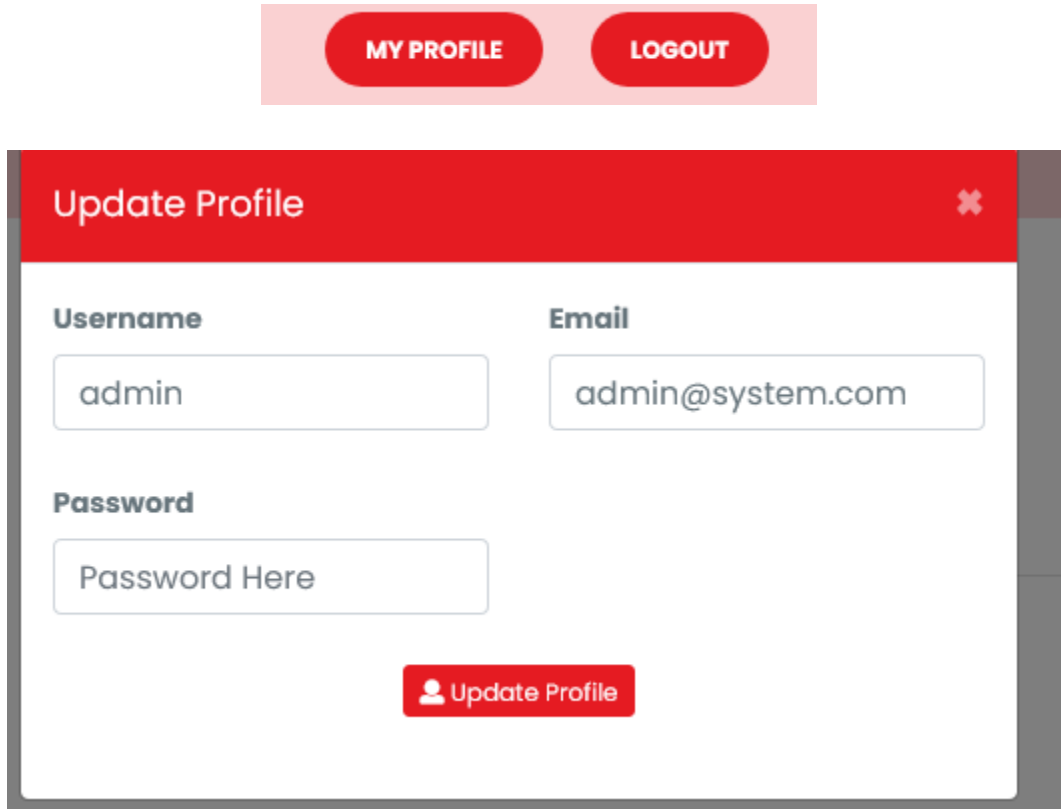


MEDSTAR HEALTHCARE  
STAFFING  
(ADMIN GUIDE)

### General (See Figure 1.0)

1. My Profile - Update User's Information
2. Logout - Logouts users



The image displays a user interface for updating a profile. At the top, there is a light red navigation bar containing two red buttons with white text: "MY PROFILE" and "LOGOUT". Below this is a modal window titled "Update Profile" in a red header bar, which also includes a close icon (an 'X') in the top right corner. The modal's main area is white and contains three input fields. The first field is labeled "Username" and contains the text "admin". The second field is labeled "Email" and contains the text "admin@system.com". The third field is labeled "Password" and contains the placeholder text "Password Here". At the bottom center of the modal, there is a red button with a white user icon and the text "Update Profile".

Figure 1.0

## Users

In the users tab you can see the list of all users registered on your website. (see Figure 1.1)

