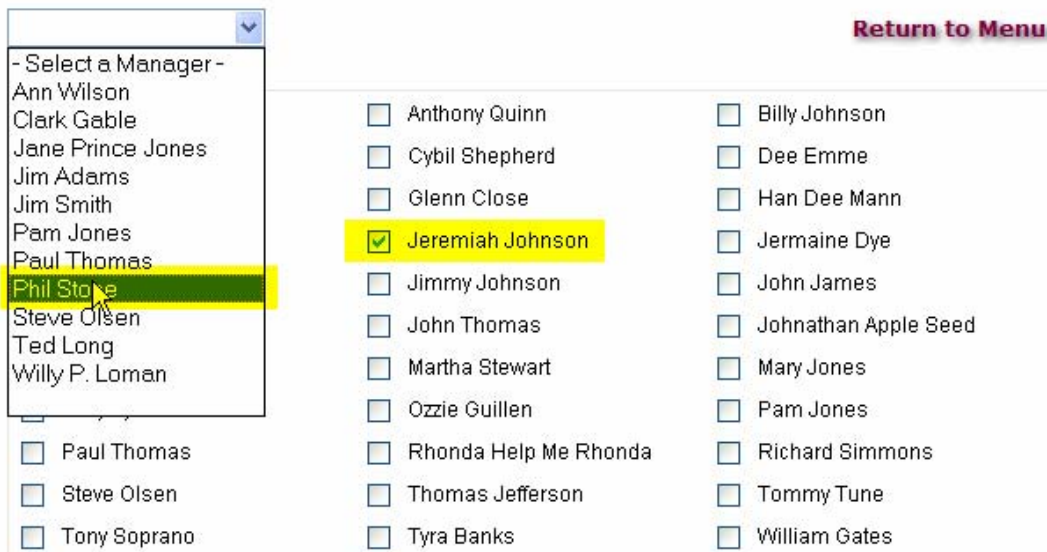


SUPER MANAGER – CHANGE MANAGER ASSIGNMENTS

Changing manager assignments (meaning which employee is supervised by which manager) is easy in EmTrak. Back to your main page, this time selecting **Change Manager Assignments**.



Now, if I want to change Jeremiah Johnson so that Phil Stone is his manager, I simply click on Jeremiah and select Phil Stone from the pull down menu. I click **NEXT** and it's done.



If you scroll down that page, note that this is EmTrak's version of an organizational chart. It notes who reports to which manager, including which managers report to which senior managers. In this example, Clark Gable reports to Jim Adams, Jim Adams reports to Jim Smith. That means that when Jim Smith enters EmTrak, he will see both Jim Adams and Clark Gable and all of their employees.

Employee Name	Employee ID	Job Title	Department
Ann Wilson			Human Resources
Dolly Madison	4321		Finance
Thomas Jefferson	6428	Reimbursement Specialist	Billing
Clark Gable - Jim Adams			IT
Glenn Close	6666		Administration
John Smith	4569	Webmaster	IT
Jane Prince Jones - Pam Jones			Sales
Anthony Quinn	2978	Driver Tech - DME	Service
Jim Adams - Jim Smith			Finance
Billy Johnson	8998	Billing - Collections and Denials	Billing
John James	8964		Billing
Richard Simmons	3333		Finance
Jim Smith			Administration
Ann Wilson	4554	Admin Assistant - HR	Human Resources
Jim Smith	1111		Administration
Pam Jones	4417		Billing
Paul Thomas	9999		IT
Steve Olsen	1456	Service/Delivery/Warehouse Manager	Service

Manager assignments can also be changed at the Employee Page. First, go to your main page and click on **VIEW EMPLOYEES**, then click on that individual employee's name.

VIEW...

[Job Descriptions](#)

Employees

[Managers](#)

[Introductory Evaluations](#)

[Training Documents](#)

	Jason Wainright	125	CSR 1	1/30/2006	Active
	JAYCEE MOORE	4506	RESPIRATORY SERVICE TECH 1	03/17/2006	Active
	Jim Smith	1111		10/07/2005	Active
	Jimmy Johnson	4385		10/12/2005	Active
	John James	8964		10/12/2005	Active
	John James	9988	Respiratory Therapist- Vent	10/26/2006	Active
	John Smith	4569		11/10/2005	Active
	John Smith	4567	Driver Tech 1	10/07/03	Active

Notice on this sample we created employee Jimmy Johnson, we assigned him to Sales and assigned his manager as Willy Loman. Click on **EDIT EMPLOYEE** (as you see in blue on this form).

Edit Employee
[Return to Menu](#)

Employee Name
Jimmy Johnson

Job Title

View Employee Log

Date	Last 5 Log Entries (first 85 characters)

CREATE...

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[Coaching Document](#)

[Applause Document](#)

[Disciplinary Action](#)

[Periodic Evaluation](#)

[Annual Review Self-Evaluation](#)

[Annual Review](#)

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[Applause Documents](#)

[Disciplinary Actions](#)

[Periodic Evaluations](#)

[Annual Reviews](#)

[Introductory Evaluation](#)

[Job Description](#)

Department

Sales

Manager

Willy Loman

Employee ID

4385

Viewing Manager

Now you can change Jimmy from Willy Loman to Pam Jones as his manager. Click on NEXT and this is saved. When you reopen CHANGE MANAGER ASSIGNMENTS, you will notice the change already made for you.

Department Sales	Manager Willy Loman
Employee ID 4385	- Select a Manager -
Employee Email Address	Ann Wilson
	Clark Gable
	Jane Prince Jones
	Jim Adams
	Jim Smith
	Myrna Loy
	Pam Jones
	Paul Thomas
	Phil Stone
	RT Person
	Steve Olsen
	Ted Long
	Tom Wilson
	Willy Loman
Show Bonus Items <i>Should bonus items be shown on documents?</i> No	<i>shown on annual review?</i>
Hire Date: Evaluation Date <i>What is the hire or anniversary date of this employee?</i> 10/12/2005	<i>oyee?</i>
Employee Reminder	Due Date