



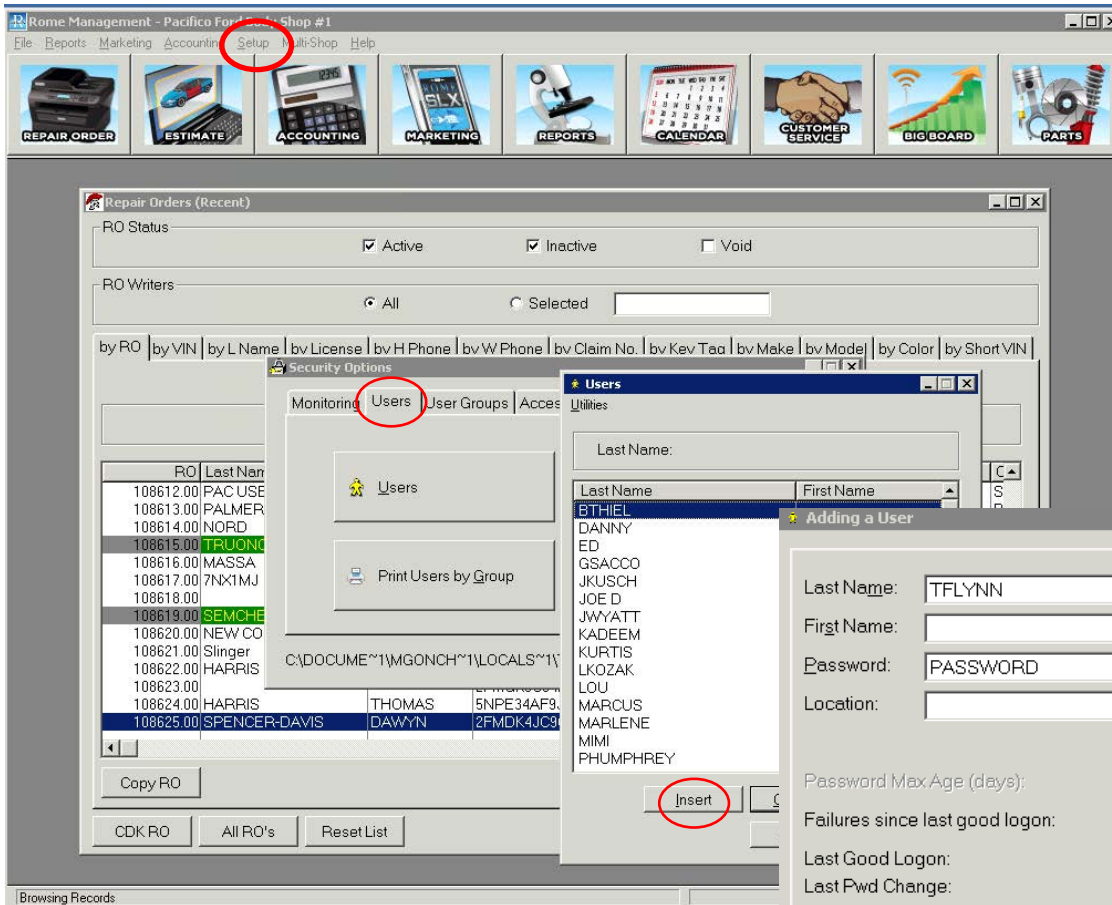
R O M E

Business Services

HOW TO ADD A NEW EMPLOYEE

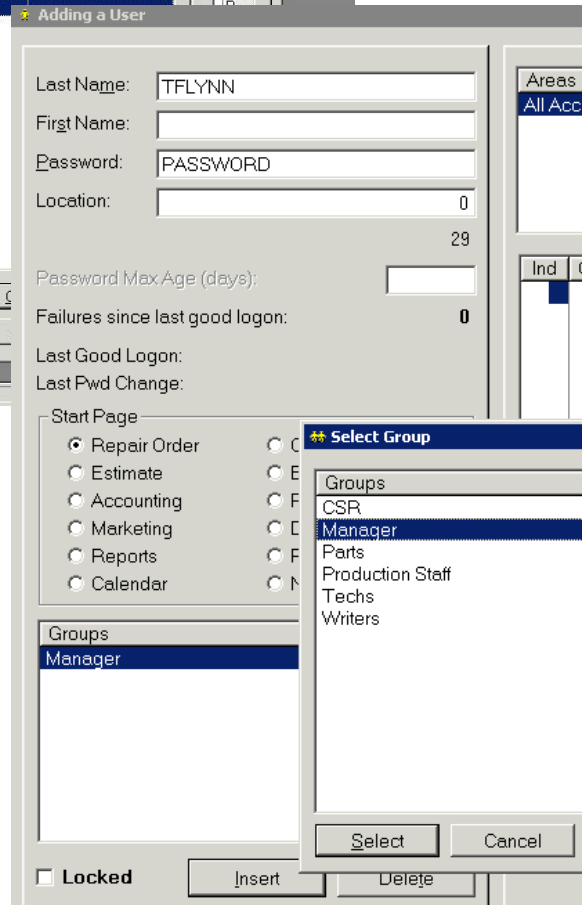
You must have manager privileges to be able to access these features of Rome.

1. Log into Rome with a manager, or have a manager stand by as you log into an existing Rome account.
2. Locate "Setup" at the top of the screen
3. Find Security/Registration in the list
4. Select "Users" tab, "Users" button



5. Click "Insert"
6. Enter the username in the LAST NAME field
7. Enter the password the user chose in the PASSWORD field

8. Go down to "Groups", hit "insert" and select what the title of the new employee is
9. Hit "Okay" to save
10. Next you're going to go back to "setup"



11. Select "payroll", and then "employees"
12. Hit "insert"
13. Hit the "username" button at the top of the screen and select the user you just created in Security
14. Fill out the Short Name with the same thing you have under Username
15. Fill out the full name and the Date Hire
16. You can set up Payroll in this section for those employees who get paid through Rome
17. After that, click "Okay" to save

Technician

CDK DMS Interface

General | Payroll | E-Mail | Notes/Images | Staff Info (ERA/UCS/Product)

