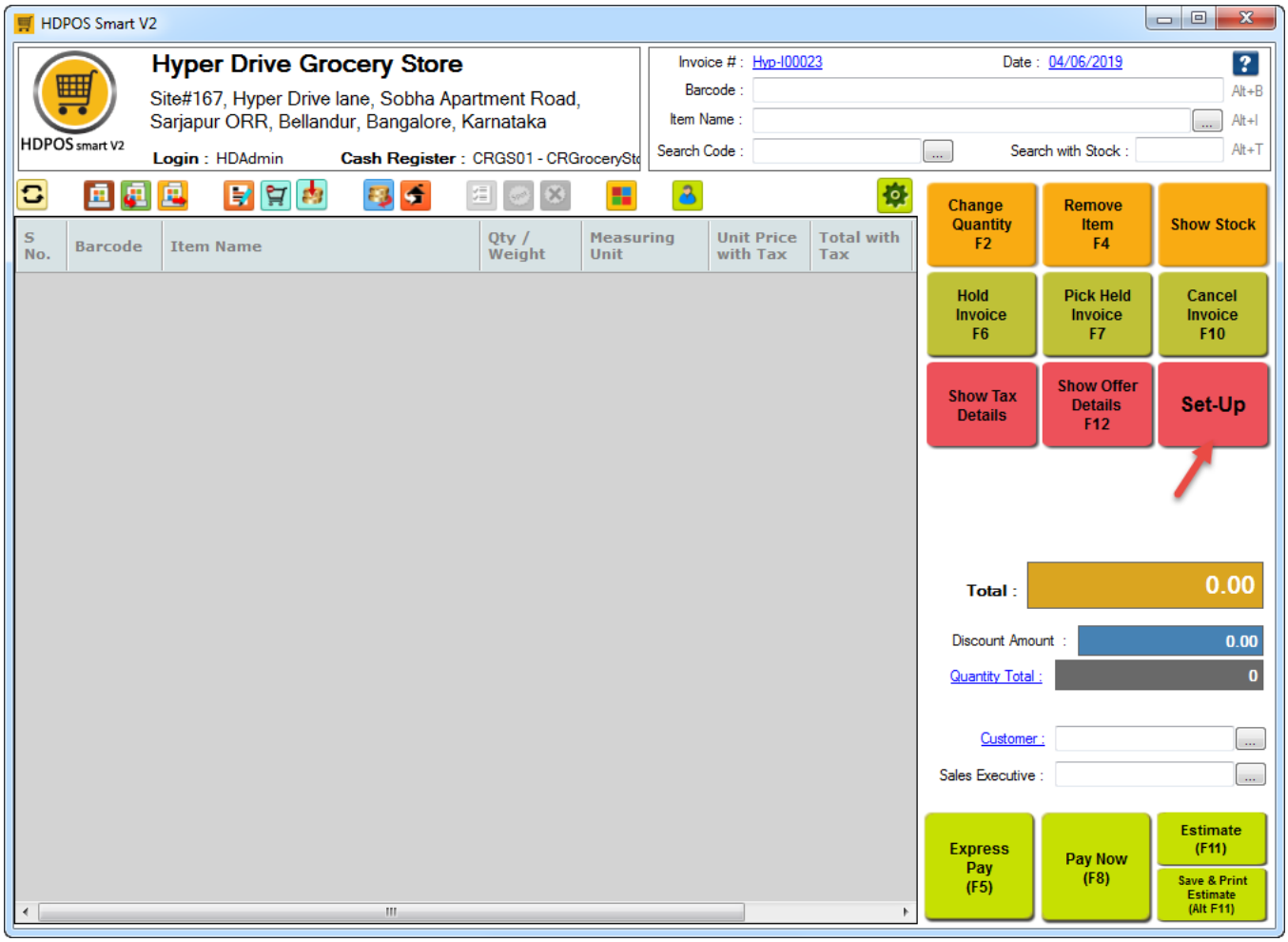
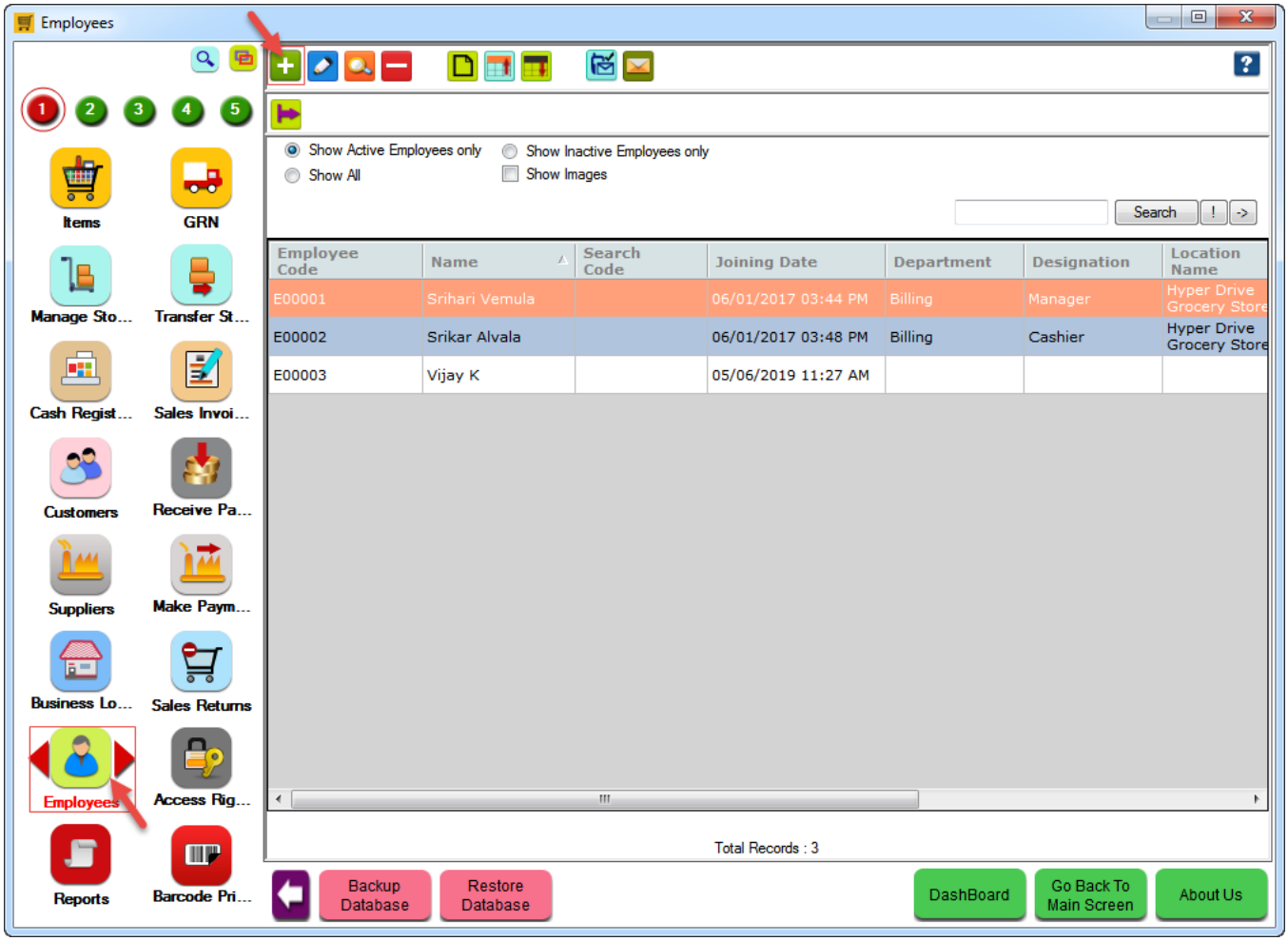
How to add an employee in HDPOS smart ?

