

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.

- [New Employee](#)
- [Employee Document](#)
- [Employee Schedule](#)
- [Employee Personal Time Off, Calendar & Notes](#)
- [Employee Certificate, Checklist and Preferences](#)
- [Employee List](#)

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 Information
Employee Document
Employee Schedule
Personal Time Off
Calendar
Notes
Certificate
Checklist
Preferences

Employee Information
Employee Details
Additional contacts
Email Signature
Employee Billing Hours

Employee Information

Designation <input type="text" value="Select Designation"/>	Employee ID* <input type="text" value="Employee ID"/>	First Name* <input type="text" value="First Name"/>	Middle Name <input type="text" value="Middle Name"/>
Last Name* <input type="text" value="Last Name"/>	Email* <input type="text" value="Email"/>	Date Of Birth* <input type="text" value="MM/DD/YYYY"/>	
Gender* <input type="text" value="Select Gender"/>	Hire Date* <input type="text" value="MM/DD/YYYY"/>	Facility <input type="text" value="Select Facility"/>	Address* <input type="text" value="Address"/>
Apartment No <input type="text" value="Apartment No"/>	City* <input type="text" value="City"/>	Zip Code* <input type="text" value="XXXXX"/>	State* <input type="text" value="Select State"/>
State Registration ID <input type="text" value="State Registration ID"/>	Professional License Number <input type="text" value="Professional License Number"/>	Latitude <input type="text" value="Latitude"/>	Longitude <input type="text" value="Longitude"/>
Group(s) <input type="text" value="Select"/>	Account Status <div style="display: flex; gap: 10px;"> Locked Unlocked </div>	Update Location <div style="display: flex; gap: 10px;"> Yes No </div>	

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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information **Employee Details** Additional contacts Email Signature Employee Billing Hours

