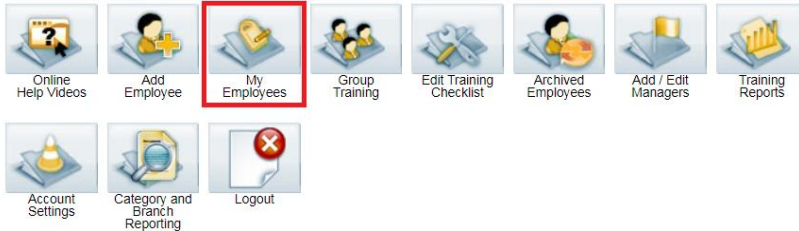


HOW TO EDIT EMPLOYEE INFORMATION

If an error has been in employee set up or information needs to be updated or changed, you can edit the employee's information.

Once you log in, select "**My Employees**" and go to the employee whose information you wish to change. They are alphabetical by last name.

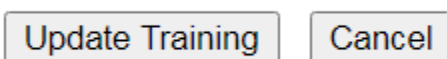


Select "**Edit Name, Category**" in the options below the employees name. You can change the first name, last name and email. The ID # will remain the same. *Make sure a Category is selected or your changes will not save.*



The screenshot shows the employee profile for "Account, Dummie (CLCA)". The ID is 2342528. Under the "Account, Dummie - Actions" section, the option "Edit Dummie's Name, Category" is circled in red. Other actions include "Print Dummie's Training Instructions", "View Dummie's Exam Scores", "Print Dummie's Training Diploma", "View Dummie's History", "Print All Ready Training Checklists", "Skip Dummie's Checklists", "Recertify Dummie", "Resend Training Email", and "Archive Dummie". Below the actions are four training requirements: "Violence and Harassment in the Workplace Due In: 14 days", "WHMIS with GHS UNASSIGNED 3 days", "Disabilities in the Workplace 2016-04-06 Check List", and "HAZCOM with GHS UNASSIGNED n/s days".

To save, select "**Update Training**".



If you changed the email, a training email **will not** be automatically sent, so go to the options underneath the employee's name and select "**Resend Training Email**".

ID - 2342528 - ACCOUNT, Dummie (CLCA)

Account, Dummie - Actions

- Print Dummie's Training Instructions
- View Dummie's Exam Scores
- Edit Dummie's Name, Category
- Print Dummie's Training Diploma
- View Dummie's History
- Print All Ready Training Checklists
- Skip Dummie's Checklists
- Recertify Dummie
- Resend Training Email**
- Archive Dummie

Violence and Harassment in the Workplace Due In: 14 days

WBMS with GHS UNASSIGNED 3 days

Disabilities in the Workplace 2016-04-06
Check List

HAZCOM with GHS UNASSIGNED n/a days

Thank you for ordering with,



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