MEDSTAR HEALTHCARE STAFFING
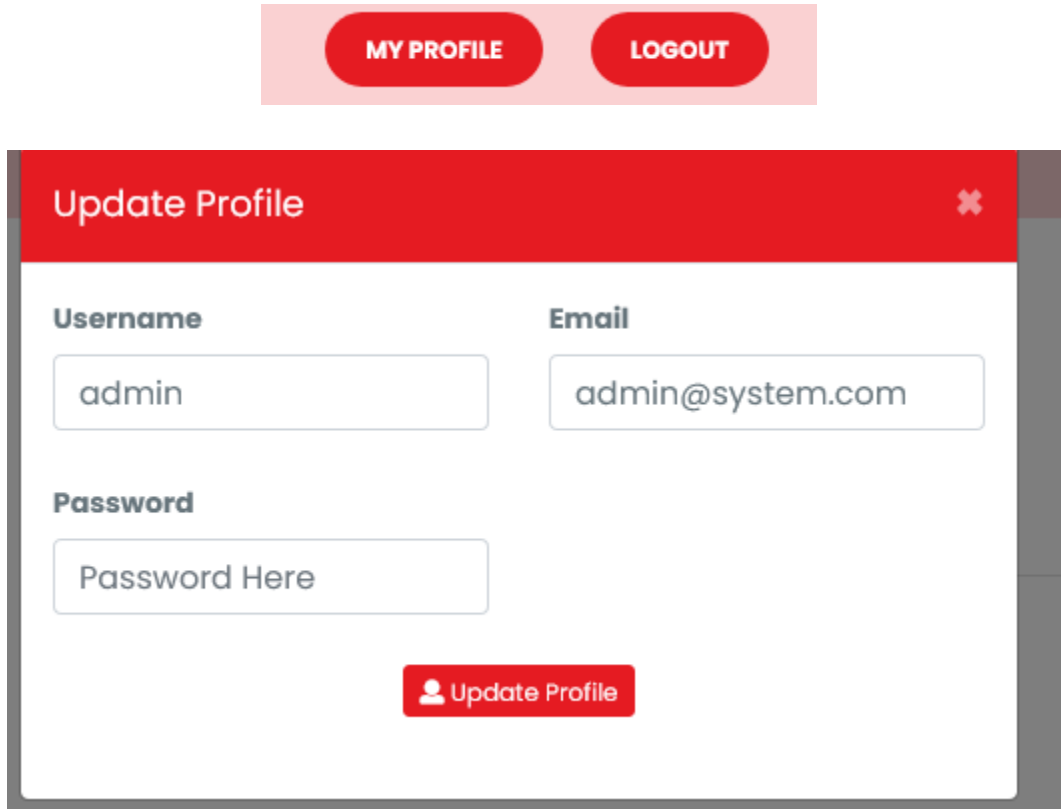# (ADMIN GUIDE)

General (See Figure 1.0)