Username*
Username

Role*
Select Role

4 digit IVR Pin?
4 digit IVR Pin

Skills
Select Skills

Preferences
Enter Preference

Signature
Upload Signature

SSN?
xxx-xx-xxxx

Mobile Number / IVR ID?
(xxx) xxx-xxxx

HHA NPI #?
HHA NPI #

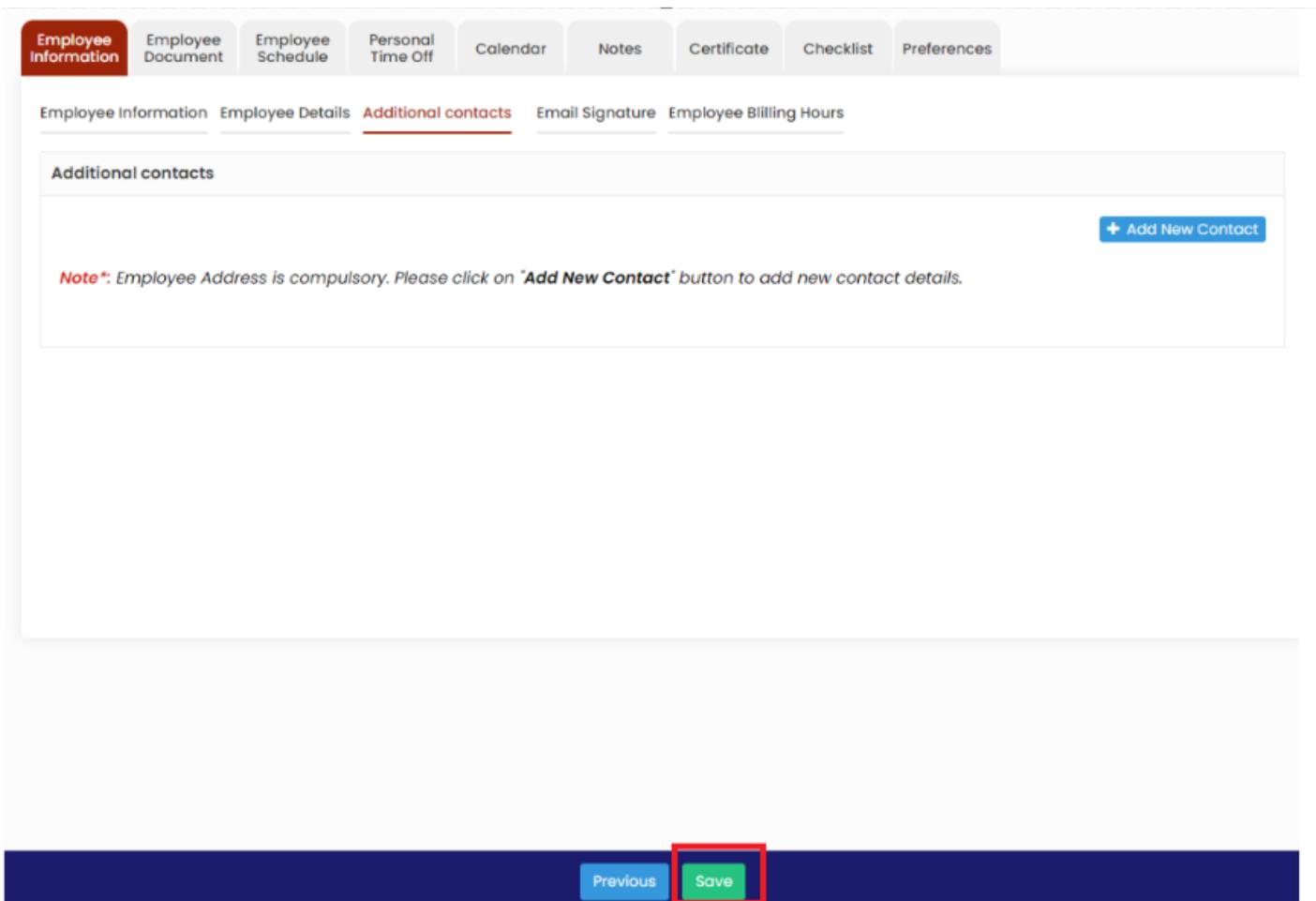
Service*
Select

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

Signature

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.



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

Refresh Active Select + 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"/>	T 008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALEX	✗	 
<input type="checkbox"/>	D E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	 
<input type="checkbox"/>	M Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	 
<input type="checkbox"/>	W William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	 
<input type="checkbox"/>	J James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	 
<input type="checkbox"/>	M 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

Powered by  Myezcare LLC



Signature

[Print](#)

Employee Information

Designation Registered Nurse	Employee ID* 008	First Name* Tanya	Middle Name Middle Name
Last Name* Catts	Email* 101hunter101sam@gmail.com	Date Of Birth* 05/30/2022	Associated With* Home Care
Gender* Female	Hire Date* 06/01/2022	Facility Select Facility	Address* 3445 Pacific Coast Highway
Apartment No Apartment No	City* Torrance	Zip Code* 90505	State* California
State Registration ID State Registration ID	Professional License Number Professional License Number	Latitude 33.802169	Longitude -118.3452008
Group(s) Demo ALEX	Account Status Locked Unlock		

[Cancel](#)
[Next](#)

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

Username*

Password

[Resend Registration Email](#)

Role*

4 digit IVR Pin

Skills

Preferences

Signature

[Upload Signature](#)

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

Signature

SSN

Confirm Password

Mobile Number / IVR ID

HHA NPI #

Service*

Previous
Next

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

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	✎ ✕

[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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details Additional contacts Email Signature Employee Billing Hours

Email Signature

Name*

Description

B *I* U T

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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details Additional contacts Email Signature Employee Billing Hours

Employee Working Hours/Rate

Regular Working Hours per

Regular Working/Hour Rate

Overtime/Hour Rate

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.

