Adding A New Employee in Finex

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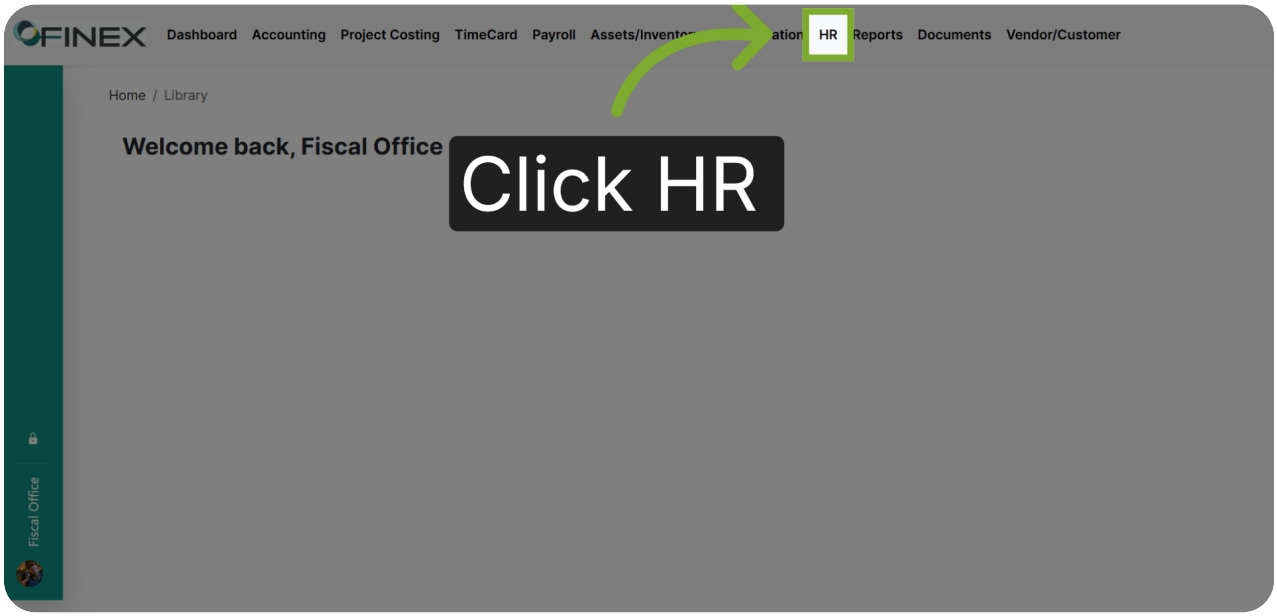
This tutorial guides you through adding a new employee in Finex.

Go to www.finexweb.com

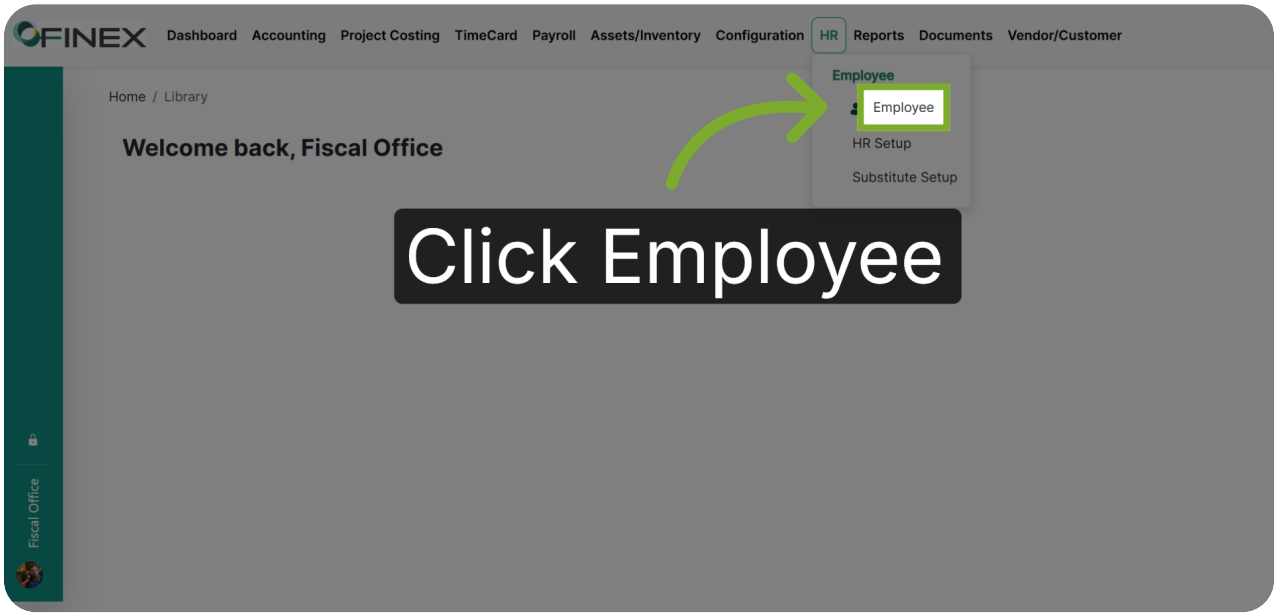
01 Access HR Section

Click HR to access the Human Resources section of Finex.



