How To Add A New Employee

- 1. Log into CribMaster client using an account that has administrator access
- 2. Go to the "Home" tab and click on the "Employees" button



3. Click the "Add New Item" button to create the new employee



4. Now you can begin entering the details for the new user. The required fields are Employee ID, First Name and Last Name. The "Start Time" and "End Time" fields allow you to limit the hours an employee can log into the ATR. If you enter a password in the "Password" field, the user will be required to enter that while logging into the ATR. Otherwise, the user will only need to enter their employee ID number.

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New Employee : ,									
Name and ID Def	aults Links	History	Access	Buyer Groups	Transactions				
Employee ID:	9876								
First Name:	John								
Last Name:	Doe								
Start Time:		(÷×						
End Time:		(÷×						
Labor Rate:									
Password:									
Expiration:		(VX [Expire passwo	rd immediately				
Badge Number:			(i	f different than E	mployee ID)				
EMail Address:									
Supervisor:									
P.O. Approval Limit:									
External Supplier Access Only (This user cannot login to the standard CribMaster)									
Inactive Employee				FOD Control: 0 - None					

5. If you utilize Item Access Codes to restrict the items that users can issue then you need to click the "Access" tab and give the user the appropriate access. The Item Access Codes needs to be setup and assigned to items before you will be able to apply them to users. Item Access Codes can be setup by going to the "System" tab and then clicking "Codes" and "Item Access Codes".

New Employee 🛛								×
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New Employee : ,								
Name and ID Def	aults Links	History Access	Buyer Groups	Transac	tions			
9876 - Doe, John								۵ 🚯
Crib Privileges					Ite	m Access		
Code	Description			\frown		Access	Description	
A	Administrat					A	All Items	
Adjust Qua	For users w					в	Back Lathe	
AHB	AHB					С	Cell 7 Key	
Compton's	Compton's					n	ACME Was	
								10000