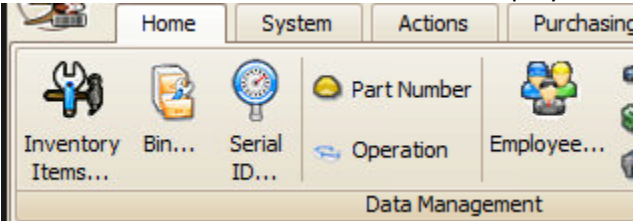


How To Add A New Employee

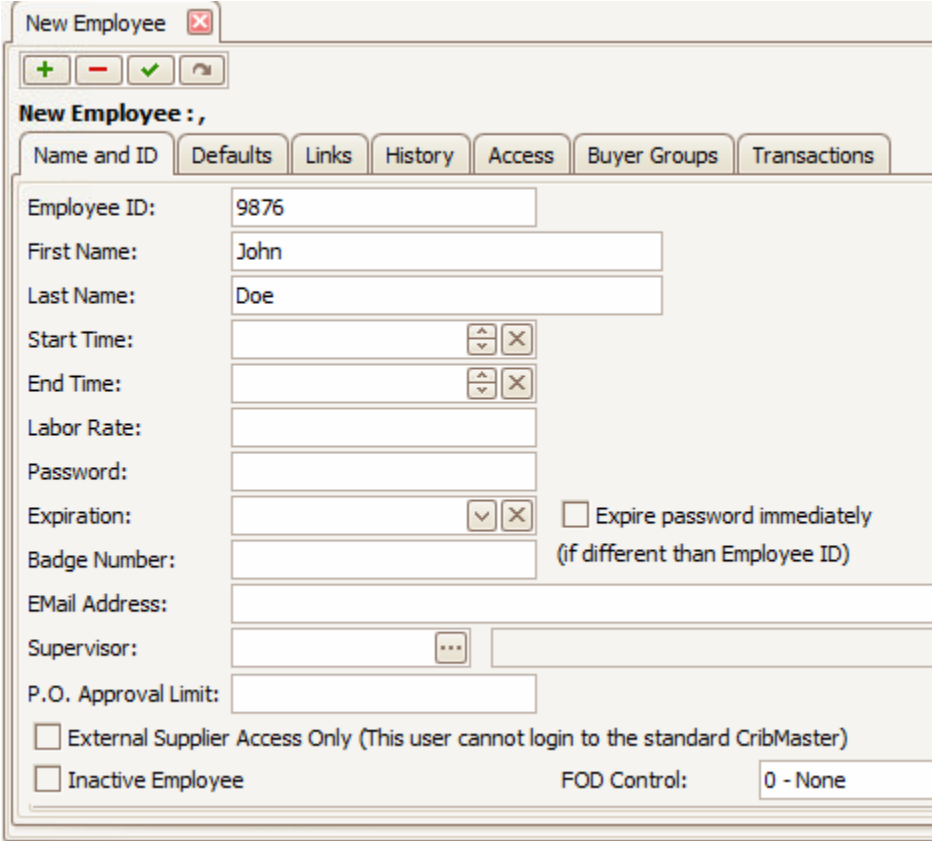
- 1. Log into CribMaster client using an account that has administrator access
- 2. Go to the "Home" tab and click on the "Employees" button



- 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.



- 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 [X]

[+] [-] [✓] [🏠]

Print Refresh

New Employee :

Name and ID Defaults Links History **Access** Buyer Groups Transactions

9876 - Doe, John [👤] [👤]

Crib Privileges

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	A	Administrat...
<input type="checkbox"/>	Adjust Qua...	For users w...
<input type="checkbox"/>	AHB	AHB
<input type="checkbox"/>	Compton's	Compton's

Item Access

<input type="checkbox"/>	Access	Description
<input checked="" type="checkbox"/>	A	All Items
<input type="checkbox"/>	B	Back Lathe ...
<input type="checkbox"/>	C	Cell 7 Key - ...
<input type="checkbox"/>	D	ΔCME Was