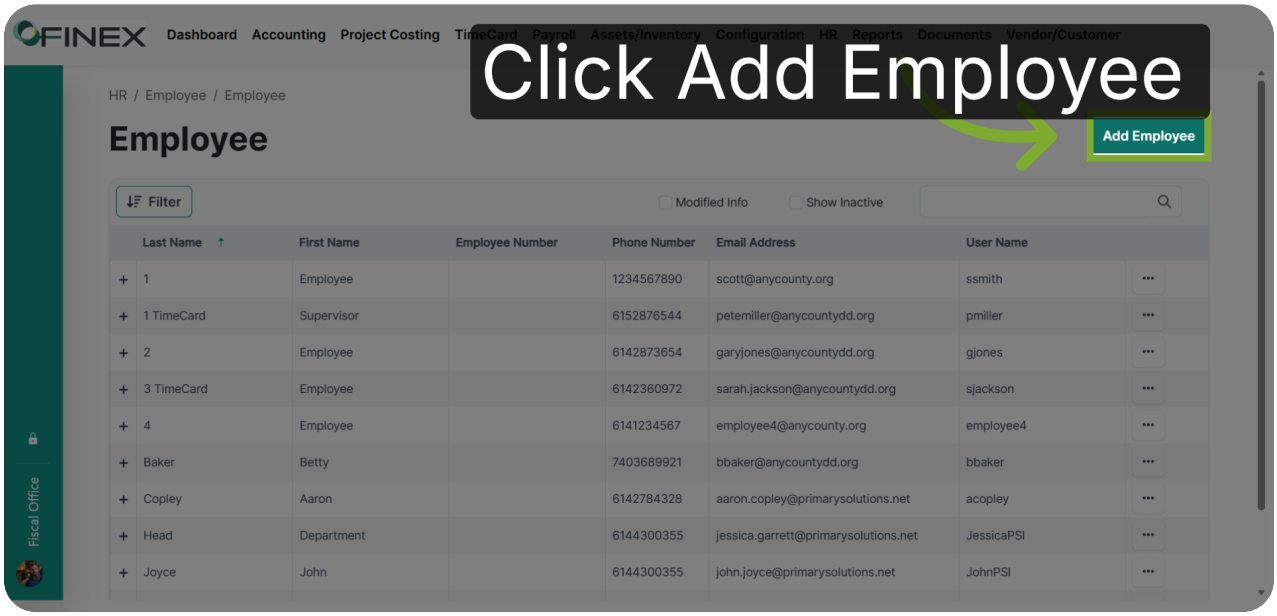
02 Open Employee Management

Click Employee to access the employee management section of Finex.



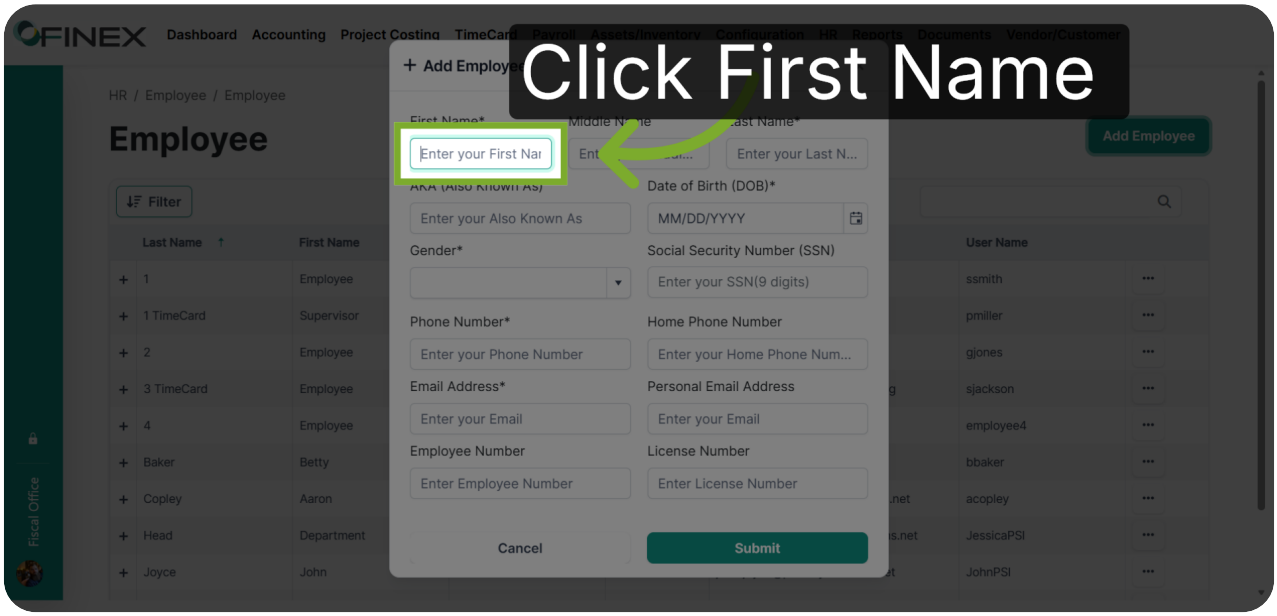
03 Select Add Employee

Click Add Employee to start the process of creating a new employee.



