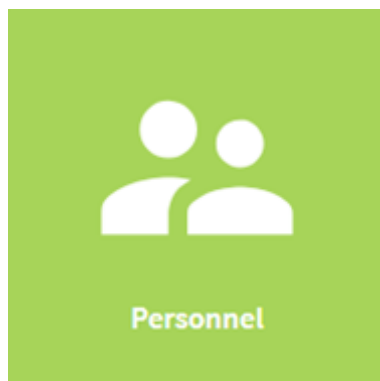


How to setup Personnel

Setup > Personnel is where details can be held for anyone who may be operating machinery or dealing with chemicals, for example, your agronomist, tractor driver or sprayer operator. These details can then be used for jobs and relevant reports.



To add a personnel record

From the Setup module:

1. Select the **Personnel** icon
2. Select the **+ New Personnel** button

Enter the information below:

1. First Name
2. Last Name
3. E-mail
4. Roles – select the appropriate box that best describes the individual
5. Qualifications (including BASIS and FACTS number if Advisor role is selected)
6. Address
7. Town
8. County
9. Postcode
10. Country
11. Landline Phone Number
12. Mobile Phone Number

To view a personnel record

All personnel are listed on the personnel section, accessed through the Setup module. If you need to view a particular personnel's full details select the desired personnel record.

To edit a personnel record

Personnel records may be edited at any time. To do this, select the required record from within the personnel section of the Setup module and update the relevant information before saving.

To delete a personnel record

Personnel records can be deleted, providing they have not been used within a record.

From the Setup module:

1. Click **Personnel**
2. Find the person you wish to delete
3. Click the delete icon, located on the right hand side of the page
4. A warning message will appear asking if you are sure that you want to delete the personnel - select **Delete** to confirm.