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

Figure 1.0

Users

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

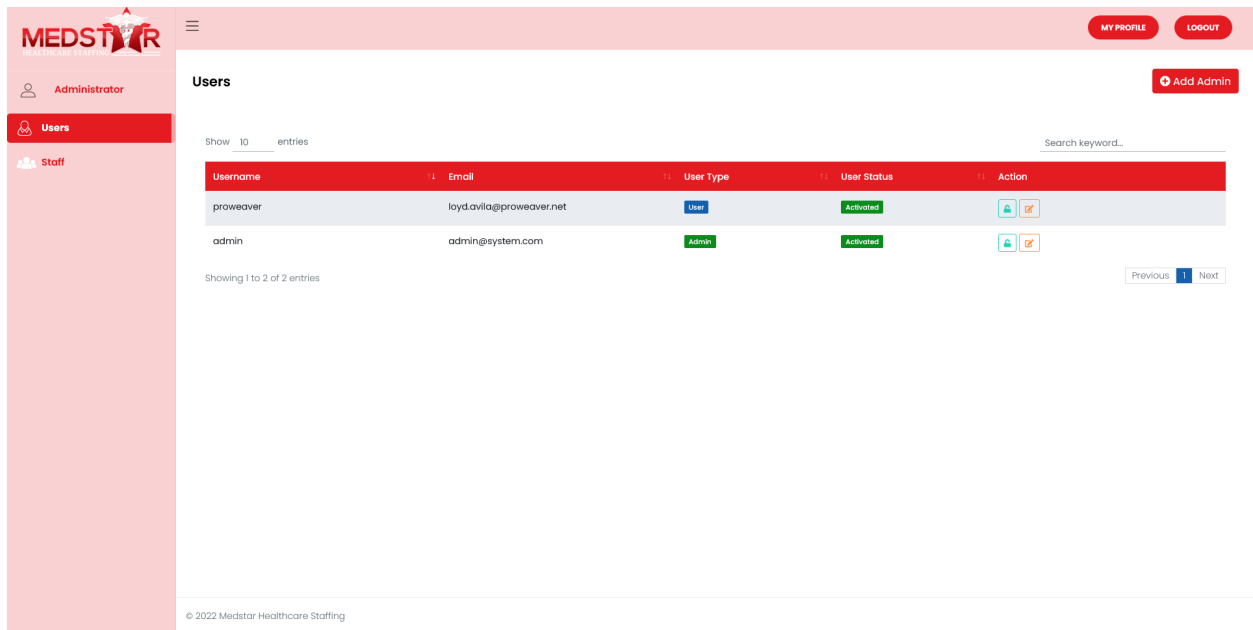Figure 1.1

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

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

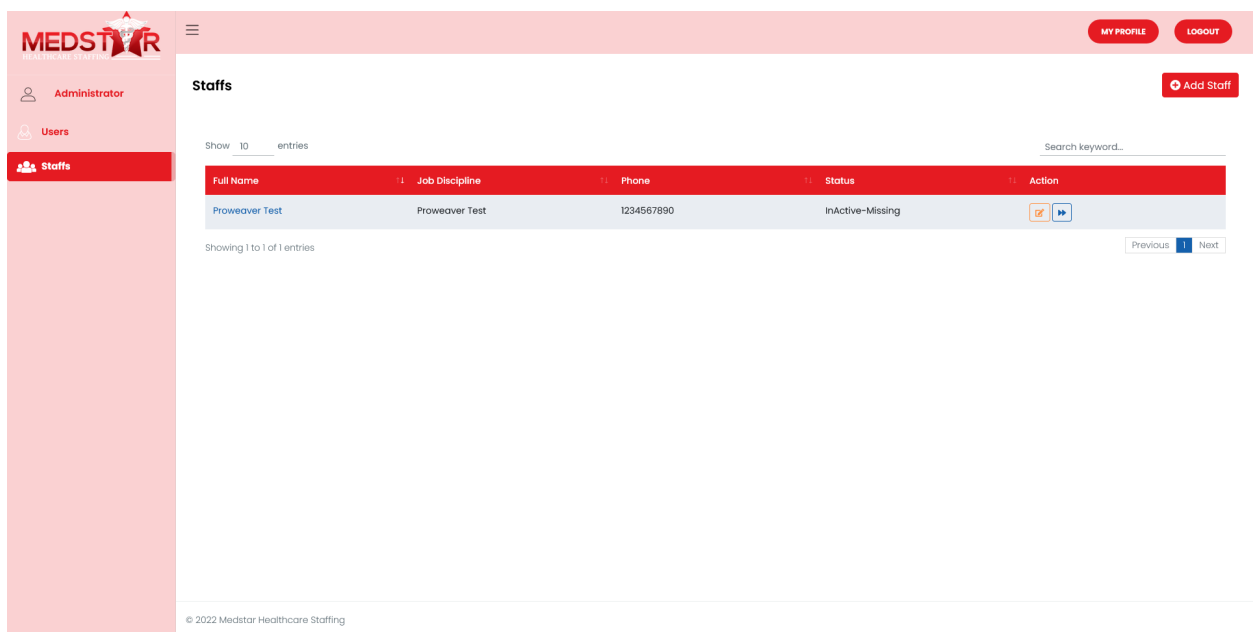In the staffs tab you can see the list of all staff added on your website. (see Figure 1.4)

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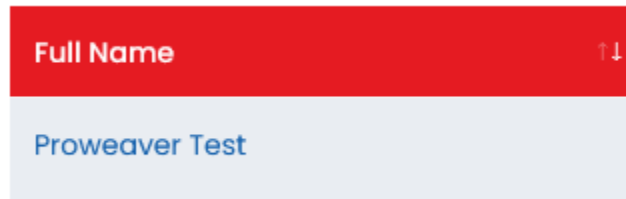Redirects to selected staffs page when clicked. (See Figure 1.6)