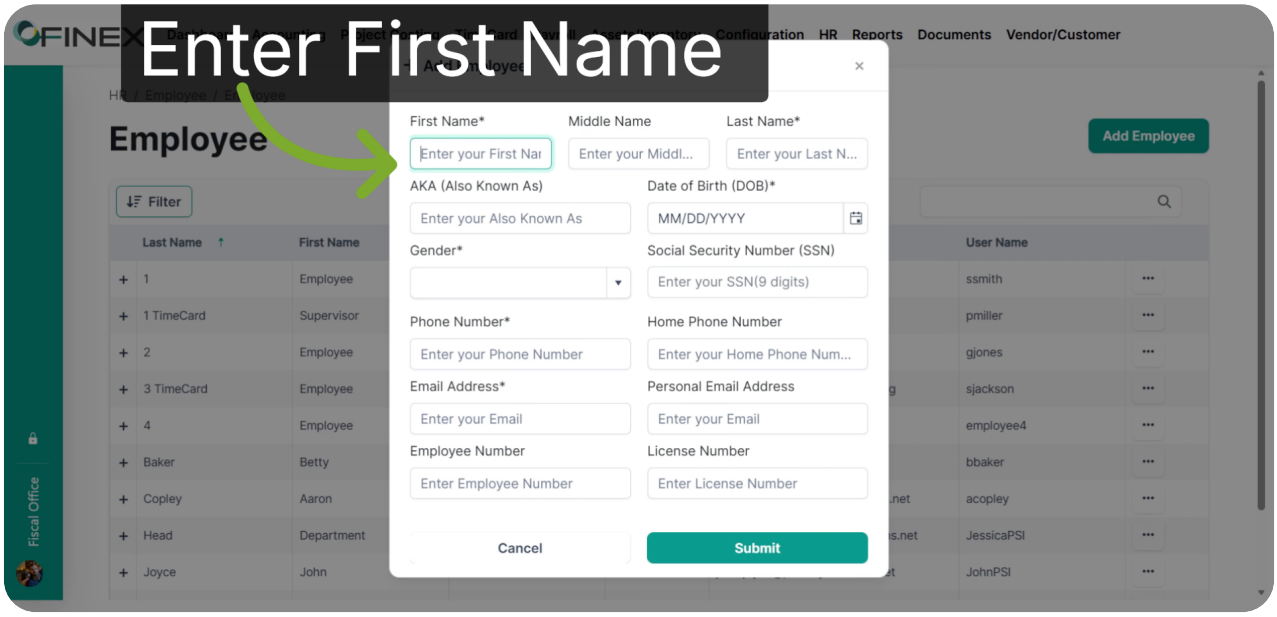
04 Select First Name Field

Click the First Name field.



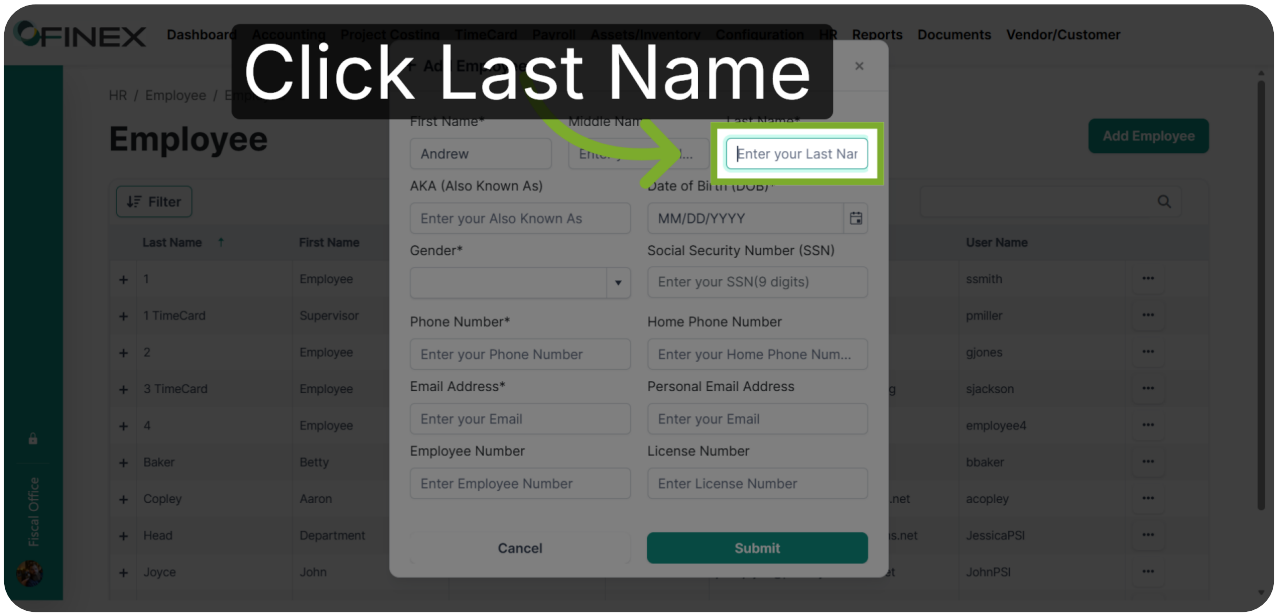
05 Enter Employee's First Name

Enter the first name of the employee.



