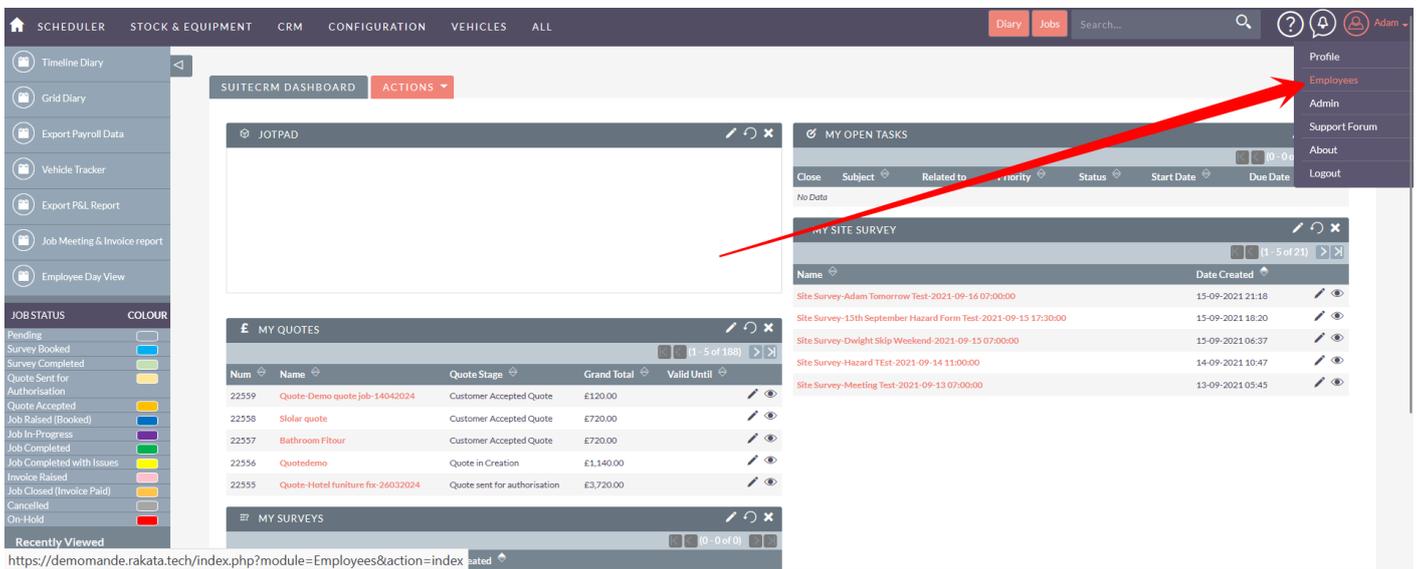


# Set Employee parameters (Set contracted hours and PO creation accessibility)

Once a user has been created you can set various Employee settings that manage employee behaviour.

