. You can edit an employee's information by clicking the icon in the *Edit* column next to their name.
4. You can delete an employee by clicking the icon in the *Delete* column next to their name. (Please note that an employee assigned to a club cannot be deleted, and there will be no icon next to their name in the *Delete* column.)

Adding a new employee

To add an employee, from your Home Page, click **Add Employee**. You will see a screen similar to the following:

The screenshot shows a web application interface for adding a new employee. The top navigation bar includes links for Home, Employee (highlighted), Club, Masters, Reports, and Settings. The main header area contains a user icon, the title 'Add Employee', and a help icon. Below the header, there are tabs for 'User Information' (selected) and 'User Clubs', along with a 'View All Employees' button. The form is organized into three main sections:

- Personal Details:** Includes fields for Status (Active), Prefix (Select), First Name, MI, Last Name, Gender (Male/Female), Birthday (Month, Day, Year), Login Email, and Image (with a 'Browse' button and a note: '[Note: Upload .jpg, .gif, .jpeg, .png files only]').
- Address Details:** Includes fields for Street 1, Street 2, Street 3, Country/Region, State/Province, City/Town, Zip/Postal Code, Optional Field, and Email.
- Phone Details:** Includes fields for Cell and Work (with radio buttons), and Home.

At the bottom right, there are two red buttons: 'Next' and 'Cancel'.

Enter the information about your new employee, then click **Next**.

You will next have the option to assign your employee to one or more clubs.

Understanding employee club assignments

An employee can be assigned to one club, more than one club, or no clubs at all.

Here are the effects of each of these situations.

One Club

If an employee is assigned to just one club, then they will automatically be directed to that club whenever they log in.

Multiple Clubs

An employee may work at more than one of your clubs. If an employee is assigned to more than one club, they will receive an option, every time they log in, for which club they would like to view and work with. An employee can switch the Fitware system back and forth among any of the clubs to which they are assigned; however, they can only work on one club's information at a time.

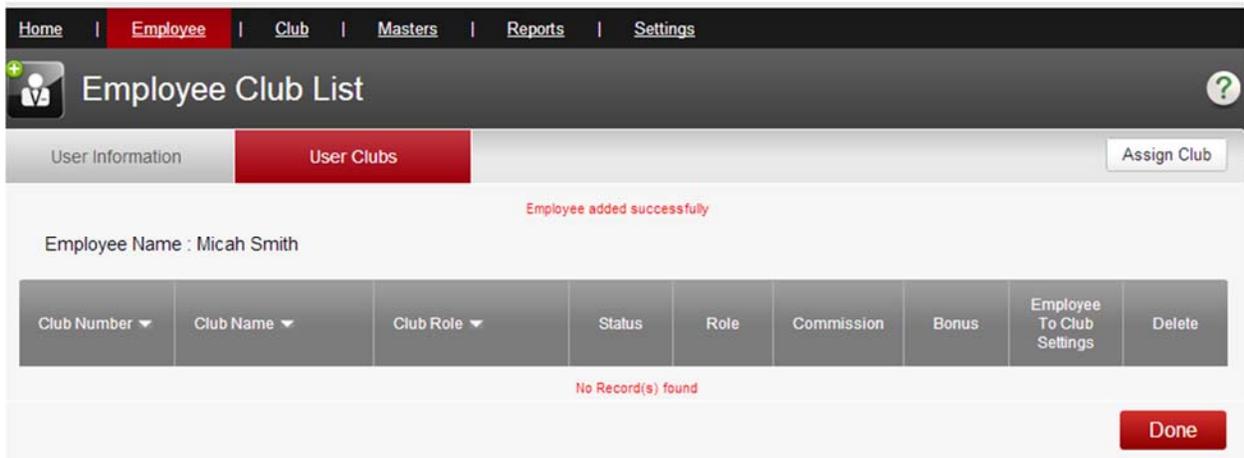
No Clubs

An employee does not necessarily need to be assigned to any club. They can be entered just as a "placeholder" until they are assigned to one or more clubs.

