

WHS0020 Employee Maintenance

Aptean Ltd
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This is where the employee codes are set up. Each person using the system or working in the warehouse need to be assigned an employee code.

Employee Code	Team	Skill	Status	Avail	Date Next Available	Name
01		D				Employee 1
02		D				Employee 2
03		N				Employee 3
04		N				Employee 4

Note:

- **Employee Code:** Although the field allows up to 10 characters, only a maximum of three can be used if the system is RF enabled
- All fields other than Employee Code can be left blank. However, the Name should always be populated for cross referencing in the future.
- The **Send** button will refresh the RF system with all employee detail information. Any additions or changes are automatically sent to the RF system on saving changes or adding a new record.

