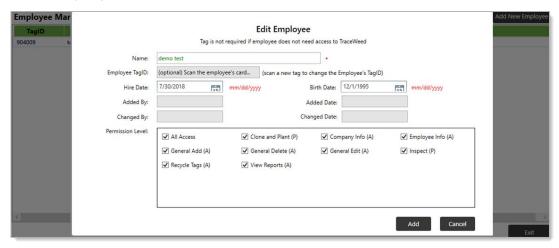


Employee management in TraceWeed

Employees need to be registered in TraceWeed if they will do one or more of the following:

- Log in to use TraceWeed
- Drive to make deliveries
- Receive employee samples

Add an employee



- On the Operations tab, click Employees.
- 2. Click Add New Employee. The Edit Employee page opens.
- 3. Enter the employee name, hire date and birthdate.
 - If the employee may be driving deliveries then birth date and name should match their driver's license.
 - The employee must be at least 21 years old.
- 4. Select the type of employee to create.
 - **Employee tag/employee badge** If the employee needs to log in to TraceWeed, then scan a new, never-used NFC tag to create their employee badge.
 - **Virtual tagID** If the employee doesn't need to log into TraceWeed, don't scan a card and they will be assigned a virtual tagID
- 5. Select the All Access checkbox and click Add.

Modify, disable or delete an employee record

You can update an employee's record in any of the following ways for a current employee:

From the **Employee Management** page, click **Edit** on the employee row. The **Edit Employee** window opens.

• Edit or modify access – Click in a field to edit employee details. or in the **Permission Level** section, select or deselect checkboxes to change access levels.





- Assign or reassign a login badge Click **Edit**, then scan a new tag and click **Update**.
- Disable access In the **Permission Level** section, deselect all checkboxes.
- Delete employee In the **Employee Management** page, click **Delete** on the employee row.

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