

## Creating users manually

To create a user or a supervisor,

1. You need to go to **People** -> **Agents** option in the left menu. This will display all the users in the system.

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		jbaldion@outsourcing.com.co
Combined	Combined21	Demo	Full Time 40hr HTWTFSS	1	FT	Europe West	Demo SalesService	2017-01-02		agent21@examplecompany.com
Combined	Combined22	Demo	Full Time 40hr HTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent22@examplecompany.com
Combined	Combined23	Demo	Full Time 40hr HTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent23@examplecompany.com
Combined	Combined24	Demo	Full Time 40hr HTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent24@examplecompany.com
Combined	Combined25	Demo	Full Time 40hr HTWTFSS	1	FT	UK	Demo SalesService	2017-01-02		agent25@examplecompany.com

2. Click on the **+** sign on the bottom right corner of the screen. You can either click on **+** to manually add the users or on **📄** icon to import from a file.



3. If you are manually adding the user, it opens up a form for you to fill in the user details. There are three mandatory details first name, last name and username [usually the email address of the person] to be entered. Once you have entered all the necessary details, click on **Create**.

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**