



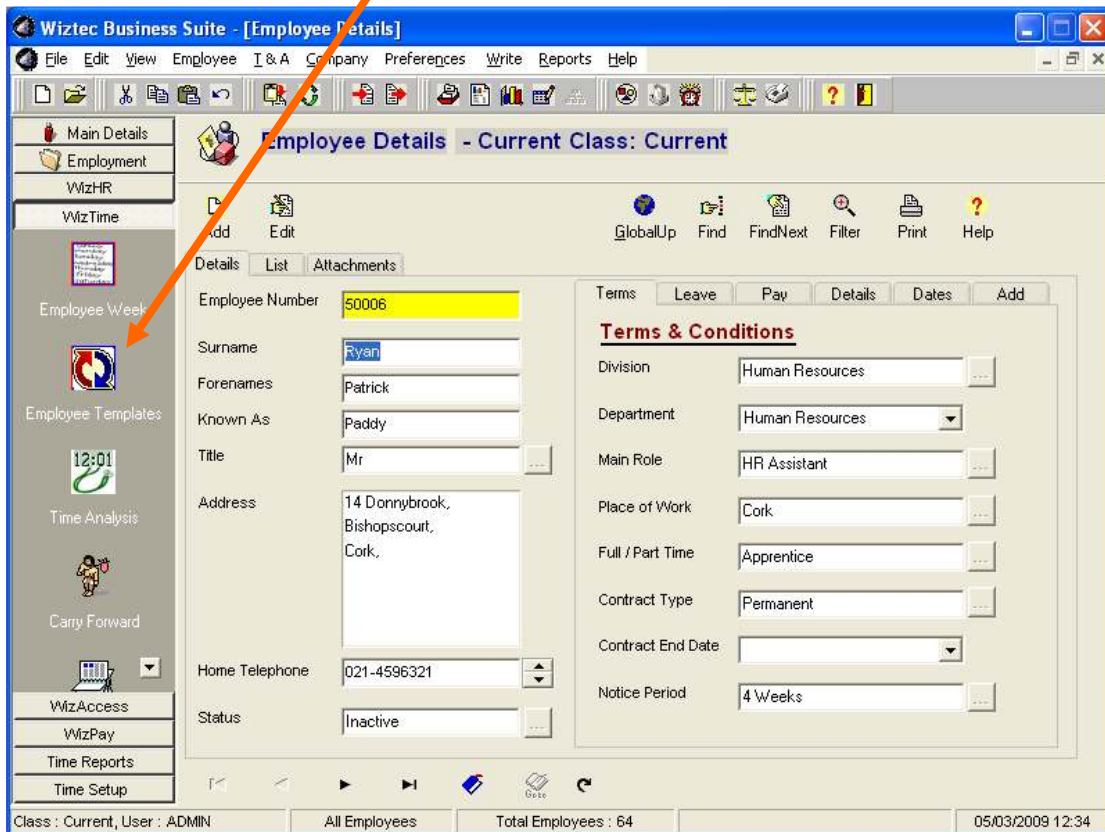
Wiztec

Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

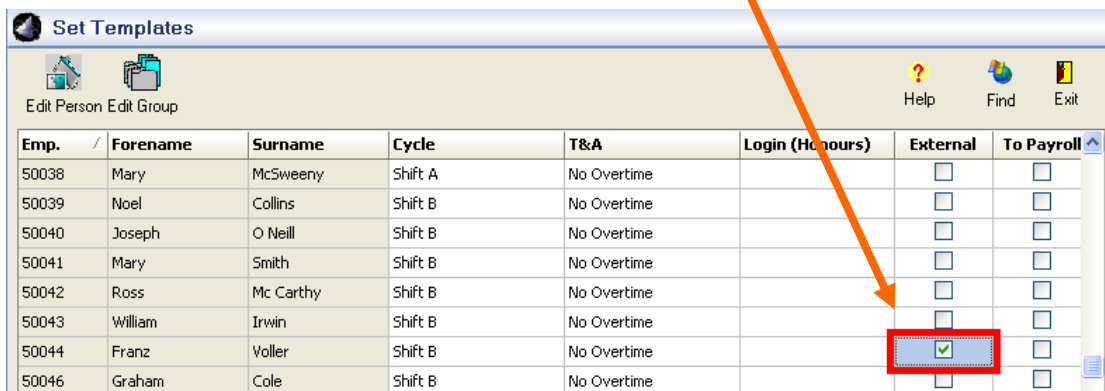
www.wiztec.ie support@wiztec.ie

1. To add an employee to the Status tab in the quick edit screen you must click on **WizTime** in the opening employee details screen in the

Business Suite and select



2. Select the employee you wish to add to the status screen from the list of employees provided and tick the box in the external column for that employee.



3. When finished click on **Exit** and the employee will now appear on the status tab of the Quick Edit screen.

