

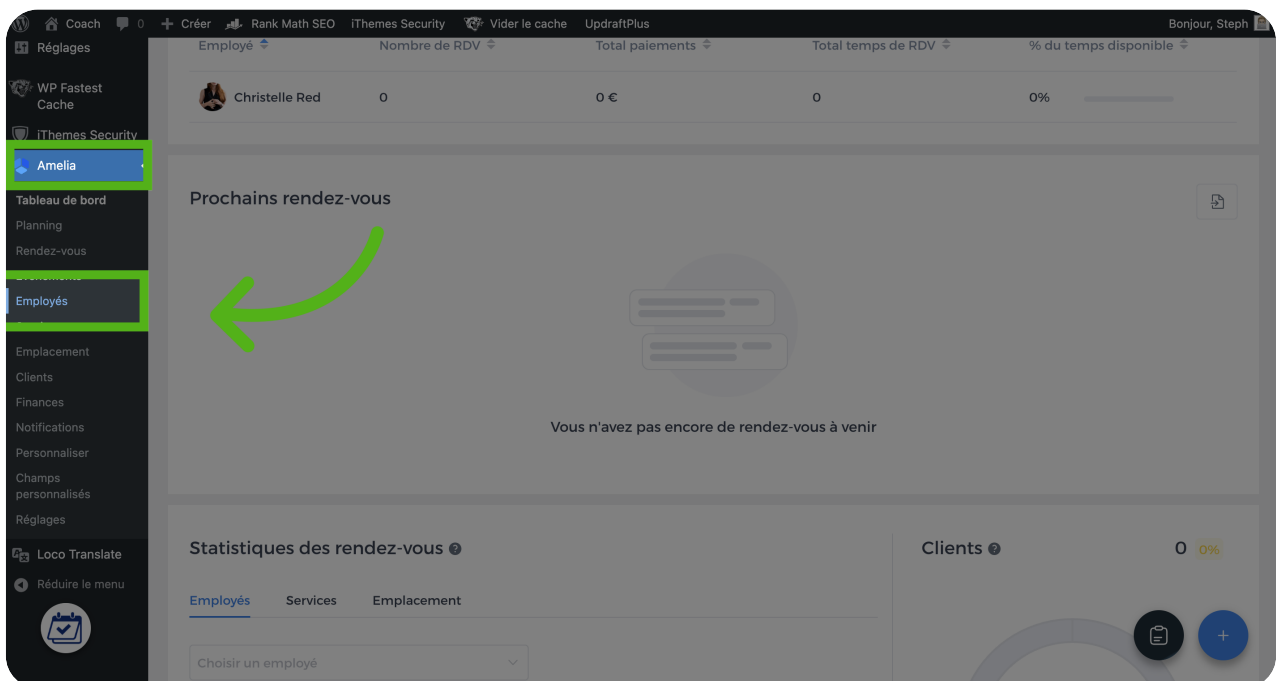


Comment ajouter un nouvel employé/associé ?

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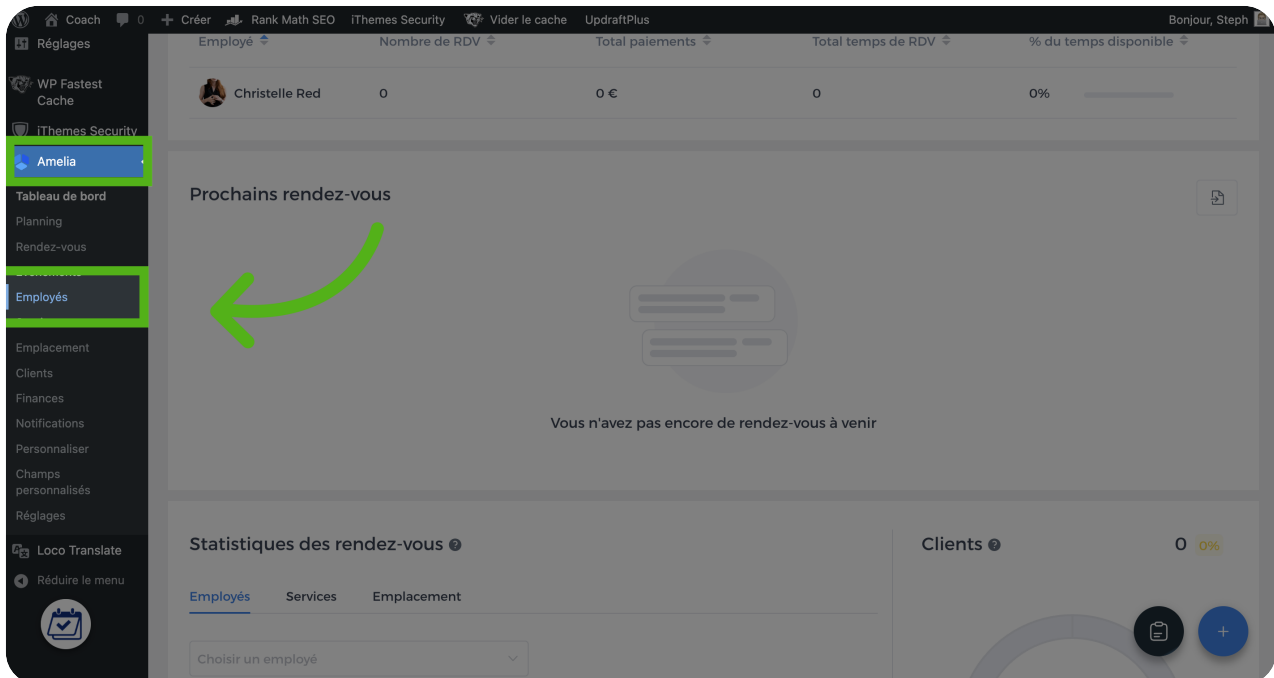


