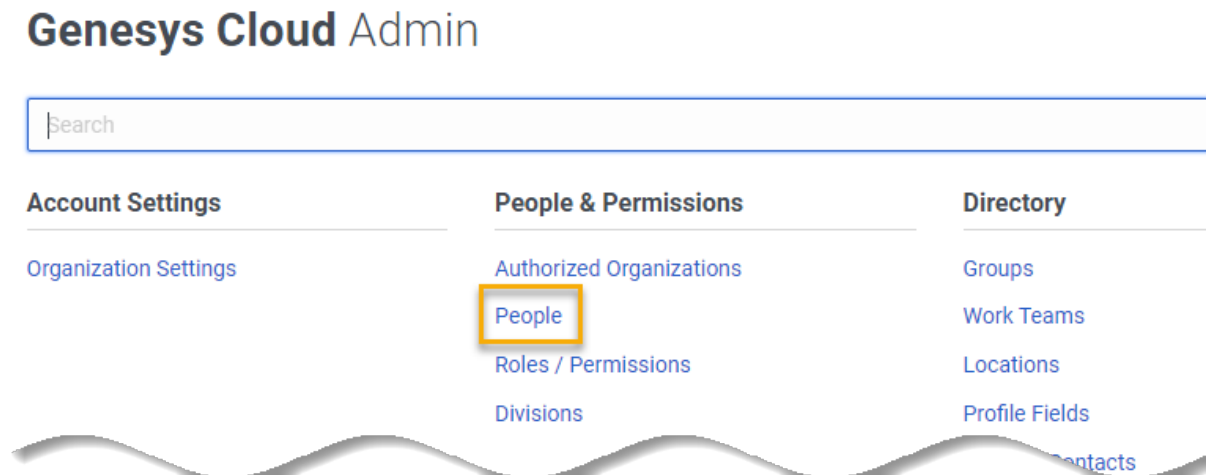
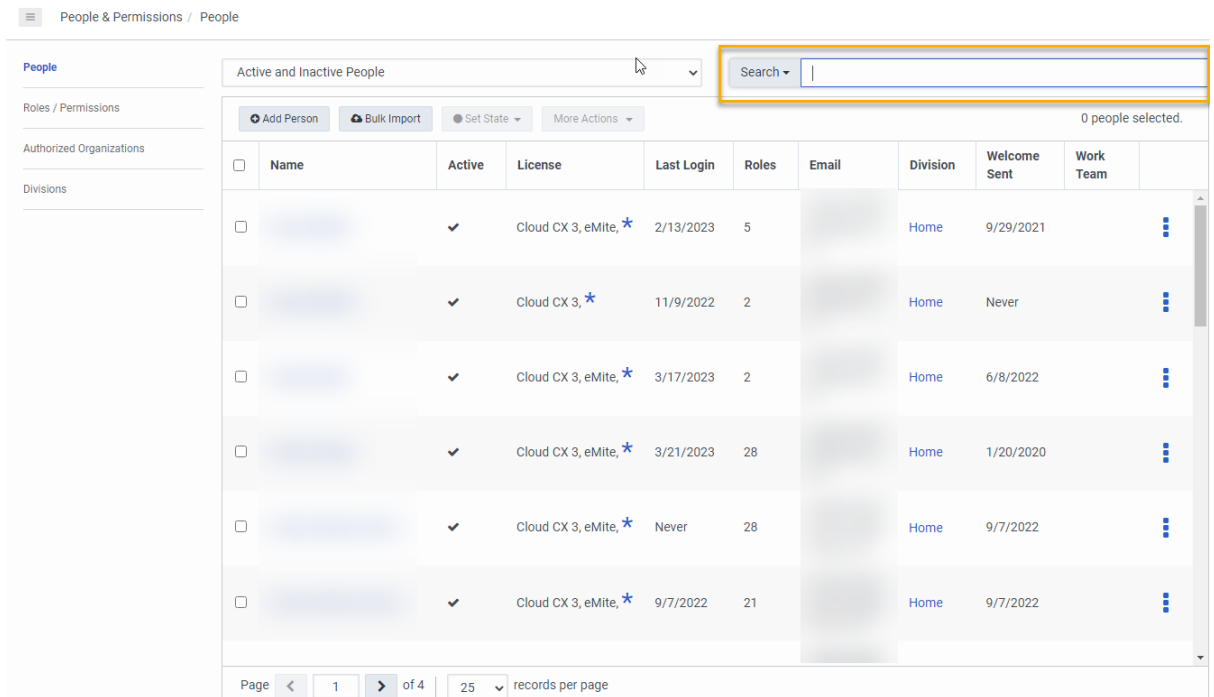


