

Add New Employee Data

1. From the *Welcome* screen, in the Employee Search section, enter the employee's Last Name, First Name (no spaces between) in the **Name** field or enter the employee's UID or SSN in the corresponding fields.
2. Select the appropriate search button.
 - If the employee is in the database, the *Employee Selection List* screen will appear. Select the employee's Last Name to proceed to the *Employee-Appointment Menu* screen.
 - If the employee is not in the database, the *Message Page* screen will appear, indicating "No Records Found".
3. From the *Message Page* screen, select **Add Employee**.
4. From the *Employee Information* screen, complete required and applicable fields, and select **Insert**.
5. From the *Address/Phone Information* screen, select **Business/Office Address**. Complete the **Phone**, **Building**, and **Room Number** fields and select **Insert**.
6. From the *Address/Phone Selection List* screen, select **E-mail Address**.
7. From the *Email Information* screen, select the **Email Type**, enter the email address, and select **Insert**.
8. From the *Email Selection List* screen, select **Menu**.

Report: Use the **PHR EDV** report to see this data. Go to the [WOW Front Page](#) to use this report.