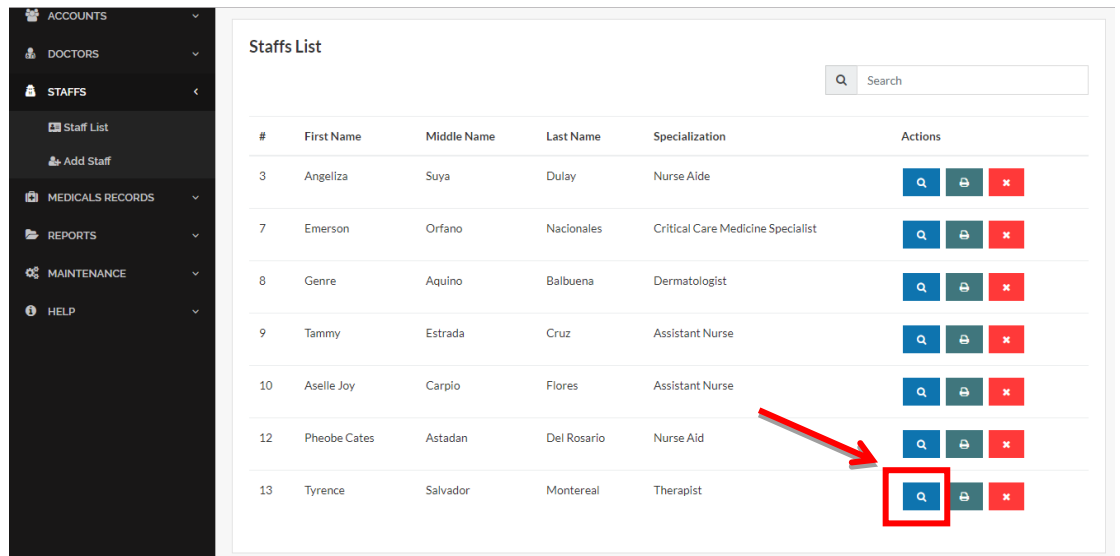


How to Manage Staff

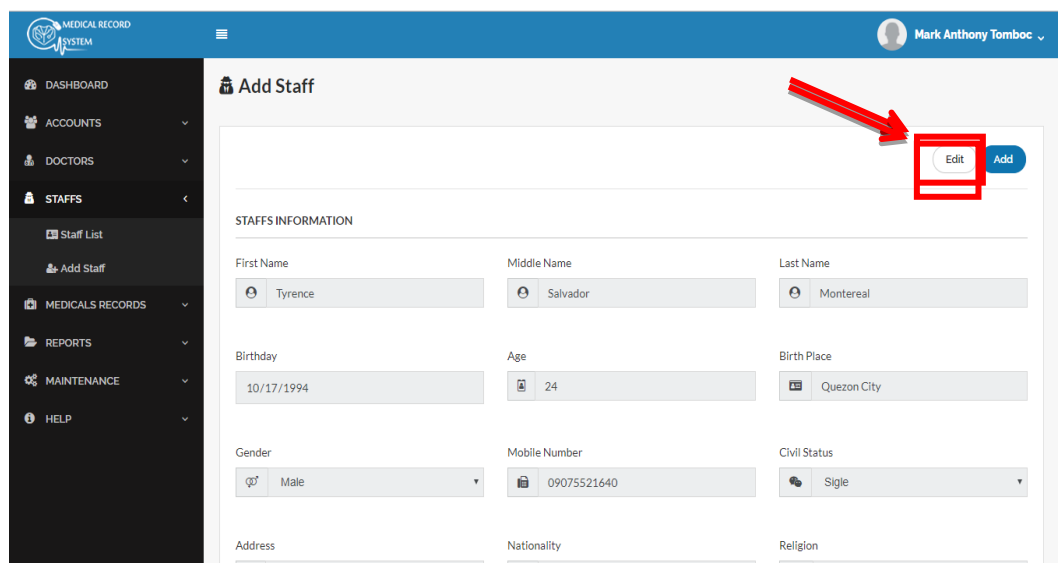
1. Once the list of staffs appeared, click this button to manage the staff information.



The screenshot shows a sidebar menu on the left with options: ACCOUNTS, DOCTORS, STAFFS, MEDICALS RECORDS, REPORTS, MAINTENANCE, and HELP. The 'STAFFS' menu is expanded, showing 'Staff List' and 'Add Staff'. The main area is titled 'Staffs List' and contains a table with columns: #, First Name, Middle Name, Last Name, Specialization, and Actions. The table lists 13 staff members. The 'Actions' column for each row contains three buttons: a blue square with a white magnifying glass (Search), a blue square with a white lock (Edit), and a red square with a white 'X' (Delete). A red arrow points to the 'Edit' button for the staff member Tyrence Salvador Montereal.

