

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](#)

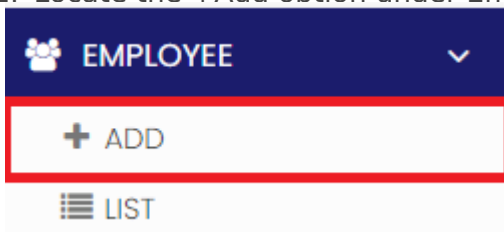
New Employee

A new employee in home health care is a recently hired individual who provides healthcare services in a patient's home. Their role includes assisting with daily tasks, medication administration, and health monitoring.

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.

If the Employee Account has been locked due to Invalid password in the mobile app for more than 3 times, then the user can unlock the Employee Account using the option "Account Status".

Also, if the Patient is residing in a Big Apartment and the Employee having issues in clocking in the mobile app at patient's residence, we can provide the option Update Location as Yes, when it is set as Yes, the 'Employee can will get an option in the mobile to update the Location Coordinates and Clock-in for the visits. If the Visit gets completed, we can set the option Update Location as No in he system.

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.

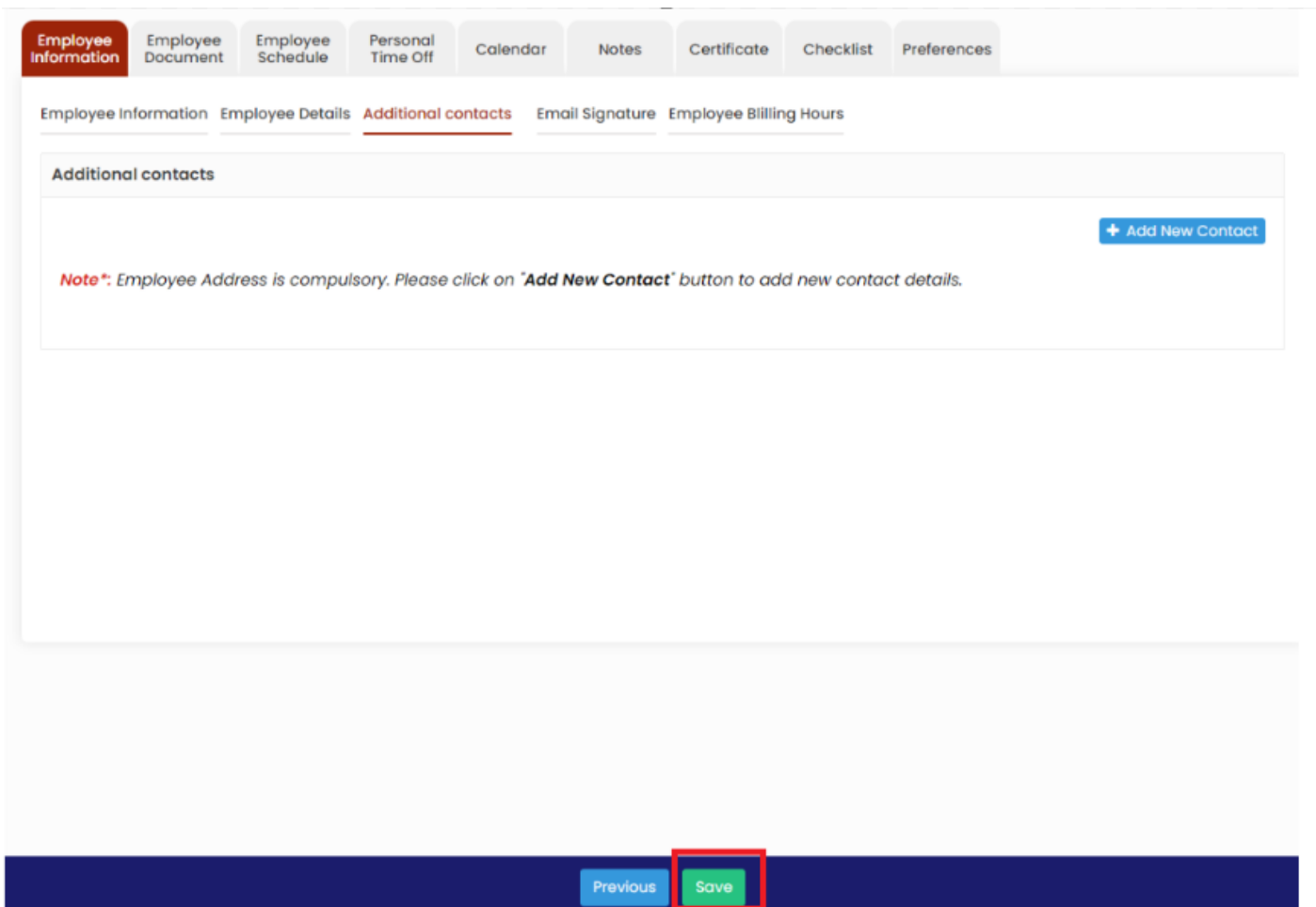
Employee Information | Employee Document | Employee Schedule | Personal Time Off | Calendar | Notes | Certificate | Checklist | Preferences

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

Username* Username	SSN ? xxx-xx-xxxx
Role * Select Role	Mobile Number / IVR ID ? (xxx) xxx-xxxx
4 digit IVR Pin ? 4 digit IVR Pin	HHA NPI # ? HHA NPI #
Skills Select Skills	Service* Select
Preferences Enter Preference	
Signature + Upload Signature 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

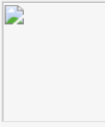
<input type="checkbox"/>	Employee ID	Name ^	Email	Designation	Role	Mobile Number	Group(s)	App Installed	Action
<input type="checkbox"/>	T 008	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo Alex	✗	 
<input type="checkbox"/>	D E01	David D	david@myezcare.com	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



Signature

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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* tanya	SSN ? XXX-XX-XXXX
Password Password	Confirm Password Confirm Password
Resend Registration Email	
Role * Registered Nurse	Mobile Number / IVR ID ? (666) 666-6666
4 digit IVR Pin ? 1234	HHA NPI # ? HHA NPI #
Skills Select Skills	Service* Personal Care
Preferences Enter Preference	
Signature Upload Signature	

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

Signature

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.