01 Tableau de bord - onglet Amelia "Employés"

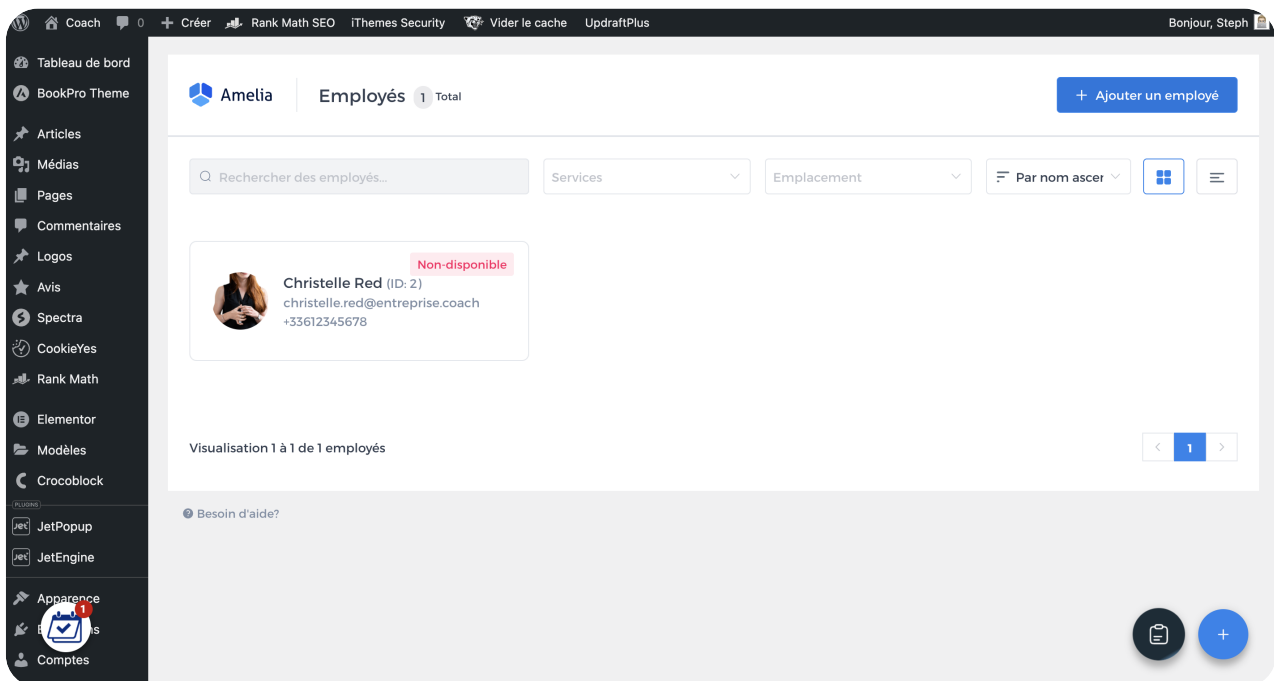


02 Base de connaissance