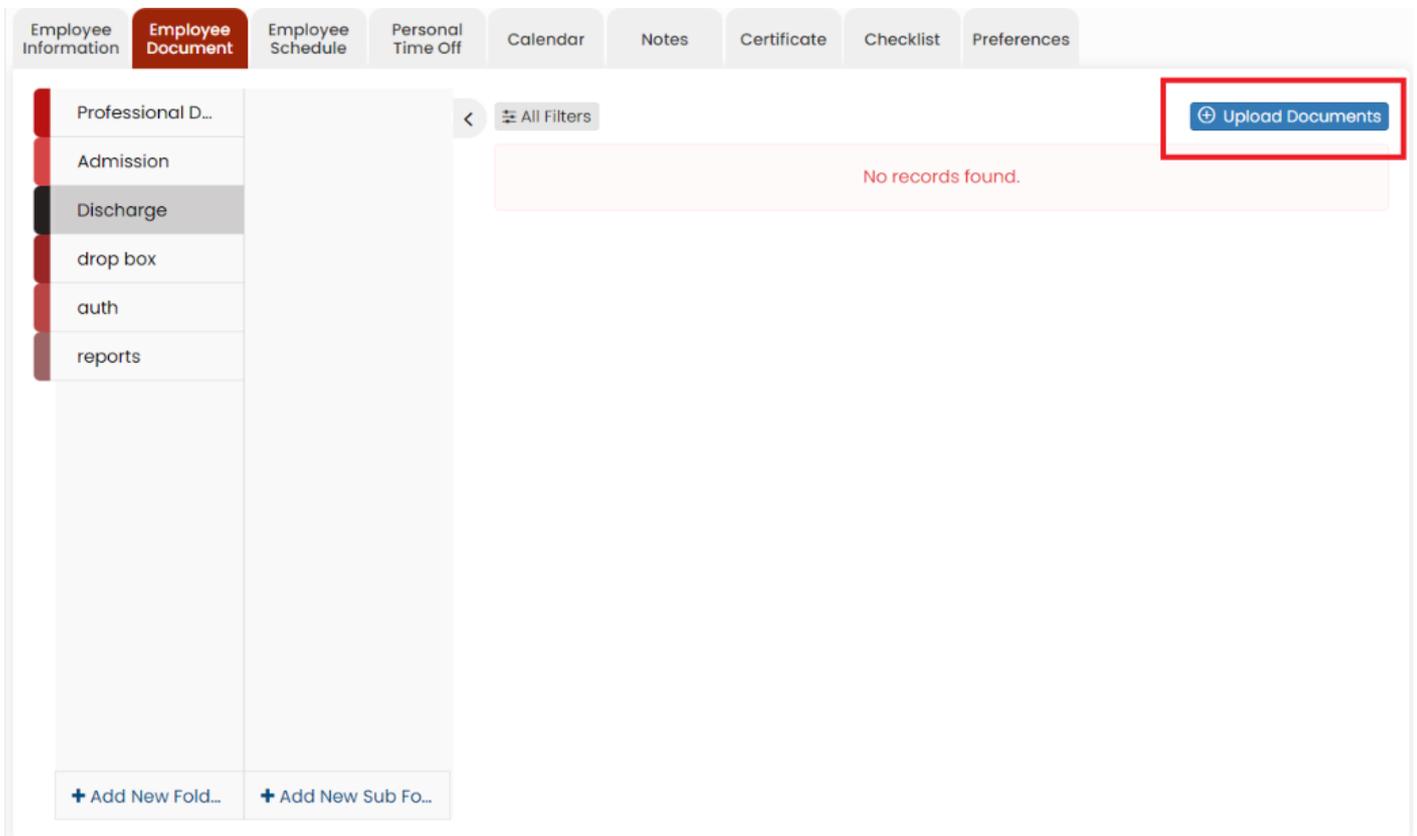
Uploading Employee Document

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

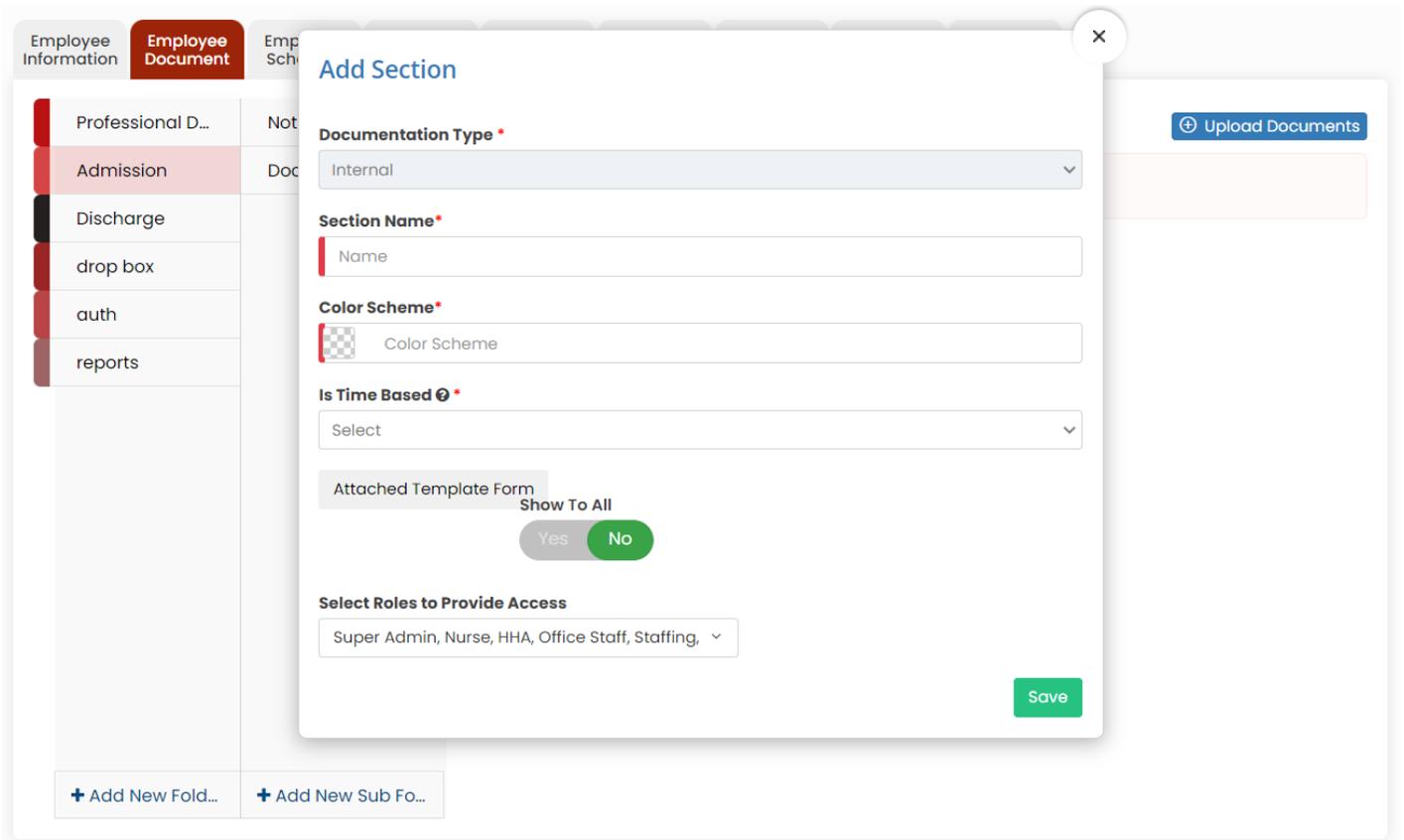
The screenshot displays a web application interface for managing employee documents. On the left, a sidebar menu includes options like DASHBOARD, EMPLOYEE, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE, and SETTINGS. The main area shows a 'LIST OF EMPLOYEES' table with columns for Employee ID and Name. A modal window titled 'Employee Document' is open, showing a list of document types: Professional D..., Admission, Discharge, drop box, auth, and reports. At the bottom of the modal, there are buttons for '+ Add New Fold...' and '+ Add New Sub Fo...'. An 'Upload Documents' button is visible in the top right corner of the modal.

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.