Note: If an employee is entered into the system, but not assigned to any club, they will still receive an email with their username and password. *However*, they will be locked out of the Fitware system until such time as they are assigned to at least one club.

Assigning a new employee to a club

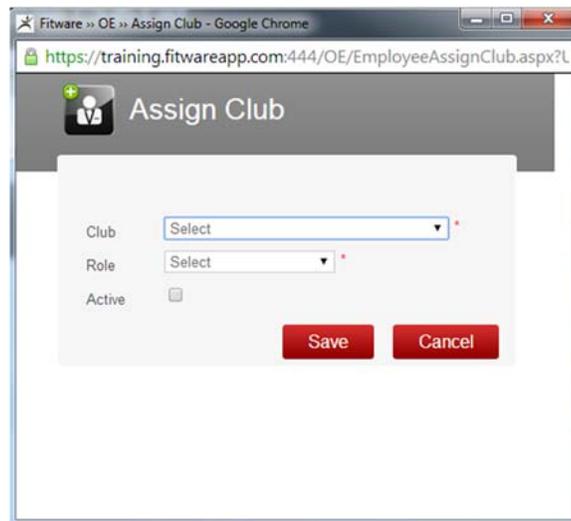
If you have just entered a new employee, you will be on a screen that looks similar to the following:



The screenshot shows a web application interface for managing employee club assignments. At the top, there is a navigation bar with links for Home, Employee (highlighted in red), Club, Masters, Reports, and Settings. Below the navigation bar is a header section with a user icon, the title "Employee Club List", and a question mark icon. The main content area has two tabs: "User Information" and "User Clubs" (highlighted in red). To the right of the tabs is an "Assign Club" button. A red message "Employee added successfully" is displayed above the employee name "Employee Name : Micah Smith". Below the name is a table with the following columns: Club Number (dropdown), Club Name (dropdown), Club Role (dropdown), Status, Role, Commission, Bonus, Employee To Club Settings, and Delete. The table is currently empty, with the message "No Record(s) found" centered below it. A red "Done" button is located at the bottom right of the interface.

To assign this new employee to one or more clubs, follow these steps:

1. Click the **Assign Club** button (in the upper-right corner). You will see a screen similar to this:



The screenshot shows a web browser window titled "Fitware >> OE >> Assign Club - Google Chrome". The address bar displays the URL "https://training.fitwareapp.com:444/OE/EmployeeAssignClub.aspx?L". The page header features a person icon and the text "Assign Club". A modal form is centered on the page with the following fields: "Club" (a dropdown menu with "Select" as the current value), "Role" (a dropdown menu with "Select" as the current value), and "Active" (a checkbox). At the bottom of the form are two red buttons labeled "Save" and "Cancel".

2. Select the club to which you wish to assign the employee (you can only select one club at a time).
3. Select the *Role* from the drop-down list of choices. This determines the employee's security privileges at that club.
4. Click **Save**

If you wish to assign the employee to more than one club, just click the **Assign Club** button as many times as needed.

Once you have finished, you will see a list similar to the following:

Home | **Employee** | Club | Masters | Reports | Settings

Employee Club List

User Information | **User Clubs** | Assign Club

Employee Name : Micah Smith

Club Number	Club Name	Club Role	Status	Role	Commission	Bonus	Employee To Club Settings	Delete
9001	Australian Test Club	Personal Trainer	Active					
9000	Test Club	Club Manager	Active					

Done

This shows you all club(s) to which the employee has been assigned.

You can edit an employee's *Role*, *Commission*, or *Bonus* at any of the club(s) to which they are assigned, by clicking the icon in the appropriate column.

You can delete an employee from a club by clicking on the icon in the *Delete* column next to the club. Doing so does **not** delete the employee; it only deletes their association with a particular club.

Click **Done** when you are finished.

