



## 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

1. 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.

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- 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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