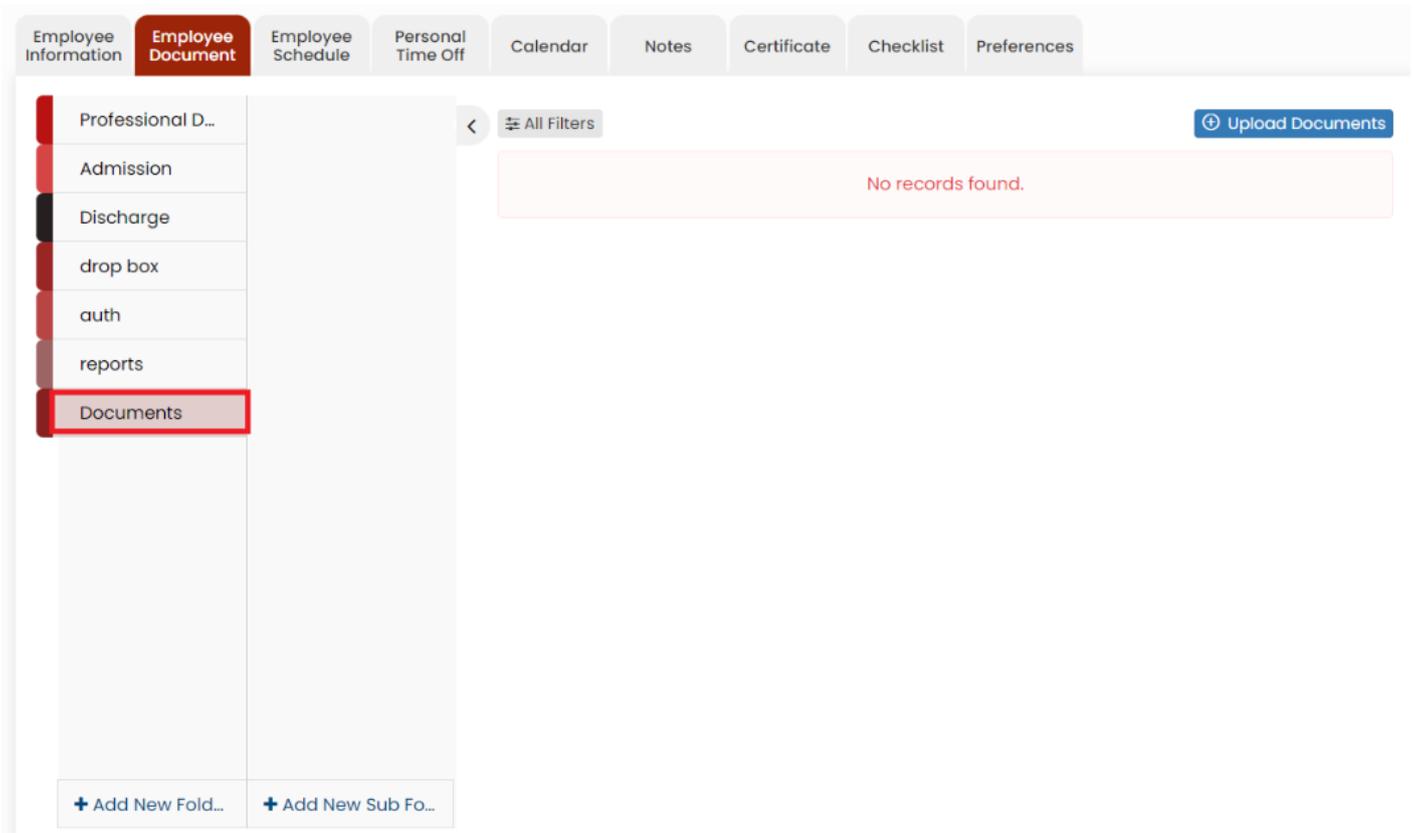


Adding New Folder in Employee document

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.



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



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 the 'Employee Document' interface with a modal dialog titled 'Add Sub Section'. The dialog 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 section with a 'Show To All' label and two radio buttons: 'Yes' (disabled) 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 dialog.

In the background, the 'Employee Document' sidebar is visible with folders: Professional D..., Admission, Discharge, drop box, auth, reports, and Documents. At the bottom of the sidebar, there are buttons: '+ Add New Fold...' and '+ Add New Sub Fo...'. On the right side of the main interface, there is an 'Upload Documents' button and a red box.

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

Employee Information **Employee Document** Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Professional D... 2023 < All Filters [Upload Documents](#)

Admission

Discharge

drop box

auth

reports

+ Add New Fold... + Add New Sub Fo...

No records found.

