View Related Staff Information



This guide outlines a simple way to access and manage staff information, view related documents, and streamline workflow for better efficiency.



2 Select "Manage".



3 Use this field the master "Search" field to find the staff record.

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Invoices	>	<u>SA1001</u>	Sharon		Anderson			QAES		Elementary School		Technician		sanderson@onetooner
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6 Select the staff record you would like to view.

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Use the buttons to Print a Label, as well as to view Related Tickets, Assets, Invoices, Locations, and the Activity Log.

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