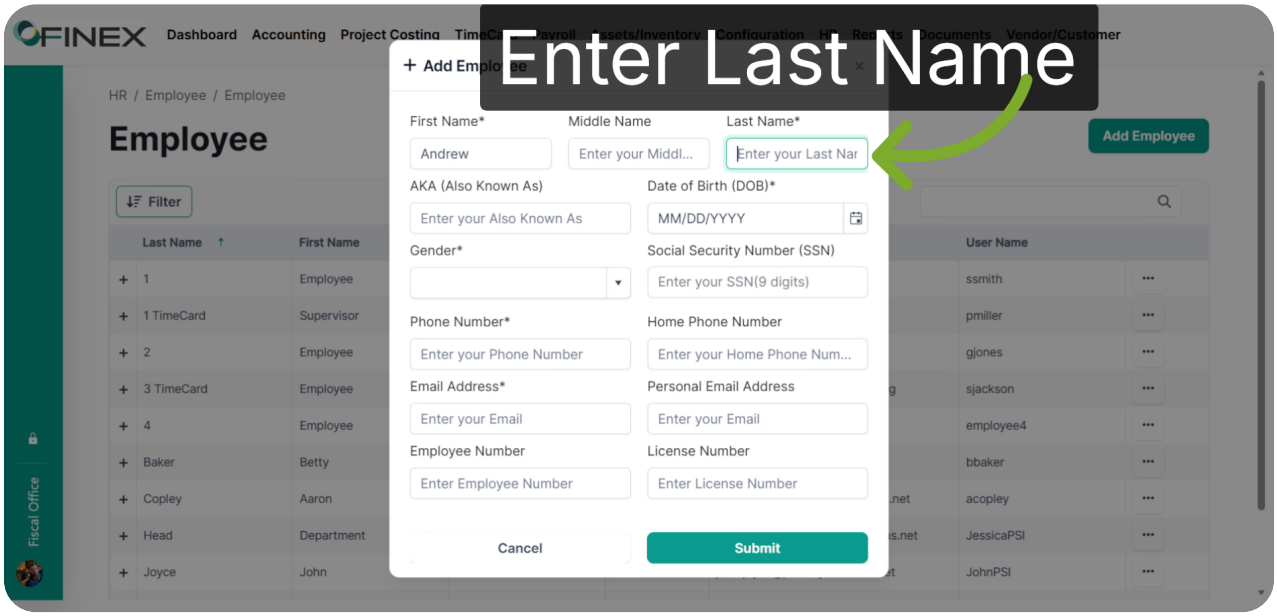
06 Select Last Name Field

Click the Last Name field.



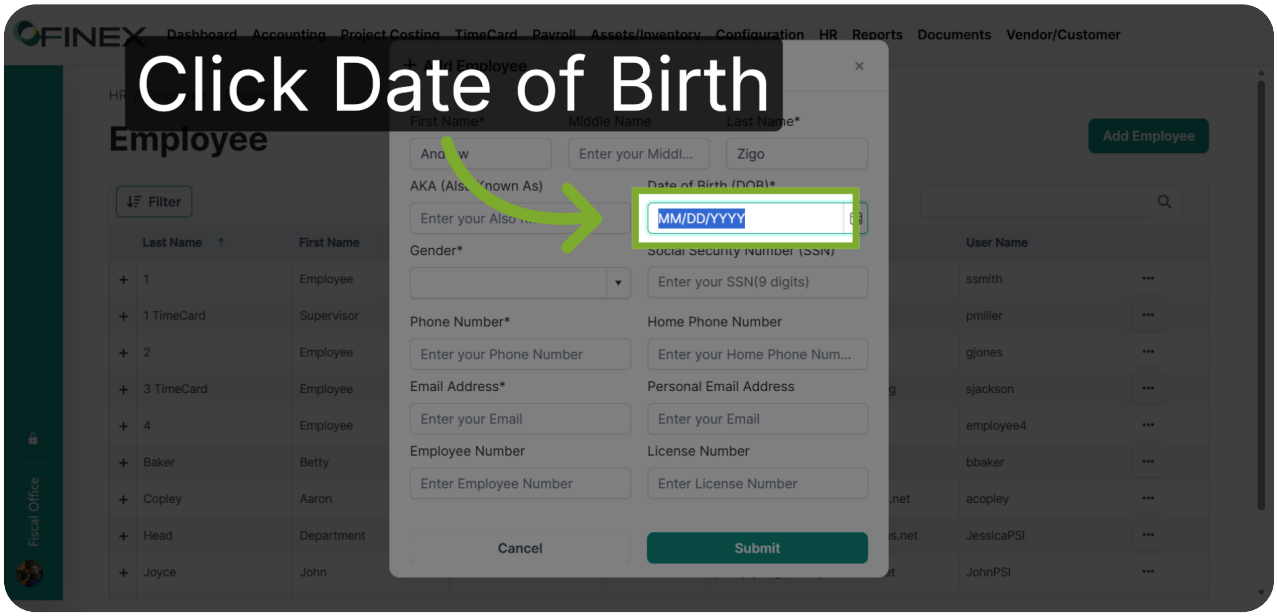
07 Enter Employee's Last Name

Enter the employee's last name.



