

Maintx Maintenance Management System

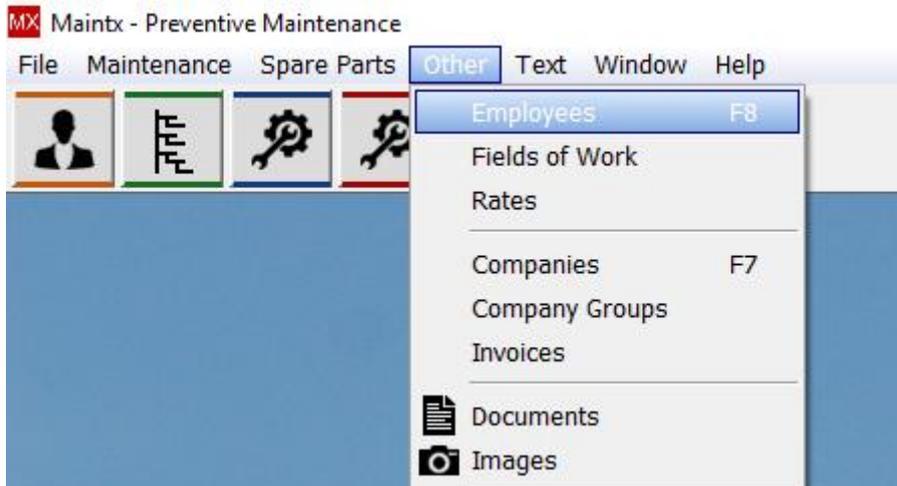
# Employees

Adding New Employees  
And Assigning Access



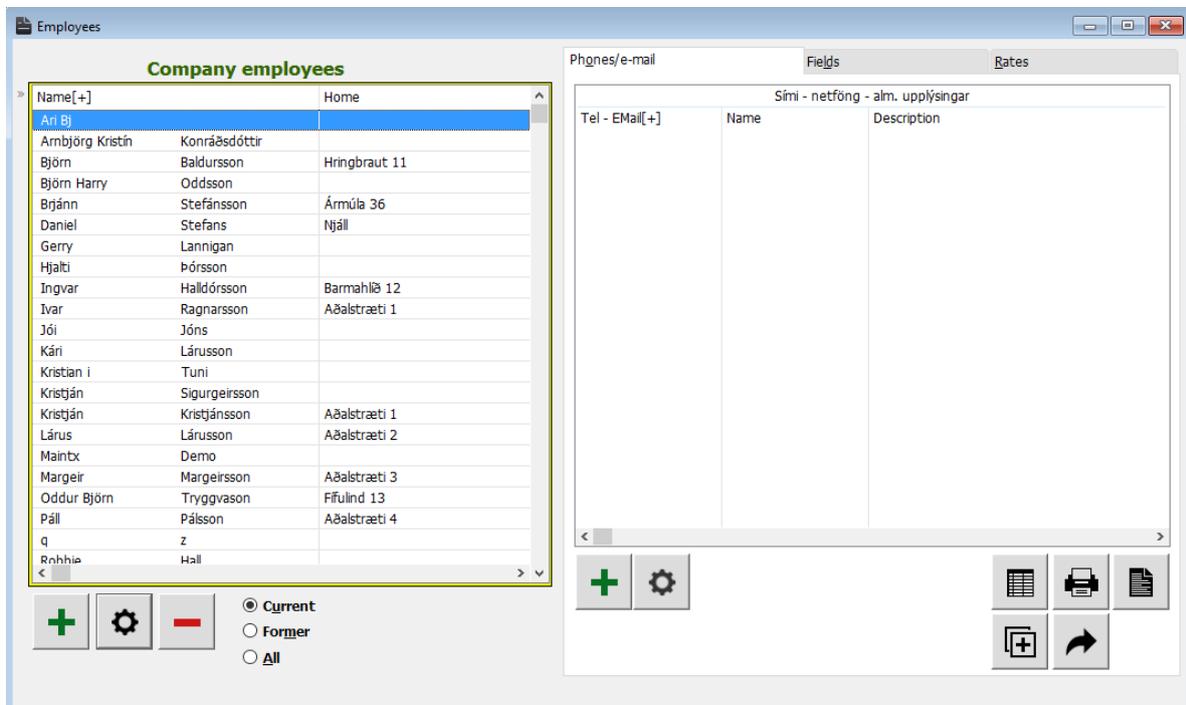
## Employees

To add employees we go to the menu bar:

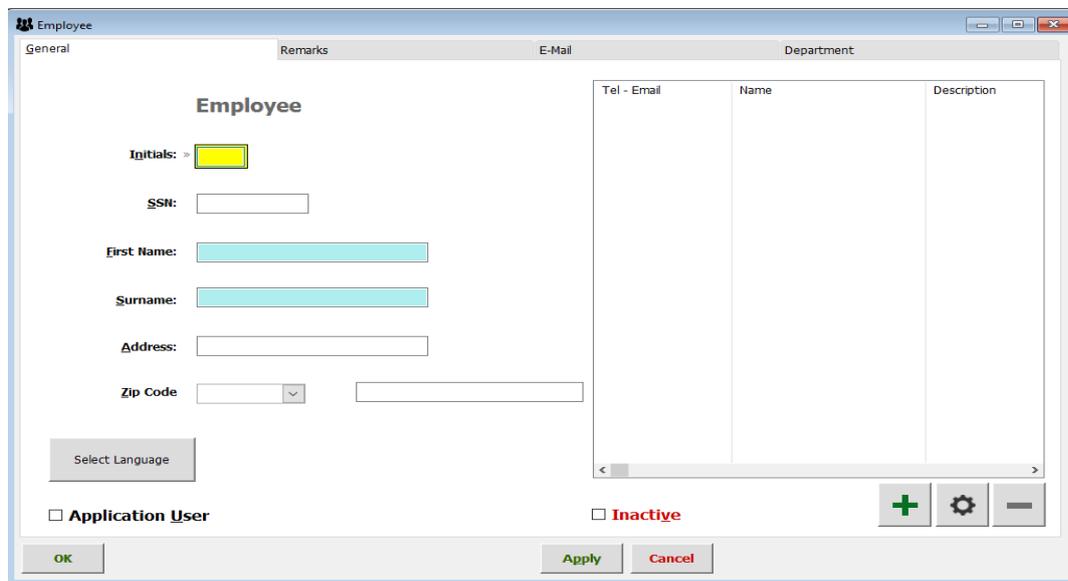


Click **“other”** and from the drop-down menu select **“Employees”**.

For the same result we can press **“F8”** on our keyboard.



From this window we are able to add or edit **“Employees”**, their **“contact information”**, **“Rates”** and to **“Assign Access”** to them. To add a new employee we click the  button in the lower-left corner.



The screenshot shows a software window titled "Employee" with a tabbed interface. The "General" tab is active, displaying a form for entering employee information. The form includes fields for "Initials" (with a yellow highlight), "SSN", "First Name", "Surname", "Address", and "Zip Code" (with a dropdown menu). A "Select Language" button is located below the address field. On the right side, there is a table with three columns: "Tel - Email", "Name", and "Description". At the bottom of the form, there are checkboxes for "Application User" and "Inactive", along with a green plus icon, a gear icon, and a minus icon. The bottom of the window contains "OK", "Apply", and "Cancel" buttons.