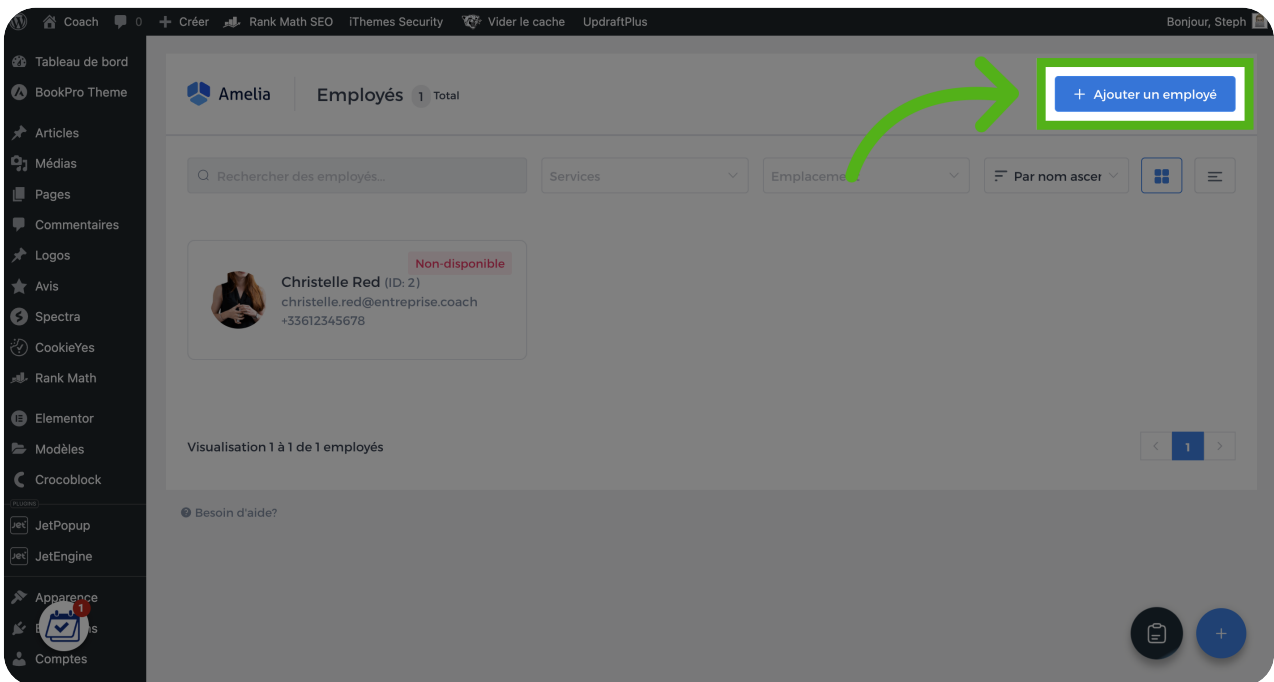
Base de connaissance



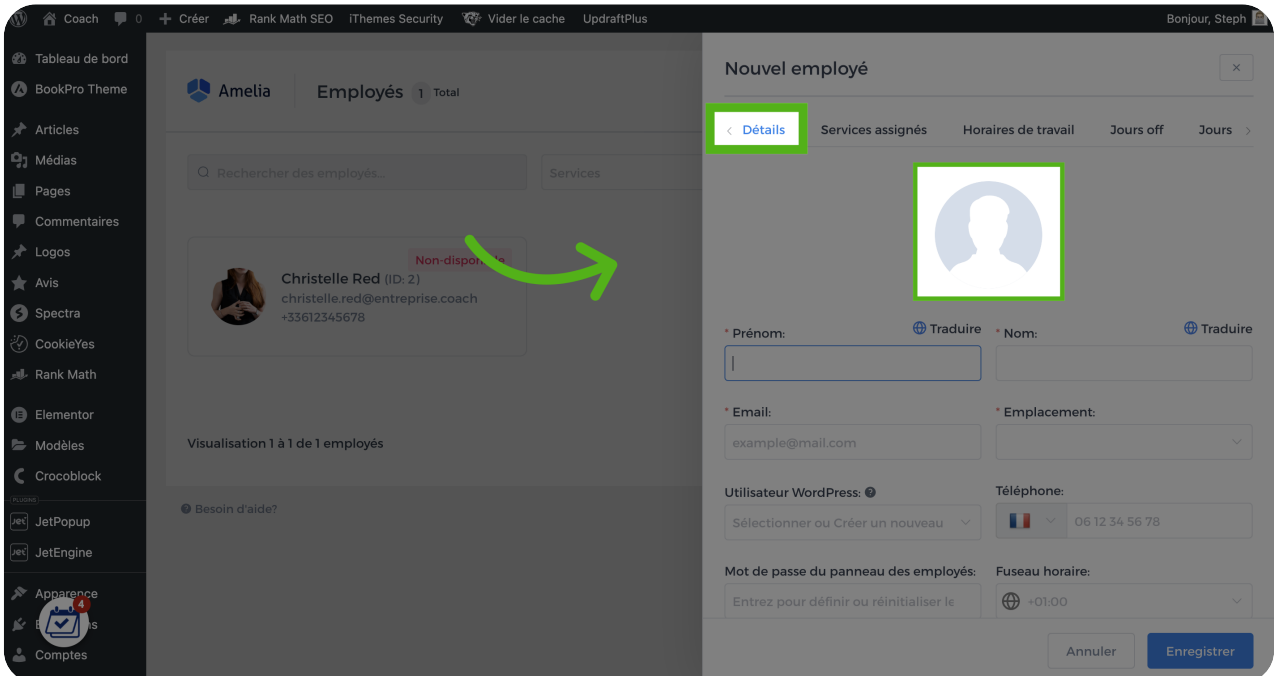
03 Espace de gestion des employés.



