

## Add

### To Add Employees Information

1. From the Navigation Panel of the main page of the Personnel App, click Information;
2. The Employees Information section opens up;
3. And, from the section menu bar, click Employees;
4. And from the Employees menu bar, click Add;
5. A dialog panel slides from the right-side of the screen;
6. Insert photo thru the photo frame by clicking it and selecting the photo file;
7. Complete filling-up the form, when done, click Ready to Save;
8. When enabled, click Save Data.

