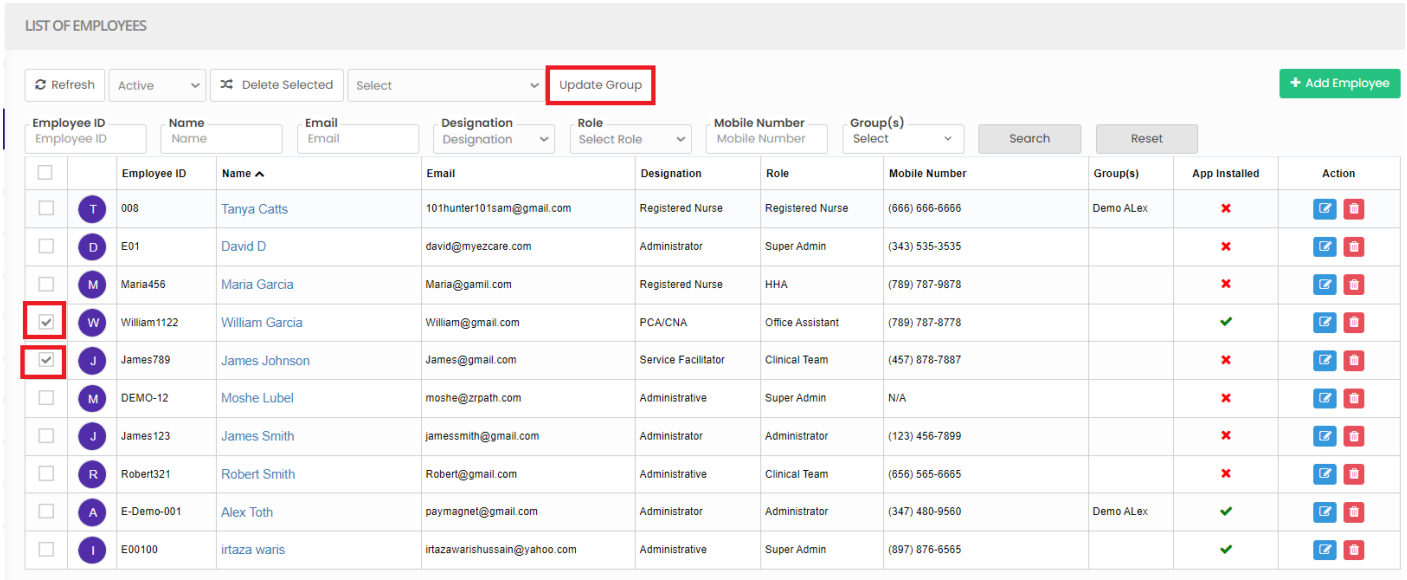
Employee List

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.

