

Employee administration

To be able to manage employees, you should visit the **Employee page** in the main menu. You will get a table listing all the employees registered on the platform.

Employees

Type Employees name or email... **3.** Position: All **4.** Employees Structure

Name	Email	Birthday	Position	Assistant	Recruiter
1. IP Admin	free@items.rs	1990/01/01	CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bobby Ros	bobby.r@items.rs	1992/03/23	Asistent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rick Mcdonalid	rick.m@items.rs	1993/03/11	-	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Doe	john.d@items.rs	1982/11/20	Department Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 1.** The name and surname of each employee in the table is, in fact, a link. If you click on that link, you will get the **employee information** page. Here you can edit data on his/her education, previous work experience (this data can be edited by the employee him/herself, too), you can view the employee's absences and adjust the number of available vacation days.
- 2.** Each employee can be upgraded to the role of **assistant** or **recruiter** using the switches in the last two columns. You can read about these roles' duties and functions on [page two of this document](#).
- 3.** Number three marks the **search field** where you can find employees by name or email. Additionally, you can filter employees by position.
- 4.** The button in the upper right-hand corner opens a page where you can edit the **structure of employees**, and add previous employees (Add Employee button). Candidates who have successfully passed the recruitment process are, of course, promoted to employees, but they **need to be added in the structure**. You manage the structure by clicking on one of the positions. This opens a dialog box where you can insert a **subordinate position**, an **assistant** position, and select which employee works on that position. All these options can be edited later.