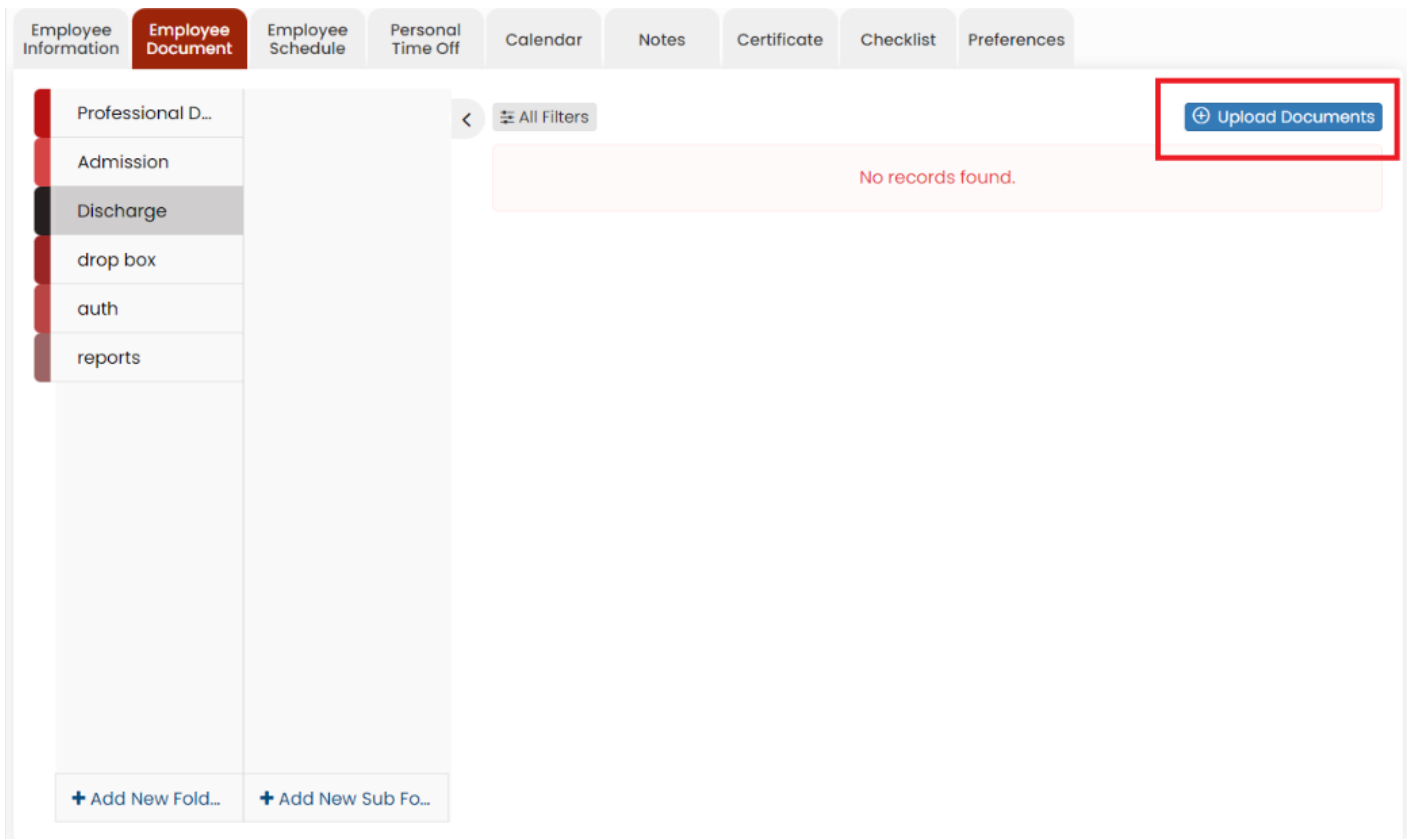
Uploading Employee Document

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

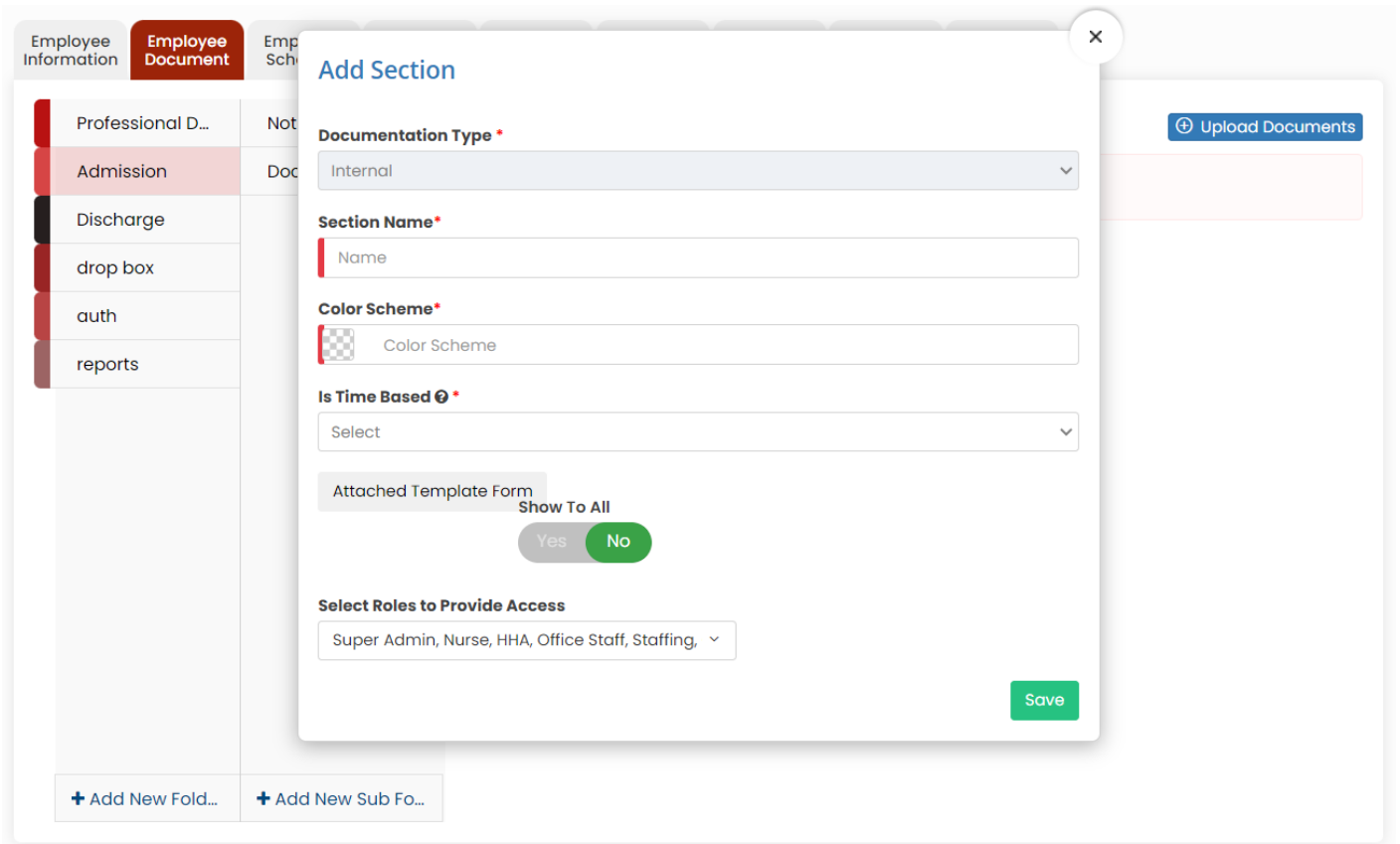
The screenshot displays a web application interface for managing employee documents. On the left, a sidebar menu includes options like DASHBOARD, EMPLOYEE, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, ATTENDANCE, and SETTINGS. The main area shows a 'LIST OF EMPLOYEES' table 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.