04 Ajouter un nouvel employé ou associé



05 Détails employé - Photo



06 Détails employé - Nom

The screenshot shows the 'Nouvel employé' (New employee) form in the Amelia HR system. The 'Détails' tab is selected and highlighted with a green box. The form fields for 'Prénom' (First name) and 'Nom' (Last name) are highlighted with a green box. A green arrow points from the employee card in the background to the 'Détails' tab. The employee card shows 'Christelle Red (ID: 2)' with the status 'Non-disponible'.

Amelia Employés 1 Total

Rechercher des employés... Services

Christelle Red (ID: 2)
christelle.red@entreprise.coach
+33612345678

Non-disponible

Visualisation 1 à 1 de 1 employés

Besoin d'aide?

Nouvel employé

< Détails Services assignés Horaires de travail Jours off Jours >

* Prénom: Traduire * Nom: Traduire

* Email: example@mail.com * Emplacement:

Utilisateur WordPress: Sélectionner ou Créer un nouveau Téléphone: 06 12 34 56 78

Mot de passe du panneau des employés: Entrez pour définir ou réinitialiser le Fuseau horaire: +01:00

Annuler Enregistrer

07 Détails employé - E-mail

The screenshot shows the 'Nouvel employé' (New employee) form in the Amelia HR system. The 'Détails' tab is selected and highlighted with a green box. The form fields for 'Email' and 'Emplacement' (Location) are highlighted with a green box. A green arrow points from the employee card in the background to the 'Détails' tab. The employee card shows 'Christelle Red (ID: 2)' with the status 'Non-disponible'.

Amelia Employés 1 Total

Rechercher des employés... Services

Christelle Red (ID: 2)
christelle.red@entreprise.coach
+33612345678

Non-disponible

Visualisation 1 à 1 de 1 employés

Besoin d'aide?

Nouvel employé

< Détails Services assignés Horaires de travail Jours off Jours >

* Prénom: Traduire * Nom: Traduire

* Email: example@mail.com * Emplacement:

Utilisateur WordPress: Sélectionner ou Créer un nouveau Téléphone: 06 12 34 56 78

Mot de passe du panneau des employés: Entrez pour définir ou réinitialiser le Fuseau horaire: +01:00

Annuler Enregistrer

08 Détails employé - Compte Wordpress

The screenshot shows the 'Nouvel employé' (New employee) form in the Amelia CRM. The left sidebar contains navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area displays a list of employees, with 'Christelle Red' selected. A green arrow points from the employee card to the 'Détails' tab in the form. The 'Détails' tab is highlighted with a green box. Below it, the 'Utilisateur Wordpress' field is also highlighted with a green box, showing a dropdown menu with the option 'Sélectionner ou Créer un nouveau'.

09 Détails employé - Description

The screenshot shows the 'Nouvel employé' form in the Amelia CRM, focusing on the 'Description' field. The 'Description' field is highlighted with a green box and contains a text area with 'Mode Texte' and 'Mode HTML' tabs. A green arrow points from the employee card to the 'Description' field. The form also includes fields for 'Email', 'Emplacement', 'Téléphone', 'Mot de passe du panneau des employés', and 'Fuseau horaire'.

