

Verify Employees Overview

Before your employees can login to Fitware you must login to the Owners Portal and verify all employees that require access. Please follow the below instructions to verify your clubs employees:

1. Login to Fitware at <http://www.fitwareapp.com> and select the Owners Portal section.
2. Go to **Employees, View All.**
3. Verify each employees **Role, Email, and Door Access Barcode ID.**

Verify Employee Steps

Follow the below step by step instructions to verify your employees information.

Step 1: Login to the Owners Portal

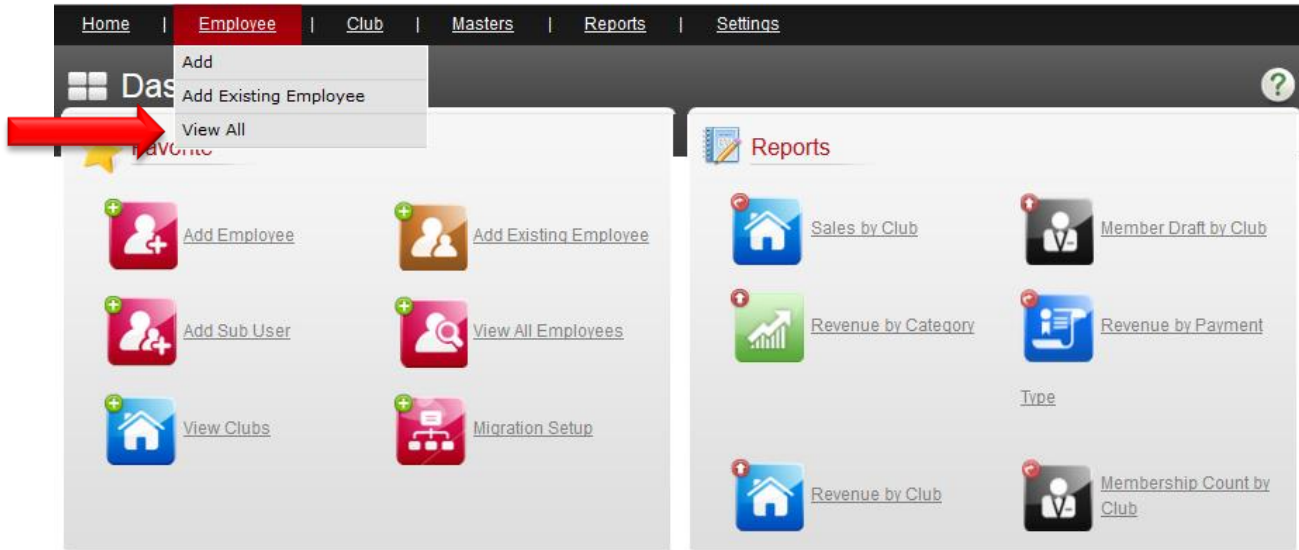
Visit <http://www.fitwareapp.com> and login using your email and password. After logging in select the Owners Portal in the Areas drop down; (the option that contains the owner's first initial and last name, example: J. Doe).