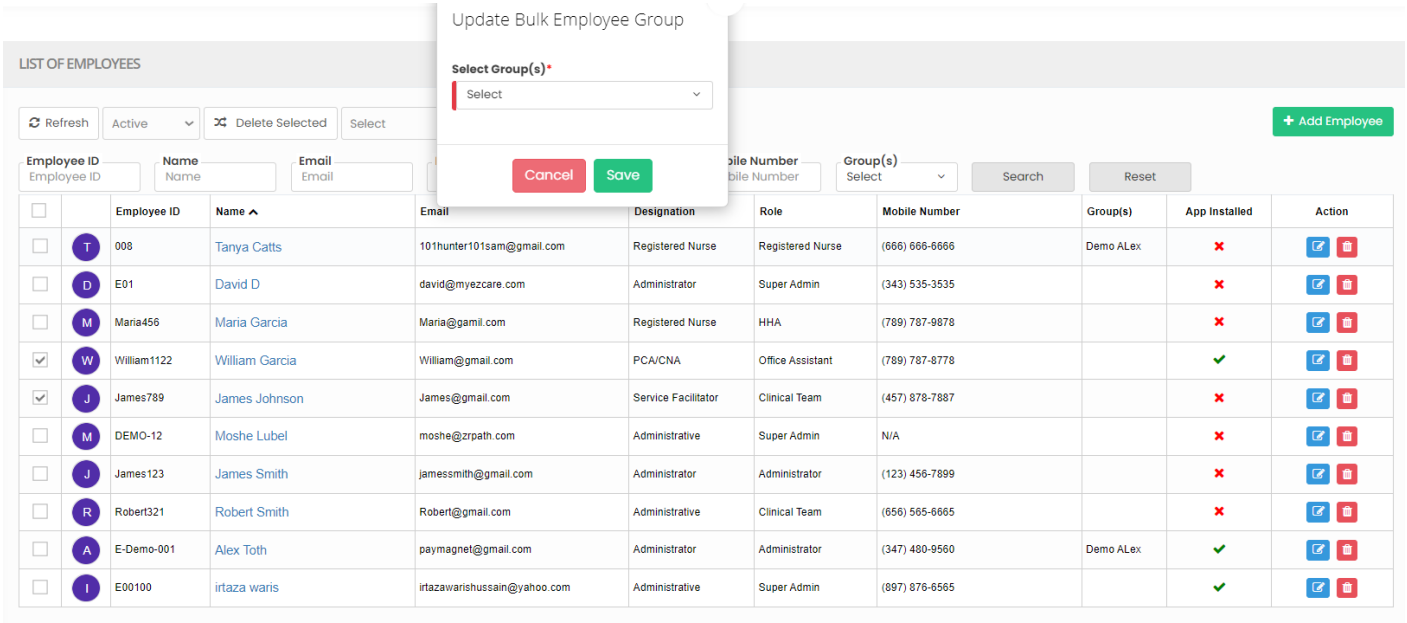
Bulk update Employee Group

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**



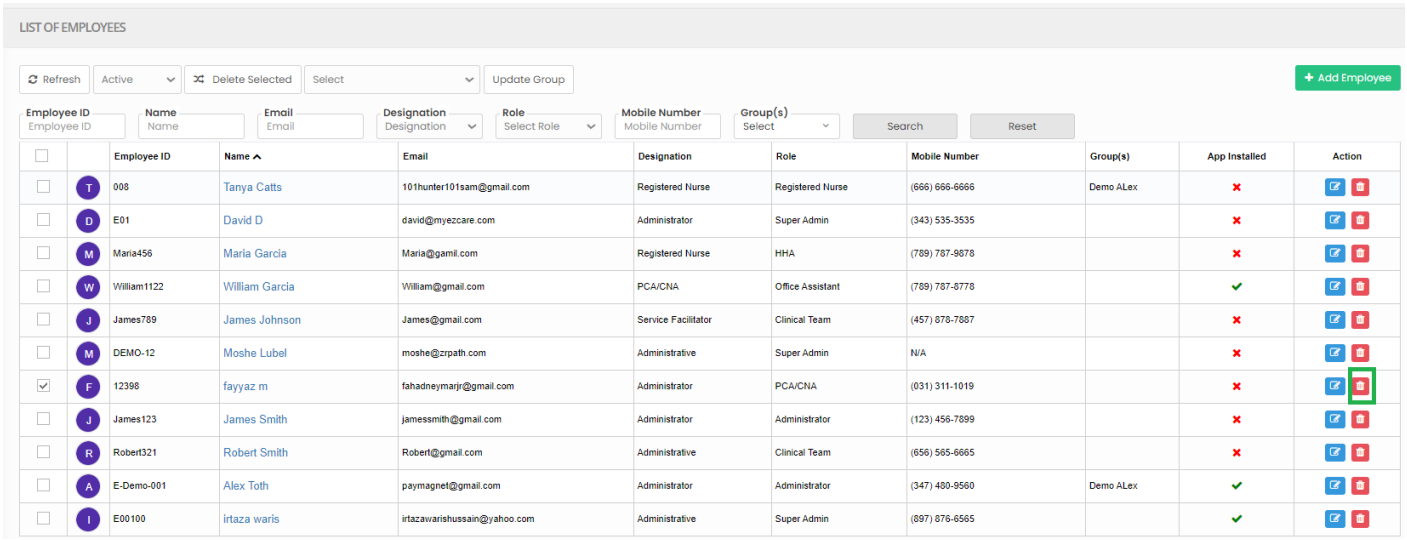
The following screen appears, select the Group from list and click Save option.



