

How to Add Staff

1. In the side selection click the navigation **Staffs** and below click **Add Staff**.

The screenshot shows the 'Medical Record System' interface. On the left, a dark sidebar contains a navigation menu. The 'STAFFS' option is highlighted with a red box and labeled with a red arrow and the number '1'. Below it, the 'Add Staff' option is also highlighted with a red box and labeled with a red arrow and the number '2'. The main content area is titled 'Add Staff' and features a form for 'STAFFS INFORMATION'. The form includes input fields for First Name, Middle Name, and Last Name, each with a person icon. Below these are fields for Birthday (with a date format 'mm/dd/yyyy'), Age, and Birth Place. Further down are fields for Gender (with a dropdown menu), Mobile Number, and Civil Status (with a dropdown menu). At the bottom are fields for Address, Nationality, and Religion. An 'Add' button is located in the top right corner of the form area.

2. You need to click first the **Add** button in the side to proceed in adding staff.

This screenshot is similar to the previous one, showing the 'Add Staff' form. However, the 'Add' button in the top right corner of the form area is now highlighted with a red box and a red arrow, indicating the next step in the process.

3. Fill out the Add Staff Form. Then click **Save** button.

The screenshot shows the 'STAFFS INFORMATION' form. The left sidebar contains a menu with 'Staff List' and 'Add Staff' highlighted. The form fields are as follows:

First Name	Middle Name	Last Name
Tyrence	Salvador	Monterreal

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

Gender	Mobile Number	Civil Status
Male	09075521640	Single

Address	Nationality	Religion
Quezon City	Australlian	Roman Catholic

Education	Specialization
B.S. Nursing	Therapist

A red arrow points to the 'Save' button at the bottom right of the form.

4. Once you click the **Save** button, go to **Staff List** to view staff or the added staff.

The screenshot shows the 'Staffs List' table. The left sidebar contains a menu with 'Staff List' highlighted. The table has the following data:

#	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	Monterreal	Therapist	Q P X

A red arrow points to the 'Staff List' menu item in the left sidebar.

5. Staff added.

ACCOUNTS

DOCTORS

STAFFS

Staff List

Add Staff

MEDICALS RECORDS

REPORTS

MAINTENANCE

HELP

Staffs List

Q

Search

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