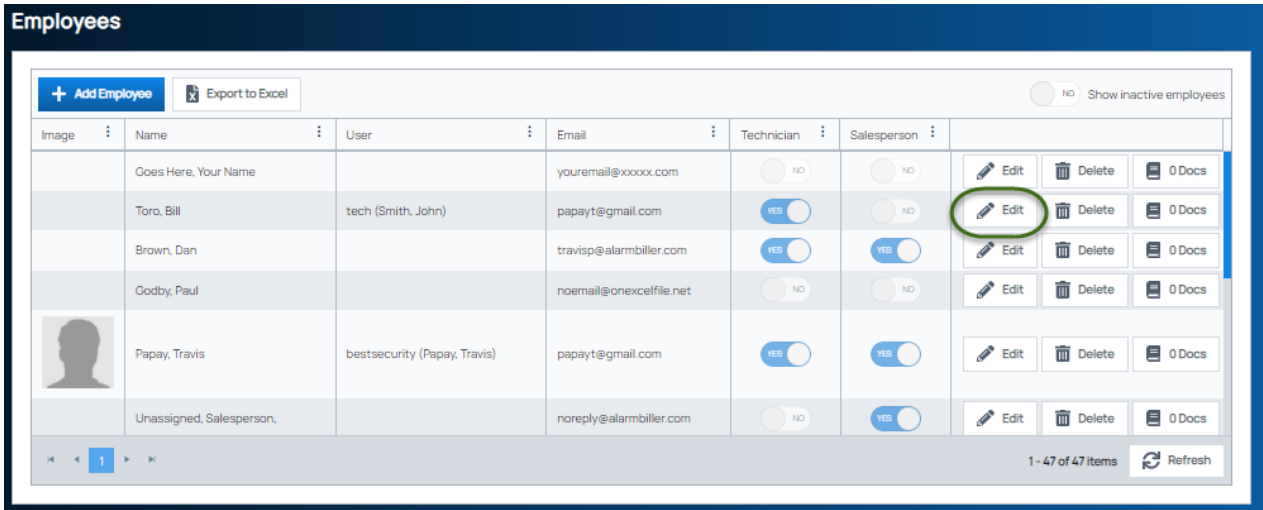


Edit an Employee

Last Modified on 10/25/2023 10:20 am EDT

To edit an Employee, from the main menu, arrive at the Employees setup with this path: Setup > Company > Employees.

The Employees list will be displayed. Locate the Employee you want to edit, and then click on the **Edit** button (pencil icon).



The Employee Edit form is displayed. Make the necessary changes, and then click the **Save** button when finished.

Employee Edit

Details | Misc

Linked User: CarolynJohnson (Johnson, Carolyn)

First Name: Carolyn | Middle Initial: |

Last Name: Johnson

Address: 44624 Oregon Trl
Address 2: |

Plymouth | Michigan | 48170 | - Plus 4

Email: carolyn.johnson7757@gmail.com

Phone: 7342288977 | Ext. |

Cell Phone: Cell Phone

SMS Alerts: NO

Save | Cancel