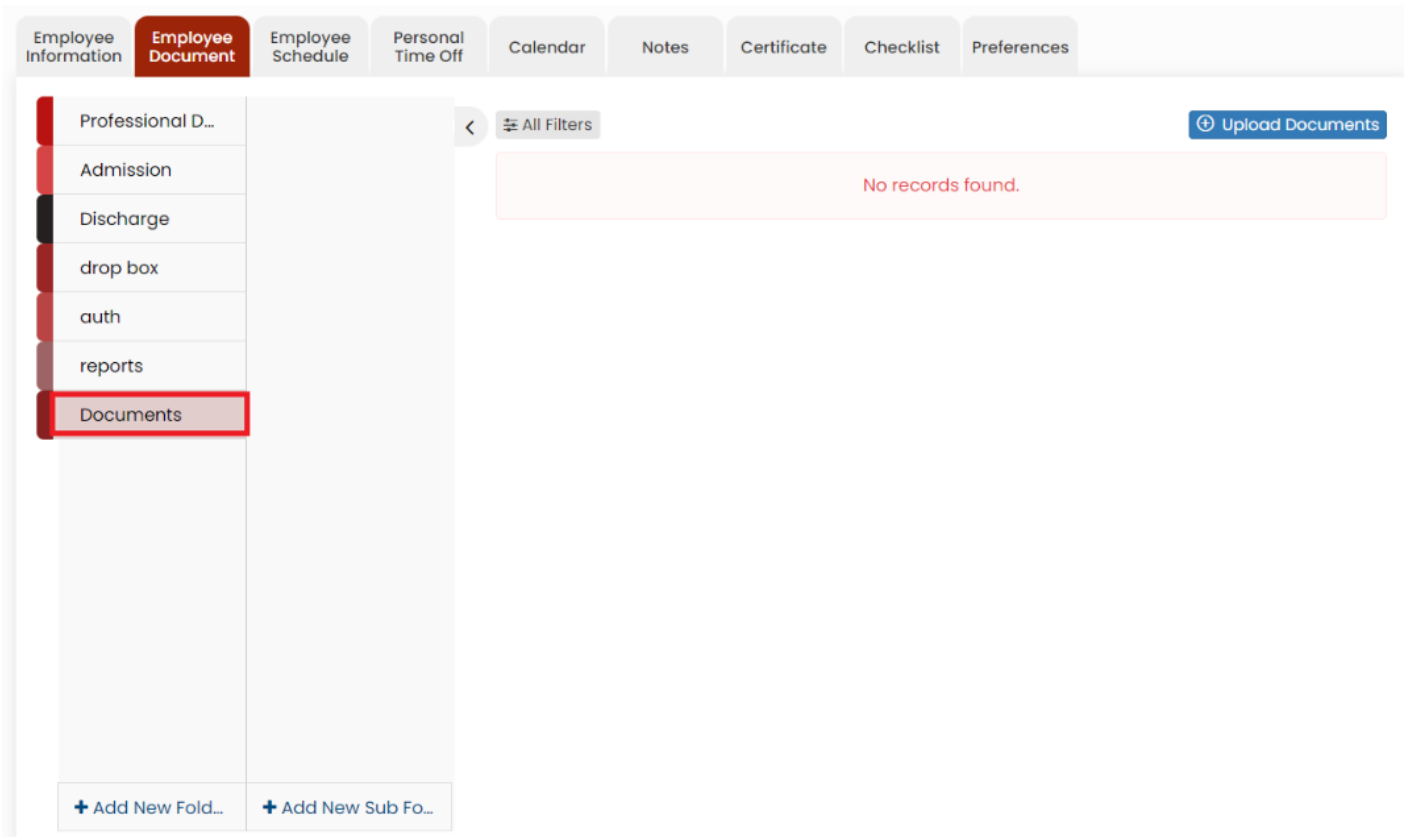


Adding New Folder in Employee document

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

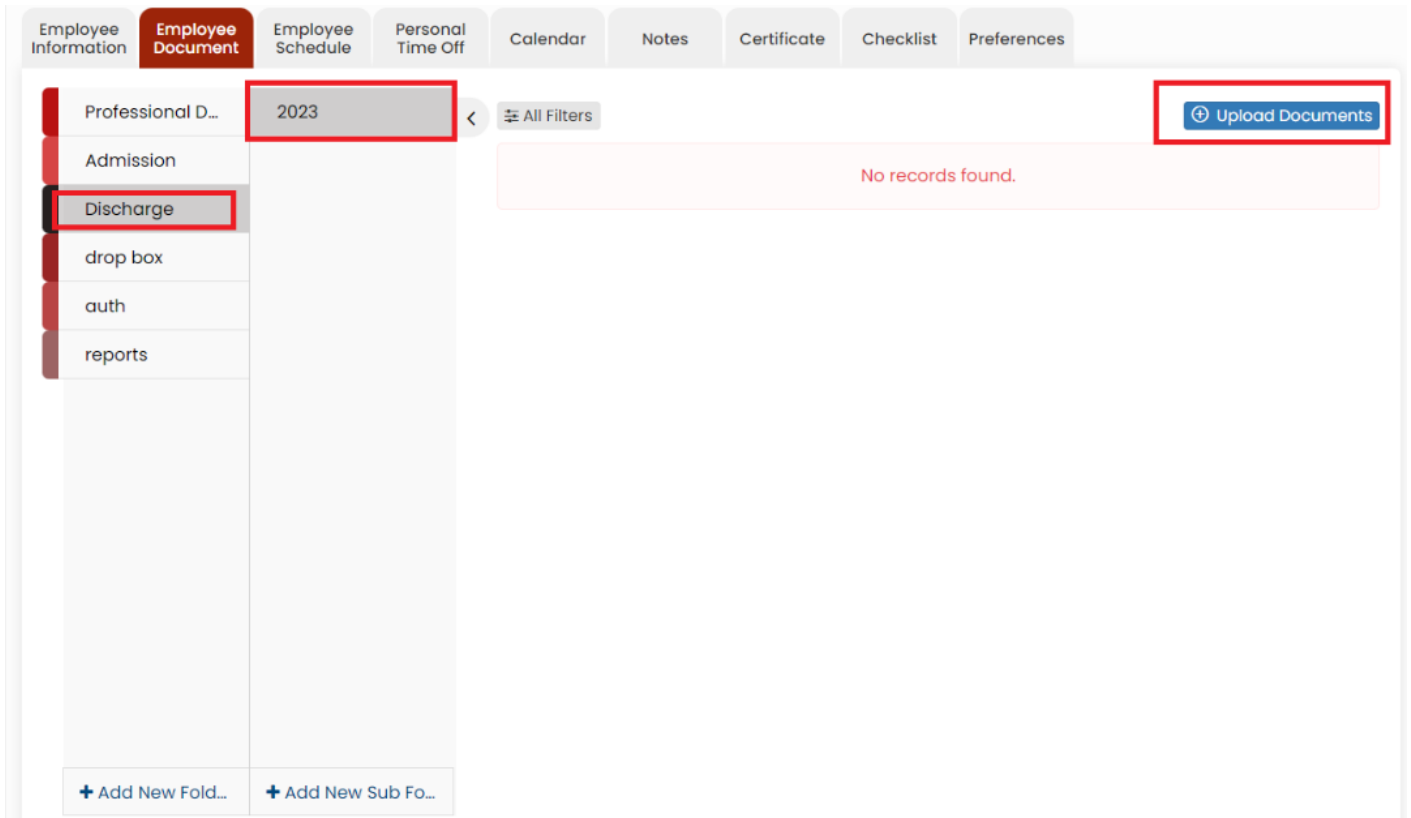
Select the folder name and click the option +Add New Sub Folder option. The following screen appears, update the required information. Also in the option Show to All, if the user needs the Sub folder name to be added for