

# EW Assist

## Directory – A user guide

A directory is built in to EW Assist to help your staff members find and contact the correct individual.

### Directory > People

Find who you are looking for by surname, group/department or work location.

Name	Home Group	Home Mgr	Work Phone	Work Mobile	Work Email	Work Location
Blossom,C	Accounts	Red,B			rf+employee6@ewassist.co.uk	London
Blue,D	Managers	White,B			rf+manager4@ewassist.co.uk	Cardiff
Boy,L	Sales	Blue,D			rf+employee4@ewassist.co.uk	Cardiff
Flower,C	Sales	Blue,D			rf+employee2@ewassist.co.uk	Cardiff
Green,L	Managers	White,B			rf+manager3@ewassist.co.uk	London
Lime,B	Production	Green,L			rf+employee1@ewassist.co.uk	London
Me,T	Pretend Company Ltd	White,B			ewes@ewassist.co.uk	
Poppv,G	Customer Services	Yellow,P			rf+employee3@ewassist.co.uk	Manchester
Racing,B	Production	Green,L			rf+employee8@ewassist.co.uk	London
Raspberry,F	Accounts	Red,B			rf+employee7@ewassist.co.uk	London

### Directory > Places

Search for the contact details of your company locations.

### Directory > User Roles > ...

Find colleagues by the roles they hold in your company. They include:

**Company Role** – Any number of Company Roles can be added to EW Assist (Admin > Settings > Lookup tables > User > Company Roles) and given to your staff members (People > employee name > Person (dropdown) > Company Roles).

Company Roles could include First Aider, Fire warden, lottery manager and employee representative.

**Functionality** – Special roles can be given to staff members to give them elevated access to different areas of EW Assist. These are called Functionality Roles and are added to an employee in People > Employee name > Person (dropdown) > Functionality Role.

Functionality Roles defines who someone is in your company and allows other users to find them.

**Site** – The site role is a broad control of the access in to EW Assist. There are three types of EW Assist user which are User, Management and Client Admin. Site Role search allows you to find users based on them having this elevated access.