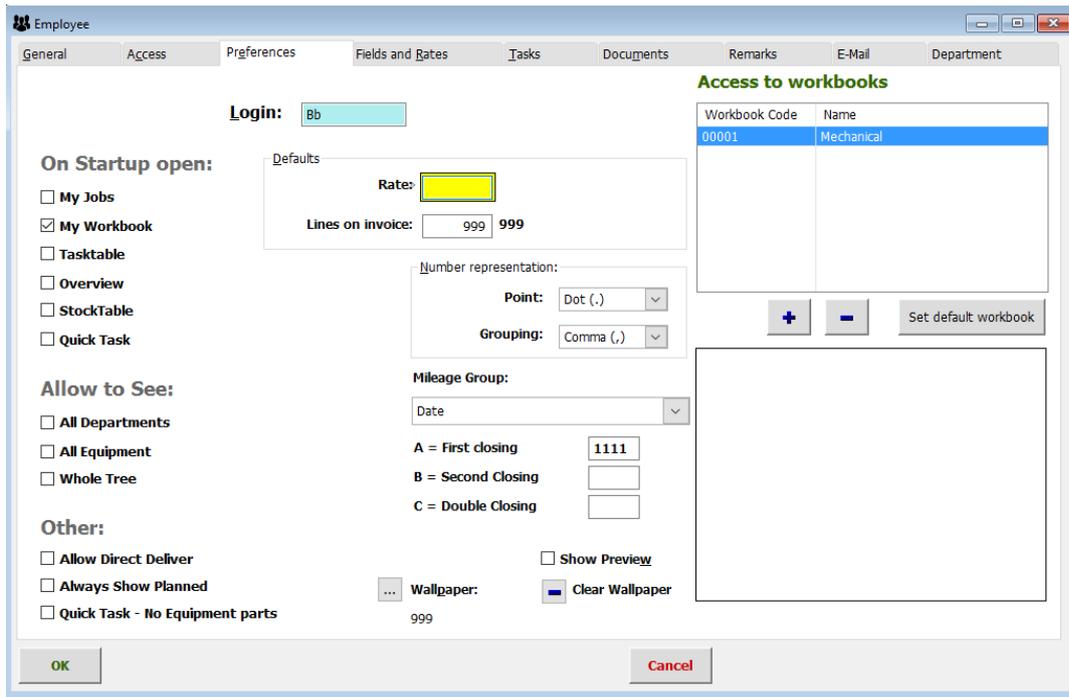
Here we fill out the “**Employees**” general information. Such as: Initials, “**Social Security Number**” or “**National Insurance Number**”, First and Last name and so on.

Once finished press 

To enter more information we double click the employee’s name.

For Telephone number we click . Put the relevant information in and the same goes for the email.

Next we tick the box marked “**Application User**” in the lower left corner and go to “**Preferences**”.



We choose a **“login”** which will be the password when opening Maintx.

We can decide which area Maintx opens on start up.

Open on Start up:

- Jobs
- Workbook
- Task Table
- Overview
- Stock Table

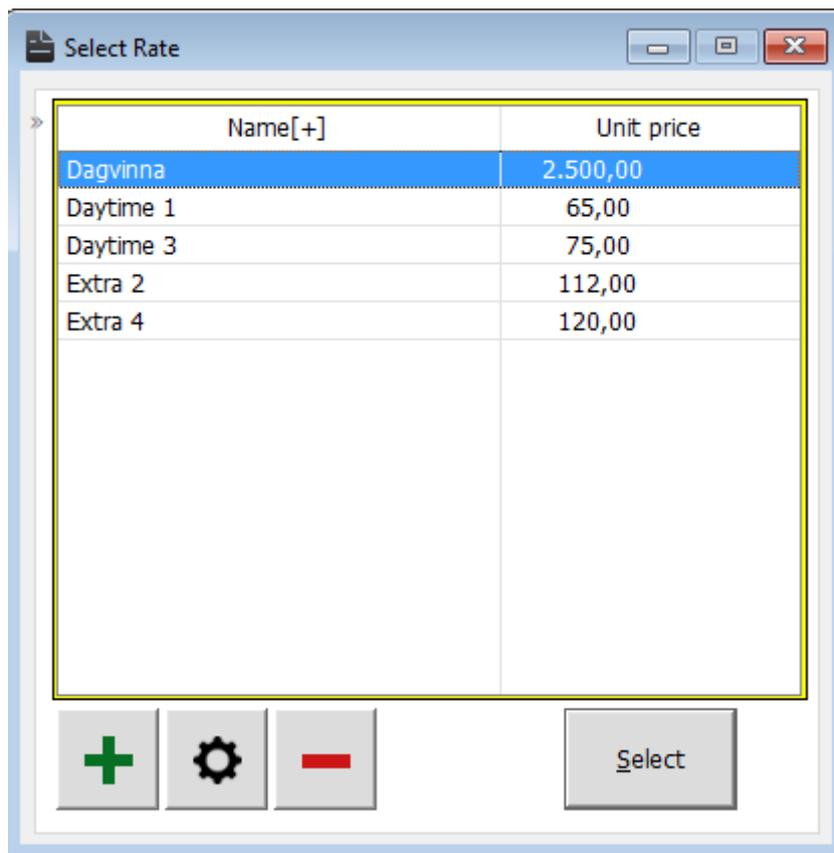
We can also decide what we want to allow him to see:

- Allow Show All Departments
- Allow Show All Equipment
- Allow Show Whole Tree

And

- Allow Direct Delivery

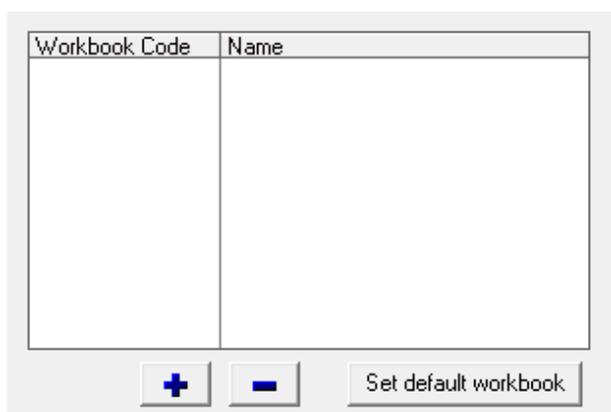
To set employee’s **“Rate”** we right click the **“Rate”** box



and choose a pre-existing rate or create a new one. We create a new Rate by clicking 

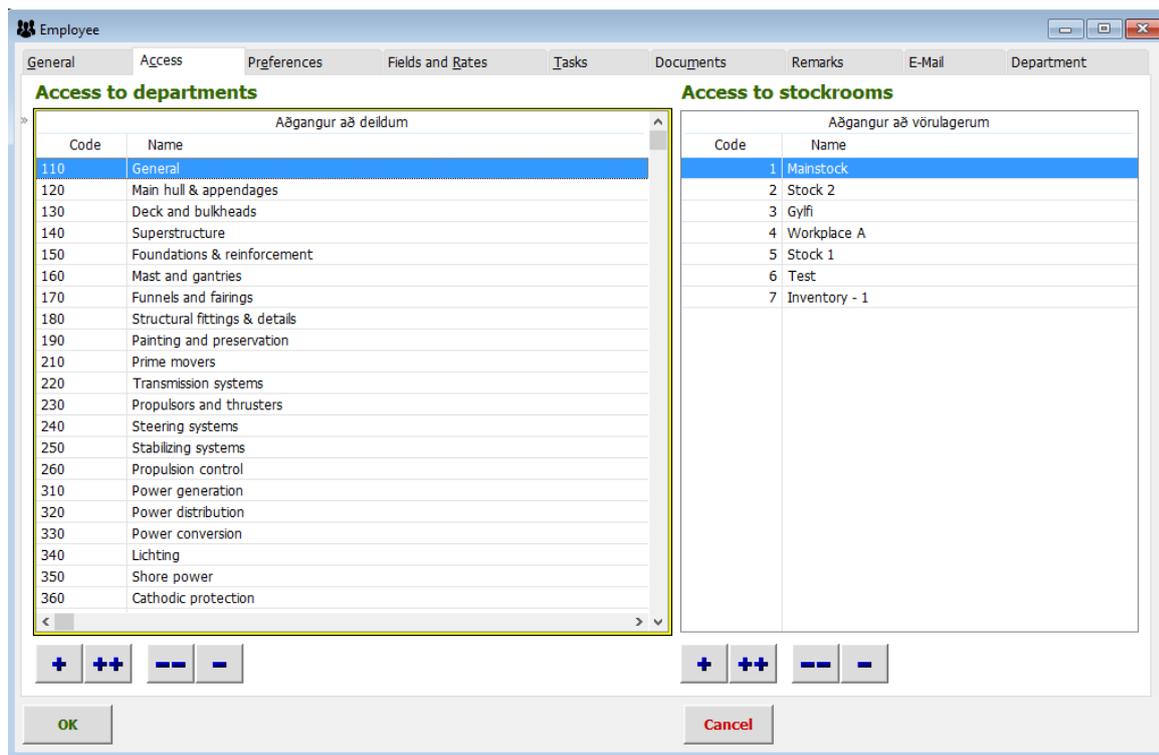
To select the correct rate we simply double-click on it.

To choose a “**workbook**”



we click the  button, select the right workbook and press .

To assign access to an employee we select him and go to the “**Access**” tab.



We can select all departments with the  button and then choose which departments we don't want him to access by deselecting with the  button.

Or

We can press the  button and choose which ones he can see.

 = Add one       = Add all

 = Detract one       = Detract all

And the same goes for the „stockroom“

Finally we press 