all the employee click Yes option. If the user wants the folder to be added only 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' (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 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.

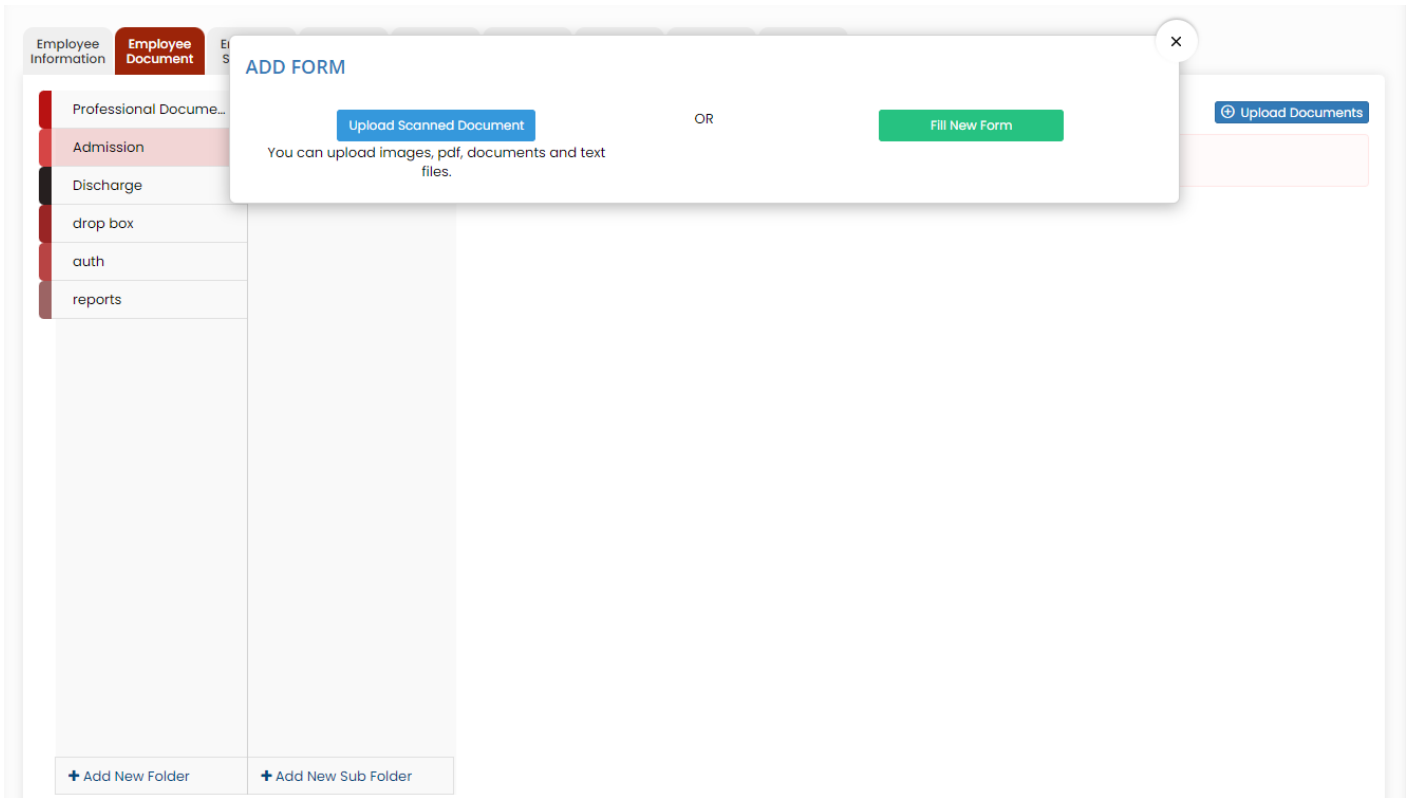
The Sub folder 2023 is now added under folder name Discharge to upload the required documents of the Employee.



