

Manuel oprettelse af brugere

Hvis du vil oprette en bruger eller en supervisor,

1. skal du gå til **People** (Personale) -> **Agents** (Agenter) i menuen til venstre. Dette vil vise alle brugere i systemet.

The screenshot shows the 'People' section of the Puzzel system. The left sidebar contains navigation options: Dashboard, Forecasting, Scheduling, Adherence, Reporting, People, Agents, Holidays, Shift Swaps, Shift Assignment, and Settings. The main area is titled 'People' and has tabs for 'Agents', 'Holidays', 'Shift Swaps', and 'Shift Assignment'. Below the tabs, there are 'View Options' (Edit Mode, Active Only) and a filter set to 'campaign: Demo'. A table lists agents with columns for First Name, Surname, Campaign, Shift, Rotation, Team, Site, Skill Set, Start Date, End Date, and Username. At the bottom right, there is a red '+' icon for adding new agents.

First Name	Surname	Campaign	Shift	Rotation	Team	Site	Skill Set	Start Date	End Date	Username
Agente	1	Demo	Tiempo Completo L-D 40hrs	1	Soporte Weber	Weber España	Demo	2020-12-01		agente1@weber.es
Agente	2	Demo	Demo Weber	1	Soporte Weber	Weber España	Demo	2020-12-01		agente2@weber.es
Agente	3	Demo	Demo Weber	1	Soporte Weber	Weber España	Demo	2020-12-01		agente3@weber.es
Jenna	Baldion	Demo				OUTSOURCING	Demo SalesService	2020-12-01		jyaldion@outsourcing.com.co
Combined	Combined21	Demo	Full Time 40hr MTWTFSS	1	FT	Europe West	Demo SalesService	2017-01-02		agent21@examplecompany.com
Combined	Combined22	Demo	Full Time 40hr MTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent22@examplecompany.com
Combined	Combined23	Demo	Full Time 40hr MTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent23@examplecompany.com
Combined	Combined24	Demo	Full Time 40hr MTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent24@examplecompany.com
Combined	Combined25	Demo	Full Time 40hr MTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent25@examplecompany.com

2. Klik på +-tegnet nederst til højre på skærmen. Hvis du vil tilføje brugere manuelt, skal du enten klikke på ikonet eller på for at importere fra en fil.



3. Hvis du tilføjer brugeren manuelt, åbnes en formular, hvor du kan udfylde brugeroplysningerne. Der er tre obligatoriske oplysninger, fornavn, efternavn og brugernavn [normalt personens e-mailadresse], der skal indtastes. Når du har angivet alle de nødvendige oplysninger, skal du klikke på **Create** (Opret)

People Agents Holidays Shift Swaps Shift Assignment

← All Agents

Filter

New Agent

New Agent

Personal Details

Agent ID

First Name * **Michael** Last Name * **Scott** Date Of Birth

Phone Mobile

Email Personal Username * **supervisor@puzzel.com**

HR Details

Organization Minimum Hours Maximum Hours

Changes have been made. **Create**