

# sys > staff > add

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**Route:** sys/staff/add

**URL:** https://admin.myslbb.com/#/sys/staff/add

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## Overview

This page is a draft SOP reference for the above screen in **i2i Core OSS/BSS**. It is auto-generated from UI exports and should be reviewed for operational correctness before customer release.

## When to Use

- Use this screen for the workflow represented by this route.
- Do not make billing/AAA/provisioning-impacting changes without required authorization.

## Typical Workflow

1. Verify you are working on the correct entity (Customer/Account/Service).
2. Review the current lifecycle state before making changes.
3. Apply changes and validate system response.
4. Confirm downstream impact (AAA/Provisioning/Billing) where applicable.

## Field & Action Hints (Auto-detected)

- **Fields detected:** Employee Code, Staff Name, Username, Staff Role, Primary Team, Email Address, Phone/Mobile, Reporting Manager
- **Actions detected:** Auto, Close, System, Staff, Create Staff, Cancel

# Validation & Safety Checks

- Confirm identifiers before saving.
- Confirm lifecycle state allows the change.
- Confirm rollback/support path exists for production actions.

## Escalation Guidance

- **L1:** Verify input, permissions, and entity state.
- **L2:** Validate dependencies and downstream state.
- **L3/Admin:** Policy/config changes or suspected defect.

## Screenshots

### create\_new

**Captured URL:** <https://admin.myslbb.com/#/sys/staff/add>

Images uploading...

The screenshot shows a web browser window displaying the 'New Staff' form in the SMARTLINK application. The form is titled 'New Staff' and 'Create new admin staff user'. It contains several input fields: Employee Code, Staff Name, Username, Staff Role (dropdown menu with 'Organization Admin' selected), Primary Team (dropdown menu with 'Default Group' selected), Email Address, Phone/Mobile, and Reporting Manager (dropdown menu). At the bottom right of the form are two buttons: 'Create Staff' (blue) and 'Cancel' (orange). The browser's address bar shows the URL https://admin.myslbb.com/#/sys/staff/add. The page header includes the SMARTLINK logo, 'Online Sessions (4259)', 'Access Request', 'Quick Actions', a search bar, and the user name 'Priyesh Chauhan'.

## New Staff

Create new admin staff user

<input type="text" value="Employee Code"/>	<input type="text" value="Staff Name"/>	<input type="text" value="Username"/>
<input type="text" value="Staff Role"/> Organization Admin	<input type="text" value="Primary Team"/> Default Group	<input type="text" value="Email Address"/>
<input type="text" value="Phone/Mobile"/>	<input type="text" value="Reporting Manager"/>	

[Create Staff](#) [Cancel](#)

# create\_new

**Captured URL:** <https://admin.myslbb.com/#/sys/staff/add>

*Images uploading...*

### New Staff

Create new admin staff user

<input type="text" value="Employee Code"/>	<input type="text" value="Staff Name"/>	<input type="text" value="Username"/>
<input type="text" value="Staff Role&lt;br/&gt;Organization Admin"/>	<input type="text" value="Primary Team&lt;br/&gt;Default Group"/>	<input type="text" value="Email Address"/>
<input type="text" value="Phone/Mobile"/>	<input type="text" value="Reporting Manager"/>	

Create Staff Cancel

### New Staff

Create new admin staff user

<input type="text" value="Employee Code"/>	<input type="text" value="Staff Name"/>	<input type="text" value="Username"/>
<input type="text" value="Staff Role&lt;br/&gt;Organization Admin"/>	<input type="text" value="Primary Team&lt;br/&gt;Default Group"/>	<input type="text" value="Email Address"/>
<input type="text" value="Phone/Mobile"/>	<input type="text" value="Reporting Manager"/>	

Create Staff Cancel

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