

Employee Contact Information: Phone Numbers/Beeper/Email Address

Employee information is entered under **Codes>Other Basic Codes>Employees**. Go to this screen, if you just need to view the information. If you need a report or a listing, there is an option to **Print Codes** and **Print Labels**.

Print Codes will take you to report option [08.23 Print Employee List](#). View the various "Print Format" options to determine what type of information you want to appear on the report.

Print Labels will take you to report option [08.34 Print Employee Labels](#).

You can also access these reports by going to the Main Menu. Click **Reports > Employees** to scroll down to these 2 report options.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51025.aspx>