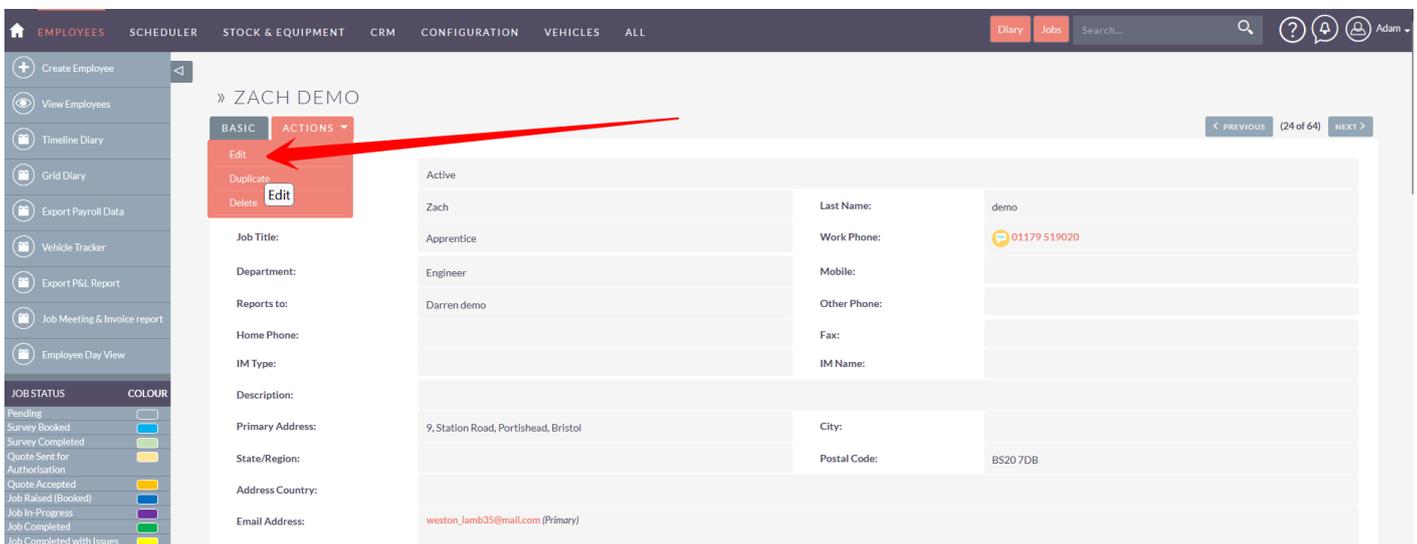
## Employees



The screenshot shows the SUITECRM DASHBOARD interface. The top navigation bar includes 'Diary', 'Jobs', and a search field. The user's name 'Adam' is visible in the top right corner. A red arrow points to the 'EMPLOYEES' menu item in the top right navigation bar. The main content area displays several widgets: 'JOTPAD', 'MY OPEN TASKS', 'MY QUOTES', and 'MY SURVEYS'. The 'MY QUOTES' widget shows a table of quotes with columns for Num, Name, Quote Stage, Grand Total, and Valid Until.

Num	Name	Quote Stage	Grand Total	Valid Until
22559	Quote-Demo quote job-14042024	Customer Accepted Quote	£120.00	
22558	Slolar quote	Customer Accepted Quote	£720.00	
22557	Bathroom Fitour	Customer Accepted Quote	£720.00	
22556	Quotedemo	Quote in Creation	£1,140.00	
22555	Quote-Hotel furniture fix-26032024	Quote sent for authorisation	£3,720.00	

## Select the Employee to set/update



The screenshot shows the SUITECRM EMPLOYEES page. The top navigation bar includes 'EMPLOYEES', 'SCHEDULER', 'STOCK & EQUIPMENT', 'CRM', 'CONFIGURATION', 'VEHICLES', and 'ALL'. The user's name 'Adam' is visible in the top right corner. The main content area displays the details for the employee 'ZACH DEMO'. A red arrow points to the 'Edit' button in the 'ACTIONS' menu. The employee details include Job Title, Department, Reports to, Home Phone, IM Type, Description, Primary Address, State/Region, Address Country, and Email Address.

Field	Value
Active	Active
Last Name	demo
Work Phone	01179 519020
Mobile	
Other Phone	
Fax	
IM Name	
Description	
Primary Address	9, Station Road, Portishead, Bristol
City	
Postal Code	BS20 7DB
Address Country	
Email Address	weston_lamb35@mail.com (Primary)

# Set the contracted hours.

This is important when determining overtime worked if you track hours.

The screenshot shows the 'CONTRACTED HOURS' configuration page. The left sidebar contains navigation options like 'Create Employee', 'View Employees', and 'Timeline Diary'. The main content area has a table for setting contracted hours per day. A red box highlights the 'Thursday' field, and a red arrow points to it from a text box that says 'Set the contracted hours'.

Day	Contracted Hours
Monday	8.0
Tuesday	8.0
Wednesday	8.0
Thursday	8.0
Friday	8.0
Saturday	0.0
Sunday	0.0
Weekly Contracted Hours	40.00
Charge-Out Rate	40.00

# PO creating settings

The screenshot shows the 'PO RESTRICTION TIMINGS' configuration page. The left sidebar is the same as in the previous image. The main content area has a dropdown menu for 'Employee is unable to create a PO on these days' with 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday' selected. A red box highlights this dropdown, and a red arrow points to it from a text box that says 'Set when the user can create a PO'.

Mobile App Version Number: 4.1790      Last date Android Version Recorded: 05-01-2024

Employee is unable to create a PO on these days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Restricted from (e.g.0700): [ ] [ ]      Restriction ends (e.g 1900): [ ] [ ]

Default Invoice Template: [ ] [X] [X]

Created By: [ ]

SAVE    CANCEL    SAVE AND CONTINUE

Revision #2

Created 14 April 2024 12:43:58 by RakataTech

Updated 21 April 2024 07:14:39 by RakataTech