

# How to Switch Between Schemas

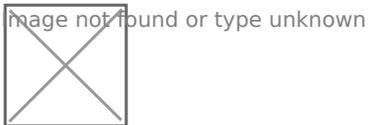
In this quick guide we will explain the following steps:

1. How to switch schemas from System Administration.
2. How to switch schemas from Manage Employees.

## 1. From System Administration

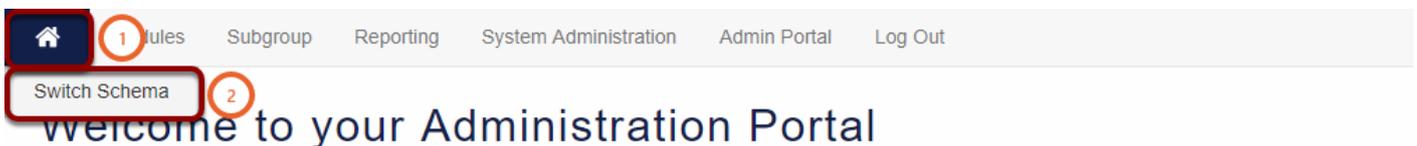
### 1.1. How do I get there?

From your home page, in the left bottom corner, click on System Administration.



### 1.2. What do I do?

- Hover over the Home icon (1)
- Click on the Switch Schema option (2)



- Select the schema you want to switch to from the drop-down (3)
- Click on the Switch Schema button to switch to the new schema (4)



Take Note: You will only be able to edit an employee profile when you are working on the schema the employee is appointed on.



Home

Employees

Administration

Master Data

Employee List

Activate Subgroup: All Employees [Activate]

1 Switch Schema

Current Schema: [[1] Company]

Switch to: [2] Grey [Switch Schema]

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