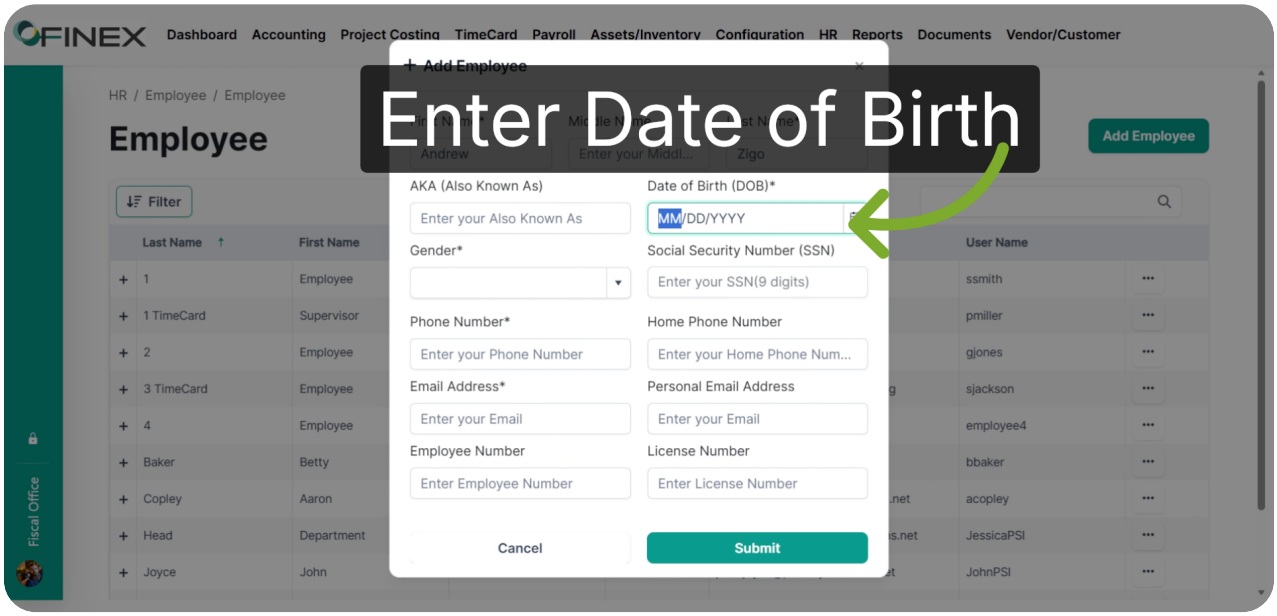
08 Select Date of Birth Field

Click the Date of Birth field.



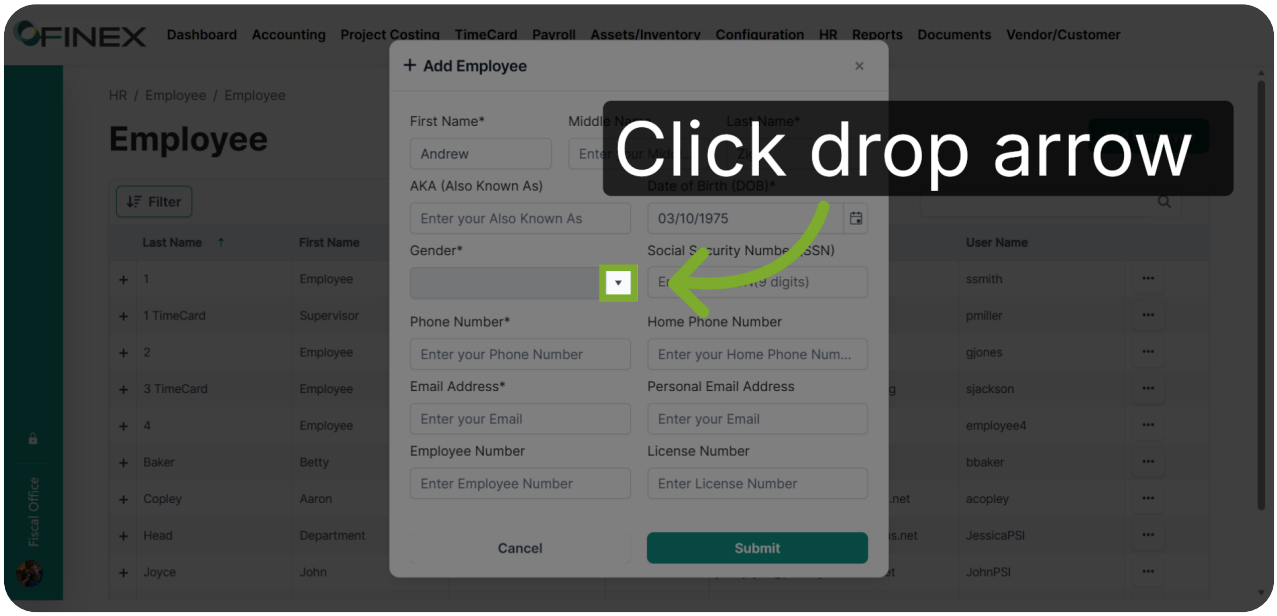
09 Enter Employee's Date of Birth

Enter the employee's date of birth.



