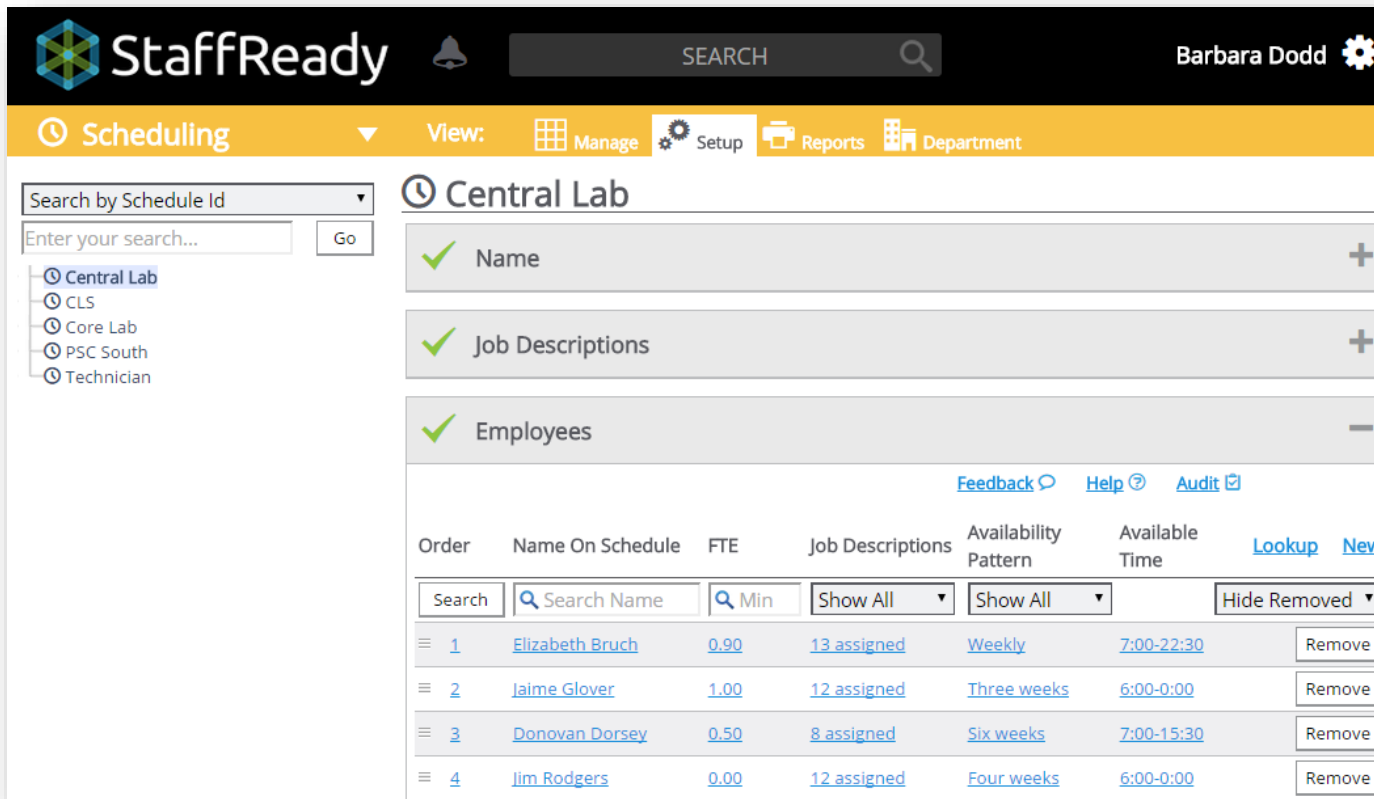


Setup View – Employee Color Bar

Edit Employee Personnel Information

This reference guide provides a process overview of how to **Edit Employee Personnel Information** within the **Employee** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Add/Edit employee’s address
- Add/Edit employee’s phone number



