

# 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	irtazavarishussain@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	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.



Clock-In-Out



00:00:00



HOME CARE

MASTER

LIST OF EMPLOYEES										
<div><div>Refresh</div><div>Active</div><div>Select</div></div> <div><div>+ Add Employee</div></div>										
Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action		
<input type="checkbox"/>	Tanya Calts	10thunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-8878		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moshe Lubel	moshe@zpath.com	Administrative	Super Admin	N/A		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALex	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Irtaza waris	irtazavarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

LIST OF EMPLOYEES										
<div><div>Refresh</div><div>Deleted</div><div>Active Selected</div><div>Select</div><div>Update Group</div></div> <div><div>+ Add Employee</div></div>										
Employee ID	Name	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action		
<input checked="" type="checkbox"/>	Fayyaz m	fahadneyamajr@gmail.com	Administrator	PCA/CNA	(031) 311-1019		✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vijay Saini	vijaysainisemt@gmail.com	Administrative	Super Admin	(546) 474-2342		✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Revision #3

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