Delete Employee

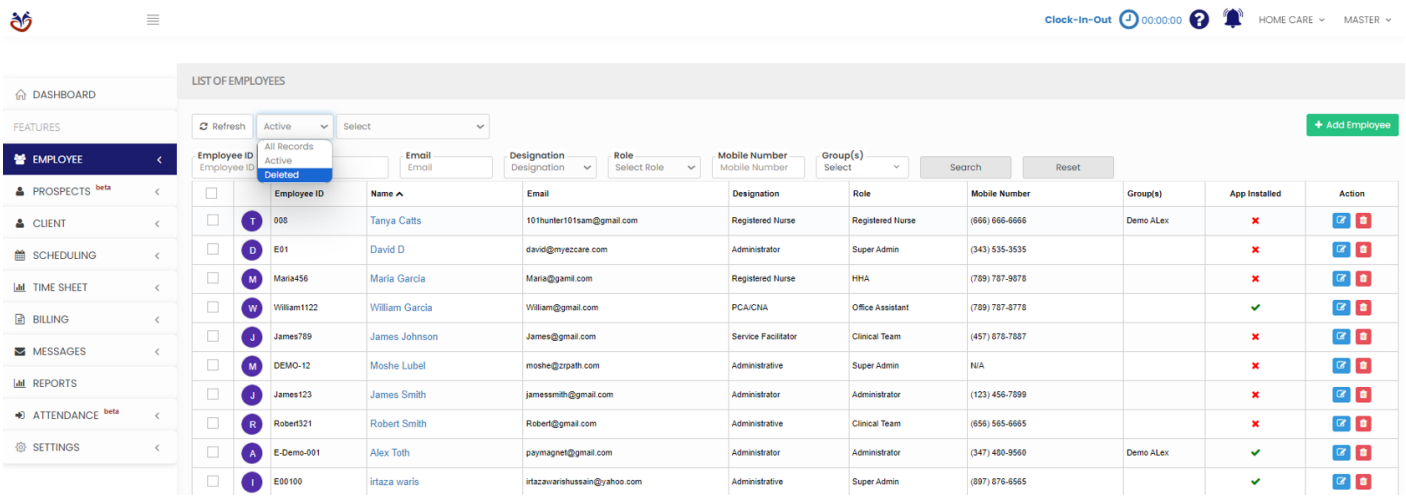
The Employee can be deleted from the system by using the option Delete in Employee List. Select the Employee name by using the check box and click delete option.

> **Employee Tab >> List**

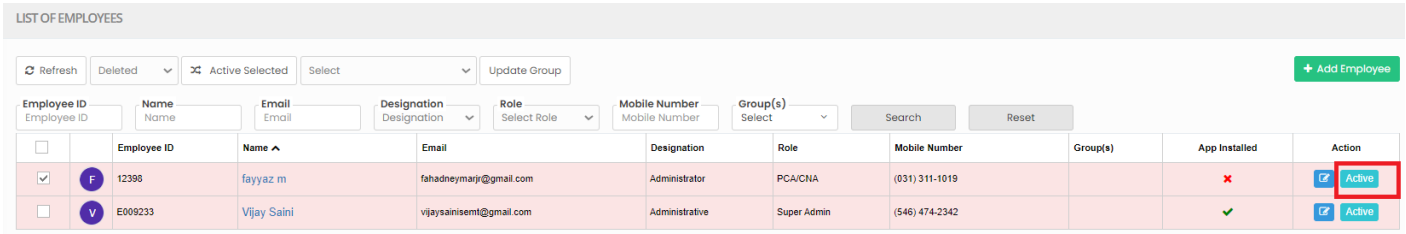


Restore Deleted Employee

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



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



Revision #3
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