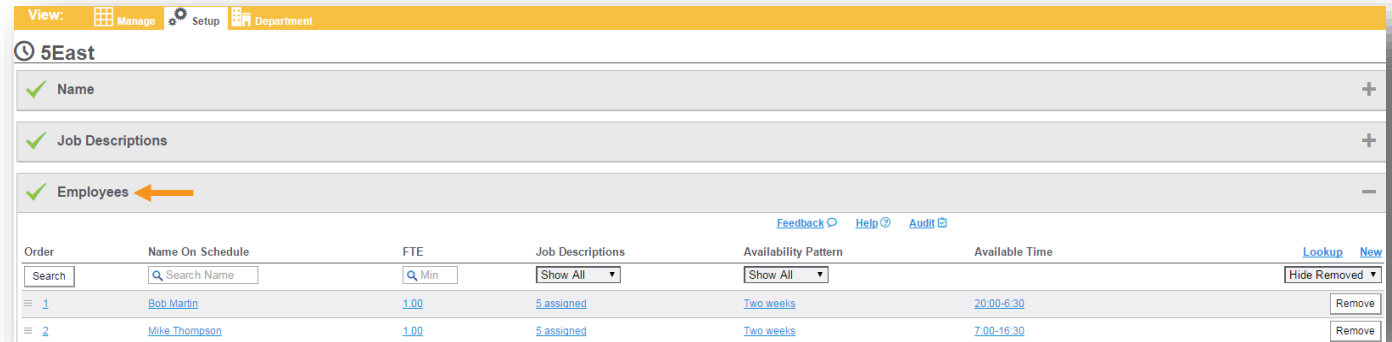
The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. The main navigation tabs are 'Scheduling', 'Manage', 'Setup', 'Reports', and 'Department'. The 'Scheduling' tab is active, and the 'Central Lab' setup view is displayed. The view includes a search bar for 'Search by Schedule Id' and a list of departments: Central Lab, CLS, Core Lab, PSC South, and Technician. The 'Employees' section is expanded, showing a table of employees with their details and assignment status.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Elizabeth Bruch	0.90	13 assigned	Weekly	7:00-22:30	Remove	
2	Jaime Glover	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
3	Donovan Dorsey	0.50	8 assigned	Six weeks	7:00-15:30	Remove	
4	Jim Rodgers	0.00	12 assigned	Four weeks	6:00-0:00	Remove	

Add/Edit New Employee Email Address

Add New Employee Email Address

1. Click the **Employees** color bar.

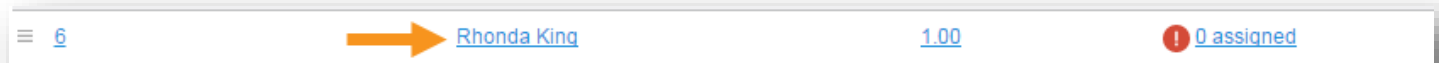


The screenshot shows the 5East system interface. At the top, there are navigation tabs for 'View', 'Manage', 'Setup', and 'Department'. Below this is a header for '5East' with expandable sections for 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded and highlighted with an orange arrow. Below the sections is a table with columns: Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. There are search and filter options above the table. The table contains two rows of employee data.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30	Remove	
2	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30	Remove	

2. Click on **Employee's Name**.

Edit Employee Profile window displays.



The screenshot shows a horizontal bar representing an employee's profile. It includes a hamburger menu icon, the number '6', an orange arrow pointing to the name 'Rhonda King', the FTE value '1.00', and a red circle with an exclamation mark followed by '0 assigned'.

6	→ Rhonda King	1.00	0 assigned
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3. Click **Edit** next to primary email address menu.

Edit Employee Profile > Email Addresses window displays

4. Click **New** to enter new email address.

Click **Edit** to edit an email address that is already in employee profile.

Click **Remove** if email address is no longer valid.

5. Enter new email address or the changes to the current email address in the Email Address box.

6. Select **Yes** in Receives System Message menu, if employee would like to receive system notifications.

Note: System notifications will be covered in the **Messages** color bar reference guide.

7. Select **Yes** in Primary Email box, if email address is primary email address.

Edit Employee Profile > Email Addresses

Days System Messages are Received
Daily [change](#)

Email Addresses

Email Address	Receives Email	Primary Email	
rhonda.king@email.com	Yes	Yes	New Remove Edit

8. Click **Save Changes**.

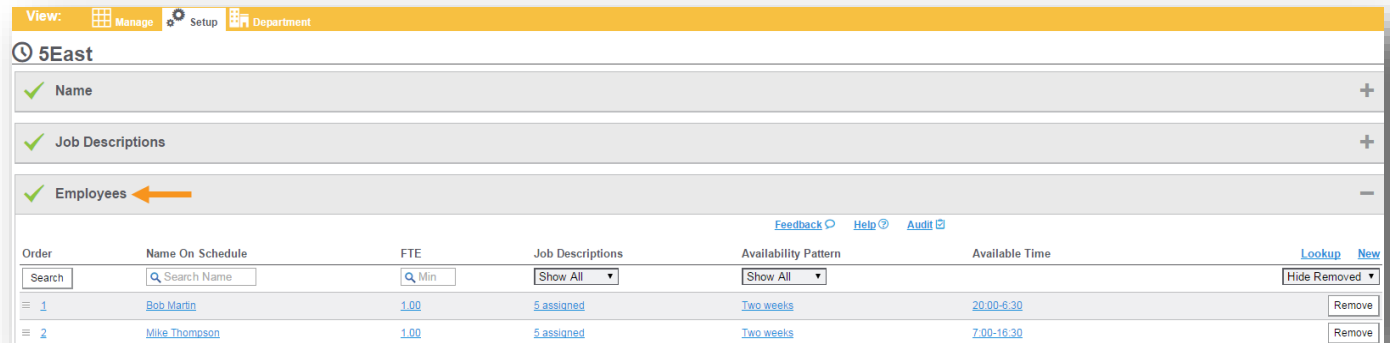
The screenshot shows a user profile form with the following fields and controls:

- Email Address*** (with an information icon): A text input field containing "rhonda.king@email.com". An orange arrow points to the right side of the field.
- Receives System Messages** (with an information icon): A dropdown menu currently set to "Yes". An orange arrow points to the right side of the dropdown.
- Primary Email** (with an information icon): A dropdown menu currently set to "Yes". An orange arrow points to the right side of the dropdown.
- Save Changes**: A button at the bottom of the form. An orange arrow points to the right side of the button.

Add/Edit Employee Phone number

Add/Edit Employee Phone Number

1. Click the **Employees** color bar.



The screenshot shows the 5East system interface. At the top, there are navigation icons for 'Manage', 'Setup', and 'Department'. Below that, a section titled '5East' contains three expandable panels: 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' panel is expanded and highlighted with an orange arrow. Below the panels is a table with columns: Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. The table contains two rows of employee data.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30	Remove	
2	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30	Remove	

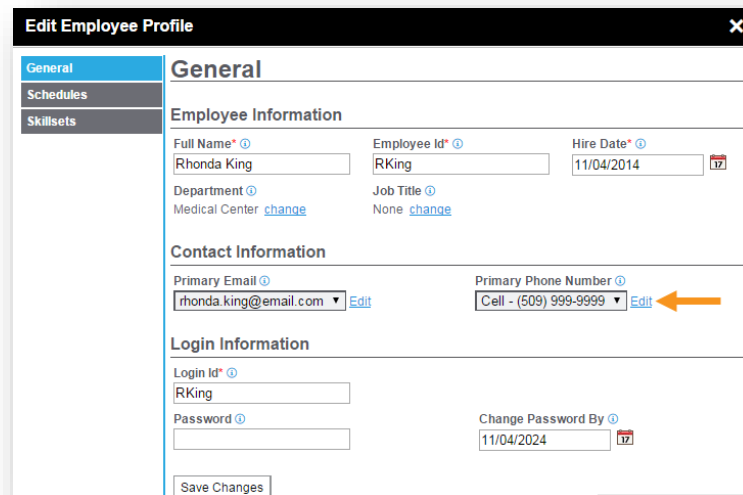
2. Click on **Employee's Name** you wish to edit employee's phone number.



The screenshot shows a horizontal bar representing an employee's profile. It includes a hamburger menu icon, a blue bar with the number '6', an orange arrow pointing to the name 'Rhonda King', the FTE value '1.00', and a red circle with an exclamation mark followed by '0 assigned'.

6	Rhonda King	1.00	0 assigned
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Edit Employee Profile window displays.



The screenshot shows the 'Edit Employee Profile' window. It has a sidebar with tabs for 'General', 'Schedules', and 'Skillsets'. The 'General' tab is active. The form is divided into three sections: 'Employee Information', 'Contact Information', and 'Login Information'. In the 'Contact Information' section, the 'Primary Phone Number' field is highlighted with an orange arrow. The 'Save Changes' button is at the bottom.

General

Employee Information

Full Name* Employee Id* Hire Date*

Department Job Title

Contact Information

Primary Email Primary Phone Number

Login Information

Login Id* Change Password By

Save Changes

3. Click **Edit** next to primary phone number menu.

Edit Employee Profile > Phone Number window displays

4. Enter all new phone numbers or any changes to the existing phone numbers in the designated **Phone Number** box.
5. Click **Remove** if you wish to delete phone number from system.
6. Click **Save Changes**.

Edit Employee Profile > Edit Phone Numbers ✕

Phone Type	Phone Number	
<input type="text"/>	(999)999-9999 x306	Remove
Cell	(509) 999-9999	Remove
Home	(999)999-9999 x306	Remove
Mobile	(999)999-9999 x306	Remove
Work	(999)999-9999 x306	Remove

[Add Type](#)