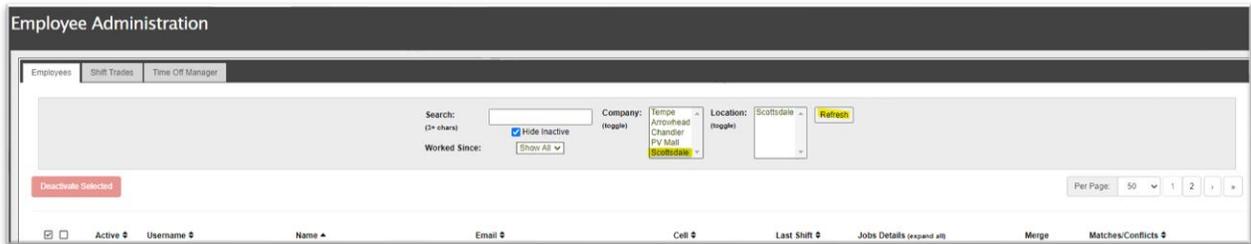




Merging Employees

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.

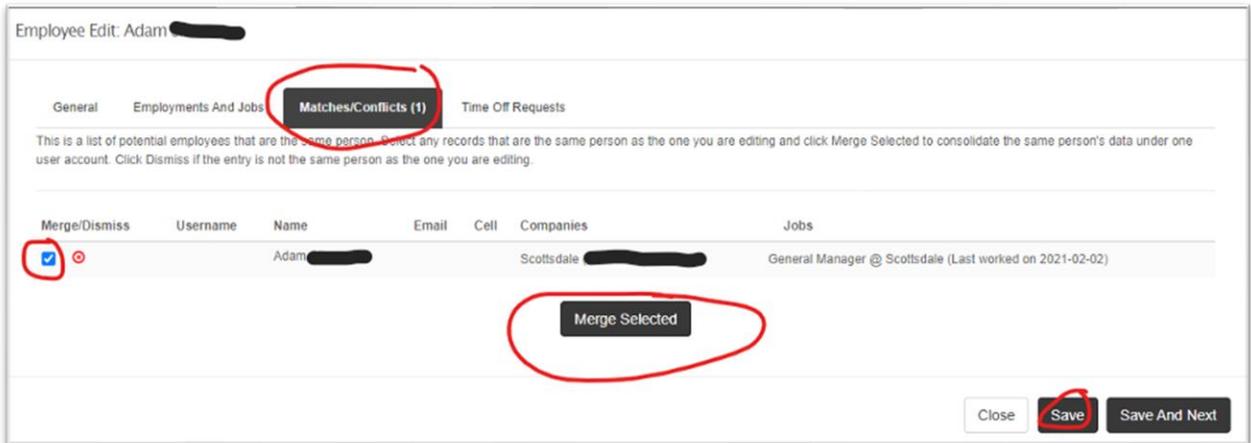
Navigate To: **[Administration > Employee Admin]** Choose your location at the top of the page and click the **[Refresh Button]**



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)



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.)



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