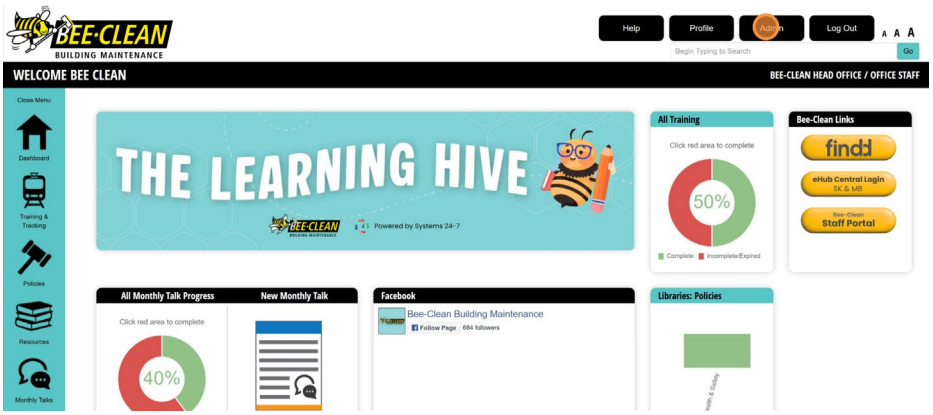
Department Admin Guide- Managing Employees

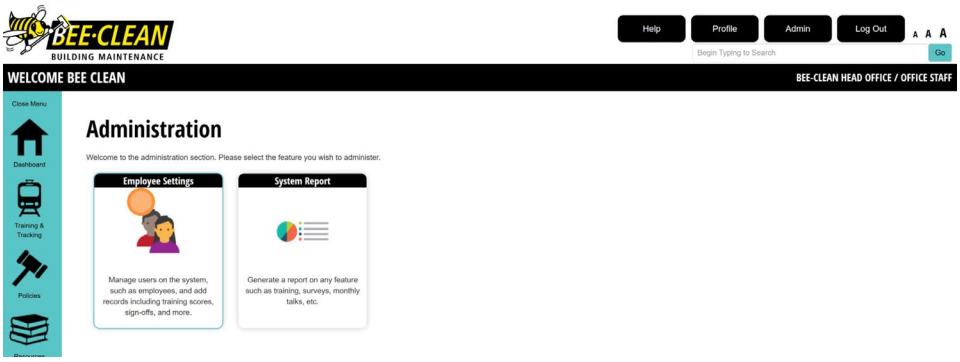
Use this guide to update employee profiles, email addresses and role categories, reset passwords, and manage employee access in the Learning Hive.

Open Employee Settings

1. Sign in at bee-clean.fastrescuesystems.com with your username and password.

2. Select Admin at the top right of your dashboard, then select Employee Settings.





Find an Employee

3. Use Search Users and the Department filter to find the employee. Select Search.

4. Select the Edit pencil under Authoring Options for the correct employee.



Search filters and employee list. Black bars have been placed here in this user guide to obscure employee names and usernames.

You can see only the employees and departments assigned to you. The site shown is an example; choose your own department. When you locate the Employee you wish to manage or edit, you can select the Edit button at the far right column under Authoring Options (see red circle above).

Find Inactive Employees and Manage Access

If you cannot find an employee, check the Status filter in the search area. Choose Active, Inactive or All, then select Search. **All** shows both active and inactive employees within the departments assigned to you.

The blue eye under Authoring Options indicates that an employee is active. Clicking it deactivates the employee. If your Status filter is set to Active, the employee may disappear from your search results.

To reactivate an employee:

1. Set the Status filter to All and select Search. Use Search Users and the Department filter as needed to locate the employee.

2. Click the employee's eye icon under Authoring Options to make it blue again. This reactivates the employee.

If you need help activating or deactivating an employee, email your Health and Safety Coordinator or LearningHive@Bee-Clean.com.

Update the Employee Profile

On Edit Employee, use the System Settings tab for account details, email and password settings.



Account Information on the System Settings tab.

1. Review the employee's profile and correct the relevant details. Confirm you are editing the right employee before saving.

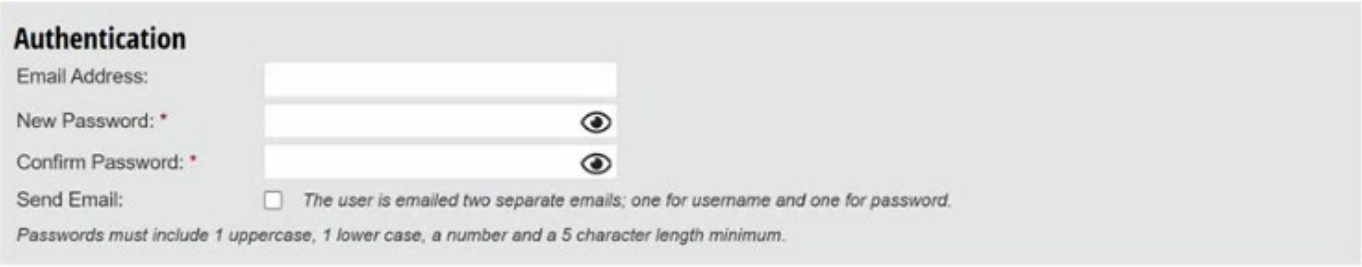
2. To reflect a job or responsibility change, update Categories. For example, select the appropriate frontline, supervisor or health and safety committee category.

