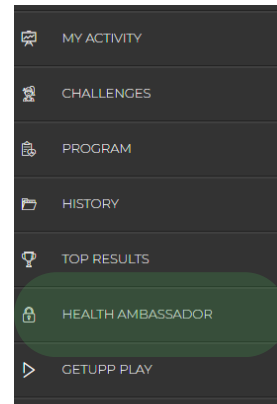


Guide: Add a colleague to the app

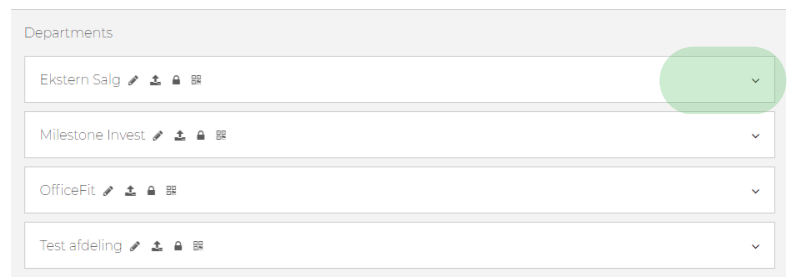
You can also change departments

Only for you as a Health Ambassador.

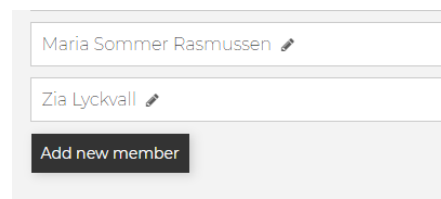
1) Go to "Health Ambassador in the app"



2) Select the department where the colleague should be added and press the arrow on the right side to open the department



3) Press "Add new member"



4) Then fill out information about the colleague.

Afterwards, the employee will automatic receive an email with app access.

CREATE MEMBER

First name:	Enter First name
Last name:	Enter Last name
E-mail:	Enter E-mail
Language:	Danish
Company:	OfficeFit
Department:	OfficeFit
Roles:	<input checked="" type="checkbox"/> Officefitter <input type="checkbox"/> Health ambassador

Create

Cancel