Uploading Documents

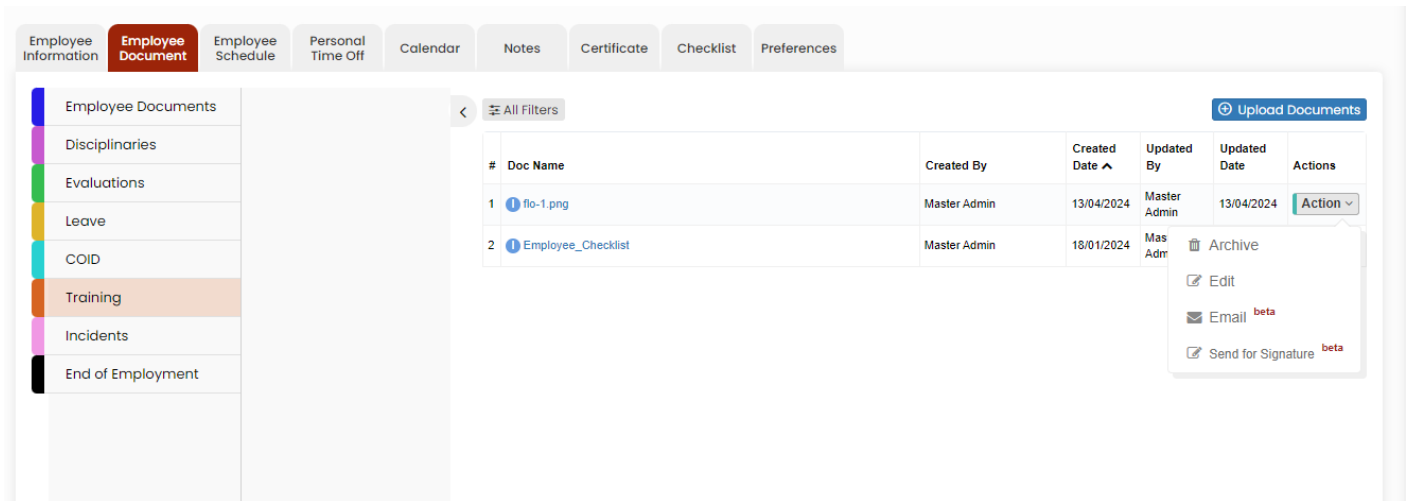
To upload the documents, select the folder name and click Upload documents.

When we click the option Upload Documents, the following screen appears,



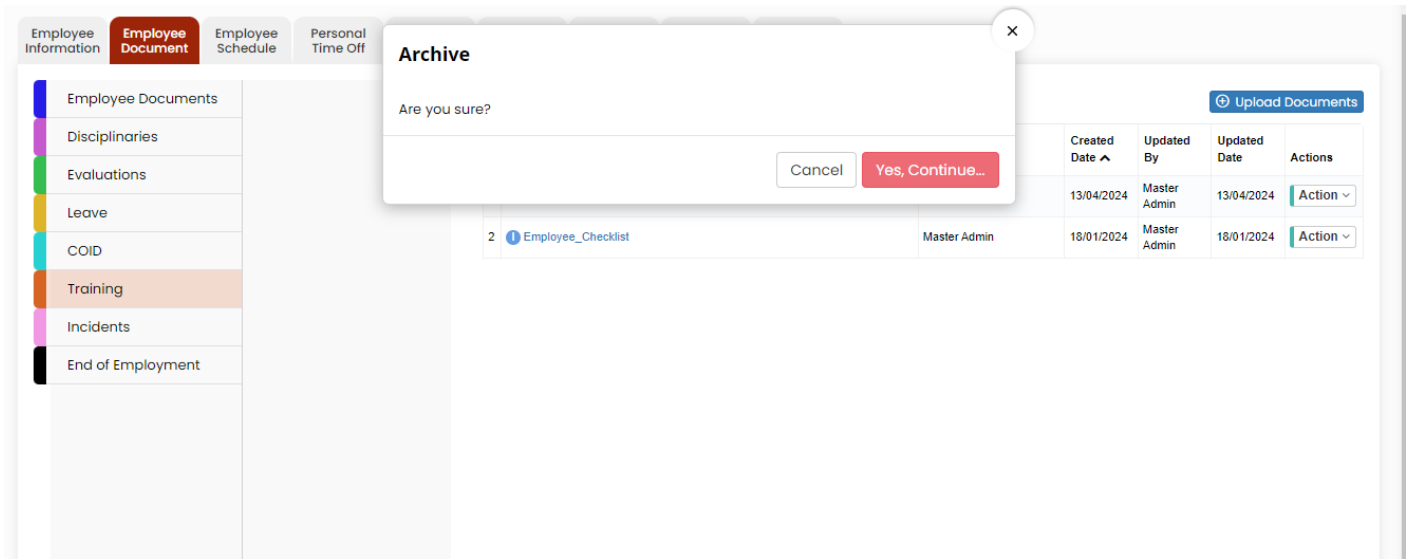
The Scanned documents can be uploaded using the option Upload Scanned Document option. The forms in the system can be uploaded using Fill New Form option.

For each scanned document under action we have the following options.