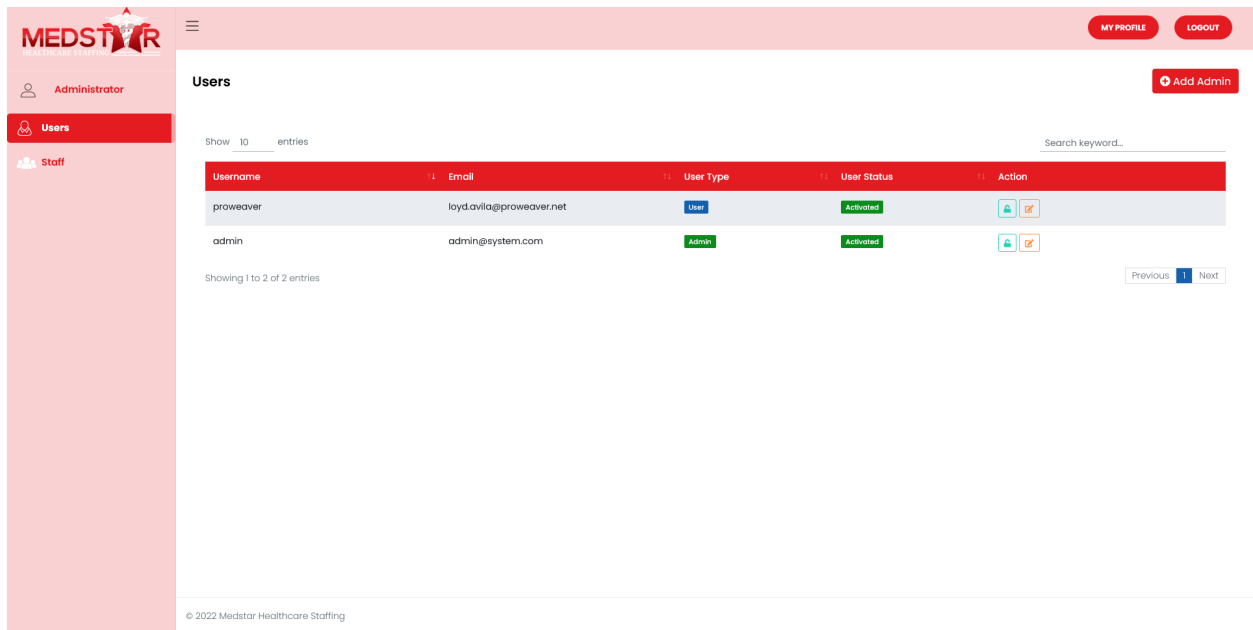


Figure 1.1

To Add an Admin, click the “Add Admin” Button (see Figure 1.1) then fill in all necessary fields to continue.

The image shows a red 'Add Admin' button on the left and a modal form titled 'Add Admin' on the right. The form contains three input fields: 'Username' (placeholder: 'Enter Username Here'), 'Email' (placeholder: 'Enter Email Here'), and 'Password' (placeholder: 'Enter Password Here'). A red 'Add User' button is at the bottom right of the form. The form is overlaid on a blurred background of the user list.

**Add Admin**

**Username**  
Enter Username Here

**Email**  
Enter Email Here

**Password**  
Enter Password Here

Add User

Figure 1.2

## Users > Actions

Buttons for modifying the users. (See Figure 1.3)

1. Enable/Disable - Activating/Deactivating Users
2. Edit - Updating selected user's information



Figure 1.3

## Staff

In the staffs tab you can see the list of all staff added on your website. (see Figure 1.4)

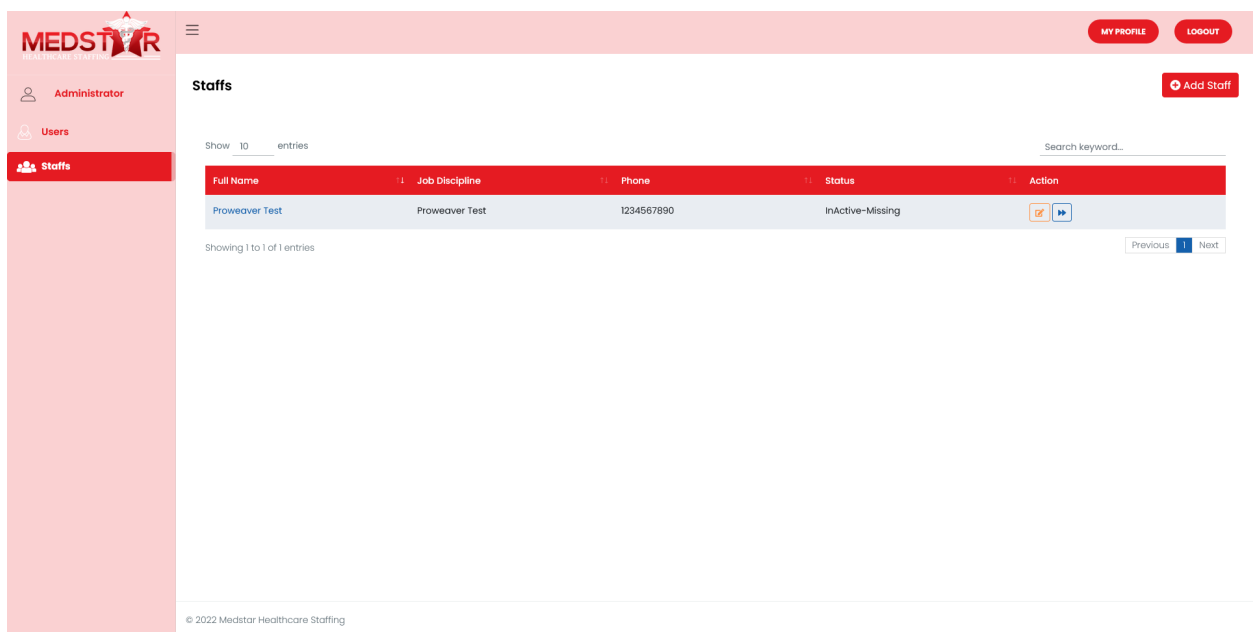


Figure 1.4

## **Staffs > Actions**

Buttons for modifying staffs. (See Figure 1.5)

