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

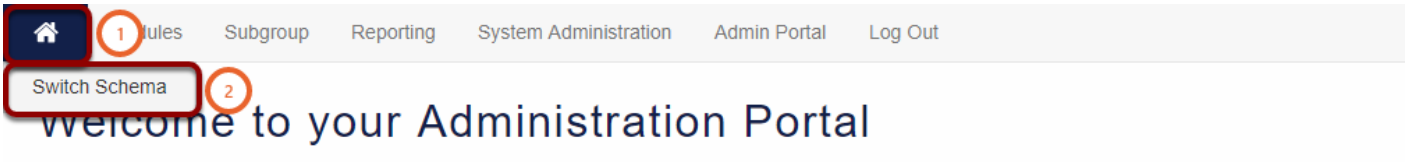
1.1. How do I get there?

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

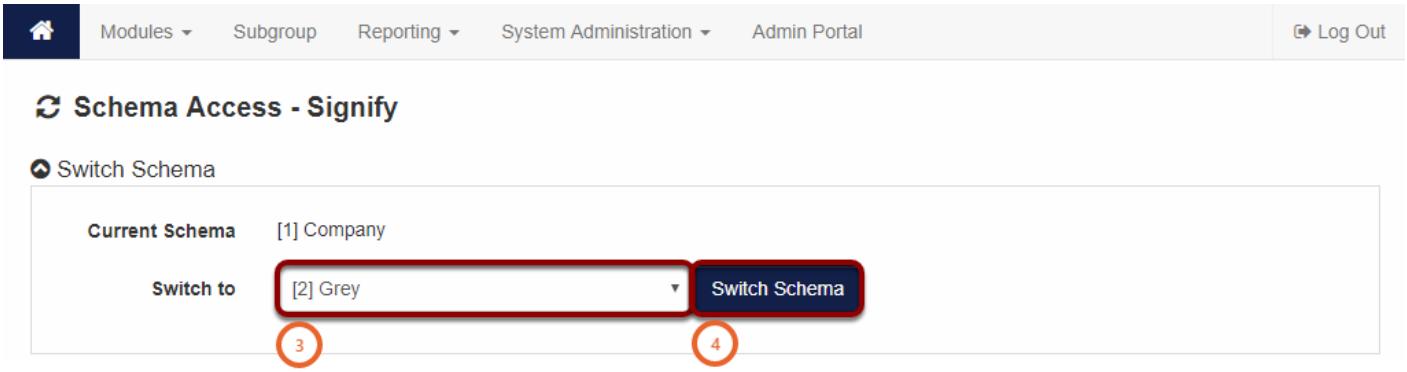


1.2. What do I do?

- 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)



- Navigate and click on Ok (5)
- You will be navigated back to the Administration portal

> Note the conditions displayed in the pop up screen



2. From Manage Employees

2.1. How do I get there?

From your home page, in the left bottom corner, click on System Administration (1). Hover over the Modules Button (2). Click on Manage Employees (3)





2.2. What do I do?

- Click on the blue circle with the white down arrows in (1)
- Select the schema you want to switch to from the drop down (2)
- Click on the Switch Schema button to switch to the new schema (3)
- You will remain on the same page

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



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