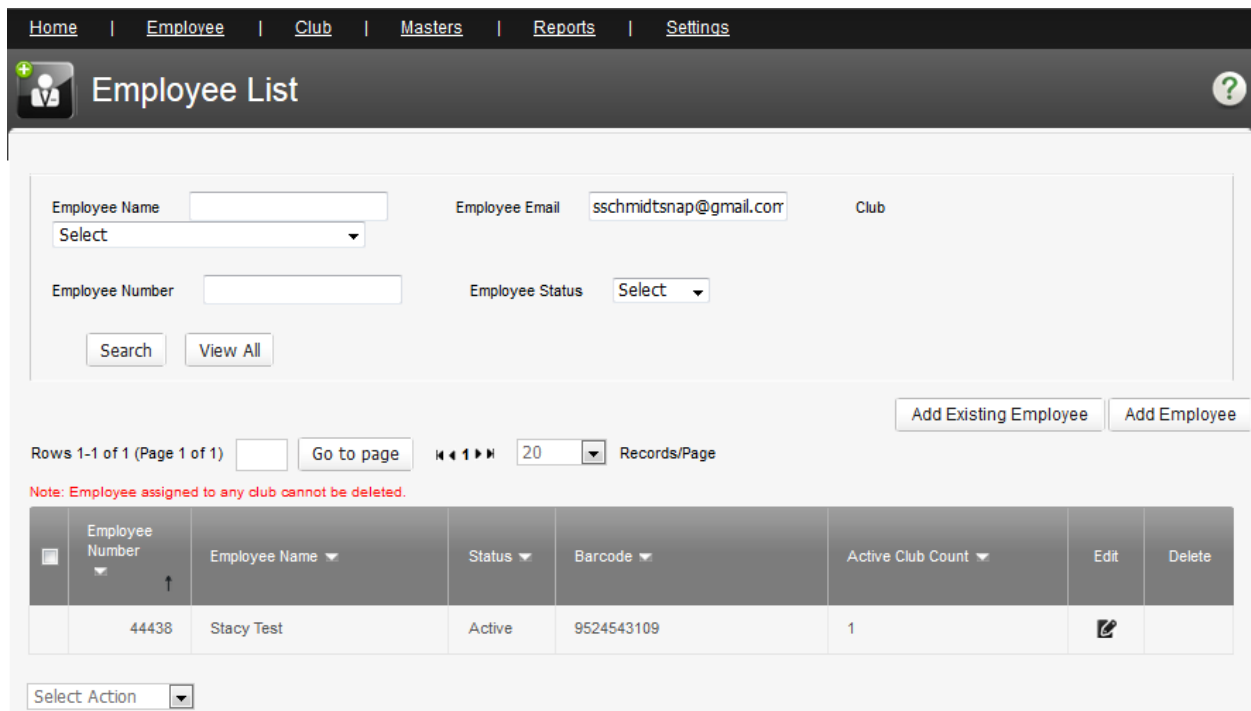
Step 2: Go to Employee, View All:

This will bring you to the complete list of employees currently set up within your clubs. You will want to verify if they are still currently part of your staff, if they are verify the **barcode** that is linked to their employee profile, their **Role** or access level to Fitware, and that they have a **valid email**** on file for their own Fitware login.

****Please note no one should be using the clubs email address for their login.**



The screenshot shows the Fitware dashboard with the 'Employee' menu selected. A red arrow points to the 'View All' option in the dropdown menu. The dashboard includes a navigation bar with 'Home', 'Employee', 'Club', 'Masters', 'Reports', and 'Settings'. The main content area is divided into two sections: 'Add' (with options like 'Add Employee', 'Add Existing Employee', 'Add Sub User', 'View All Employees', 'View Clubs', and 'Migration Setup') and 'Reports' (with options like 'Sales by Club', 'Member Draft by Club', 'Revenue by Category', 'Revenue by Payment', 'Revenue by Club', and 'Membership Count by Club').




The screenshot shows the 'Employee List' page. It features a search form with fields for 'Employee Name', 'Employee Email', 'Employee Number', and 'Employee Status'. The 'Employee Email' field contains 'sschmidtsnap@gmail.com'. There are 'Search' and 'View All' buttons. Below the search form are 'Add Existing Employee' and 'Add Employee' buttons. The page shows 'Rows 1-1 of 1 (Page 1 of 1)' and '20 Records/Page'. A note states: 'Note: Employee assigned to any club cannot be deleted.' Below this is a table with the following data:

Employee Number	Employee Name	Status	Barcode	Active Club Count	Edit	Delete
44438	Stacy Test	Active	9524543109	1		

At the bottom, there is a 'Select Action' dropdown menu.

You can **View/Edit** this information by clicking on the black edit icon under the **Edit** column.

