

# Employee

Our system allows for the secure and centralized storage of all employee information and documents. Accessible only to authorized personnel, this feature ensures data confidentiality and compliance with data protection regulations.

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- [Employee Schedule](#)
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- [Employee Certificate, Checklist and Preferences](#)
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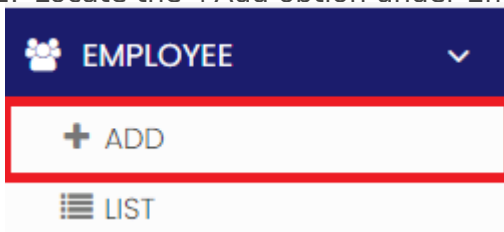
# New Employee

A new employee in an Adult day care is an individual recently hired to provide care, support, and assistance to elderly or disabled adults attending the facility.

## Adding Employee Information

Note: All Fields marked with \* are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

1. Locate the +Add option under Employee Tab.



2. Click +Add option to update the Employee Information. Enter the Employee information in the required field and Click Next option.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Information

Designation

Select Designation

Last Name\*

Last Name

Gender\*

Select Gender

Apartment No

Apartment No

State Registration ID

State Registration ID

Group(s)

Select

Employee ID\*

Employee ID

Email\*

Email

Hire Date\*

MM/DD/YYYY

City\*

City

Professional License Number

Professional License Number

Account Status

LockedUnlocked

First Name\*

First Name

Date Of Birth\*

MM/DD/YYYY

Facility

Select Facility

Zip Code\*

XXXXX

Latitude

Latitude

Update Location

YesNo

Middle Name

Middle Name

Address\*

Address

State\*

Select State

Longitude

Longitude

Cancel

Next

3. The Employee details screen appears. In Employee details, update the username with the format (first name initials and last name). Also enter the 4 digit IVR Pin which is used to login using Mobile Application for each employee. The user can add the signature of the Employee by using the option Upload Signature. After completing the required field, Click Next option.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username\*

Username

Role\*

Select Role

4 digit IVR Pin?

4 digit IVR Pin

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note\*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Mobile Number / IVR ID?

(XXX) XXX-XXXX

HHA NPI #?

HHA NPI #

Service\*

Select

Previous

Next

4. The Additional Contacts screen appears in which the user can update the additional contact details of the employee by using the +Add New Contact option and Click Save button.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

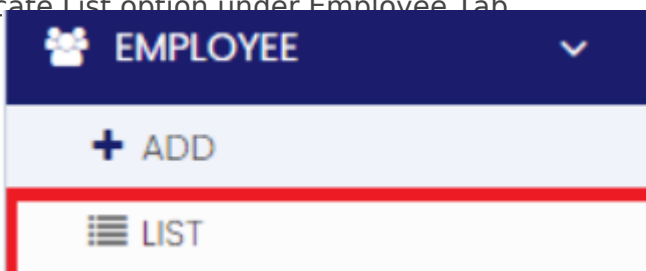
**Note\*:** Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

PreviousSave

## Editing Employees Information








































To navigate through the process of editing Employee information, follow these steps:

1. Locate List option under Employee Tab



2. Select the Employee from the list to edit the information. Click the blue color Edit option under Action on the right side of the screen for editing the Employee information or click on the Employee name.

## LIST OF EMPLOYEES

<a href="#">Refresh</a>	<a href="#">Active</a>	<a href="#">Select</a>	<a href="#">+ Add Employee</a>							
<b>Employee ID</b> Employee ID	<b>Name</b> Name	<b>Email</b> Email	<b>Designation</b> Designation	<b>Role</b> Select Role	<b>Mobile Number</b> Mobile Number	<b>Group(s)</b> Select	<a href="#">Search</a>	<a href="#">Reset</a>		
	Employee ID	Name ^	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action	
<input type="checkbox"/>	 008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo Alex			
<input type="checkbox"/>	 E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535				
<input type="checkbox"/>	 Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878				
<input type="checkbox"/>	 William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778				
<input type="checkbox"/>	 James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887				
<input type="checkbox"/>	 DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A				
<input type="checkbox"/>	 F 12398	fayyaz m	fahadneymarjr@gmail.com	Administrator	PCA/CNA	(031) 311-1019				
<input type="checkbox"/>	 J James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899				
<input type="checkbox"/>	 R Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665				
<input type="checkbox"/>	 A E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo Alex			