#	First Name	Middle Name	Last Name	Specialization	Actions
3	Angeliza	Suya	Dulay	Nurse Aide	[Search] [Edit] [Delete]
7	Emerson	Orfano	Nacionales	Critical Care Medicine Specialist	[Search] [Edit] [Delete]
8	Genre	Aquino	Balbuena	Dermatologist	[Search] [Edit] [Delete]
9	Tammy	Estrada	Cruz	Assistant Nurse	[Search] [Edit] [Delete]
10	Aselle Joy	Carpio	Flores	Assistant Nurse	[Search] [Edit] [Delete]
12	Pheobe Cates	Astadan	Del Rosario	Nurse Aid	[Search] [Edit] [Delete]
13	Tyrence	Salvador	Montereal	Therapist	[Search] [Edit] [Delete]

2. When the staff's information is already displayed, click first the **Edit** button to proceed in updating/editing information.



The screenshot shows the 'Add Staff' form. The sidebar menu is the same as in the previous screenshot. The main area is titled 'Add Staff' and contains a form for entering staff information. The form has a header with 'Add Staff' and a user profile 'Mark Anthony Tomboc'. Below the header is a section titled 'STAFFS INFORMATION' with fields for First Name, Middle Name, Last Name, Birthday, Age, Birth Place, Gender, Mobile Number, Civil Status, Address, Nationality, and Religion. A red arrow points to the 'Edit' button (a blue square with a white pencil icon) in the top right corner of the form.

STAFFS INFORMATION

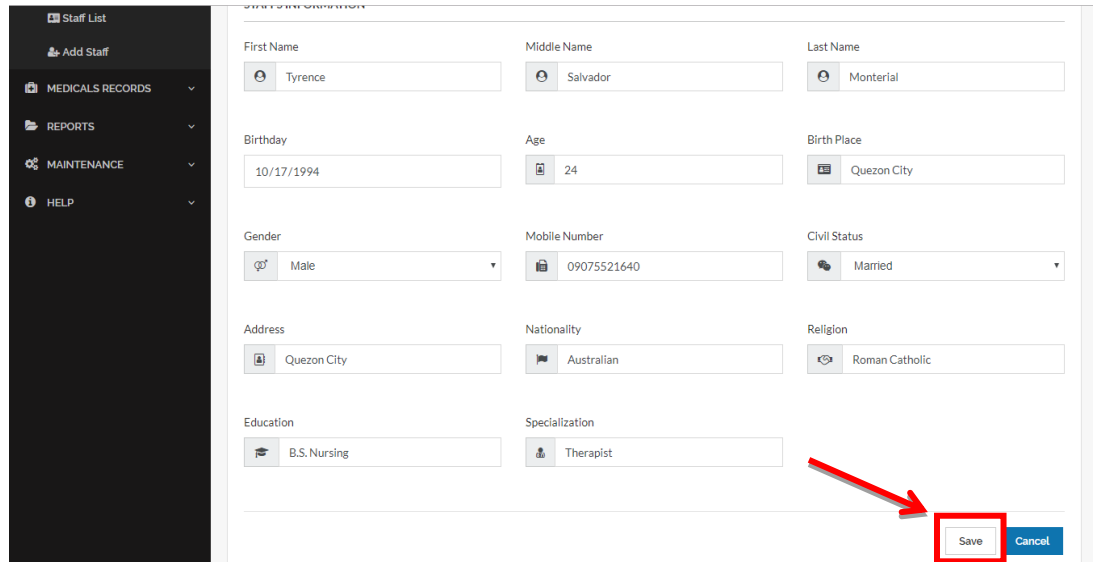
First Name: Tyrence, Middle Name: Salvador, Last Name: Montereal

Birthday: 10/17/1994, Age: 24, Birth Place: Quezon City

Gender: Male, Mobile Number: 09075521640, Civil Status: Single

Address: , Nationality: , Religion:

3. After that, choose a detail/field that needed to be update/edit, then click **Save** button when ready.



The screenshot shows a 'Staff Information' form with various input fields. A red arrow points to the 'Save' button at the bottom right, which is also enclosed in a red box. The 'Cancel' button is next to it.