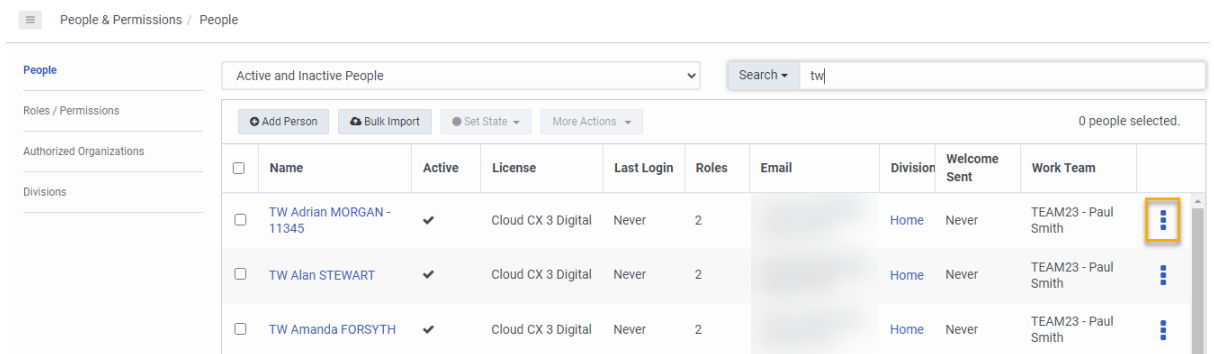
1. Go to Admin and select from the People & Permissions > People



2. You can search for the employee via the Search field in the top right corner

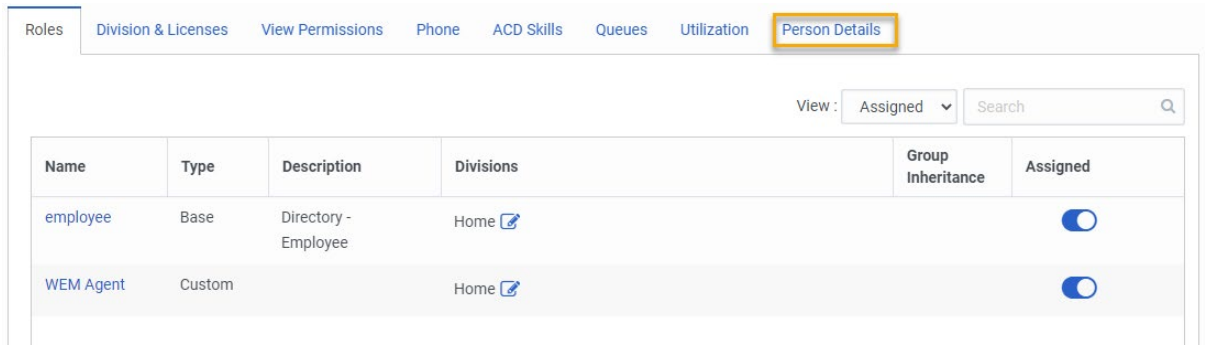


3. Once you have found the employee, click on the name to edit (or select from the three dots to the right of the name "Edit")



