

How to add Staff

如何添加员工

**Cara menambah
kakitangan**



STEP 1

CLICK ADMIN
点击管理页面
KLIK ADMIN



Lee's Sandwich

South Korea



1

Main



Members

118



Orders



Appointment



History

T1 Faker
.....1516

testing
.....4687

Others



Boarding



Attendance



Petty



Announcement



SOS



Message

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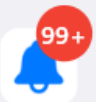
STEP 2

CLICK STAFF
点击员工
KLIK STAFF



Lee's Sandwich
South Koreaaa

Operation



Menu



Setting



Staff

2



Report



Roster



Inventory



Engagement



Voucher



Expense



E-Invoices

Version 1.0.15

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STEP 3

CLICK PLUS ICON
点击加号图标
KLIK IKON TAMBAH

×

Staff

👤

All Staff

🏷️

Roles & Level

💰

Staff Fines

Staff

🔍 Search

AllActiveInactive

1



TEE JU PING

(6015) 014-7858

2



test

(6015) 236-9870

3



eason

(6012) 881-2673

Junior

4



w gaming

(6015) 115-5534

5



keeeee

(6015) 444-2222

6



(6015) 236-9870

+

3

⚡

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STEP 4

FILL IN STAFF INFORMATION

填写员工信息

ISI MAKLUMAT KAKITANGAN



Staff

All StaffRoles & LevelStaff Fines

New StaffSave

Info

Advance

Target

Staff App

Permission

Name

Type here

4

Contact

5

IC / Passport

*非强制
*OPTIONAL

Type here

Prefix

*非强制
*OPTIONAL

Type here

Gender

*非强制
*OPTIONAL

Others

WORK AVAILABILITY

Work

*非强制
*OPTIONAL

Appointment

*非强制
*OPTIONAL

Online Booking

*非强制
*OPTIONAL

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STEP 5

CLICK SAVE
点击保存
KLIK SAVE



Save

6

×

Staff

All Staff

Roles & Level

Staff Fines

← Staff

New Staff

Info

Advance

Target

Staff App

Permission

Name

bbhbhbgvh

Contact

601555555555 ▾

IC / Passport

Type here

Prefix

Type here

Gender

Others ▾

WORK AVAILABILITY

Work

☒

Appointment

☒

Online Booking

☒

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