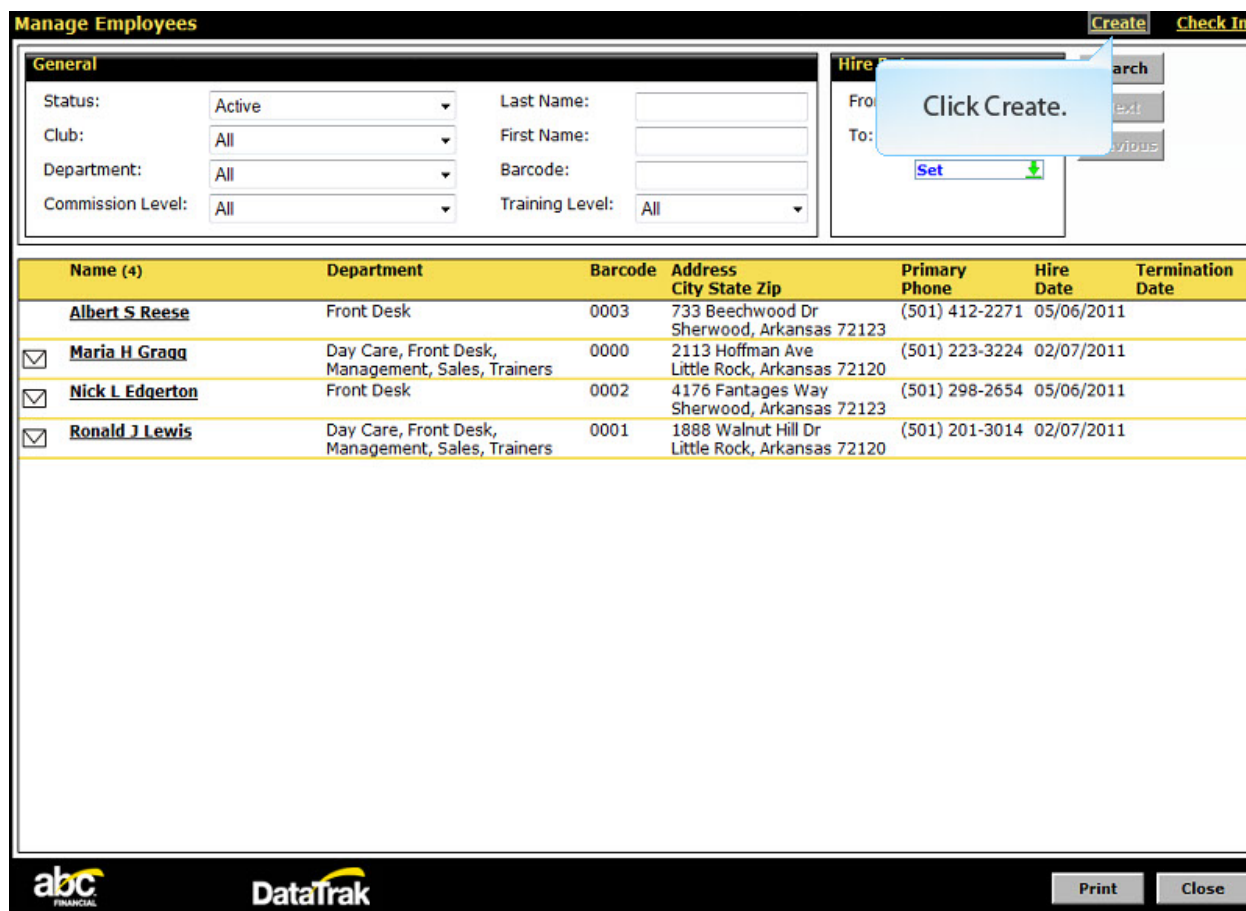# Creating Employee Records

October 25, 2012

DataTrak makes managing employees at your club easy and convenient. Through DataTrak you can quickly create new employee records to maintain contact and employment information all in one place.

This document provides step-by-step instructions for creating employee records in DataTrak.

To create an employee record

1. Click **Setup**.
2. In the Employee submenu, click **Manage**.
3. On the Manage Employees page, click **Create**.

Manage Employees								Create	Check In

General

Status:	Active	Last Name:		Hire			arch
Club:	All	First Name:		Fro		**Click Create.**	ext
Department:	All	Barcode:		To:			vious
Commission Level:	All	Training Level:	All		Set		

Name (4)	Department	Barcode	Address City State Zip	Primary Phone	Hire Date	Termination Date
Albert S Reese	Front Desk	0003	733 Beechwood Dr Sherwood, Arkansas 72123	(501) 412-2271	05/06/2011	
Maria H Gragg	Day Care, Front Desk, Management, Sales, Trainers	0000	2113 Hoffman Ave Little Rock, Arkansas 72120	(501) 223-3224	02/07/2011	
Nick L Edgerton	Front Desk	0002	4176 Fantages Way Sherwood, Arkansas 72123	(501) 298-2654	05/06/2011	
Ronald J Lewis	Day Care, Front Desk, Management, Sales, Trainers	0001	1888 Walnut Hill Dr Little Rock, Arkansas 72120	(501) 201-3014	02/07/2011	

DataTrak

Print   Close

4. Type the employee's **First Name**.

5. Type the employee's **Last Name**.

6. Select the employee's **Title**.

7. Continue filling out the employee's **Personal**, **Contact**, and **Employment** information.

8. Once you're finished, click **Next**.

   On this step fill in the employee's login information and select their Department and Security Roles.