3. The following screen appears to edit the required information of the Employee.

Employee Information

Employee Document

Employee Schedule

Personal Time Off

Calendar

Notes

Certificate

Checklist

Preferences

Employee Information

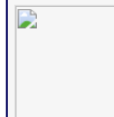
Employee Details

Additional contacts

Email Signature

Employee Billing Hours


MYEZCARE2




Tanya Catts

Registered Nurse

EMP id : 008



Signature

Powered by  Myezcare LLC

Print

Employee Information

Designation

Registered Nurse

Last Name\*

Catts

Gender\*

Female

Apartment No

Apartment No

State Registration ID

State Registration ID

Group(s)

Demo Alex

Employee ID\*

008

Email\*

101hunter101sam@gmail.com

Hire Date ⓘ\*

06/01/2022

City\*

Torrance

Professional License Number

Professional License Number

Account Status

LockedUnlock

First Name\*

Tanya

Date Of Birth ⓘ\*

05/30/2022

Facility

Select Facility

Zip Code\*

90505

Latitude

33.802169

Middle Name

Middle Name

Associated With\*

Home Care

Address\*

3445 Pacific Coast Highway

State\*

California

Longitude

-118.3452008

Cancel

Next

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username\*

tanya

Password

Password

Resend Registration Email

Role\*

Registered Nurse

4 digit IVR Pin?

1234

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note\*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Confirm Password

Confirm Password

Mobile Number / IVR ID?

(666) 666-6666

HHA NPI #?

HHA NPI #

Service\*

Personal Care

PreviousNext

Click Update option in Additional contact screen to update the information for the Employee.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

**Note\*:** Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

Contact Type	Name	Phone	Address	Email	Added By	Actions
Relative 2	Garcia, Henry	(789) 876-5454	N/A	N/A	Admin, Master	<a href="#">✎</a> <a href="#">✕</a>

Previous

Update

# Email signature

The user can update the email signature by using the email signature option. Update the required information and Click Save option.

Employee Tab>>List>>Employee name>>Email signature



Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Email Signature

Name\*

Name

Description

B

I

U

T

Save

# Employee Billing Hours

In Employee Billing Hours option, the user can update the Regular working hours, Regular Working / Hour Rate and Overtime Rate of the employee.

