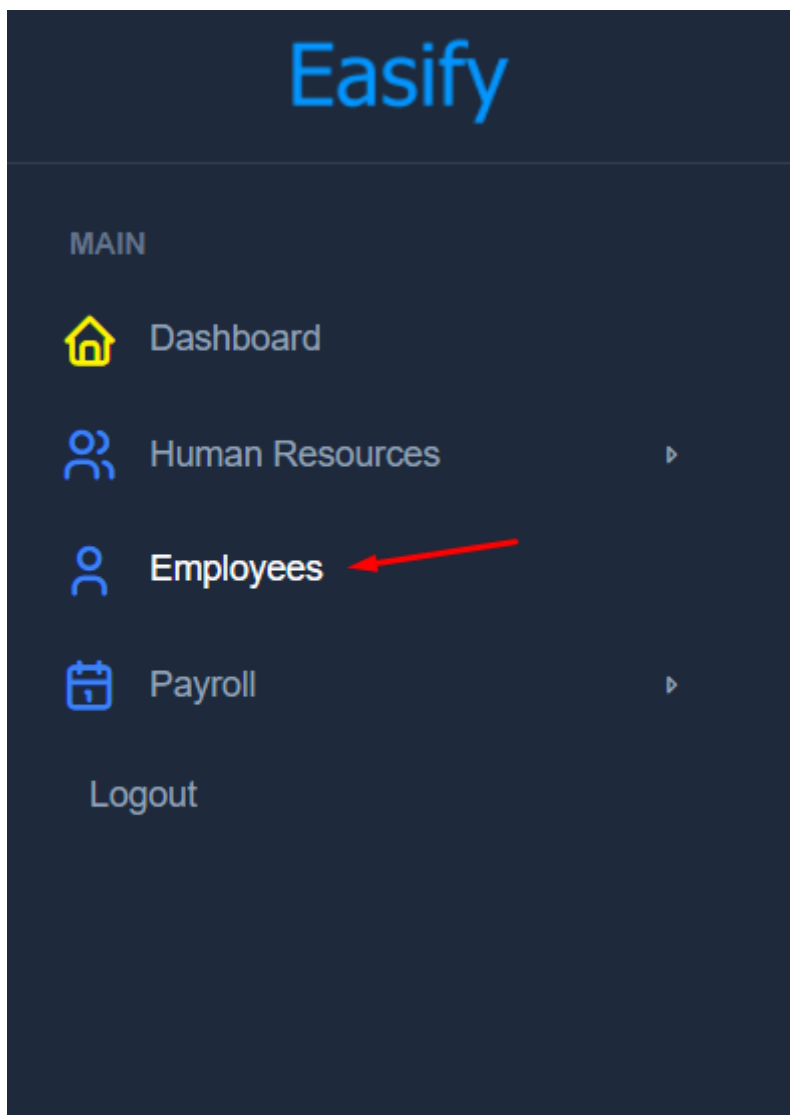


Employees

The employees module has been updated from using Employee Items to Employee Details to provide better control over salaries, allowances, deductions, etc

Find Employees

From the menu **Employees** , select this option to create a new employee or update an existing one.



Search Employees Accounts

- Select the **Search Field** to choose the information you want to search for, such as **Account ID, Name, Email, or Tax Number**.
- Choose the **Search Method**:
 - **Equal**: If you want the exact same value
 - **Start With**: If the text starts with a specific letter or number
 - **Contains**: If the text includes specific words or numbers
 - **Not Contains**: If the text does not include specific words or numbers
- Enter the word or number you want to search for in the **Query** field.
- Select the **Disabled** option to filter records by their active or inactive status
- Select **GID** to search or filter records based on the associated GID value
- Select the **Order Field** if you want to sort the results, for example by **Account ID**.
- Choose the **Order Type**:
 - **Ascending**: From smallest to largest
 - **Descending**: From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.
- Select the **Date Field** to specify which date attribute will be used when filtering the search results
- Select the **Search Condition** to define how the selected date will be compared with the chosen Date Field
- Select the **Date** to filter records based on the chosen Date Field and Search Condition
- Click **Submit** to show the **results**.
- Click **Reset** to clear all **filters**.
- Click **Add** to Add **Employee**

The screenshot shows a 'Search Accounts' form with the following fields and controls:

- Search Field**: Dropdown menu with 'AC ID' selected.
- Search condition**: Dropdown menu with 'Equal' selected.
- Query**: Text input field.
- Disabled**: Dropdown menu with 'No' selected.
- GID**: Dropdown menu.
- Order Field**: Dropdown menu with 'AC ID' selected.
- Order**: Dropdown menu with 'Descending' selected.
- Per-Page**: Dropdown menu with '100' selected.
- Date Field**: Dropdown menu with 'Create Date' selected.
- Search condition**: Dropdown menu with 'Between' selected.
- Date**: Text input field.
- ☐ Activate apply to all
- Buttons**: 'Submit' (blue), 'Add' (green), and 'Reset' (yellow) buttons.

Red arrows point to the Search Field, Search condition, Query, Disabled, GID, Order Field, Order, Per-Page, Date Field, Search condition, and Date fields.

ADD EMPLOYEES

- Enter the employee's **Full Name** in the **Full Name** field.
- Enter the employee's **Email Address** in the **Email** field.
- Enter the employee's **Business Phone Number** in the **Business Phone** field.
- Enter the employee's **Tax Number** in the **Tax Number** field.

- Select the employee's preferred language from the **Language** dropdown list.
- Select the employee's nationality from the **Nationality** dropdown list.
- Enter the employee's address in the **Address** field.
- Enter the employee's banking information in the **Bank Details** field.
- Enter the employee's personal email address in the **Personal Email** field.
- Enter the employee's personal phone number in the **Personal Phone** field.
- Click **Add** to create and save the employee record.
- Click **Close** to exit the window without adding a new employee.