Name: [List of names including BILL, DANNY 12703, ED 61740, GINA, JAMES, JOANN, JOE 528, KADEEM 79186, KURTIS 76770, LIZ, LOU, MARCUS, MARLENE, MIMI, PATRICIA, SHOP TECH, TABLET, TERICK 71698]

Short Name: [Field]

Name: [Field]

Address: [Field]

City, ST, Zip: [Field]

Home Phone: [Field]

Cell Phone: [Field]

SSN: [Field] 000-00-000

Daily Goal: [Field]

Employment Dates:

Date Hire: [Field]

Date Term.: [Field]

Member of Group Team Draw: [Field]

Other Team Labor Draw: [Field]

Select a User

Last Name	First Name
JOE D	
JWYATT	
KADEEM	
KURTIS	
LKOZAK	
LOU	
MARCUS	
MARLENE	
MIMI	
PHUMPHREY	
TABLET	
TERICK	
Test	
TFLYNN	

Select | Cancel | No User

IF THE EMPLOYEE IS NOT A TECHNICIAN:

1. Go up to "Setup"
2. Select "Payroll" and then select "Teams"
3. Find the employee you just created, select their name and hit "change"
4. Check the box that says, "NOT ACTIVE"
5. Save and you're finished!

Technician Team

Name: TFLYNN ID: 1

Load: 40.00

☒ Barcode

☐ Not Active

Team Members | Non-Timecard Teams

Name	Percentage
SHOP TECH	100.0

Total: 100.0

Insert | Change | Delete

OK | Cancel

NOTE:

IF YOU USE A DMS SYSTEM (DEALERTRACK,CDK,REYNOLDS&REYNOLDS, ETC) YOU MAY NEED TO ADD THEIR SERVICE NUMBER INTO ROME FOR THE RO TO PUSH INTO THE DMS SYSTEM