Role categories are how this screen represents the employee's training role. Choose the category that matches their responsibilities. This is only needed if they are being promoted or their role is changing.

Add or Change an Email Address

3. In Authentication, enter the correct address in Email Address. Check the spelling carefully.

4. Select Update Changes at the bottom right to save your edits.



The Email Address field is in the Authentication section.

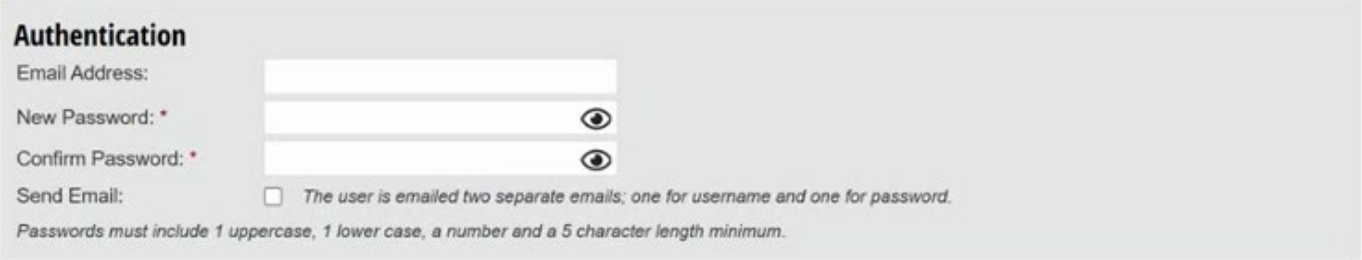
An email address allows the system to send login details and training reminders. Leave password fields unchanged when you are only updating an email address.

Reset an Employee Password

1. Enter the new password in New Password.

2. Enter the same password again in Confirm Password.

3. Follow the password rules shown on screen. In the recorded system, the minimum is five characters with at least one uppercase letter, one lowercase letter and one number.



Enter and confirm the new password in Authentication.

4. If the employee has an email address, verify it and select Send Email to send their login details. The screen indicates that the username and password are sent in two separate emails.

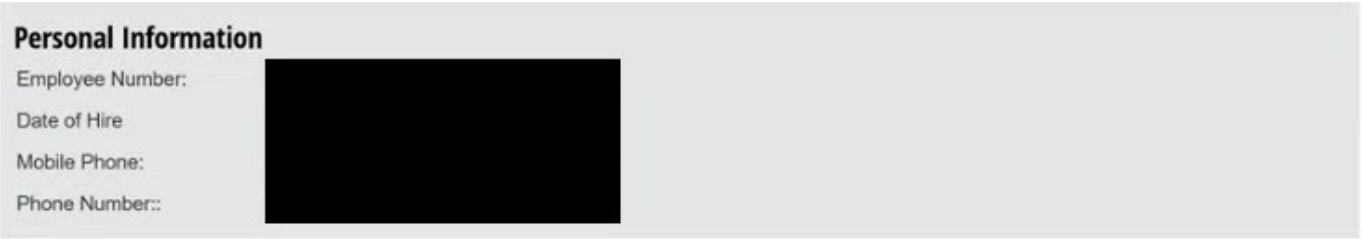
5. Select Update Changes to save the password reset.



If no email address is available, give the employee their updated login details privately.

Update Employee Information and Access

Select Employee Information to review the employee number, date of hire and phone details. Update the relevant editable fields, then select Update Changes.



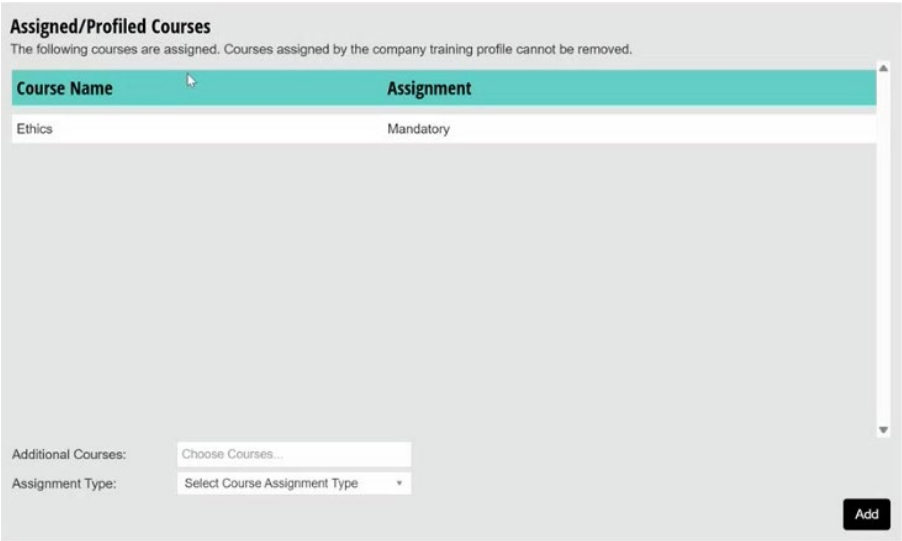
Employee Information. Personal field values have been obscured for this user guide.

Assign an Additional Course

1. Under Assigned/Profiled Courses, use Additional Courses to choose a course.

2. Choose Mandatory or Optional under Assignment Type, then select Add. We recommend to treat all training as Mandatory.

3. Select Update Changes. You can remove an additional course you assigned; courses assigned through the company training profile cannot be removed here.



The course list and Additional Courses controls.