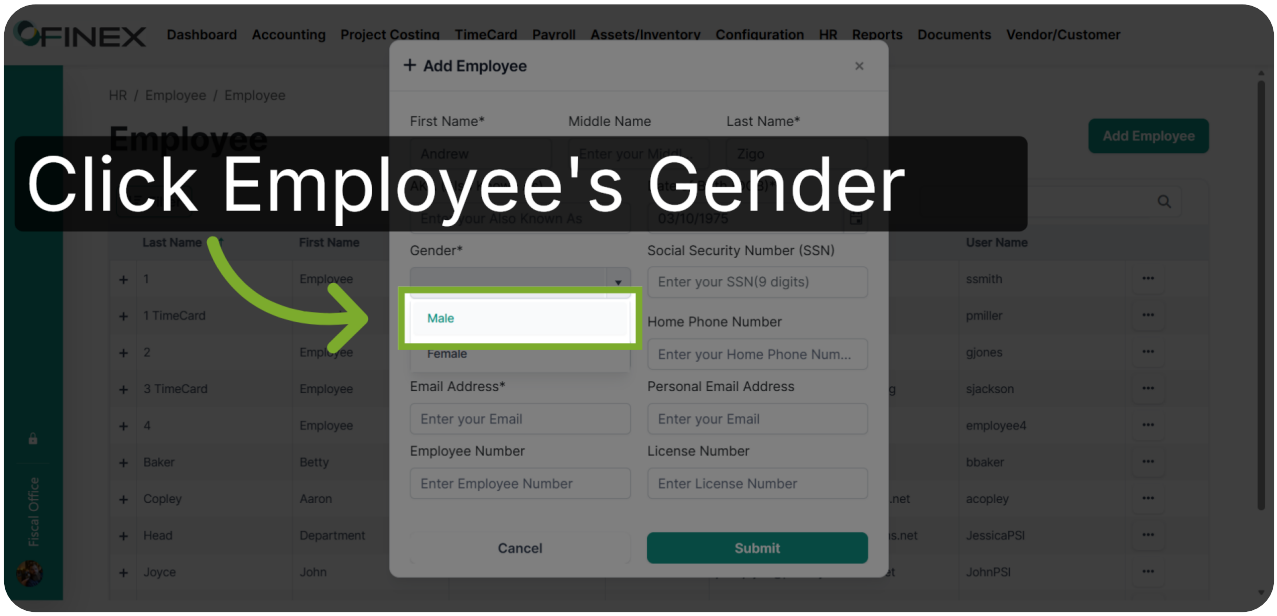
10 Access Gender Options

Click the drop-down arrow to view the gender options.



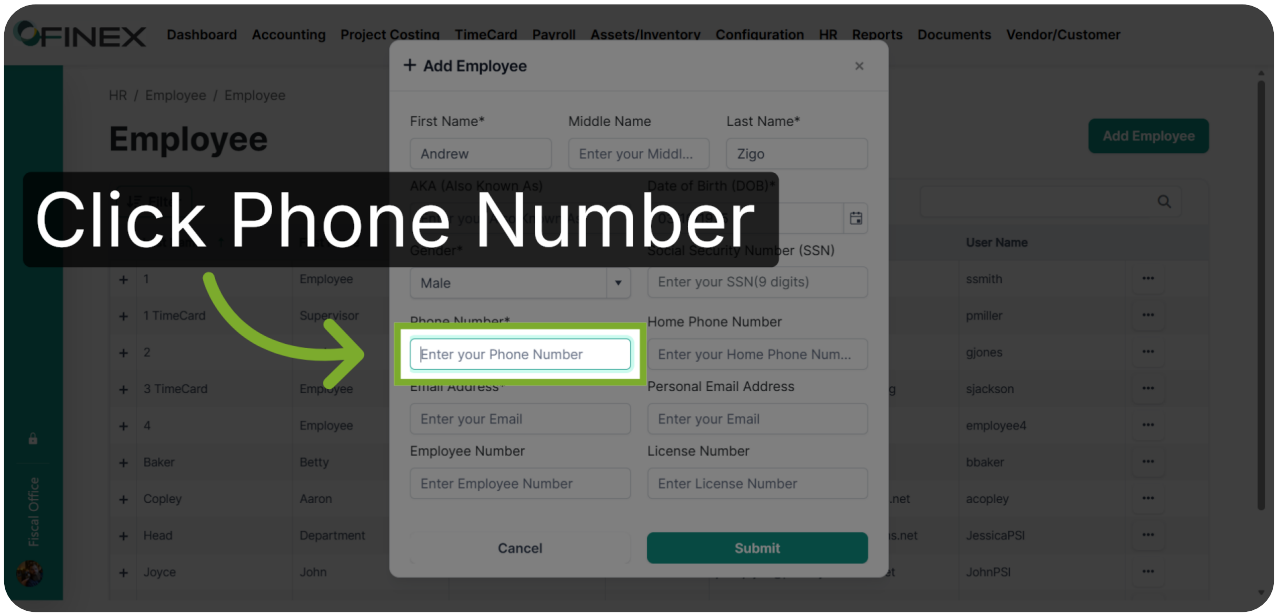
11 Select Gender

Click your employee's gender.