9. Type the employee's **Barcode**.

10. Type the **User Name**.

11. Type the **Password**. The password must be a minimum of 7 characters long, and include at least one number.

12. Type the password a second time.

The employee will be prompted to create their own password the first time they log in and can also reset it from the login screen if they forget it.

13. Select the employee's **Department**.

   To add the selected item, click the **Add selected items** button.

14. Select the employee's **Security Role**. This will determine what information and areas of DataTrak the employee will have access to. Only one Security Role should be selected.
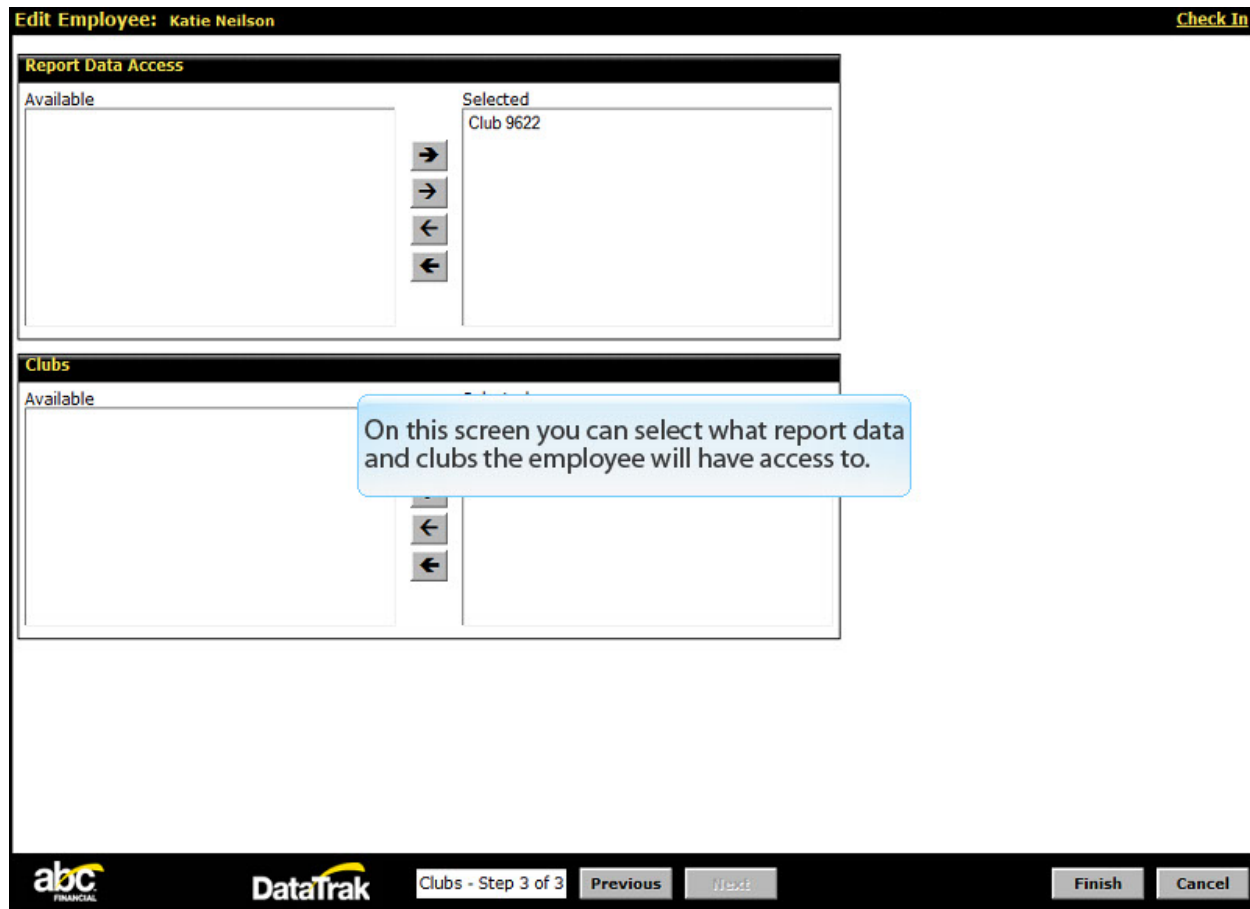
    To add the selected item, click the **Add selected items** button.

15. Click **Next**.

    On this page you can select what report data and clubs the employee will have access to.

16. Select the clubs for which the employee will have **Report Data Access**.

17. Select the **Clubs** to which the employee will have access.

18. Click **Finish**.

    You have successfully added a new employee!