Education Essex Online Booking System

Updating your employees' details guide

How to edit staff details

From main menu, switch to manager mode. Select users from left-hand menu. This will show all staff currently set up on your account.

To edit, select staff member by clicking the arrow at the end of the line on right-hand side and select edit. You can then make any changes you need to and click save. Only training managers can edit job roles.

Individual staff can update their own details (name, email, or telephone number) at any time. To do this they need to select the 'My details' tile from their home page, click edit, update their details, and click save.

To add a new staff member

From main menu, switch to manager mode. Select users from left-hand menu. Click green 'add' button and fill in their full name, email address and phone number.

Go to 'Add main account' and click select, then select your school / setting and click ok.

Go to 'job role' and click select, then select the job role and click ok.

Click save in the top right-hand corner.

To remove a staff member

If you need to delete someone, please email workforcedevelopment@essex.gov.uk with the users name and email address, and we will remove them for you.

Contact us:
Email workforcedevelopment@essex.gov.uk
Telephone 0333 01 39891