How To: Add an Employee to the 'Packed By' Dropdown

This tutorial will demonstrate how to add an employee to the PackOut Edition system. Employees do not have access to login, but will appear in the 'packed by' dropdown on the iPad.

Home	Contacts	Accounts	Reports	Employees	Admin	+

1. Log in to JobCheck Web Desktop.
2. Click on the *Employees* tab from the primary navigation bar.
3. Click *"New"* to create a new employee contact.
   a. Enter employee information.
      Note: Email address is required but does not need to be unique unless this employee will become a user.
   b. Leave the radio button for *active* selected.
      To deactivate an employee, simply edit the employee contact and de-select the radio button for 'active'.
   c. Enter address information and additional information, if applicable.
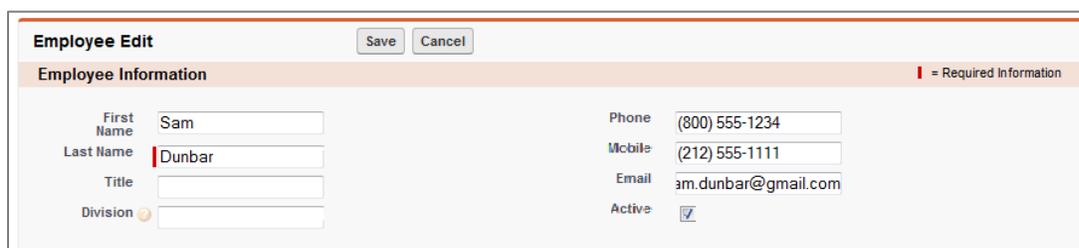
4. Click *"Save"*.
5. On the iPad: Open the Assured PackOut app and *Refresh Settings*.
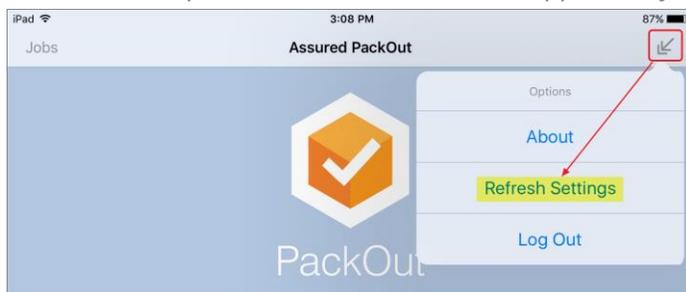
When refreshing settings, you will be prompted to log in. Log in using the same username/password that you use to log in to the web application.

The employee is now available and can be assigned to the 'packed by' dropdown on the iPad.

To learn how to add users to the system, see tutorial #56 – How to Add Users for PackOut Edition.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.