Employee Tab>>List>>Employee name>>Employee Billing Hours

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Working Hours/Rate

Regular Working Hours

per

Day

Regular Working/Hour Rate

Overtime/Hour Rate

Save

Cancel

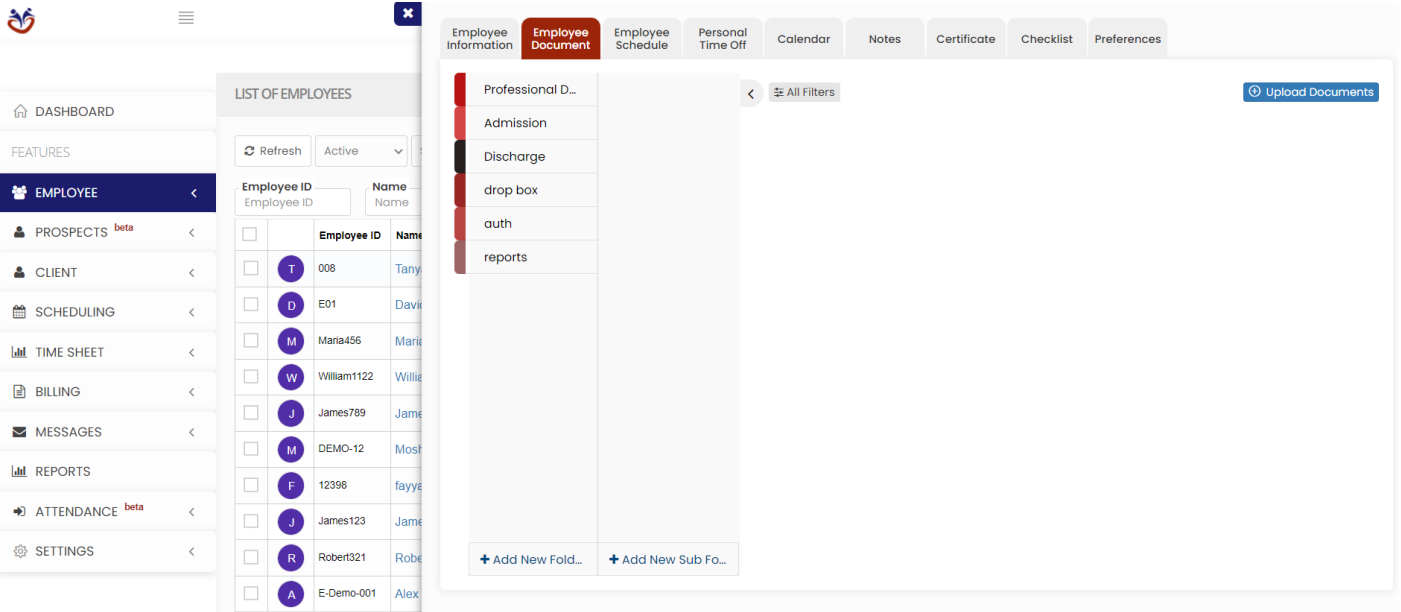
# Employee Document

The Employee documents may include certifications, employment contracts, and care plans, ensuring compliance with regulations and offering a comprehensive overview of the caregiver's qualifications and responsibilities.

