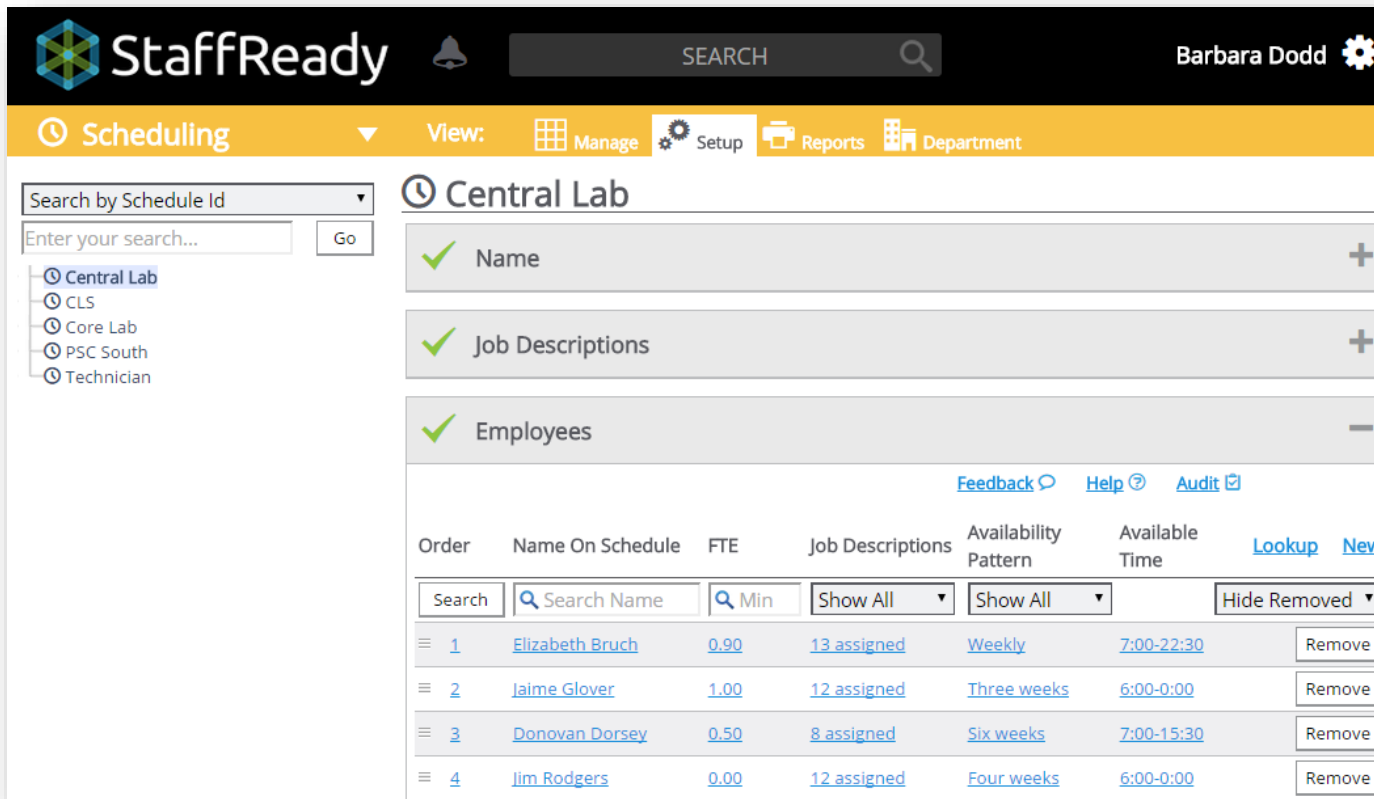


## Setup View – Employee Color Bar

### Reset Employee’s Password

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

- Reset an employee password



The screenshot displays the StaffReady Scheduling interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd' with a settings gear icon. Below this is a yellow navigation bar with 'Scheduling' selected, and options for 'View: Manage', 'Setup', 'Reports', and 'Department'. The main content area is titled 'Central Lab' and features a search box for 'Search by Schedule Id' with a 'Go' button. A sidebar on the left lists department options: Central Lab, CLS, Core Lab, PSC South, and Technician. The 'Employees' section is expanded, showing a table of employees with columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. Each row includes a 'Remove' button. The table data is as follows:

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

# Add/Edit New Employee Email Address

## Add New Employee Email Address

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

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

**Edit Employee Profile** window displays.

3. In the **Password** box, type **Password**.

4. Click **Save Changes**.

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

6 **Rhonda King** 1.00 0 assigned

**Edit Employee Profile**

**General**

**Employee Information**

Full Name\*  Employee Id\*  Hire Date\*

Department   Job Title

**Contact Information**

Primary Email   Primary Phone Number

**Login Information**

Login Id\*

Password   Change Password By