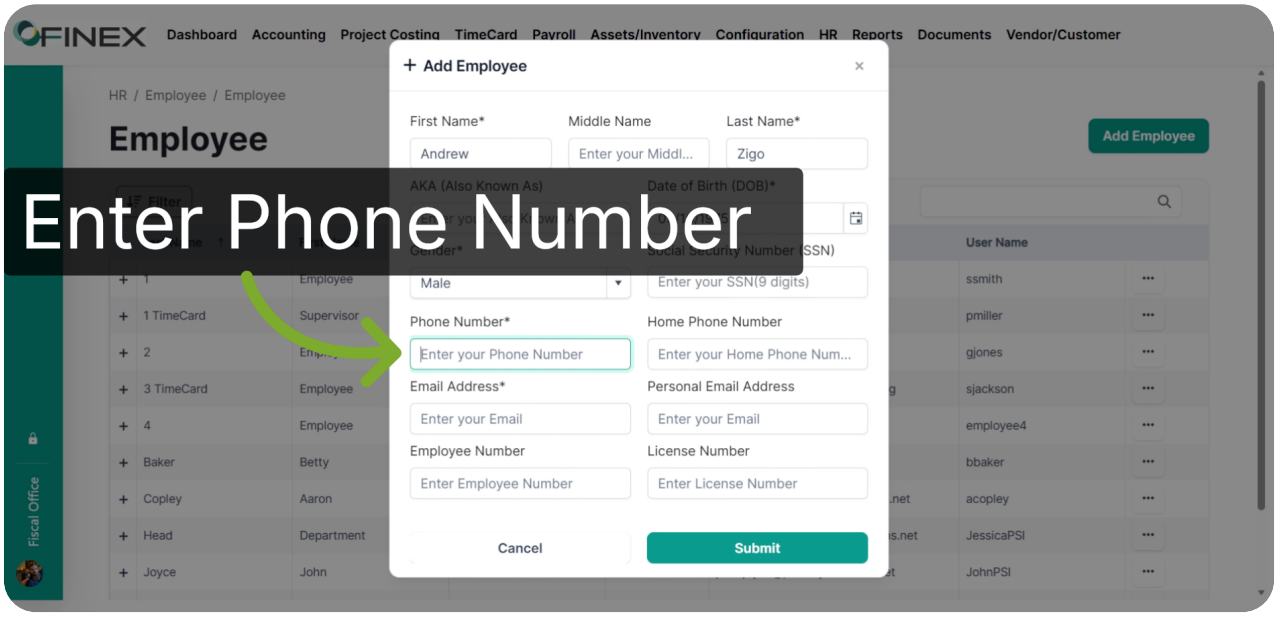
12 Select Phone Number Field

Click the Phone Number field.



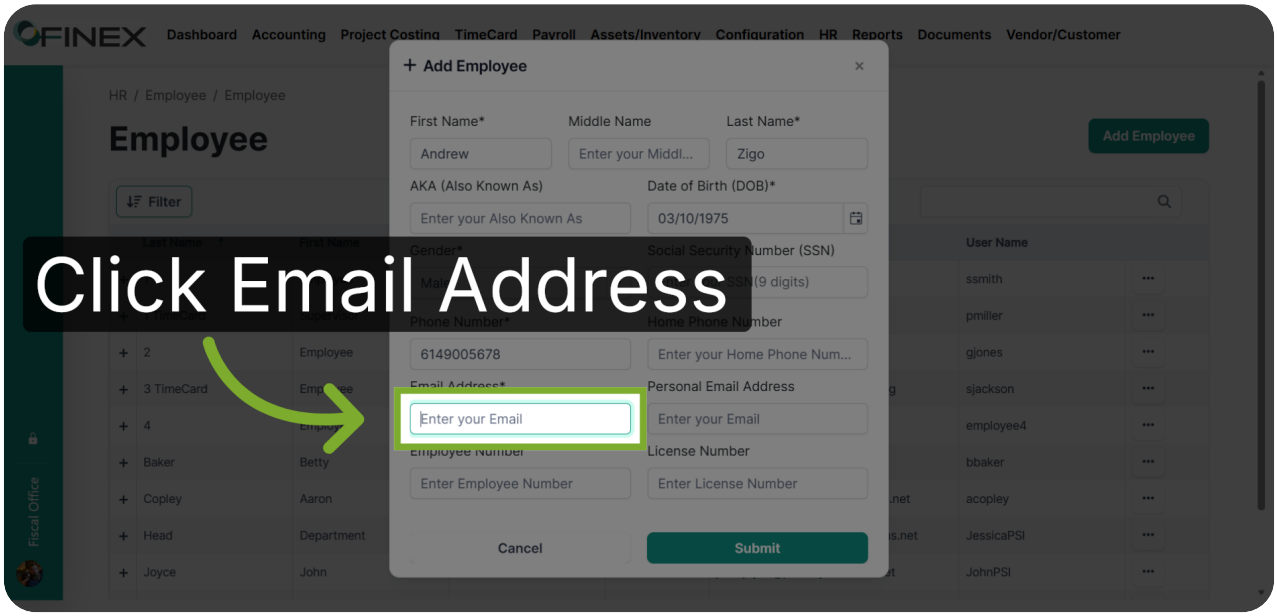
13 Enter Phone Number

Enter the work phone number or work cell phone number for your employee.