Figure 1.6

Staffs > Staff Details

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

Figure 1.7

Staffs > Documents

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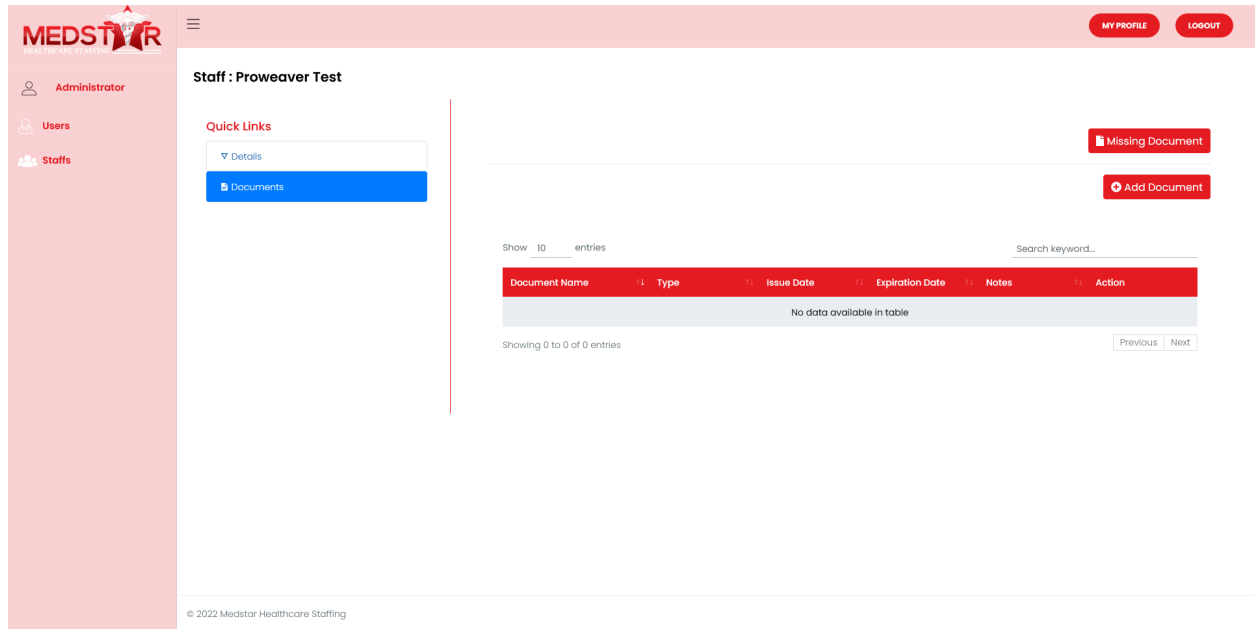

Figure 1.8

Staffs > Documents > Missing Document

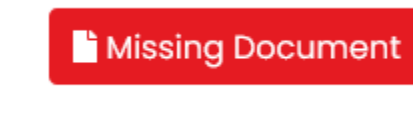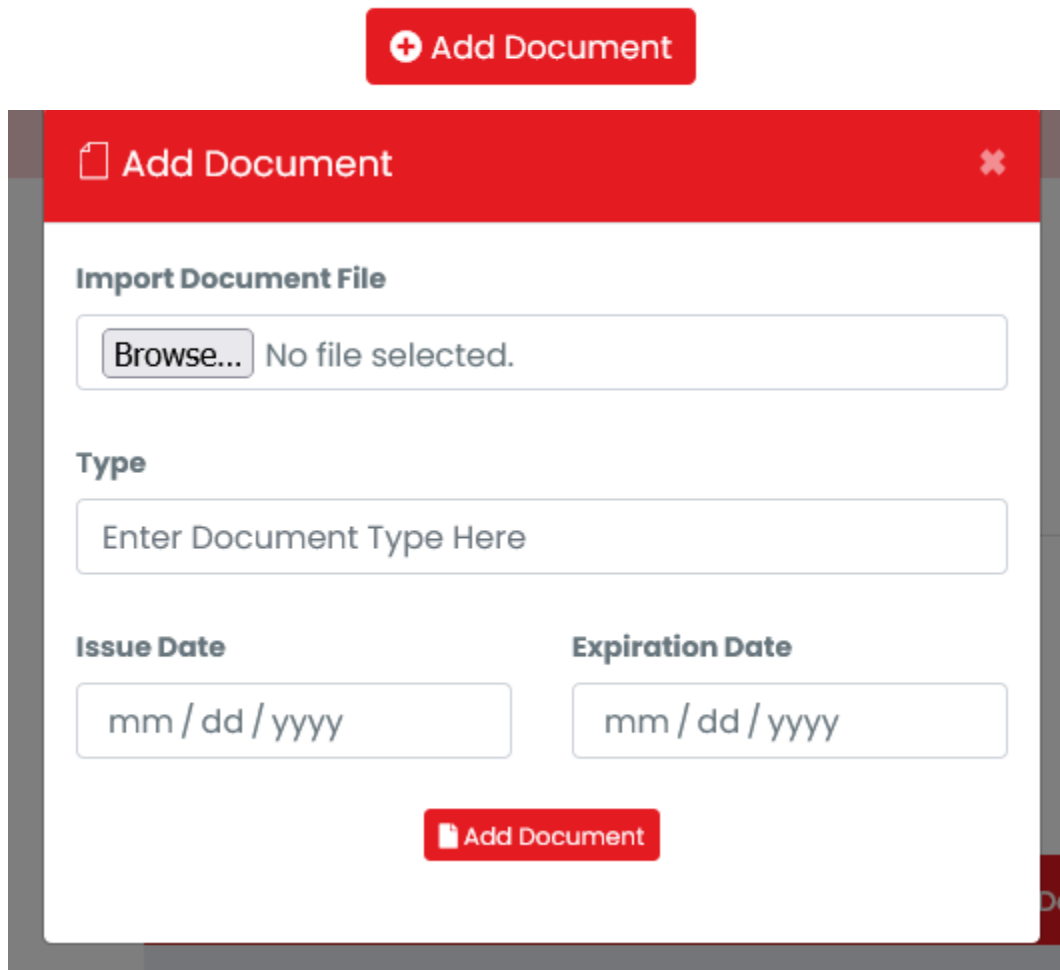Send an email to the selected staff for informing that they have a missing documents. (See Figure 1.8)

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)

Figure 2.0