1. Edit - Update staff's information
2. Send Info - Send selected staff's login credentials



Figure 1.5

## **Staffs > Full Name Text**

Redirects to selected staffs page when clicked. (See Figure 1.6)

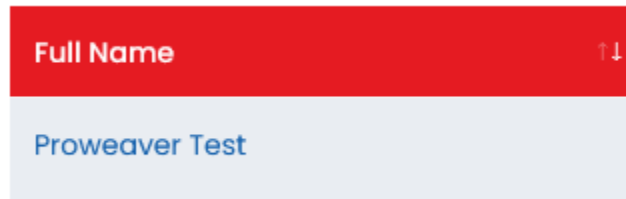


Figure 1.6

## Staffs > Staff Details

Shows all the information of the staff selected. (See Figure 1.7)

The screenshot shows the MedStar Staff Details page for a staff member named 'Proweaver Test'. The page has a red header with the MedStar logo, a hamburger menu, and 'MY PROFILE' and 'LOGOUT' buttons. A left sidebar contains navigation links for 'Administrator', 'Users', and 'Staffs'. The main content area is titled 'Staff : Proweaver Test' and features a 'Quick Links' section with 'Details' and 'Documents' options. The staff details are displayed in a table format with the following information:

First Name	Middle Name	Last Name
Proweaver	-	Test

---

Address			
Proweaver Test			
State	City	Country	Zip
-	-	-	-

---

<b>Phone</b> 1234567890	
<b>Job Discipline</b> Proweaver Test	<b>Status</b> Inactive-Missing

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Figure 1.7

## Staffs > Documents

Shows the credentials uploaded of the selected staff. (See Figure 1.8)

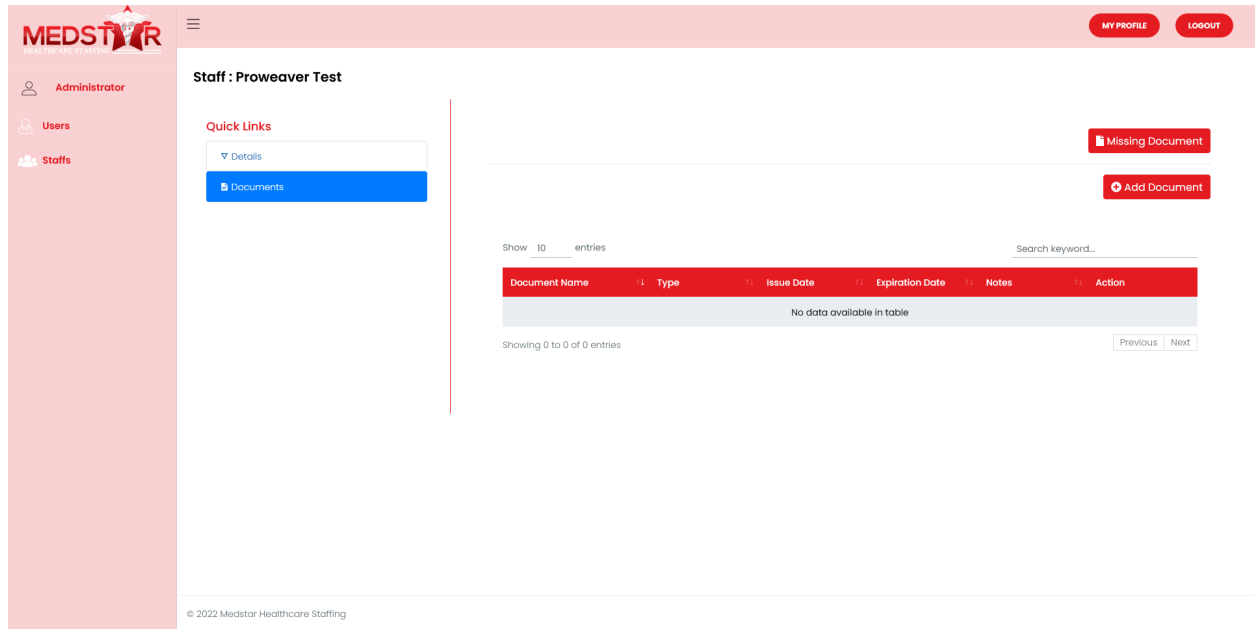


Figure 1.8

## Staffs > Documents > Missing Document

Send an email to the selected staff for informing that they have a missing documents. (See Figure 1.8)