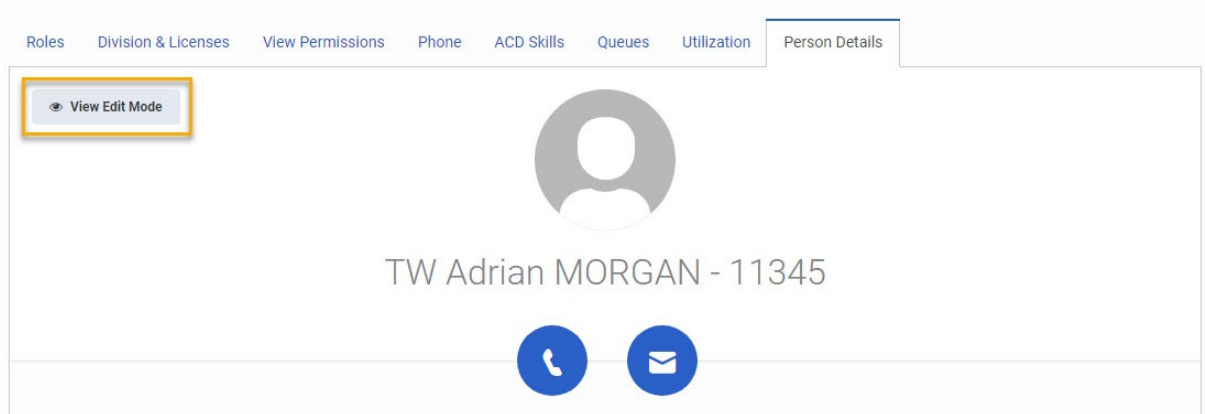
4. You should now see the Users Information

5. Select “Person Details”



Name	Type	Description	Divisions	Group Inheritance	Assigned
employee	Base	Directory - Employee	Home		<input checked="" type="checkbox"/>
WEM Agent	Custom		Home		<input checked="" type="checkbox"/>

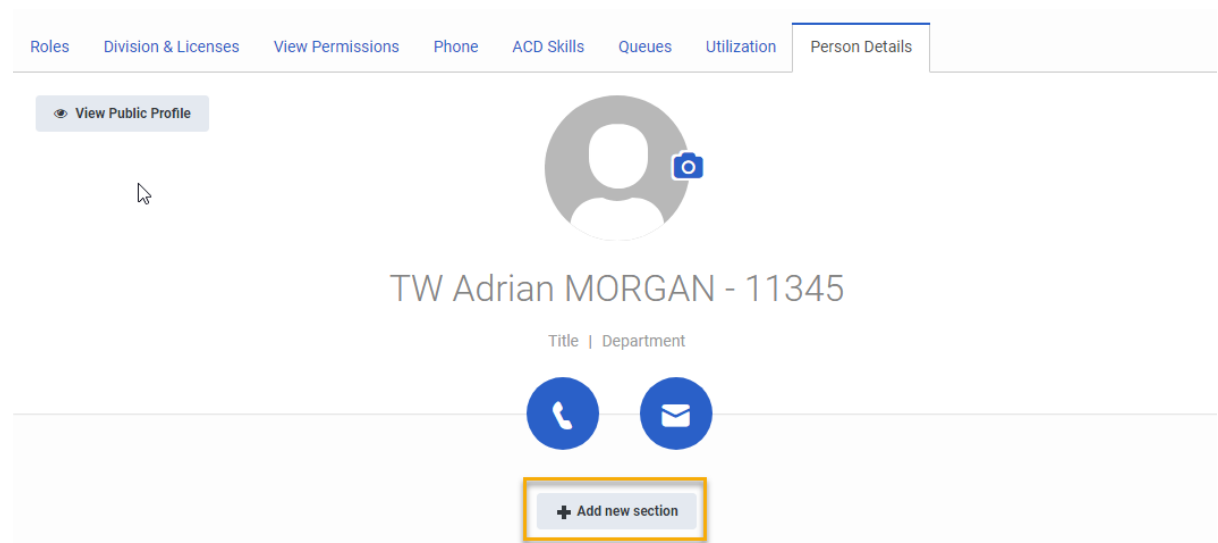
6. Select the “View Edit Mode”