First Name	Middle Name	Last Name
Tyrence	Salvador	Monterial

Birthday	Age	Birth Place
10/17/1994	24	Quezon City

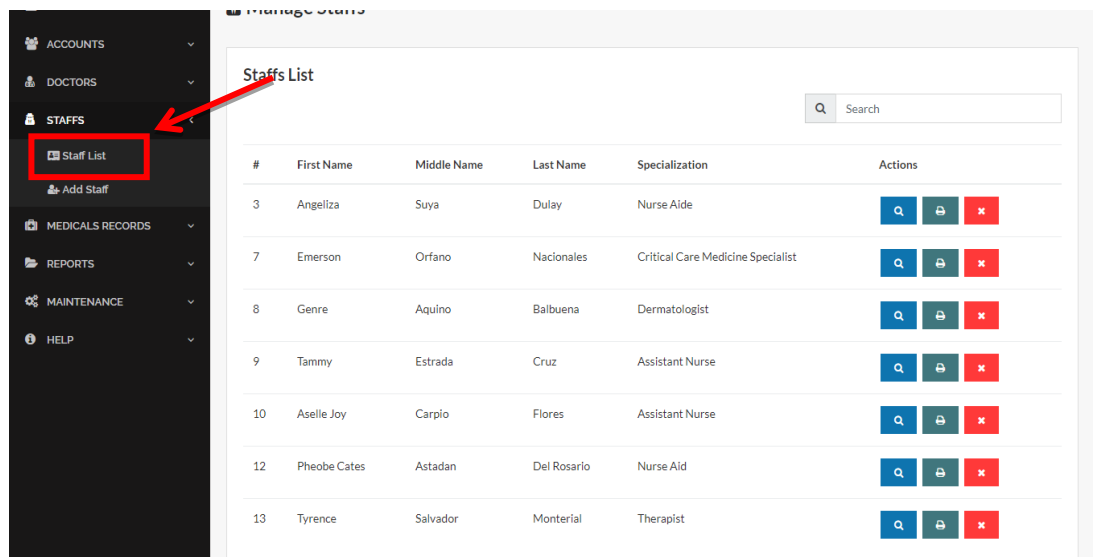
Gender	Mobile Number	Civil Status
Male	09075521640	Married

Address	Nationality	Religion
Quezon City	Australian	Roman Catholic

Education	Specialization
B.S. Nursing	Therapist

Save Cancel

4. After an successful updating. Click the navigation **Staff List** to view the updated information of staff.



The screenshot shows the 'Manage Staffs' page with a 'Staffs List' table. A red arrow points to the 'Staff List' menu item in the left sidebar, which is also enclosed in a red box. The table lists staff members with their IDs, names, specializations, and action buttons.

#	First Name	Middle Name	Last Name	Specialization	Actions
3	Angeliza	Suya	Dulay	Nurse Aide	Q P X
7	Emerson	Orfano	Nacionales	Critical Care Medicine Specialist	Q P X
8	Genre	Aquino	Balbuena	Dermatologist	Q P X
9	Tammy	Estrada	Cruz	Assistant Nurse	Q P X
10	Aselle Joy	Carpio	Flores	Assistant Nurse	Q P X
12	Pheobe Cates	Astadan	Del Rosario	Nurse Aid	Q P X
13	Tyrence	Salvador	Monterial	Therapist	Q P X

5. Staff information updated.

ACCOUNTS

DOCTORS

STAFFS

Staff List

Add Staff

MEDICALS RECORDS

REPORTS

MAINTENANCE

HELP

Manage Staffs

Staffs List

Q

Search

#	First Name	Middle Name	Last Name	Specialization	Actions
3	Angeliza	Suya	Dulay	Nurse Aide	<div>Q</div> <div>🔒</div> <div>✖</div>
7	Emerson	Orfano	Nacionales	Critical Care Medicine Specialist	<div>Q</div> <div>🔒</div> <div>✖</div>
8	Genre	Aquino	Balbuena	Dermatologist	<div>Q</div> <div>🔒</div> <div>✖</div>
9	Tammy	Estrada	Cruz	Assistant Nurse	<div>Q</div> <div>🔒</div> <div>✖</div>
10	Aselle Joy	Carplo	Flores	Assistant Nurse	<div>Q</div> <div>🔒</div> <div>✖</div>
12	Pheobe Cates	Astadan	Del Rosario	Nurse Aid	<div>Q</div> <div>🔒</div> <div>✖</div>
13	Tyrence	Salvador	Monterial	Therapist	<div>Q</div> <div>🔒</div> <div>✖</div>