10 Services assignés

The screenshot shows the Amelia employee management interface. On the left, there is a sidebar with various navigation options. The main content area displays the profile of an employee named Christelle Red, who is currently 'Non-disponible'. A green arrow points from the 'Services' tab in the top navigation to the 'Services assignés' tab in the right-hand panel. The right-hand panel is titled 'Nouvel employé' and contains a table of services to be assigned.

Liste de mes services	Places	Prix	
<input type="checkbox"/> Augmenter sa productivité d'équipe	4	10	500 €
<input type="checkbox"/> Coaching Dirigeants	1	1	100 €
<input type="checkbox"/> Coaching individuel	1	1	100 €
<input type="checkbox"/> Gestion de crise	1	1	100 €
<input type="checkbox"/> Ice break - Premier rendez-vous	1	1	0 €
<input type="checkbox"/> Intelligence collective	3	10	100 €
<input type="checkbox"/> Leadership	1	1	100 €
<input type="checkbox"/> Prise de poste	1	1	100 €

11 Services assignés

This screenshot is similar to the previous one, but with the 'Coaching individuel' service selected. A green arrow points from the 'Services' tab in the top navigation to the 'Services assignés' tab in the right-hand panel. The 'Coaching individuel' row in the table is highlighted with a green border, and a green arrow points to the checkbox next to it.

Liste de mes services	Places	Prix	
<input type="checkbox"/> Augmenter sa productivité d'équipe	4	10	500 €
<input type="checkbox"/> Coaching Dirigeants	1	1	100 €
<input checked="" type="checkbox"/> Coaching individuel	1	1	100 €
<input type="checkbox"/> Gestion de crise	1	1	100 €
<input type="checkbox"/> Ice break - Premier rendez-vous	1	1	0 €
<input type="checkbox"/> Intelligence collective	3	10	100 €
<input type="checkbox"/> Leadership	1	1	100 €
<input type="checkbox"/> Prise de poste	1	1	100 €
<input type="checkbox"/> Team Building - Bien-être au travail	3	15	100 €

12 Horaires de travail

The screenshot shows the Amelia HR software interface. On the left is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area is titled 'Amelia Employés 1 Total'. It features a search bar 'Rechercher des employés...' and a profile card for 'Christelle Red (ID: 2)' with contact information. Below the profile, it says 'Visualisation 1 à 1 de 1 employés' and 'Besoin d'aide?'. On the right, there are tabs: 'Détails', 'Services assignés', 'Horaires de travail' (highlighted with a green box), 'Jours off', and 'Jours'. The 'Horaires de travail' tab shows a list of days with their working hours (09:00 - 17:00) and an 'Appliquer à tous les jours' button. A green arrow points from the 'Horaires de travail' tab to the 'Appliquer à tous les jours' button. At the bottom right, there are 'Annuler' and 'Enregistrer' buttons.

13 Horaires de travail

The screenshot shows the Amelia HR software interface. On the left is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area is titled 'Amelia Employés 1 Total'. It features a search bar 'Rechercher des employés...' and a profile card for 'Christelle Red (ID: 2)' with contact information. Below the profile, it says 'Visualisation 1 à 1 de 1 employés' and 'Besoin d'aide?'. On the right, there are tabs: 'Détails', 'Services assignés', 'Horaires de travail' (highlighted with a green box), 'Jours off', and 'Jours'. The 'Horaires de travail' tab shows a list of days with their working hours (09:00 - 17:00). A green arrow points from the employee profile card to the 'Mardi' row in the working hours list, which is highlighted with a green box. At the bottom right, there are 'Annuler' and 'Enregistrer' buttons.

14 Horaires de travail

The screenshot shows the Amelia employee management interface. On the left, there is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area is titled 'Amelia Employés 1 Total'. Below the search bar, the employee profile for 'Christelle Red (ID: 2)' is shown, with the status 'Non-disponible'. A green arrow points from the employee profile to the right-hand side of the interface. On the right, the 'Horaires de travail' (Working Hours) tab is active, showing a list of days with their respective working hours (09:00 - 17:00). A green box highlights the 'Appliquer à tous les jours' button, and another green box highlights the 'Mardi' entry.

