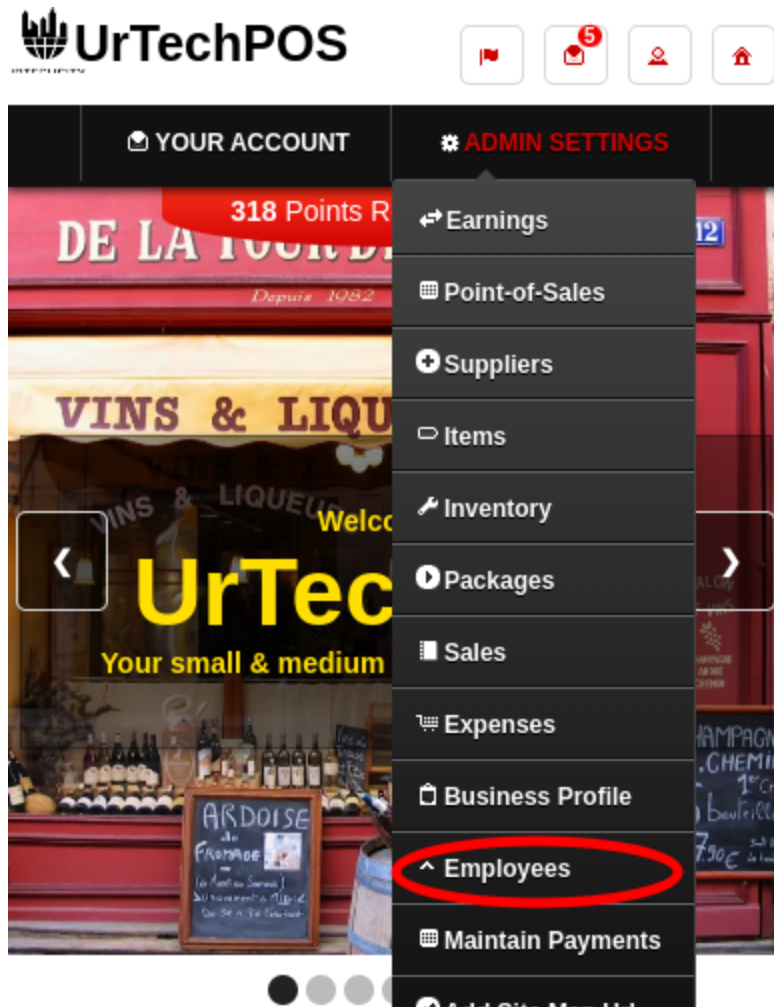1. Click the **Employees** menu item as shown below:

   a. **Desktop**

   a. **Mobile Devices**

2. In this page, you can see the profile of the employees that you hire and that had resigned
   - **Search** button to search for applicants based on the search criteria
   - **Add** button is to add an employee
   - **Edit** button edits the employees information.
   - **Delete** button deletes an employee.

   a. **Desktop**

   b. **Mobile Devices**

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Full Name ↕	Add
Full Name 🔍	
Business* BORN Group (under Tech Mahindra) ▾	Clear
Status* Hired ▾	Search

☰
Edit
Delete

Full Name:
No Value

3. Once you click the **Add or Edit** button it will take you to this page as shown below. Fill in the entries to add information about your employee, then click the **Save** Button in order to add/update your employees information

     a. **Desktop**

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Business:
BORN Group (under Tech Mahindra)
Status:
Hired

Email Address*

0/50

Hourly Rate

0/5

Daily Rate

0/5

Weekly Rate

0/5

Monthly Rate

0/5

Back   Save

b. **Mobile Devices**

Employees

+ Read me first(click to show/hide information which can guide you in this area)

Business:
BORN Group (under Tech Mahindra)
Status:
Hired

Email Address*

0/50

Hourly Rate

0/5

Daily Rate

0/5

Weekly Rate

0/5

Monthly Rate

0/5

Back   Save