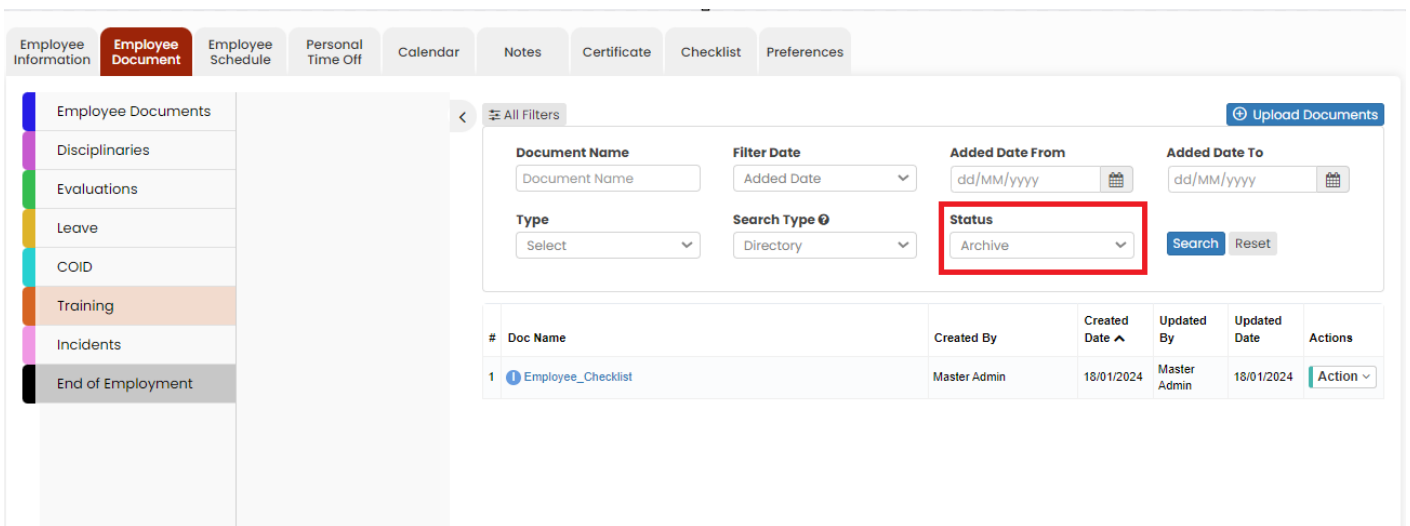


Archive option

Click the option Archive to delete the uploaded scanned document. The following pop-up appears. Click Yes Continue option.

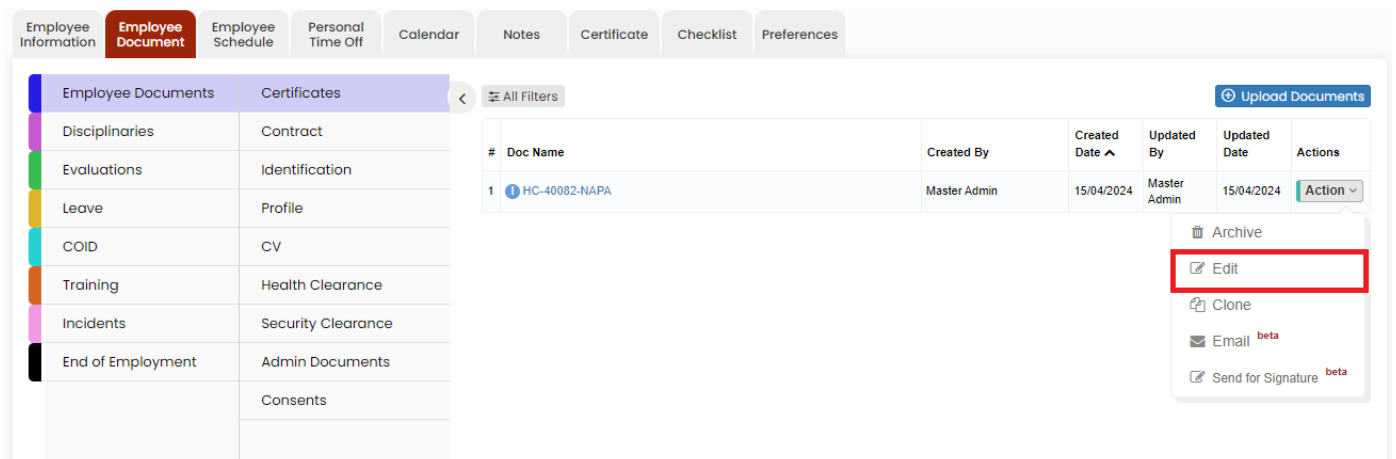


The document is now deleted from the Active documents list. To view the deleted document, Click All Filters option and select the Status Archive.



Edit Option

Click Edit option to edit the required information in the uploaded forms. Also we can edit the Document name of the uploaded scanned document using the Edit option.



Email Option

The uploaded scanned document can be sent through Email using the Email option. Click Email option under Actions of the scanned document. The following screen appears, update the Email address, Subject and content of the Email and click Send option. The Email will be sent along with the scanned document.

We can also create templates for the Email under Settings >> Email Template option. The user can use the created email template by using the option Templates in the Email Screen.

The screenshot displays the 'Send Email' interface. On the left, a sidebar lists document categories: Employee Documents, Disciplinaries, Evaluations, Leave, COID, Training, Incidents, and End of Employment. The main area shows the email composition form with fields for From, To, CC, BCC, and Subject. A rich text editor is provided for the email body. The 'Send' button is highlighted in blue. In the background, a table shows the following data:

Updated By	Updated Date	Actions
Master Admin	15/04/2024	Action
Master Admin	15/04/2024	Action

Send for Signature option

The user can send the forms in the system to get the Electronic Signature from the Employee by using the option Send for Signature under Actions.

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



Employee Documents Certificates < All Filters [Upload Documents](#)

#	Doc Name	Created By	Created Date ^	Updated By	Updated Date	Actions
1	flo-1.png	Master Admin	15/04/2024	Master Admin	15/04/2024	Action ▾
2	HC-40082-NAPA	Master Admin	15/04/2024	Master Admin	15/04/2024	Action ▾

- Archive
- Edit
- Clone
- Email beta
- Send for Signature beta**

+ Add New Folder + Add New Sub Folder





Click the option Send for Signature, the following screen appears,

From:  noreply@myezcare.com 

To:

[Add recipient](#)

Subject:

B *I* U   **T1**  

Access Document

Update the required details and Click Send option. Now the email will be sent with the Document for signature. When the employee click on the Access Document, the following screen appears. On clicking the Send option, the employee will receive a 5 digit OTP for verification. Once the verification is completed, the Document automatically opens in which the employee can update their signature and save the document. The Signature updated document will be visible under the folders.