A screenshot of a web form titled "Add Employee". The form contains several input fields: Full Name, Email, Business Phone, Tax Number, Language (dropdown), Nationality (dropdown), Address, Bank Details, Personal Email, and Personal Phone. A red box highlights the labels on the left, with red arrows pointing to each corresponding input field. A green "Add" button is at the bottom left, and a grey "Close" button is at the bottom right.

EDIT EMPLOYEES

- Click **Edit** to update the employee's information

Accounts															-
#	AC ID	FULL NAME	EMAIL	DISABLED	POSITION	TAX NUMBER	HIRE DATE	BASE SALARY	TRANSPORTATION	HOUSING	FOOD	CHILDREN	GID	LOGIN AS	EDIT
1	5	Nicola	Nicola_fa@gmail.com	No				0	0	0	0	0	Human Resources	Login As	Edit
2	4	Eyda	Eyda_fa@gmail.com	No				0	0	0	0	0	Warehouse - Admin	Login As	Edit
3	3	Abdullah	Abdullah_fa@gmail.com	No				0	0	0	0	0	Warehouse - Admin	Login As	Edit

Accounts

- Update the employee's Email Address in the **Email** field if any changes are required
- Update the employee's Password in the **Password** field if any changes are required.
- Update the employee's Full Name in the **Full Name** field if any changes are required.
- Update the employee's Business Phone Number in the **Business Phone** field if any changes are required.
- Update the employee's Nationality in the **Nationality** field if any changes are required.
- Update the employee's Personal Phone Number in the **Personal Phone** field if any changes are required.
- Update the employee's **Personal Email Address** in the **Personal Email** field if any changes are required
- Update the employee's Tax Number in the **Tax Number** field if any changes are required.
- Update the employee's **Customer Tax Type** in the **Customer Tax Type** field if any changes are required
- Click **Update** for update information employee

Edit Accounts

Accounts Employee Attachments Accounts Permissions COA Permissions Employees Permissions Suppliers Permissions Customers Permissions

AC ID: 5

Email: Nicola_fa@gmail.com

Employee: Yes

Supplier: No

Disabled: No

Personal Email:

Personal Phone:

Address:

Notes:

Customer TAX Type: Commercial

Update Date: 2026-06-01 17:36:52

Full Name: Nicola

GID: Human Resources

Customer: No

Password:

Language: English

Business Phone: +963989952121

Nationality: Syria

Bank Details:

Tax Number:

Create Date: 2026-05-31 09:41:08

Force Logout: No

Update

Reload Close

Employee

- Enter the employee's Position in the **Position** field.
- Enter the employee's Manager in the **Manager** field.
- Enter the employee's Department in the **Department** field.
- Enter the employee's Hire Date in the **Hire Date** field.
- Enter the employee's Base Salary in the **Base Salary** field.
- Enter the employee's Transportation Allowance in the **Transportation** field.
- Enter the employee's Housing Allowance in the **Housing** field.
- Enter the employee's Food Allowance in the **Food** field.
- Enter the number of Children in the **Children** field.

- Select the employee's Salary Period Type from the **Salary Period Type** dropdown list.
- Enter the employee's Work Days in the **Work Days** field.
- Enter the employee's Work Hours in the **Work Hours** field.
- Enter the employee's First Day in the **First Day** field.
- Enter the employee's Last Day in the **Last Day** field.
- Enter the employee's Resign Date in the **Resign Date** field (if applicable).
- Enter the employee's Petty Cash amount in the **Petty Cash** field.
- Enter the employee's Petty Cash Limit in the **Petty Cash Limit** field.
- Enter the employee's Income Tax amount in the **Income TAX** field.
- Enter the employee's Social Security (Employee Share) in the **Social Security Employee** field.
- Enter the employee's Social Security (Employer Share) in the **Social Security Employer** field.

Edit Accounts

Accounts
Employee
Attachments
Accounts Permissions
COA Permissions
Employees Permissions
Suppliers Permissions
Customers Permissions

Account ID	1883
Position	
Manager	2 - Sharbel Kamleh x
Department	
Hire Date	
Base Salary	0
Transportation	0
Housing	0
Food	0.000000
Children	0.000000
Salary Period Type	Monthly
Work Days	1
Work Hours	0
First Day	Monday
Last Day	Monday
Resign Date	
Petty Cash	No
Petty Cash Limit	0.000000
Income TAX	No
Social Security Employee	No
Social Security Employer	No

Update

Attachments

- Click **Add Attachments** to upload and attach supporting documents related to the employee record.
- Click **Delete** to remove the selected attachment or record permanently from the system.

Edit Accounts

AccountsEmployeeAttachmentsAccounts PermissionsCOA PermissionsEmployees PermissionsSuppliers PermissionsCustomers Permissions

No (0) data found

Drag & Drop your files or Browse



⌕ Reload ✕ Close

Edit Accounts

AccountsEmployeeAttachmentsAccounts PermissionsCOA PermissionsEmployees PermissionsSuppliers PermissionsCustomers Permissions

Attachments

AT ID	DOWNLOAD	DESCRIPTION	SIZE	CREATE DATE	CREATED BY	UPDATE DATE	UPDATED BY	URL	DELETE
4095	Screenshot_1.png		152 KB	2026 Jun 02	Hamza Taj Alden	-	-	Screenshot_1.png	Delete

Drag & Drop your files or Browse

Screenshot_1.png152 KBUpload completeTap to undo

⌕ Reload ✕ Close

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