[Assigning an existing employee to a club](#)

Follow these steps to assign an existing employee to a particular club (or more than one club):

1. From your Home Page, click **View All Employees**.
2. Click the icon in the *Edit* column next to the name of the employee.
3. Click on the *User Clubs* tab near the top:

Click Here

Edit Employee

User Information | **User Clubs** | Reset Password | View All Employees

Field(s) marked with * are required

Personal Details

Status: Active

Employee Number: 29707

Prefix: Mr. *

First Name: Micah *

MI:

Last Name: Smith *

Gender: Male Female

Birthday: April 3, 2006 *

Login Email: msmith@ymail.com *

Image: Change

4. Click the **Assign Club** button (in the upper-right corner). You will see a screen similar to this:

Fitware >> OE >> Assign Club - Google Chrome

https://training.fitwareapp.com:444/OE/EmployeeAssignClub.aspx?L

Assign Club

Club: Select *

Role: Select *

Active:

Save Cancel

5. Select the club to which you wish to assign the employee (you can only select one club at a time).
6. Select the *Role* from the drop-down list of choices. This determines the employee's security privileges at that club.
7. Click **Save**.

If you wish to assign the employee to more than one club, just click the **Assign Club** button as many times as needed.

Once you have finished, you will see a list similar to the following:

The screenshot shows a web interface for managing employee club assignments. At the top, there is a navigation bar with links for Home, Employee (highlighted), Club, Masters, Reports, and Settings. Below this is a header for 'Employee Club List' with a user icon and a help icon. The main content area has two tabs: 'User Information' and 'User Clubs' (highlighted). An 'Assign Club' button is located in the top right of the main area. Below the tabs, the employee's name is listed as 'Employee Name : Micah Smith'. A table displays the assigned clubs with the following data:

Club Number	Club Name	Club Role	Status	Role	Commission	Bonus	Employee To Club Settings	Delete
9001	Australian Test Club	Personal Trainer	Active					
9000	Test Club	Club Manager	Active					

At the bottom right of the interface, there is a red 'Done' button.

This shows you all club(s) to which the employee has been assigned.

You can edit an employee's *Role*, *Commission*, or *Bonus* at any of the club(s) to which they are assigned, by clicking the icon in the appropriate column.

You can delete an employee from a club by clicking on the icon in the *Delete* column next to the club. Doing so does **not** delete the employee; it only deletes their association with a particular club.

Click **Done** when you are finished.

[Removing an employee from a club](#)