Document Access

We'll send you a one-time password (OTP) to your email address (a*****@myezcare.com). This OTP helps protect your account by adding an extra layer of security. Please check your inbox and enter the OTP below to verify your account.

You can send the OTP by clicking the button below.

The Signature updated document will be visible under the folders.

- Employee Docum...
- Disciplinaries
- Evaluations
- Leave
- COVID
- Training
- Incidents
- End of Employme...


+ Add New Folder + Add New Sub Folder

Please Enter 42 Characters Only

Goals: KEEP PATIENT & ENVIRONMENT CLEAN. HELP PATIENT BE INDEPENDENT.

Personal care needs will be met Promote safe environment Adequate nutrition/hydration

Return to independence in ADL Increase participation in ADL Compliance with exercise program

Nurse's Signature: 

Date:

CHHA Signature:

Date:

Patient Signature:

Date:

Employee Schedule

An employee schedule in home health care is a structured plan outlining staff work hours and compliance with regulations. It ensures continuous patient care, staff well-being, and communication to ensure quality care delivery.

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

Employee ID	Name
T 008	Tany
D E01	Davi
M Maria456	Mari
W William1122	Willie
J James789	Jame
M DEMO-12	Most
F 12398	fayya
J James123	Jame
R Robert321	Robe
A E-Demo-001	Alex

Name	Start Date	End Date	Slots #	Information	Action
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* 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

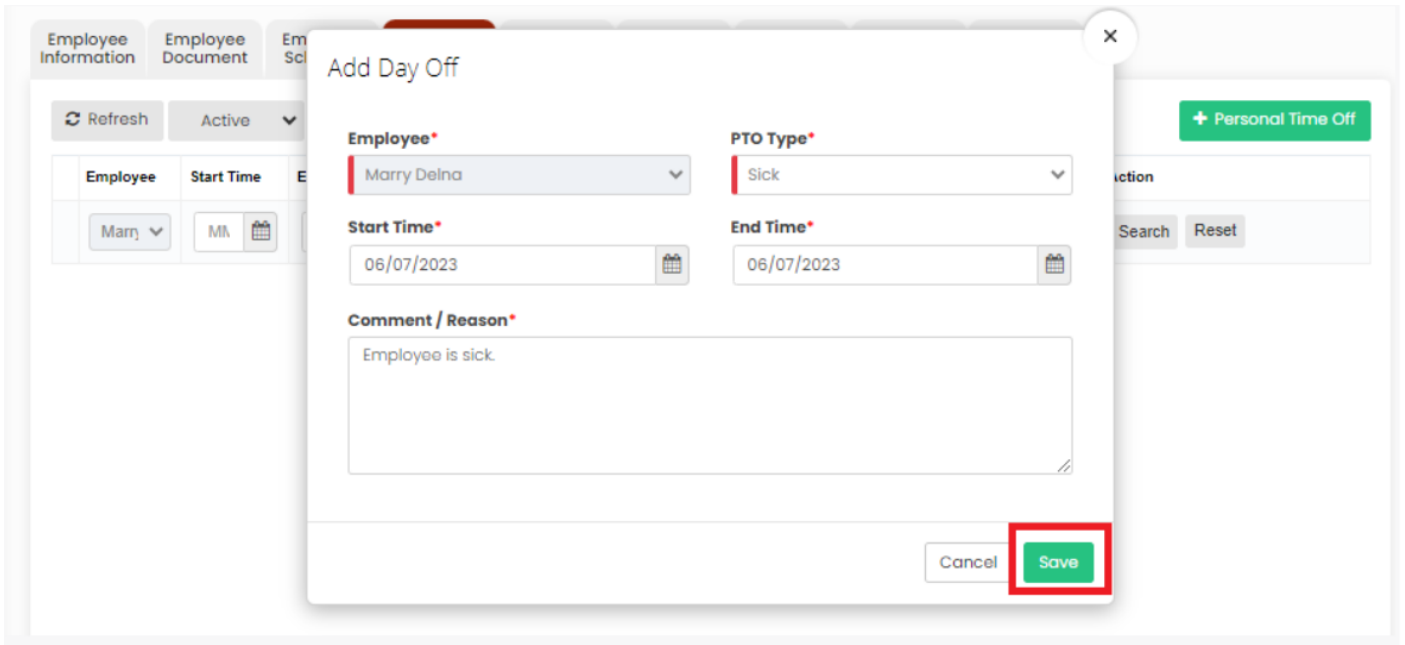
Employee Personal Time Off

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 menu including Dashboard, Features, Employee, Prospects, Client, Scheduling, Time Sheet, Billing, Messages, Reports, Invoice, Attendance, and Settings. The 'EMPLOYEE' tab is selected. The main content area is titled 'LIST OF EMPLOYEES' and contains a table with columns for Employee ID, Name, and a selection checkbox. Below the table is a search bar and a 'Refresh' button. The right-hand side of the interface shows a tabbed menu with 'Personal Time Off' selected. This tab contains a '+ Personal Time Off' button, a table with columns for Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. The table is currently empty, displaying a 'No records found.' message. The top navigation bar includes tabs for Employee Information, Employee Document, Employee Schedule, Personal Time Off, Calendar, Notes, Certificate, Checklist, and Preferences.

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



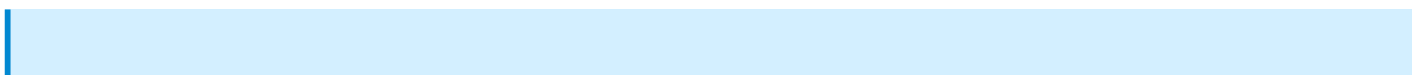
Employee Calendar

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 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.

