STAFF MAINTENANCE

ChreOs

Application	ChreosClient – Chreos 3
Module	Maintenance
Access	"Maintenance	Staff"
Minimum service pack	SP26
This document	Staff Maintenance
	Ref 9.6
	Release 1
	Published February 2003

Overview

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

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.

To Add a New Staff Member

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

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.