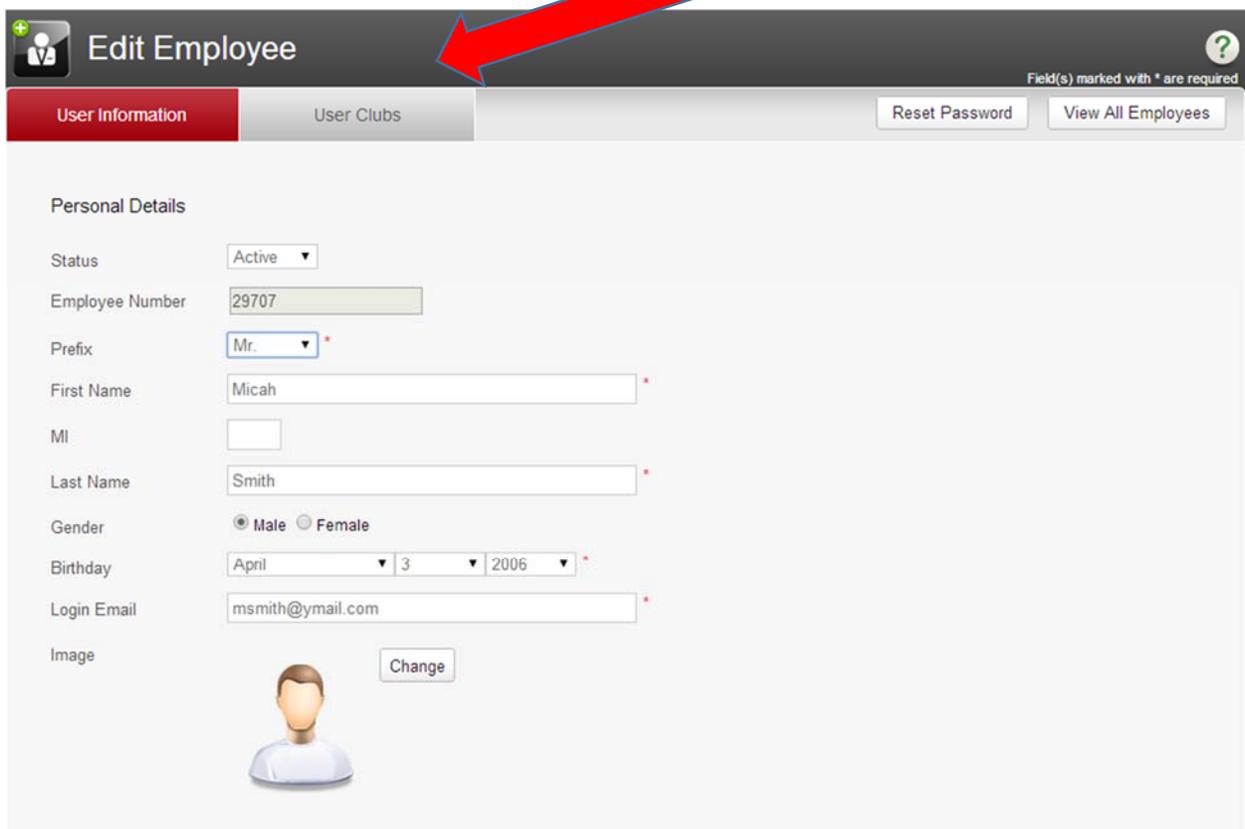
You may from time-to-time find the need to remove an employee from a club. Perhaps they no longer work at that particular location, or perhaps you assigned them to the club in error.

To remove an employee's association from a particular club, follow these steps:

1. From your Home Page, click **View All Employees**.

2. Click the icon in the *Edit* column next to the name of the employee you wish to remove from a club.
3. Click on the tab marked *User Clubs*:

Click Here



The screenshot shows the 'Edit Employee' interface. At the top, there is a dark header with a user icon and the text 'Edit Employee'. Below the header, there are two tabs: 'User Information' (highlighted in red) and 'User Clubs'. To the right of the tabs are two buttons: 'Reset Password' and 'View All Employees'. A red arrow points from the text 'Click Here' to the 'User Clubs' tab. Below the tabs, the 'Personal Details' section contains the following fields:

- Status: Active (dropdown)
- Employee Number: 29707 (text input)
- Prefix: Mr. (dropdown, marked with *)
- First Name: Micah (text input, marked with *)
- MI: (text input)
- Last Name: Smith (text input, marked with *)
- Gender: Male Female
- Birthday: April (dropdown), 3 (dropdown), 2006 (dropdown, marked with *)
- Login Email: msmith@ymail.com (text input, marked with *)
- Image: (User icon) Change (button)

Field(s) marked with * are required

4. You will see a list of all club(s) to which the employee is assigned, similar to the following example:

Home | **Employee** | Club | Masters | Reports | Settings

Employee Club List

User Information | **User Clubs** | Assign Club

Employee Name : Micah Smith

Club Number	Club Name	Club Role	Status	Role	Commission	Bonus	Employee To Club Settings	Delete
9001	Australian Test Club	Personal Trainer	Active					
9000	Test Club	Club Manager	Active					

Done

5. Click the icon in the *Delete* column next to the club for which you wish to remove this employee. This will **not** delete the employee; rather, it will simply remove their association with the selected club.
6. Click **Done** when finished.

Note: If you remove an employee's association with all clubs, they will no longer be able to log into the system, until you assign them to at least one club.