

Staff Maintenance



1

Navigate to the **Staff Maintenance** page by clicking **Staff → Manage My Staff** in the top menu
Or
Go directly to <https://wsfl.onrender.com/Staff>

3

If someone is missing, click "Click here to add a staff member".

Once that form is submitted the staff member will appear on the page

2

By default, you'll see all the staff linked to your Provider.

Review the staff list: Confirm that all staff you expect to see are listed.

4

Check the staff details (name, email, admin status, etc.). If anything is incorrect, click the Edit button to update it. Other buttons are available but not needed for basic staff maintenance.

- Send a self-review reminder/ Send a self-review link.
- View past self-reviews.
- Invite User/ Disable User.

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Staff Maintenance



Step-by-step guide and supporting video tutorials