To add an employee in HDPOS smart, follow the steps below:

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. Go to Employee module. From **Manage Employee** screen, Click on **Add Employee** button.

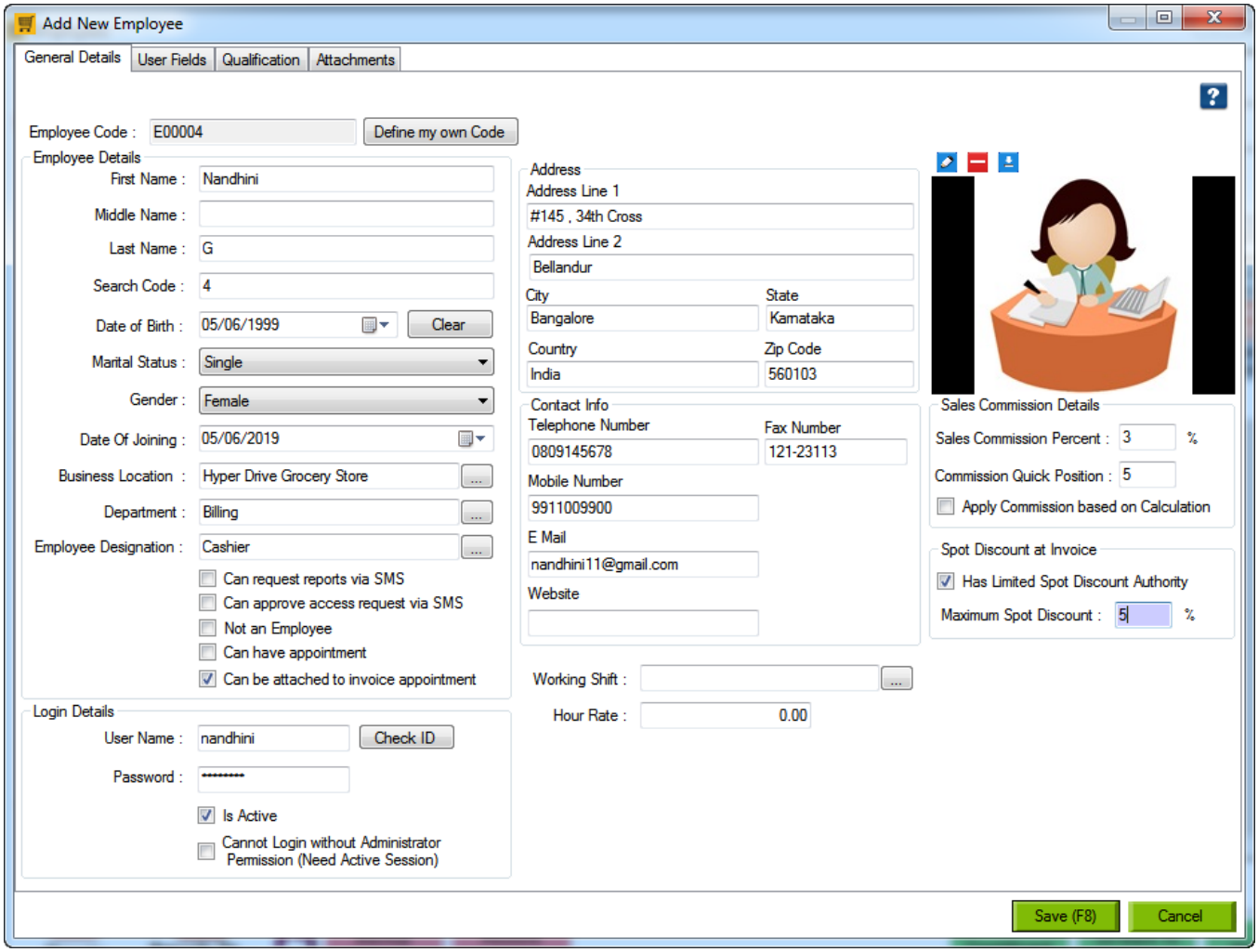


3. In the **Add New Employee** screen

- You can see 4 tabs- General Details, User Fields, Qualification and Attachments.