15 Horaires de travail

The screenshot shows the Amelia employee management interface. On the left, there is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area is titled 'Amelia Employés 1 Total'. Below the search bar, the employee profile for 'Christelle Red (ID: 2)' is shown, with the status 'Non-disponible'. A green arrow points from the employee profile to the right-hand side of the interface. On the right, the 'Horaires de travail' (Working Hours) tab is active, showing a form to edit the working hours for Monday. The form includes fields for 'Horaires de travail' (09:00 to 17:00), 'Services' (Appliqué pour tous les services assignés), and 'Emplacement'. A green box highlights the form fields, and another green box highlights the 'Mardi' entry below.

16 Jours off

The screenshot shows the Amelia HR system interface. On the left is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area is titled 'Amelia Employés 1 Total'. It features a search bar 'Rechercher des employés...', a list of employees, and a profile card for 'Christelle Red (ID: 2)' with contact information. A red 'Non-disponible' status is shown above the profile. Below the profile, it says 'Visualisation 1 à 1 de 1 employés' and 'Besoin d'aide?'. On the right, a modal window titled 'Nouvel employé' is open. It has tabs for 'Détails', 'Services assignés', 'Horaires de travail', 'Jours off' (which is highlighted with a green box), and 'Jours'. Under the 'Jours off' tab, there is a year selector set to '2023', radio buttons for 'Récurrent annuel' (selected) and 'Non récurrent', and a table with columns 'Date' and 'Nom de la période'. A green arrow points from the 'Jours off' tab to the 'Récurrent annuel' option. At the bottom of the modal are 'Annuler' and 'Enregistrer' buttons.

17 Jours off

This screenshot is similar to the previous one, showing the 'Nouvel employé' modal in the Amelia HR system. The 'Jours off' tab is still selected. In this view, the 'Ajouter' button (a blue circle with a plus sign) is highlighted with a green box. A green arrow points from the 'Ajouter' button in the modal to the 'Services' tab in the main employee list area on the left. The rest of the interface, including the sidebar and the employee profile for Christelle Red, remains the same as in the previous screenshot.

18 Jours off

The screenshot shows the Amelia HR software interface. On the left is a sidebar with navigation options like 'Tableau de bord', 'Articles', 'Médias', etc. The main content area displays the profile of 'Christelle Red (ID: 2)' with contact information and a 'Non-disponible' status. A green arrow points from the 'Services' tab to the 'Jours off' form. The form is titled 'Nouvel employé' and has tabs for 'Détails', 'Services assignés', 'Horaires de travail', 'Jours off', and 'Jours'. The 'Jours off' tab is active, showing a date selector set to '2023' and options for 'Récurrent annuel' and 'Non récurrent'. Below these are input fields for 'Nom de la période' (with a placeholder 'Renseigner le nom de la période') and 'Date' (with a placeholder 'DD/MM/YYYY - DD/MM/YYYY'). There is also a checkbox for 'Récurrent annuel' and buttons for 'Annuler' and 'Ajouter'.

19 Jours spécifiques

The screenshot shows the same Amelia HR software interface as in the previous image. The 'Jours off' tab is still active, but a green box highlights the 'Jours spécifiques' link in the top navigation bar. A green arrow points from this link to the 'Ajouter' button in the 'Jours spécifiques' section of the form. The rest of the interface, including the employee profile and sidebar, remains the same.

20 Jours spécifiques

The screenshot shows the 'Jours spécifiques' (Specific Days) form in the Amelia HR system. The form is highlighted with a green border. It includes the following fields:

- Date:** A date range selector with the format DD/MM/YYYY - DD/MM/YYYY.
- Horaires de travail:** Two time selection fields.
- Services:** A dropdown menu with the option 'Appliqué pour tous les services assignés'.
- Emplacement:** A dropdown menu with the option 'Emplacement'.

At the bottom of the form, there are two buttons: 'Annuler' (Cancel) and 'Ajouter' (Add). A green arrow points from the employee card of Christelle Red to the form.

21 Enregistrer

The screenshot shows the 'Nouvel employé' (New Employee) form in the Amelia HR system. The form is highlighted with a green border. It includes the following fields:

- Date:** A date range selector with the format DD/MM/YYYY - DD/MM/YYYY.
- Horaires de travail:** Two time selection fields.
- Services:** A dropdown menu with the option 'Appliqué pour tous les services assignés'.
- Emplacement:** A dropdown menu with the option 'Emplacement'.

At the bottom of the form, there are two buttons: 'Annuler' (Cancel) and 'Enregistrer' (Save). A green arrow points from the 'Enregistrer' button to the 'Ajouter' button in the previous screenshot.

22 Merci

Vous êtes désormais prêt pour ajouter de nouveaux employés ou associés.



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