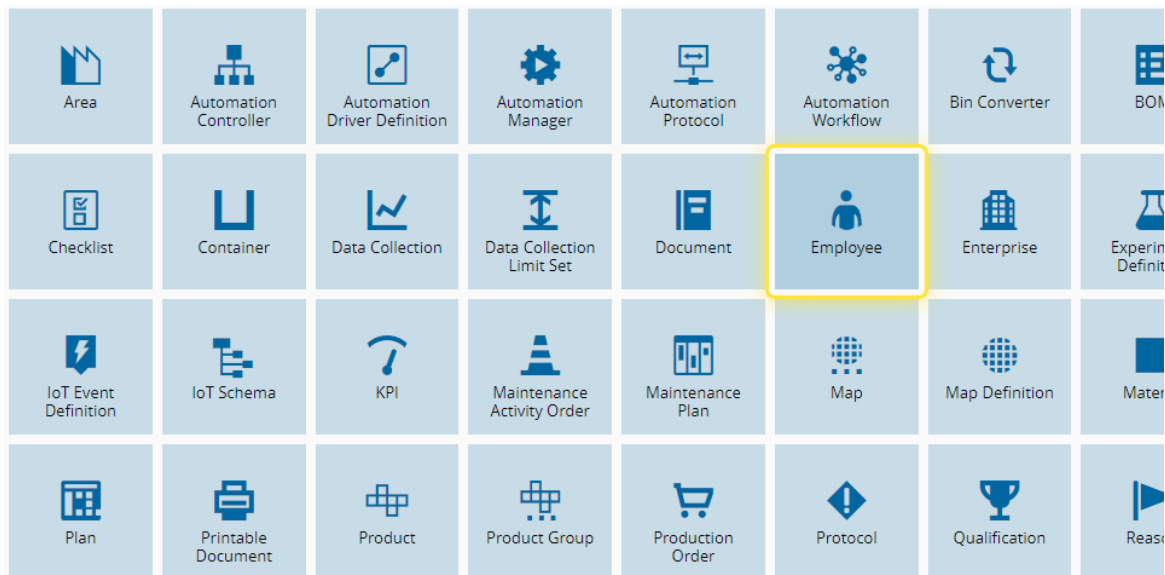


## How to: Create an Employee

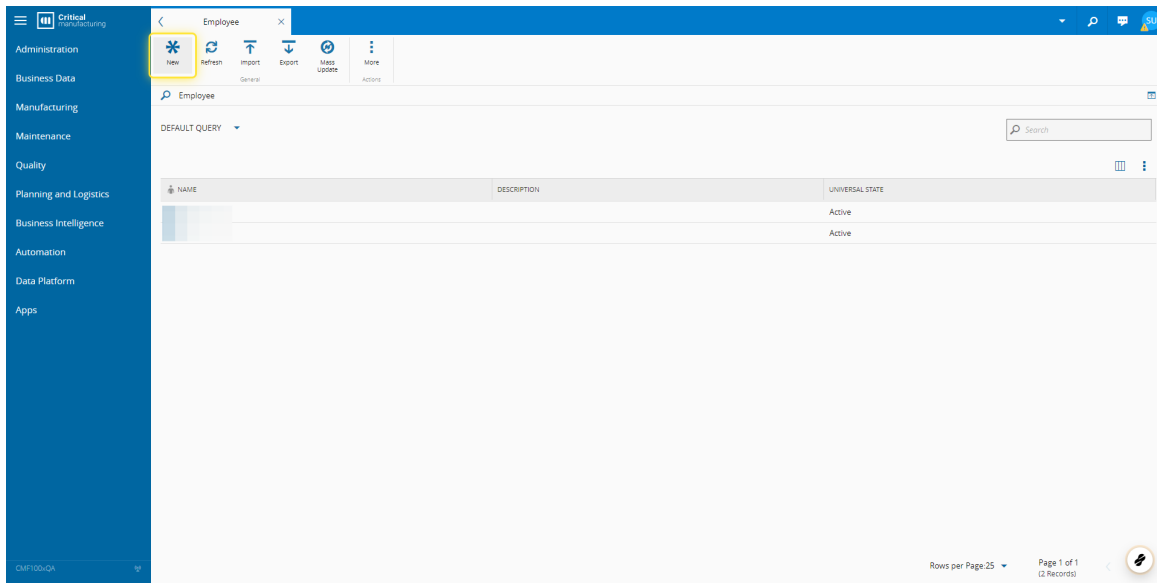
1. Go to the Business Data menu.



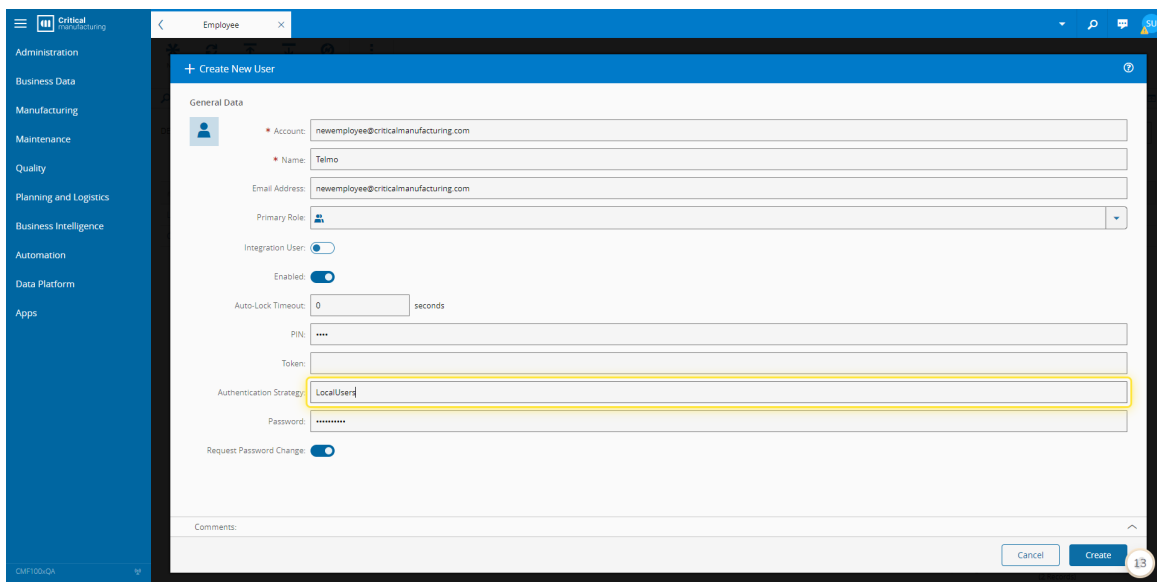
2. Select the Employee entity.