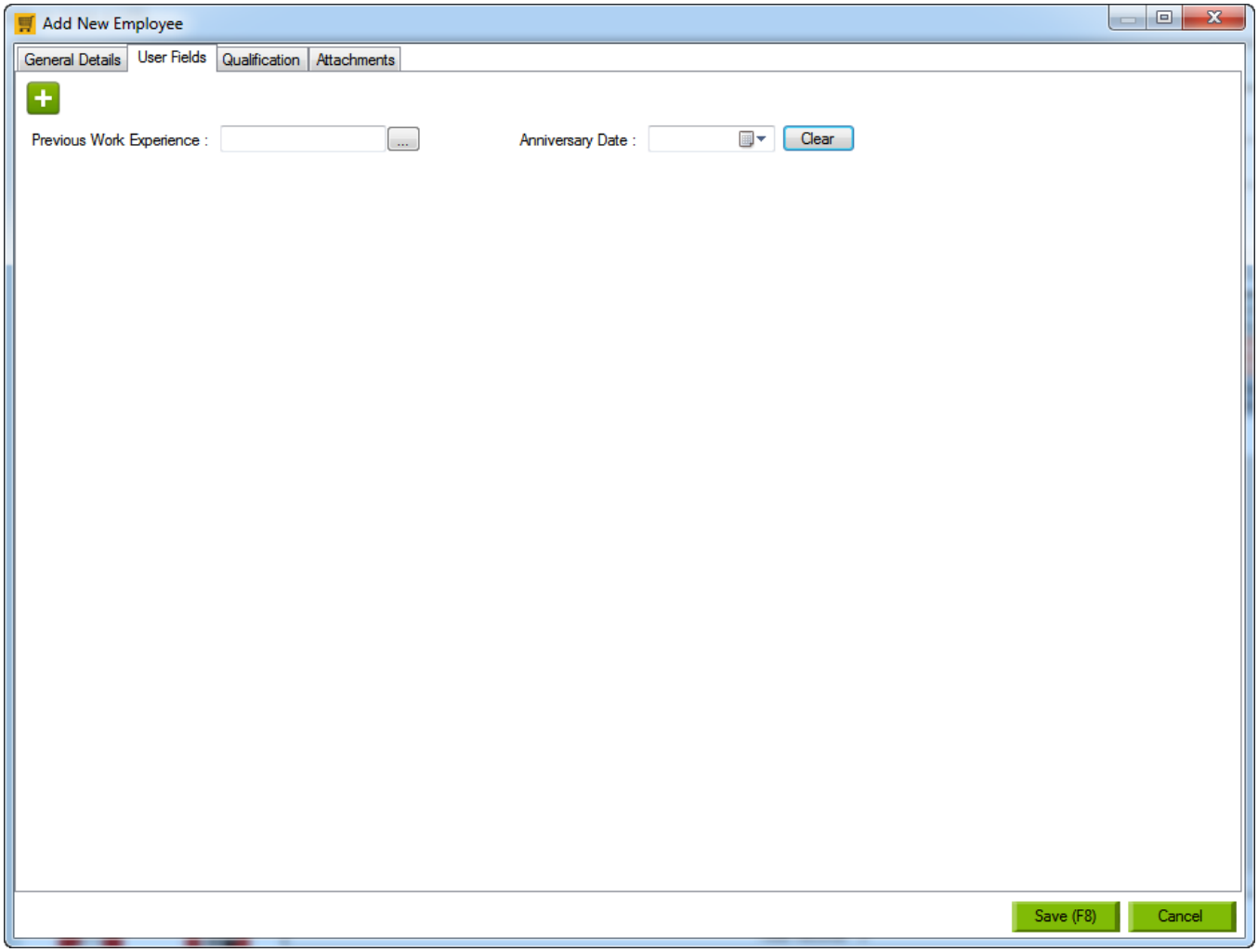
General Details: Click on the general details tab and you can see the employee screen as shown below.

Here you can add employee details, login details, address, sales commission details and spot discount details.