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 is a sidebar with a menu including Dashboard, Features, Employee, Prospects, Client, Scheduling, Time Sheet, Billing, Messages, Reports, Attendance, and Settings. The main content area is titled 'LIST OF EMPLOYEES' and contains a search bar with 'David D' entered. Below the search bar is a table with columns: Name, Start Date, End Date, Slots #, Information, and Action. The table is currently empty, displaying 'No records found.' A red box highlights a green '+ Add Employee Schedule' button in the top right corner of the main area. The top navigation bar includes tabs for Employee Information, Employee Document, Employee Schedule (highlighted), Personal Time Off, Calendar, Notes, Certificate, Checklist, and Preferences.

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* Start Date* End Date End Date*

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* Start Date* End Date End Date*

Add Time Slot

Day* Start Time* End Time* All Day Is 24 Hrs? Notes

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	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Monday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Tuesday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Wednesday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Thursday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Friday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Saturday	12:00 AM	11:50 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 

Showing 1 to 7 of 7 records

Employee Personal Time Off, Calendar & Notes

Employee Personal Time Off

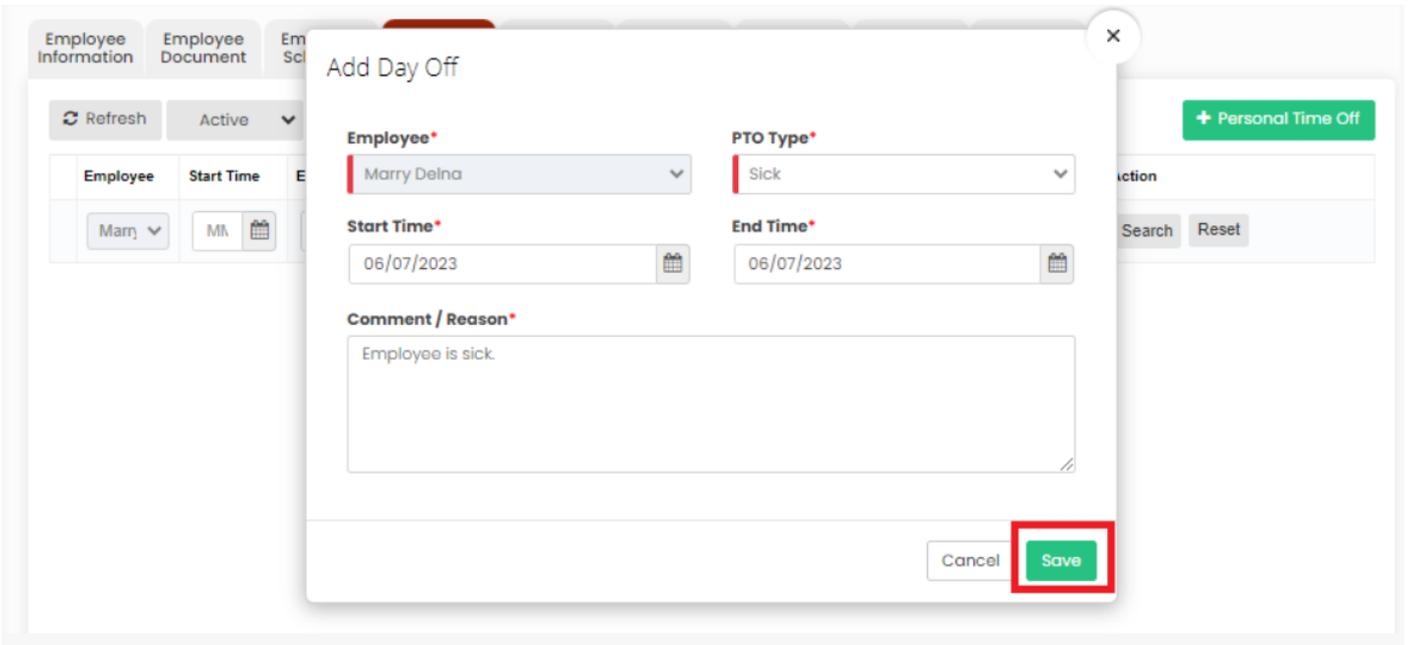
The Employee PTO (Personal Time Off) can be updated by selecting the Personal Time Off Tab.