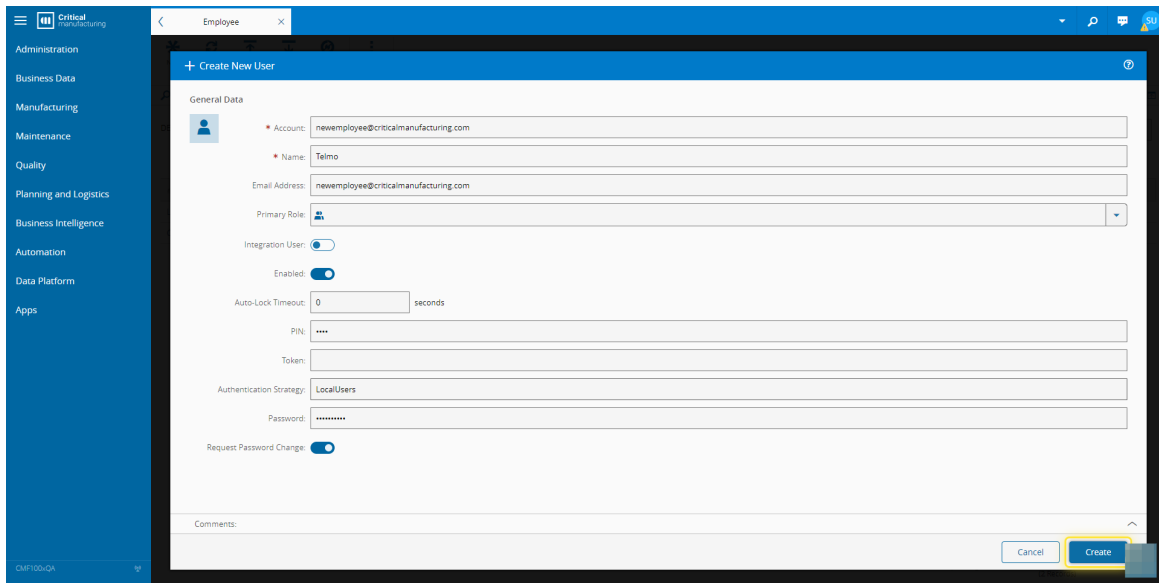
3. Select the New button.



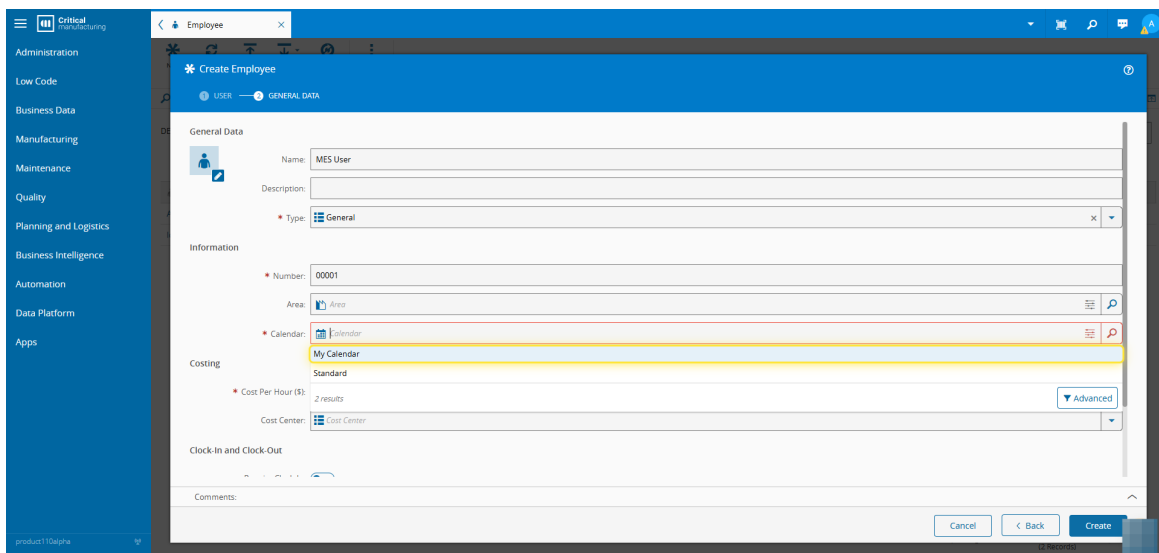
4. Add the User information.



5. Select the Next button.



6. Set the General Data of the Employee.



7. Select the Create button.

**Create Employee**

USER GENERAL DATA

**General Data**

Name: MES User

Description:

Type: General

**Information**

Number: 00001

Area: Area

Calendar: My Calendar

**Costing**

Cost Per Hour (\$): 0

Cost Center: Cost Center

**Clock-In and Clock-Out**

Comments:

Cancel < Back Create