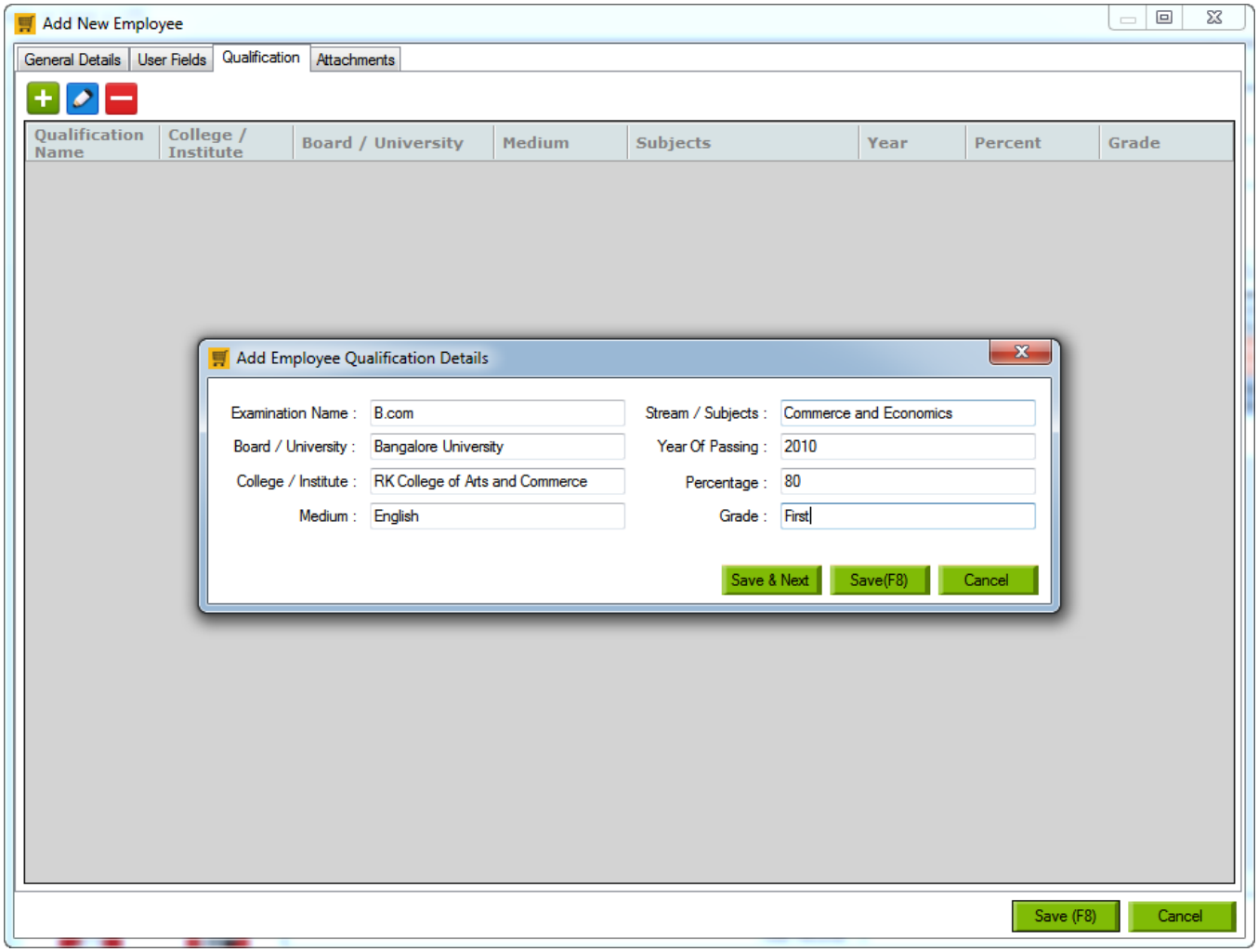
User Fields: Click on the User Fields tab to see the user fields information. Here is the tutorial link for "How to add employee user fields?"

You can see the screen of employee details as shown below:



Qualification: Click on the qualification tab to add employee's education details.

Click on **Add Qualification** button to add all details. Click on **Save** button to save the details as shown below.



Attachments: Click on Attachments tab to add any documents copies of your employee such as PAN Card or any ID proof.

Attachments can be added once you create an item. Select the employee and click on Edit Employee to add attachments.

4. After adding all details click on **Save** button.