Employee Tab >> Personal Time Off (PTO)

The screenshot displays the myEZcare web application interface. On the left is a navigation sidebar with a 'myEZcare' logo and a menu including 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 shows a table of employees with columns for Employee ID, Name, and a selection checkbox. A 'Personal Time Off' tab is active in the top navigation bar. Below the tab is a table for managing PTO records. The table has columns for Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. A '+ Personal Time Off' button is visible in the top right of the table area. The table currently displays 'No records found.'

Employee	Start Time	End Time	Submitted By	Submitted Date	Status	Type	Comment / Reason	Action
Marj	MA	MA	Submitted	MM/DD				Search Reset

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



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 Information Employee Document Employee Schedule Personal Time Off **Calendar** Notes Certificate Checklist Preferences

Aniston, Maria 11/19/2023 Search

Day Week Month

OCTOBER 2023 Refresh Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	3 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	4 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	5 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	6 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	7
8	9 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	10 Rock, Chris (1.5) 8:00:00 AM, 12:00:00 PM Adult Day Care Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	11 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	12 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	13 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	14
15	16 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	17 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	18 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	19 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	20 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	21
22	23 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	24 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	25 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	26 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	27 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	28
29	30 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	31 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care				

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Employee Information, Employee Documents, Employee Subscriptions, Personal Information, Calendar, Notes (highlighted in red), Certificate, Checklist, and Preferences. A modal dialog box titled "Add Note" is open in the center. The dialog has a close button (X) in the top right corner. It contains the following fields and controls:

- Role***: A dropdown menu with the text "Assignee is required".
- Assignee***: A dropdown menu with the text "Assignee is required".
- Category**: A dropdown menu with the text "Category is required".
- isPrivate**: A checked checkbox.
- Note***: A large text area with the placeholder text "Note".
- + Add Note Sentence**: A green button located to the right of the text area.
- Cancel**: A red button at the bottom left.
- Save**: A green button at the bottom right, which is highlighted with a red rectangular border.

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

Add Certificate

Name*
Name

Certificate Authority*
Select

Valid From*
MM/DD/YYYY

Valid To*
MM/DD/YYYY

Upload Certificate

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

Cancel **Save**

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 Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences
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		
<input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Alien Card <input type="checkbox"/> Passport <small>Copy of one, but if ALIEN, copy of Alien Card is required</small>				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Copy of SS Card				MM/DD/YYYY		MM/DD/YYYY		
Competency and Continued Competency Requirement								
<input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> LSW <input type="checkbox"/> CNA <input type="checkbox"/> Other				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Current Certificate of Continuing Education or Training				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Current Resume				MM/DD/YYYY		MM/DD/YYYY		

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 Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences
Notification Preferences								
<input type="checkbox"/> Send Email <input type="checkbox"/> Send SMS <input type="checkbox"/> Web notification <input type="checkbox"/> Mobile-app notification								
								<input type="button" value="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	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action	
<input type="checkbox"/>	T 008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	✗	 
<input type="checkbox"/>	D E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	 
<input type="checkbox"/>	M Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	 
<input checked="" type="checkbox"/>	W William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	 
<input checked="" type="checkbox"/>	J James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	 
<input type="checkbox"/>	M DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	 
<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	✓	 
<input type="checkbox"/>	I E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	 

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

Update Bulk Employee Group

Select Group(s)
Select

Cancel Save

LIST OF EMPLOYEES

Refresh Active Delete Selected Select

Employee ID Name Email

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 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	irtazavarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	

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	fahadneymarj@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	irtazavarishussain@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 Deleted Select

+ Add Employee

Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
000	Tanya Gatts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	✗	🔗 🗑️
E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	🔗 🗑️
Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	🔗 🗑️
William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8776		✓	🔗 🗑️
James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	🔗 🗑️
DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	🔗 🗑️
James123	James Smith	jamessmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	🔗 🗑️
Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	🔗 🗑️
E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 400-9560	Demo ALex	✓	🔗 🗑️
E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	🔗 🗑️

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)	App Installed	Action
12398	fayyaz m	fahadneymajir@gmail.com	Administrator	PCA/CNA	(031) 311-1019		✗	🔗 Active
E009233	Vijay Saini	vijaysainisemt@gmail.com	Administrative	Super Admin	(546) 474-2342		✓	🔗 Active