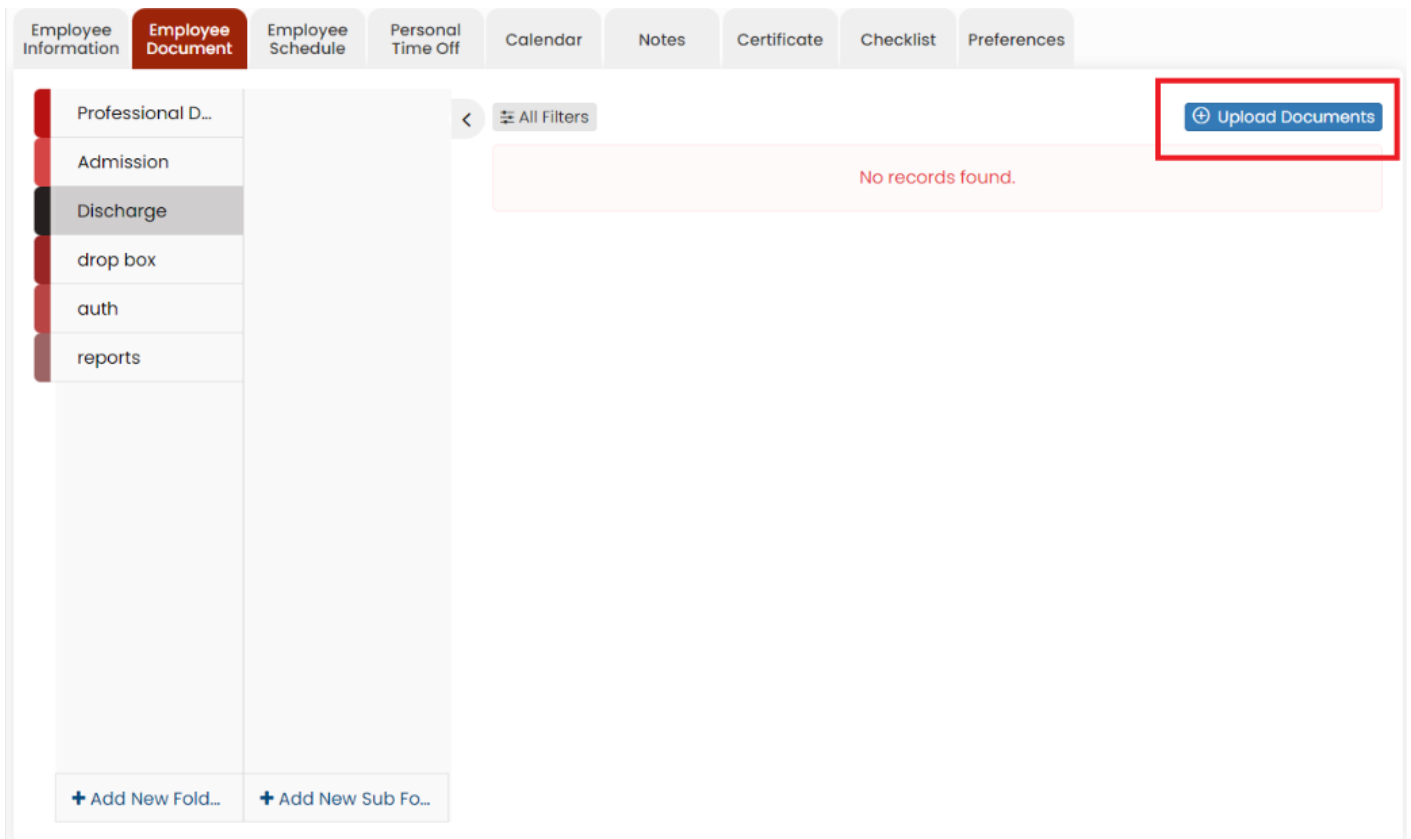
## Uploading Employee Document

The required documents of the Employee can be uploaded in the system by using the option Employee Document.

**Employee Tab >> List >> Select Employee >> Employee Document**



Select the type of document from the list and Click the Upload Documents option. The user can also Add New Folders and Subfolders to upload the documents.



## Adding New Folder in Employee document

Click + Add New Folder option in Employee document. The following screen appears, update the required information. Also in the option Show to All, if the user needs the folder name to be added for all the employee click Yes option. If the user wants the folder to be added only for the particular employee click No option and click Save.

Employee Information

Employee Document

Employee Schedule

Professional D...

Admission

Discharge

drop box

auth

reports

+ Add New Fold...

+ Add New Sub Fo...

Add Section

Documentation Type \*

Internal

Section Name \*

Name

Color Scheme \*

Color Scheme

Is Time Based ? \*

Select

Attached Template Form

Show To All

Yes

No

Select Roles to Provide Access

Super Admin, Nurse, HHA, Office Staff, Staffing,

Save

Upload Documents

The folder Documents is added successfully to upload the required documents of the employee.

Employee Information

Employee Document

Employee Schedule

Personal Time Off

Calendar

Notes

Certificate

Checklist

Preferences

Professional D...

Admission

Discharge

drop box

auth

reports

Documents

+ Add New Fold...

+ Add New Sub Fo...

< All Filters

Upload Documents

No records found.

# Adding New Sub Folder in Employee Document

Select the folder name and click the option +Add New Sub Folder option. The following screen appears, update the required information. Also in the option Show to All, if the user needs the Sub folder name to be added for all the employee click Yes option. If the user wants the folder to be added only for the particular employee click No option and click Save.

The screenshot shows a web application interface with a sidebar on the left containing a list of folders: Professional D..., Admission, Discharge, drop box, auth, reports, and Documents. The 'Employee Document' tab is selected in the top navigation bar. A modal window titled 'Add Sub Section' is open in the center. The modal contains the following fields and options:

- Documentation Type \***: A dropdown menu with 'Internal' selected.
- Sub Section Name \***: A text input field containing 'Name'.
- Is Time Based ? \***: A dropdown menu with 'Select' selected.
- Attached Template Form**: A label above a 'Show To All' section.
- Show To All**: Two radio buttons, 'Yes' (unselected) and 'No' (selected).
- Select Roles to Provide Access**: A dropdown menu with 'Super Admin, Nurse, HHA, Office Staff, Staffing, ' selected.
- Save**: A green button at the bottom right of the modal.

At the bottom of the sidebar, there are two buttons: '+ Add New Fold...' and '+ Add New Sub Fo...'.

The Sub folder 2023 is now added under folder name Discharge to upload the required documents of the Employee.



