

**ADDING USERS**

- From the home page of the Learning Hub – Click the Navigation Menu
- Click **Admin**
  - Click **Users**
- Click **Add User**
- Enter
  - First Name
  - Last Name
  - User Name NOTE: All User Names begin with your Zee number and a dash (ex. 5555-54321)
  - User ID (Same as Username)
  - Email Address
  - Last Hire Date
  - Leave 'Active' as default Status
- Select **Manager** (Required Field)



Team Members, Shift Managers & Assistant Managers should report to the Generic M account for their restaurant Search for Generic M by typing 'Generic' or the restaurant number followed by the letter M (ex. 01234M)

- Click on far right to Search Manager

Manager:

- Using criteria above, search for and select the M Account as **Manager**

6. Select **Division**

**Division:** Learning Hub term for Field Hierarchy Team Member – General Manager division is the restaurant Division Name format is always 'Arbys 00000' (ex. Arbys 01234) Division ID format is always '<Zee #->00000' (ex. 5555-01234)

- Click on far right to Search Division

Division: \*

- Using criteria above, select **Division**

7. Select **Location**

**Location:** Learning Hub term for Restaurant Team Member – General Manager location is the restaurant Location name format is always 'Arbys 00000' (ex. Arbys 01234) Location ID format is always '<Zee #->00000' (ex. 5555-01234)

- Click on far right to search **Location**

Location: \*

- Select **Restaurant Number**

8. Click on far right to search **Position**

**Position:** It's important to select the correct position when adding users because this determines the training that will be assigned or made available to them.

**Positions available when adding user as the M Account** Team Member, Shift Manager Trainee, Shift Manager, Manager Trainee & Assistant Manager

- Search Employee Title (ex. "Team Member")

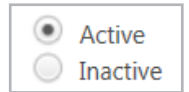
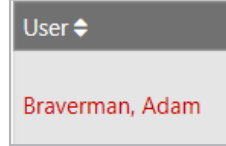
Position: \*

- Select **Position**

- Click **Save**
- Enter & Confirm a **Password**
- Click **Save**

**ACTIVATING/DEACTIVATING USERS**

- On the home page of the Learning Hub – Click the Navigation Menu
- Click **Admin**
  - Click **Users**
- Search for the employee
- Click on the **User's Name**
- Click **Edit Record**
- Click 'Inactive' or 'Active' radio button
- Click **Save**



**"IN-STORE" POSITIONAL CHANGES**

- On the home page of the Learning Hub – Click the Navigation Menu
- Click **Admin**
  - Click **Users**
- Search for the employee
- Click on the **User's Name**
- Click **Edit Record**
- Scroll down to **Position**
- Click **X** next to 'Position'

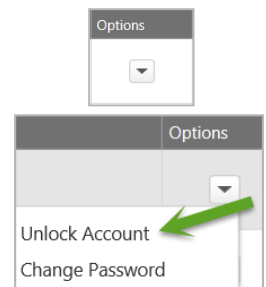
Position: \*

- Click **Select Position**
  - Search for **Position**
    - Select **Position Title**
- Click **Save**

**SUPPORT**

**Unlocking an Account**

- On the home page of the Learning Hub – Click the Navigation Menu
- Click **Admin**
  - Click **Users**
- Search for the employee
- Click on the **Options** dropdown
  - Click **Unlock Account**
    - Click **Unlock**



**Password Reset**

- On the home page of the Learning Hub – Click the Navigation Menu
- Click **Admin**
  - Click **Users**
- Search for the employee
- Click on the **Options** dropdown
  - Click **Change Password**
    - Click on **Define a Temporary Password**
      - Click **OK**
- Enter & Confirm** a password meeting the required criteria
- Click **Save**

