

# 4 WAYS TO GET EMPLOYEES ON BOARDED

Ezzely  
Work Beyond the Workplace!

Activity

Invite

Conversations

Notifications



How's Your Day Going?



Metro Center  
February 20

We will have a sales meeting at 3PM on Friday in the conference room

5

Reward

Like this!

Comment

1

The easiest way to add your team is to send them an **INVITE**

Simply Input their Email Address or Phone Number and Department, then click **INVITE**. They will receive a notification to create their own profile and be added to your account

Invite Employee

Email Or Mobile Phone Number

Department

Name (optional)

First Name

Last Name

Invite

Close

## ALLOW YOUR EMPLOYEES TO SELF REGISTER

HAVE THEM DOWNLOAD THE APP ON THEIR MOBILE DEVICES

2

Go to company **SETTINGS** in the admin drop down menu

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Reward

Like this!

Comment

Lana Novikova - 2 months

Like this! · Reply

Chris Lim - 2 months

Like this! · Reply

Metro Center  
February 20

Employees

Verified Credentials

Training

Surveys

Quick Polls

Account Balance

Raffles

Rewards

Pick Up Shift

Acknowledgements

KPI Report

Settings

### Company Settings

Basic Information

Company Name : Metro Center

Member since : Mar 1, 2017

Current year : Mar 1, 2017 - Mar 1, 2018

Passcode : 47a80415

Verify employees credentials : No

Edit

Office Address

City : Chicago

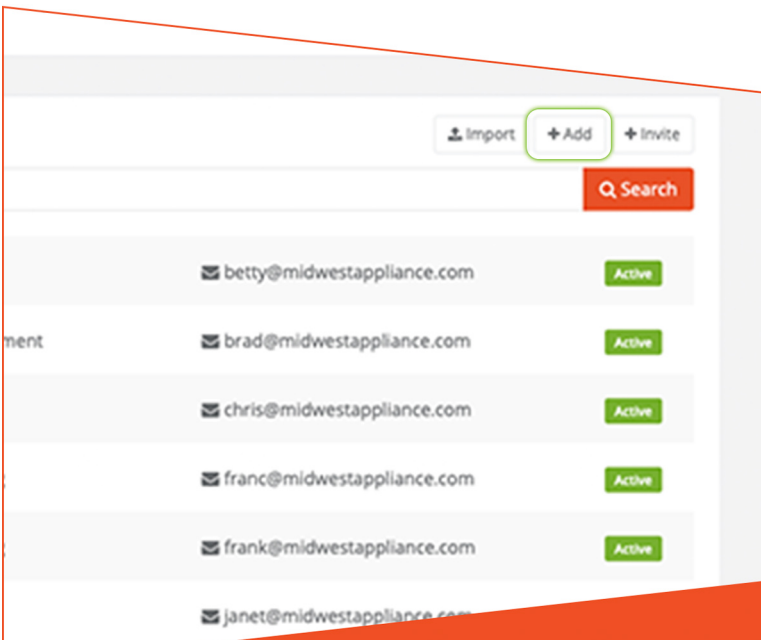
State : Illinois

Country : United States

Time zone : America/Chicago

Edit

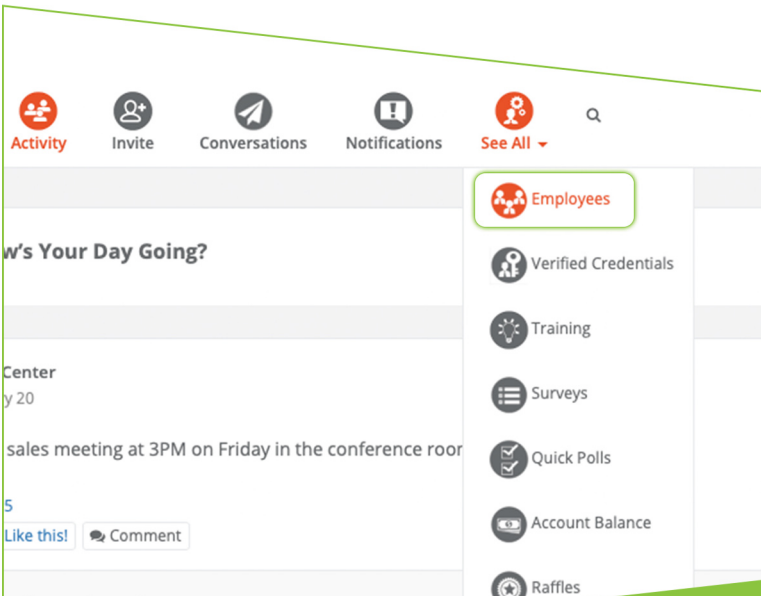
Here you'll find your unique **COMPANY PASSCODE**



3

You can import employees one at a time. Start by clicking the **ADD** button

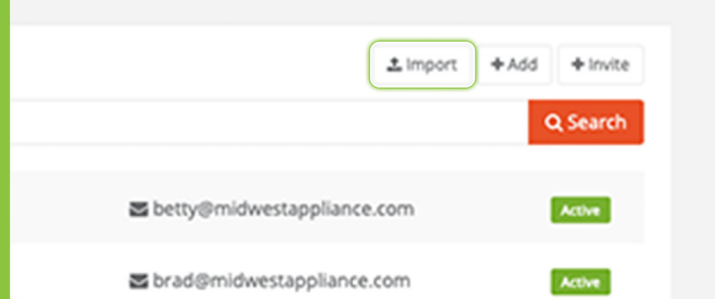
And input the employee details and press **SAVE**



4

If you'd like to import a large batch of employees, start by selecting **EMPLOYEES** in the admin drop down menu

Now click the **IMPORT** button



Download a sample CSV file

Then click the **IMPORT** button and your staff details will be loaded