Employee Number	Employee Name	Status	Barcode	Active Club Count	Edit	Delete
44438	Stacy Test	Active	9524543109	1		

Select Action

By clicking on the Edit icon, the system will direct you to that employee's **User Information** Tab, in this area you can edit: **Name, Gender, Birthday, Login Email, and their Basic Contact Information.**

Edit Employee

Field(s) marked with * are required

User Information | User Clubs | |

Personal Details

Status:

Employee Number:

Prefix: *

First Name: *


MI:

Last Name: *

Gender: Male Female

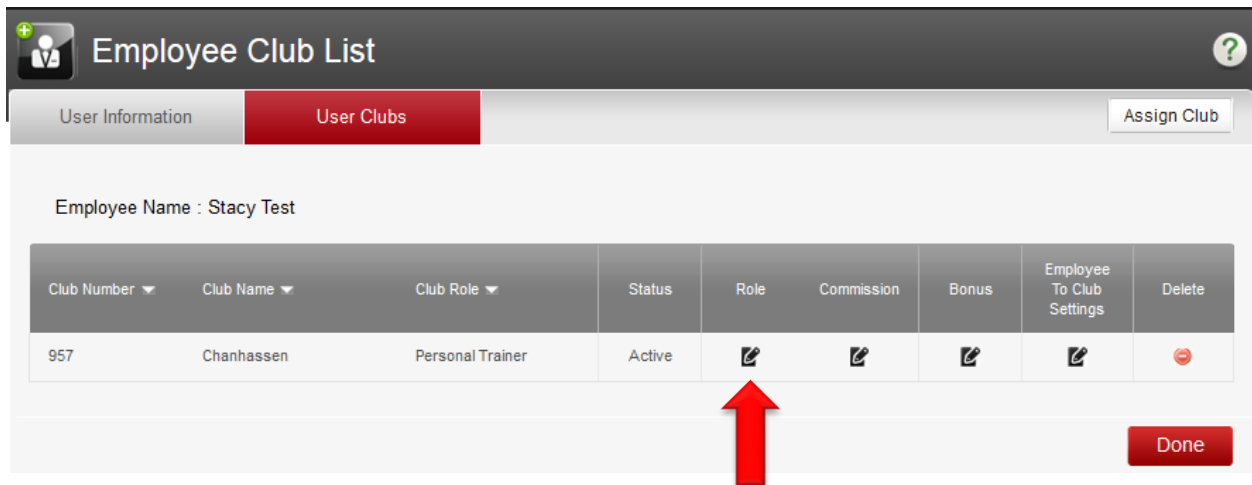
Birthday: *

Login Email: *

Image: 

Once **verified/updated**, you can click **'Next'** at the bottom of the screen, which will direct you to **View/Edit** their **User Clubs**.

To verify their Fitware Access Levels, click on the **'Edit'** icon in the **Role** column.



A pop up box will appear that will show you the **club database** they have access to, what **Role** or permission levels they are set at in Fitware and if they are **active**.



If the employee is setup with the proper permission and access levels, you can click **'Save'**, the system will tell you the Role Updated Successfully, click **'OK'**. Once finished click **'Done'**.

If the employee is no longer part of your staff, uncheck the **'Active'** box, click **'Save'**, the system will tell you the Role Updated Successfully, click **'OK'**. Once finished click **'Done'**.



From here you will be able to **delete** the **'Assigned Club'** from their User Clubs. Click **'Done'** when finished.

Club Number ▼	Club Name ▼	Club Role ▼	Status	Role	Commission	Bonus	Employee To Club Settings	Delete
957	Chanhassen	Personal Trainer	InActive					

Done

The employee will now have '0' listed in their **Active Club Count** column.

Home | Employee | Club | Masters | Reports | Settings

Employee List

Employee Name Employee Email Club

Select

Employee Number Employee Status

Rows 1-1 of 1 (Page 1 of 1)

Note: Employee assigned to any club cannot be deleted.

Employee Number	Employee Name	Status	Barcode	Active Club Count	Edit	Delete
44438	Stacy Test	Active	9524543109	0		