# Employee Schedule

An employee schedule in an Adult day care outlines the work hours and responsibilities for staff members. It ensures that the facility is adequately staffed to provide care and support for elderly or disabled adults, including activities, meals, and medical assistance, following a predetermined weekly or monthly timetable.

## Adding Employee Schedule

The user can update the Employee Schedule for their visits by selecting the +Add Employee Schedule button.

**Employee Tab >> List >> Select Employee from List>> Employee Schedule or Employee Tab >> Schedule**

The screenshot shows a web application interface for managing employee schedules. On the left, a sidebar menu includes options like DASHBOARD, FEATURES, EMPLOYEE (selected), PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE, and SETTINGS. The main content area is divided into two sections. The top section, titled 'LIST OF EMPLOYEES', contains a table with columns for Employee ID and Name. The bottom section is a modal window for adding a new employee schedule. This modal has a tabbed interface with 'Employee Schedule' currently selected. A red box highlights the '+ Add Employee Schedule' button in the top right corner of the modal. Below the button, there is a form with fields for Name, Start Date, End Date, Slots #, Information, and Action. The form currently displays 'No records found.'

Click +Add Employee Schedule button, the following screen appears. Update the Start Date and End Date (optional) of the Schedule and Click Save & Add Time Slot button.

### Add Employee Schedule

Employee\*

Marry Delna

Start Date\*

05/02/2023

☒ End Date

End Date\*

06/30/2023

Save & Add Time Slots

To Add the Time Slot of the Employee the user has to Select the Days, Start Time, End Time and check the option All Day or Is 24hrs of the Employee Schedule and Click Add.

Update Employee Schedule

Employee\*

Marry Delna

Start Date\*

05/02/2023

☒ End Date

End Date\*

06/30/2023

Update Schedule

Add Time Slot

Day\*

Select

Start Time\*

Start Time

End Time\*

End Time

All Day

☐

Is 24 Hrs?

☐

Notes

Notes

Add

☐ Select All Day

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

The Time Slot of the Employee Schedule is created successfully with the required details.



Update Employee Schedule

Employee\*

Marry Delna

Start Date\*

05/02/2023

☒ End Date

End Date\*

06/30/2023

Update Schedule

Add Time Slot

Day\*

Select

Start Time\*

Start Time

End Time\*

End Time

All Day

☐















Is 24 Hrs?

☐

Notes

Notes

Add

Day	Start Time	End Time	All Day	Is 24 Hrs?	Notes	Action
Sunday	12:00 AM	11:59 PM	✓	✗		 
Monday	12:00 AM	11:59 PM	✓	✗		 
Tuesday	12:00 AM	11:59 PM	✓	✗		 
Wednesday	12:00 AM	11:59 PM	✓	✗		 
Thursday	12:00 AM	11:59 PM	✓	✗		 
Friday	12:00 AM	11:59 PM	✓	✗		 
Saturday	12:00 AM	11:59 PM	✓	✗		 

Showing 1 to 7 of 7 records

# Employee Personal Time Off, Calendar & Notes

## Employee Personal Time Off

The Employee PTO ( Personal Time Off ) can be updated by selecting the Personal Time Off Tab.

### Employee Tab >> Personal Time Off (PTO)

The screenshot displays the myEZcare application interface. On the left is a sidebar menu with options: DASHBOARD, FEATURES, EMPLOYEE (selected), PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, INVOICE, ATTENDANCE, and SETTINGS. The main content area is titled 'LIST OF EMPLOYEES' and contains a table with columns for Employee ID, Name, and a selection checkbox. A modal window titled 'Personal Time Off' is open, showing a table with columns: Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. The table is currently empty, displaying 'No records found.' A green button '+ Personal Time Off' is visible in the top right of the modal.

Select the + Personal Time Off option. The following screen appears, update the required information of the Employee Time Off and Click Save.

Employee InformationEmployee DocumentEm Sc

RefreshActive

Employee	Start Time	E
Marry	MA	

Add Day Off

Employee\*

Marry Delna

PTO Type\*

Sick

Start Time\*

06/07/2023

End Time\*

06/07/2023

Comment / Reason\*

Employee is sick.