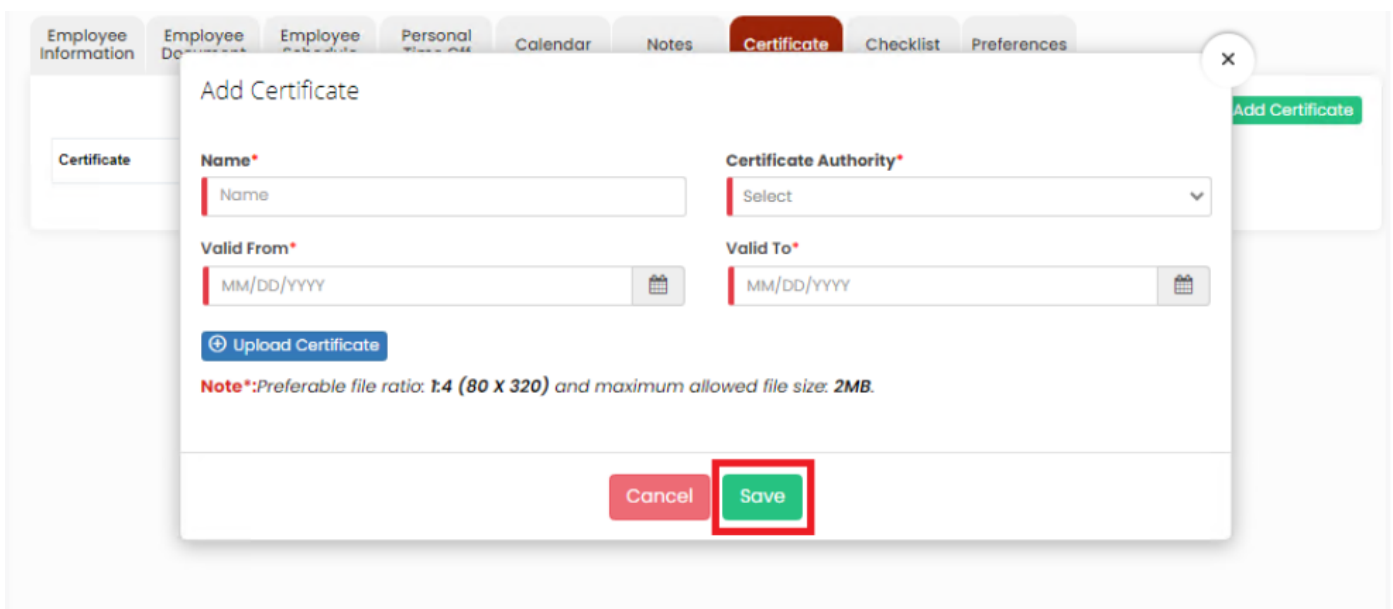


Employee Certificate, Checklist and Preferences

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 a software interface with a navigation bar at the top containing tabs: Employee Information, Employee Document, Employee Schedule, Personal File, Calendar, Notes, Certificate (highlighted in red), Checklist, and Preferences. A modal window titled 'Add Certificate' is open, featuring a sidebar with a 'Certificate' tab and an 'Add Certificate' button. The form contains the following fields:

- Name***: A text input field with the placeholder 'Name'.
- Certificate Authority***: A dropdown menu with 'Select' as the current option.
- Valid From***: A date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.
- Valid To***: A date input field with the placeholder 'MM/DD/YYYY' and a calendar icon.

Below the fields is a blue button labeled 'Upload Certificate'. A red note states: **Note**:** Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB. At the bottom of the modal are two buttons: 'Cancel' (red) and 'Save' (green, highlighted with a red box).

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

Send Email
 Send SMS
 Web notification
 Mobile-app notification

Save Notification Preferences

Employee List

An employee list in home health care is a record of staff providing in-home clinical and non-clinical services.

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"/>	Tanya Catts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(656) 666-6666	Demo ALex	✗	
<input type="checkbox"/>	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		✗	
<input type="checkbox"/>	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-9878		✗	
<input checked="" type="checkbox"/>	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		✓	
<input checked="" type="checkbox"/>	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		✗	
<input type="checkbox"/>	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		✗	
<input type="checkbox"/>	James Smith	jamesmith@gmail.com	Administrator	Administrator	(123) 456-7899		✗	
<input type="checkbox"/>	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		✗	
<input type="checkbox"/>	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 480-9560	Demo ALex	✓	
<input type="checkbox"/>	irtaza wans	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 Facilliator	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 Facilliator	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		✓	

Activate 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
<input type="checkbox"/>	T 000	Tanya Galts	101hunter101sam@gmail.com	Registered Nurse	Registered Nurse	(666) 666-6666	Demo ALex	<input checked="" type="checkbox"/>
<input type="checkbox"/>	D E01	David D	david@myezcare.com	Administrator	Super Admin	(343) 535-3535		<input type="checkbox"/>
<input type="checkbox"/>	M Maria456	Maria Garcia	Maria@gamil.com	Registered Nurse	HHA	(789) 787-8878		<input type="checkbox"/>
<input type="checkbox"/>	W William1122	William Garcia	William@gmail.com	PCA/CNA	Office Assistant	(789) 787-8778		<input type="checkbox"/>
<input type="checkbox"/>	J James789	James Johnson	James@gmail.com	Service Facilitator	Clinical Team	(457) 878-7887		<input type="checkbox"/>
<input type="checkbox"/>	M DEMO-12	Moshe Lubel	moshe@zrpath.com	Administrative	Super Admin	N/A		<input type="checkbox"/>
<input type="checkbox"/>	J James123	James Smith	jamessmith@gmail.com	Administrator	Administrator	(123) 456-7899		<input type="checkbox"/>
<input type="checkbox"/>	R Robert321	Robert Smith	Robert@gmail.com	Administrative	Clinical Team	(656) 565-6665		<input type="checkbox"/>
<input type="checkbox"/>	A E-Demo-001	Alex Toth	paymagnet@gmail.com	Administrator	Administrator	(347) 400-9560	Demo ALex	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I E00100	irtaza waris	irtazawarishussain@yahoo.com	Administrative	Super Admin	(897) 876-6565		<input checked="" type="checkbox"/>

Click the check box for the employee to be activated and 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
<input checked="" type="checkbox"/>	F 12398	fayyaz m	fahadneymarji@gmail.com	Administrator	PCA/CNA	(831) 311-1019		Active
<input type="checkbox"/>	V E009233	Vijay Saini	vijaysainisemt@gmail.com	Administrative	Super Admin	(546) 474-2342		Active