



Tutorial: Adding an Employee and Granting Access

On Briz, business owners have the ability to grant access to employees. To add an employee and grant him or her access click on “Edit Business” on the left side of the page.

Step 1

Once you're at the “Edit Business” page, click on the tab furthest to the right which reads “Employees”

The screenshot shows the Briz.com interface for editing a business profile. The header includes the Briz.com logo and the tagline "connecting businesses & consumers as the free local business-driven network". The navigation menu includes "Home", "My Briz", "Consumer Market", "Business Market", "Learn More", "Invite Friends", and "Log Out". The current page is titled "City Transport Trucking: Edit Profile: Contact Info".

On the left sidebar, there are sections for "Welcome Jed," "My Businesses" (with a sub-section for "City Transport Trucking" containing links like "View Profile", "View Dashboard", "Edit Business", "Post Items", "Messages", and "Marketing & Tools"), "Dirty Work", and "My Quickie".

The main content area shows a "Business Visibility" section under "Site Wide Visibility". There are two radio button options: "Consumer & Business Visible" (which is selected) and "Business Only Visible". A "Change Visibility" button is located to the right of the "Consumer & Business Visible" option. A red arrow points to the "Employees" tab in the navigation menu.



Step 2

From this page, you are able to look up an employee and grant them access to the business. Enter the employee's email address and click "Look Up Employee."

Step 3

The employee will have to confirm from their "My Briz" page.

Step 4

By default, employees are granted full access. If you wish to edit an employee's access, public visibility, or job title, click on "Edit Employee".

Home My Briz Consumer Market Business Market Learn More Invite Friends Log Out

City Transport Trucking: Employee Settings

Welcome Jed,
My Briz
My Dashboard
My Messages
My Profile
My Settings

My Businesses
City Transport Trucking
View Profile
View Dashboard
Edit Business
Post Items
Messages
Marketing & Tools

Dirty Work

My Quickie
A quick place to jot down businesses and items you're viewing. It can hold the 12 newest items you've added.

Basic Networks Profile About Us Hours Menu Products Services **Employees**

Only business owners have access to this page.

Add Employee

Enter an employee's email address to lookup their account and add them as an employee or owner.

The user must create an individual account before adding them as an employee.

Current Employees

Jed Limmer	
Username: jwillmer@syr.edu	
Type: Owner	
Public Visibility:	
Name	Yes
Picture	Yes
Profile	No
Business Access Control:	
Edit Profile	Yes
Post & Edit Items	Yes
Send & Receive Messages	Yes

[Edit Employee](#)

[Go Back](#)



Step 5

You can change the employee's status, title, visibility, and access.

Access Level:

Employee – You can regulate each individual visibility and access setting. Employees cannot delete a business and they cannot add other employees.

Owner – Owner's automatically have full rights of a business. They can delete the entire business and can add and modify employees.

Employee Title: You can enter a custom title for the employee. (ie: Manager)

Public Visibility:

You can edit how the public can see the employee on the "About Us" page.

Not Visible: The employee will not be visible.

Name & Picture: Only the name and picture will be visible.

Name, Picture & Profile: The employee's name, picture, and personal profile will be visible.

Business Access Control:

You can edit what access the employee will have to your business.


Edit Business: The employee will be able to edit anything under "Edit Business" except changing employees.

Post & Edit Items: The employee will be able to add, modify, and delete news, coupons, and events.

Send & Receive Messages: The employee will have access to the business mailbox and will be able to send and receive messages as an employee of your business.

See the next page for an example.





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Home My Briz Consumer Market Business Market Learn More Invite Friends Log Out

John's Business: Employee Settings: Details

Welcome John,
My Briz
My Dashboard
My Messages
My Profile
My Settings

My Businesses
John's Business
View Profile
Dashboard
Edit Profile
Post Items
Messages
Resources

My Quickie
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Basic Networks Profile About Us Hours Menu Products Services **Employees**

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Edit Employee: Michael Librizzi

Username: mike@briz.com

Business Access Level: Employee

Employee Title:

Public Visibility:		Business Access Control:	
Not Visible	<input type="radio"/>	Edit Profile	<input type="checkbox"/>
Name & Picture	<input checked="" type="radio"/>	Post & Edit Items	<input type="checkbox"/>
Name, Picture, & Profile	<input type="radio"/>	Send & Receive Messages	<input type="checkbox"/>