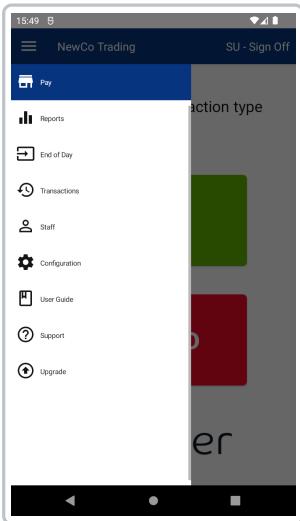


?? How to add a Staff Member

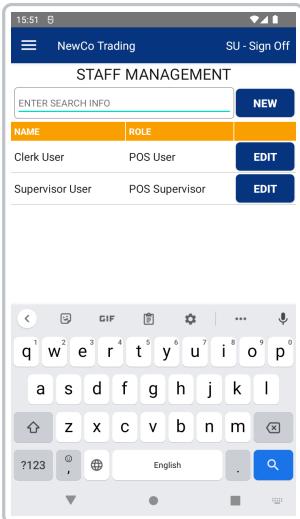
Last Modified on 04/07/2025 2:58 pm BST

Supervisors can easily add a new staff member right from your device. Here's how:

1. Log in to the device.
2. Tap the **Menu (≡)** in the top left corner.



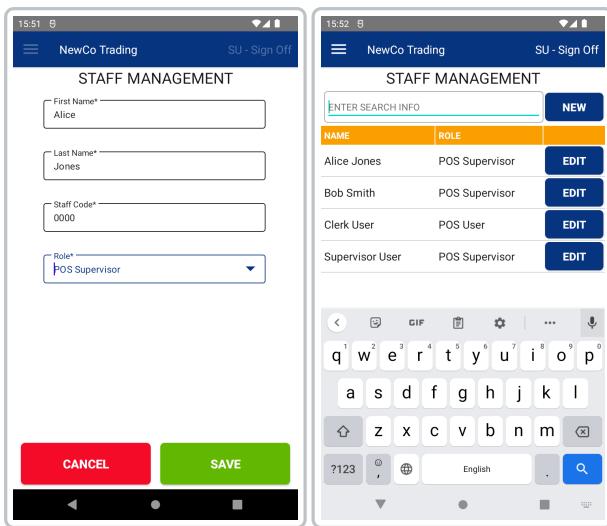
3. Tap **Staff** to open the Staff Management screen.



4. Tap the **NEW** button .



5. Enter the staff member's details, then tap **SAVE** .



That's it! The new staff member will now appear in your staff list.

[2](#) To make sure the new staff shows on all devices and the Web Portal, tap **Update Data** on the login screen.

[2](#) Learn more:

- [2](#) See this article to learn how to change staff member details.
- [2](#) See this article for how to create and manage staff in the Web Portal.