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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Maintenance
<b>Access</b>	“Maintenance   Staff”
<b>Minimum service pack</b>	SP26
<b>This document</b>	Staff Maintenance Ref 9.6 Release 1 Published February 2003

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## Overview

“Staff maintenance” allows you to set up staff details within Chreos.

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## Details Displayed

- **Grid.** The grid on the left-hand side will display each staff member entered. As a staff member is selected from the grid the rest of the information on the screen will apply to them.
- **Name.** The name of the staff member.
- **Address.** The address of the staff member.
- **Phone.** The phone number of the staff member.
- **Cell.** The cell phone number of the staff member.
- **E-mail.** The staff member’s e-mail address. Once saved this will become a hyperlink.
- **Work E-mail.** The staff member’s work e-mail address. Once saved this will become a hyperlink.
- **Client Ref.** The staff member’s client reference number if they are also a client in Chreos.
- **Manager.** Whether or not the staff member is a manager.
- **Fat POS.** N/A.
- **Last Logged on.** The last time that the staff member logged into the Chreos.
- **# of Times Logged on.** The number of times that the staff member has logged on.
- **Failed Log ons.** The number of times that the staff member has had a failed log on.

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## To Add a New Staff Member

- Click the [Add] button.
- Enter the name and contact details.
- Click the [Save] button.

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## To Edit Details About a Staff Member

- Select the required staff member from the grid.
- Click the [Edit] button.
- Change the required details.
- Click the [Save] button.

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