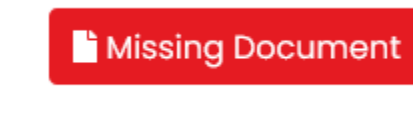
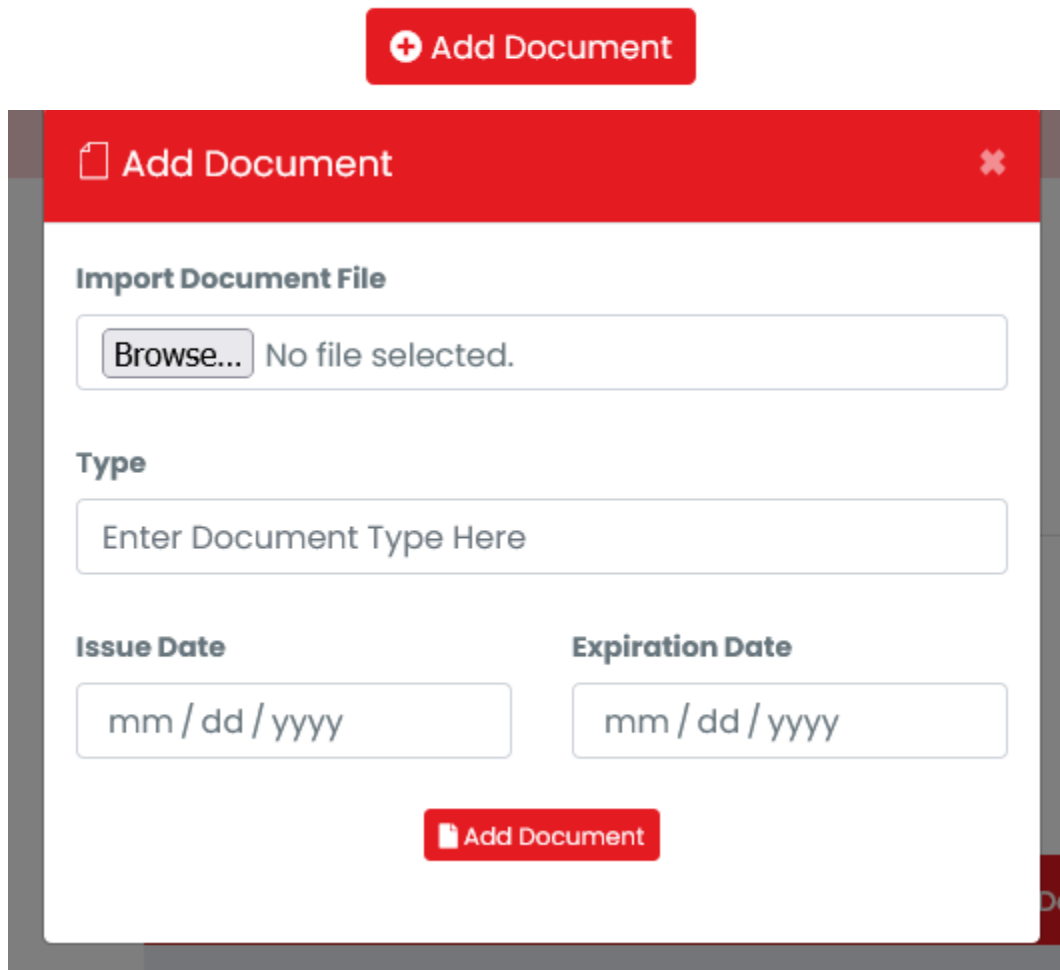


Figure 1.9

## Staffs > Documents > Add Document

To add a document click on the button “Add Document” and fill out all necessary fields to continue. (See Figure 2.0)



The screenshot shows a web application interface for adding a document. At the top, there is a red button with a white plus icon and the text "Add Document". Below this is a modal window titled "Add Document" with a red header bar and a close button (X) in the top right corner. The modal contains the following fields:

- Import Document File:** A text input field with a "Browse..." button and the text "No file selected."
- Type:** A text input field with the placeholder text "Enter Document Type Here".
- Issue Date:** A text input field with the placeholder text "mm / dd / yyyy".
- Expiration Date:** A text input field with the placeholder text "mm / dd / yyyy".

At the bottom of the modal, there is a red button with a white document icon and the text "Add Document".

Figure 2.0