Cancel

Save

+ Personal Time Off

Search

Reset

# Employee Calendar

The user can view the Employee calendar for their scheduled visits. The Employee calendar has the details of the client name, Care type and the scheduled time.

## Employee Tab >> Calendar

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Aniston, Maria

11/19/2023

Search

DayWeekMonth

OCTOBER 2023

Refresh

Today

<

>

Print PDF

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	
8	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Rock, Chris (1.5)</div><div>8:00:00 AM, 12:00:00 PM</div><div>Adult Day Care</div></div> <div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	
15	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	
22	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	
29	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div>Borne, Jason (46.10)</div><div>9:00:00 AM, 2:00:00 PM</div><div>Adult Day Care</div></div>				

# Employee Notes

The Notes Tab is used to add notes of the employee in the system. Click the option +Add Note. Select the required fields and update the notes of the employee and Click Save option.

**Employee Tab >> List >> Employee Name >> Notes**

**Add Note**

**Role\***  
Assignee is required

**Assignee\***  
Assignee is required

**Category**  
Category is required

**isPrivate** ☒

**Note\***  
Note

+ Add Note Sentence

Cancel Save

# Employee Certificate, Checklist and Preferences

## Employee Certificate

The Employee Certificate can be uploaded in the system by using the Certificate Tab. Click + Add Certificate option, update the required information and upload the Certificate.

**Employee Tab >> List >> Employee Name >> Certificate**

The screenshot shows the 'Add Certificate' modal form. The form has a title bar with a close button (X). The main content area contains the following fields and controls:

- Name\***: A text input field with a red vertical bar on the left.
- Certificate Authority\***: A dropdown menu with 'Select' as the current value and a downward arrow.
- Valid From\***: A date input field with a red vertical bar on the left and a calendar icon on the right.
- Valid To\***: A date input field with a red vertical bar on the left and a calendar icon on the right.
- Upload Certificate**: A blue button with a plus icon and the text 'Upload Certificate'.
- Note\***: A red text note stating: 'Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.'
- Cancel**: A red button.
- Save**: A green button, which is highlighted with a red rectangular border.

On the right side of the modal, there is a green button labeled 'Add Certificate'.

## Employee Checklist

The user can check the documents in the checklist and update the Expiration date and Date of Completion in the checklist.

**Employee Tab >> List >> Employee Name >> Checklist**

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Checklist

Name

Marry Delna

Email

delnamarry@gmail.com

Date

06/07/2023

Address

Aathir Ladies Hostel

Cell

Cell

Mobile Phone

Mobile Phone

Identification Requirements	Expiration Date	Date of Completion
<div><input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Alien Card <input type="checkbox"/> Passport</div> <div>Copy of one, but if ALIEN, copy of Alien Card is required</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Copy of SS Card</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
Competency and Continued Competency Requirement		
<div><input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> LSW <input type="checkbox"/> CNA <input type="checkbox"/> Other</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Current Certificate of Continuing Education or Training</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Current Resume</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>

# Employee Preferences

The user can update the Employee Preferences by using the Preferences option. Check the Preferences from the list and click Save Notification Preferences option.

Employee Tab >> List >> Employee Name >> Preferences

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Notification Preferences

☐ Send Email

☐ Send SMS

☐ Web notification

☐ Mobile-app notification

Save Notification Preferences



# Employee List

An employee list for an adult day care facility is a comprehensive roster of staff members, including caregivers, nurses, administrators, and support personnel. It typically includes their names, contact information, roles, certifications, and work schedules, ensuring efficient operations and compliance with regulatory requirements in providing care and support to adult clients.

## Bulk update Employee Group

The Employee Group information can be bulk updated for the list of employees in the system. Click the check-box before the Employee ID in employee list and click Update Group.

