

Merging Employees

There are multiple reasons that efish may pick up multiple employee records for the same person (i.e. Name entered in POS twice, old employee numbers, jobs at more than one location, etc.) When this happens efish will flag any employee matches and allow you to merge the employee records into one. This is necessary to ensure Scheduling works properly in efish. To merge employees in efish follow the steps below.

Navigate To: [Administration > Employee Admin] Choose your location at the top of the page and click the [Refresh Button]

Employee Administration			
Employees Shift Trades Time Off Manager			
	Search: (3+ chars) Vide Inactive Worked Since: Show All V	Company: Tempe (regular) Characteria Portical Company: Tempe Portical Company:	
Deactivate Selected			Per Page: 50 v 1 2 , *
Active \$ Username \$ Name •	Email 0	Cell © Last Shift © Jobs Details (expand all)	Merge Matches/Conflicts \$

Any employee highlighted in red needs to be merged. First, click the **[edit icon]** to the right of the little red number under the Matches/Conflicts column. (1 in this case)

D	Ø	adam	Adam	adam@		Scottsdale - 1 Active Jobs	0	1	(©)≡
	Ø		Adam		2021-02-02	Scottsdale - 1 Active Jobs	0	1	GIE

Next, click on the **"Matches/Conflicts Tab"** and check off any records that match the employee you are editing in the far left column, then click **[Merge Selected]** and then click **[Save]**. This will merge the employee records into one in efish. (If any of the records listed do NOT match the employee you are trying to edit, click the red **[x]** to the right of the check box instead of checking the check box.)

ployee Edit: Ada		Matchastic	anticle (4)	o Off Requests	
This is a list of potent	ial employees that	are the same perso	n Bolect any records	e Off Requests	ne you are editing and click Merge Selected to consolidate the same person's data under one
ser account. Click D	ismiss if the entry	is not the same pers	ion as the one you a	e editing.	
Merge/Dismiss	Username	Name	Email C	ell Companies	Jobs
_) ◎		Adam		Scottsdale	General Manager @ Scottsdale (Last worked on 2021-02-02)
				Merge Selected	
					Close Save And Ne

Note: It is important that employees are merged correctly in efish as you will not be able to un-merge them.