View Edit Mode

TW Adrian MORGAN - 11345

7. Now go and select the “Add new section” button



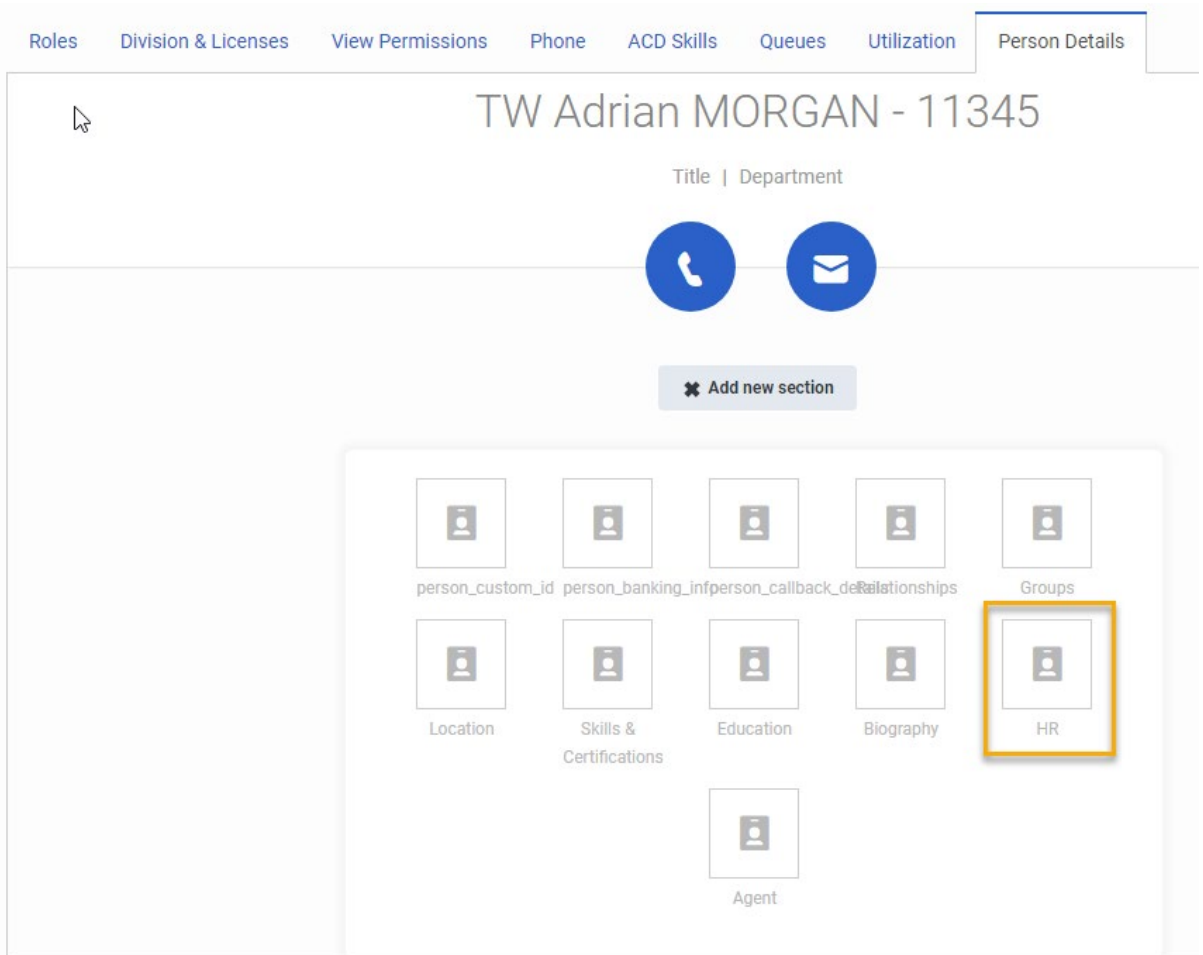
View Public Profile

TW Adrian MORGAN - 11345

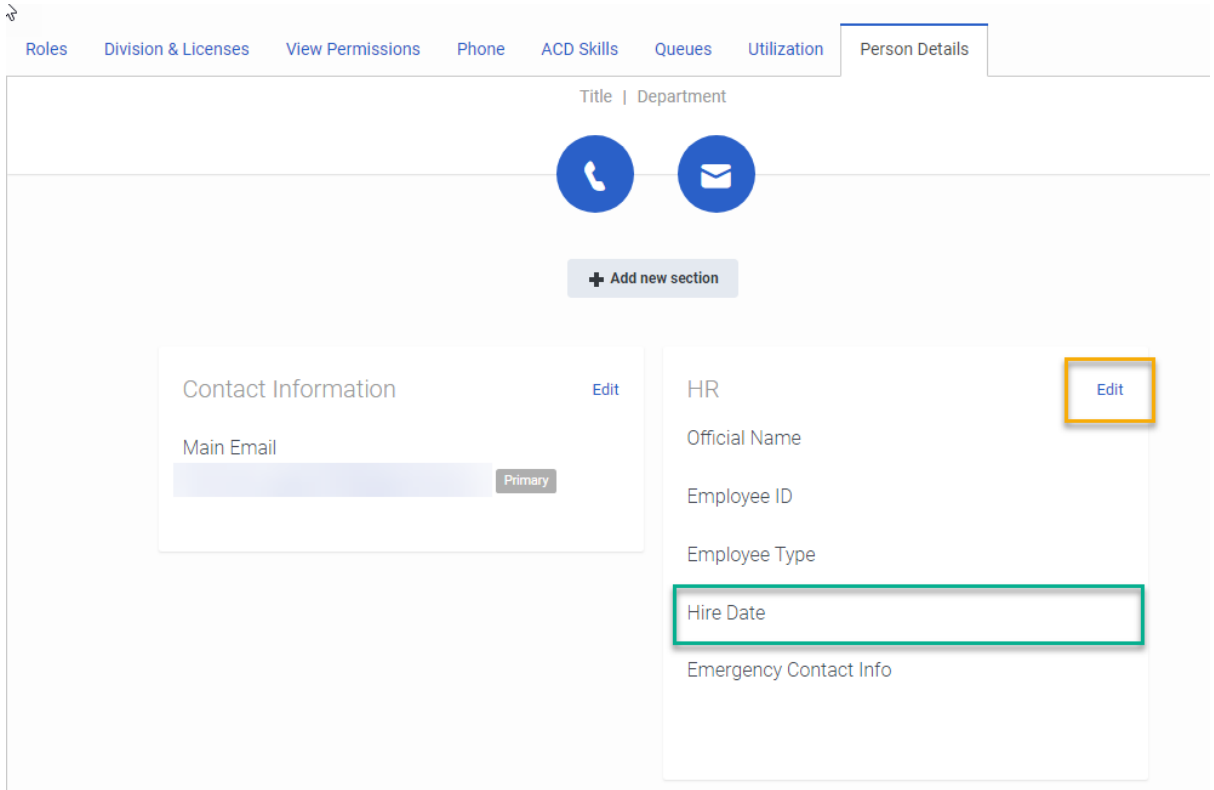
Title | Department

Add new section

8. Now that the new sections are displayed, select the “HR” tile





9. Once you have selected the “HR” tile, you will see additional employee information and the Hire Date. By selecting “Edit” in the right corner, you will be able to add/change information.



10. Save and Review your changes

[Roles](#)
[Division & Licenses](#)
[View Permissions](#)
[Phone](#)
[ACD Skills](#)
[Queues](#)
[Utilization](#)
[Person Details](#)

[+ Add new section](#)

Contact Information
Edit

Main Email
Primary

HR
Edit

Official Name

Employee ID

Employee Type

Full-time

Hire Date
03/24/2023

Emergency Contact Info