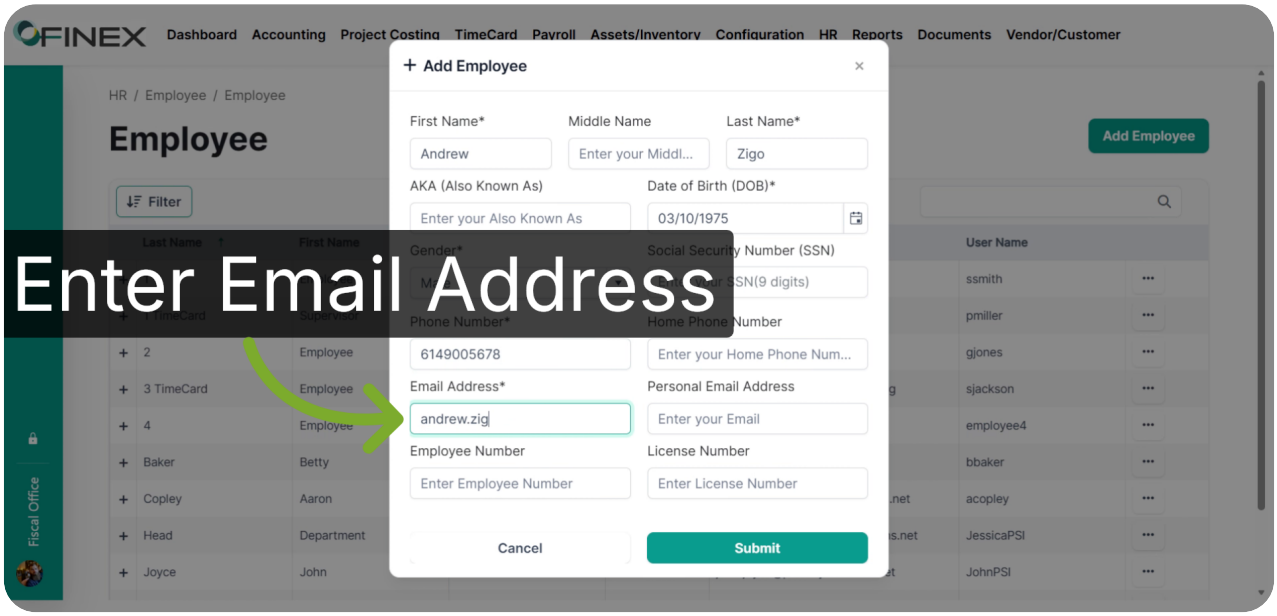
14 Select Email Address Field

Click the Email Address field.



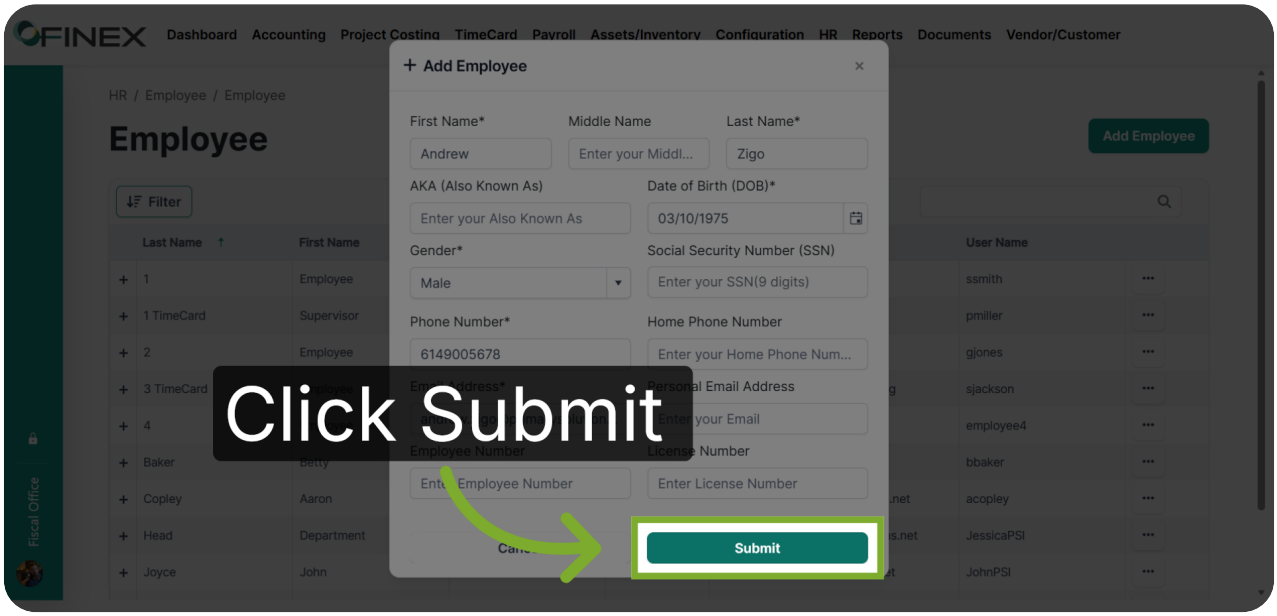
15 Enter Email Address

Enter the employee's work email address.



16 Submit Employee Information

Click Submit to finish creating a new employee in Finex.



You have now successfully created a new employee in Finex. You can use this window to manage current employees as well.

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