### Employee Tab >> List

LIST OF EMPLOYEES

Refresh

Active

Delete Selected

Select

Update Group

+ Add Employee

Employee ID

Employee ID

Name

Name

Email

Email

Designation

Designation

Role

Select Role

Mobile Number

Mobile Number

Group(s)

Select

Search

Reset

<input type="checkbox"/>	Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input type="checkbox"/>	<div>T</div> 008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>D</div> E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>M</div> Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		<div>✗</div>	<div><div></div><div></div></div>
<input checked="" type="checkbox"/>	<div>W</div> William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		<div>✓</div>	<div><div></div><div></div></div>
<input checked="" type="checkbox"/>	<div>J</div> James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>M</div> DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>J</div> James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>R</div> Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		<div>✗</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>A</div> E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALex	<div>✓</div>	<div><div></div><div></div></div>
<input type="checkbox"/>	<div>I</div> E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		<div>✓</div>	<div><div></div><div></div></div>

The following screen appears, select the Group from list and click Save option.



LIST OF EMPLOYEES

Refresh

Active

Delete Selected

Select

Employee ID

Name

Email

<input type="checkbox"/>	Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input type="checkbox"/>	008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALEX	✗	
<input type="checkbox"/>	E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	
<input type="checkbox"/>	Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	
<input checked="" type="checkbox"/>	William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	
<input checked="" type="checkbox"/>	James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	
<input type="checkbox"/>	DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	
<input type="checkbox"/>	James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	
<input type="checkbox"/>	Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	
<input type="checkbox"/>	E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALEX	✓	
<input type="checkbox"/>	E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	

Update Bulk Employee Group

Select Group(s)\*

Select

Cancel

Save

Mobile Number

Group(s)

Search

Reset

+ Add Employee

# Delete Employee

The Employee can be deleted from the system by using the option Delete in Employee List. Select the Employee name by using the check box and click delete option.

## Employee Tab >> List

LIST OF EMPLOYEES

Refresh

Active

Delete Selected

Select

Update Group

Employee ID

Name

Email

Designation

Role

Mobile Number

Group(s)

Search

Reset

+ Add Employee

<input type="checkbox"/>	Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input type="checkbox"/>	008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALEX	✗	
<input type="checkbox"/>	E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	
<input type="checkbox"/>	Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	
<input type="checkbox"/>	William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	
<input type="checkbox"/>	James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	
<input type="checkbox"/>	DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	
<input checked="" type="checkbox"/>	12398	fayyaz m	fahadneymarji@gmail.com	Administrator	PCA/CNA	(031) 311-1019		✗	
<input type="checkbox"/>	James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	
<input type="checkbox"/>	Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	
<input type="checkbox"/>	E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALEX	✓	
<input type="checkbox"/>	E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	

# Restore Deleted Employee

Select Deleted from the dropdown box. The Deleted employee can also be activated in the system by using the option Active.

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS *beta*

CLIENT

SCHEDULING

TIME SHEET

BILLING

MESSAGES

REPORTS

ATTENDANCE *beta*

SETTINGS

LIST OF EMPLOYEES

Refresh

Active

Select

+ Add Employee

Employee ID

All Records

Active

Deleted

Employee ID

Email

Designation

Role

Mobile Number

Group(s)

Search

Reset

<input type="checkbox"/>	Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input type="checkbox"/>	<div>T</div> 000	Tanya Calts	10thunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>D</div> E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>M</div> Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-8878		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>W</div> William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		<div>✓</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>J</div> James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>M</div> DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>J</div> James123	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>R</div> Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		<div>✗</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>A</div> E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALex	<div>✓</div>	<div>🔍</div> <div>🗑️</div>
<input type="checkbox"/>	<div>I</div> E00100	Irtaza waris	irtazavarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		<div>✓</div>	<div>🔍</div> <div>🗑️</div>

To Restore the employee, click Active option. Now, the deleted employee is successfully restored.

LIST OF EMPLOYEES

Refresh

Deleted

Active Selected

Select

Update Group

+ Add Employee

Employee ID

Name

Email

Designation

Role

Mobile Number

Group(s)

Search

Reset

<input type="checkbox"/>	Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input checked="" type="checkbox"/>	<div>F</div> 12398	fayyaz m	fahadneymajir@gmail.com	Administrator	PCA/CNA	(031) 311-1019		<div>✗</div>	<div>🔍</div> <div>Active</div>
<input type="checkbox"/>	<div>V</div> E009233	Vijay Saini	vijaysainisemt@gmail.com	Administrative	Super Admin	(546) 474-2342		<div>✓</div>	<div>🔍</div> <div>Active</div>