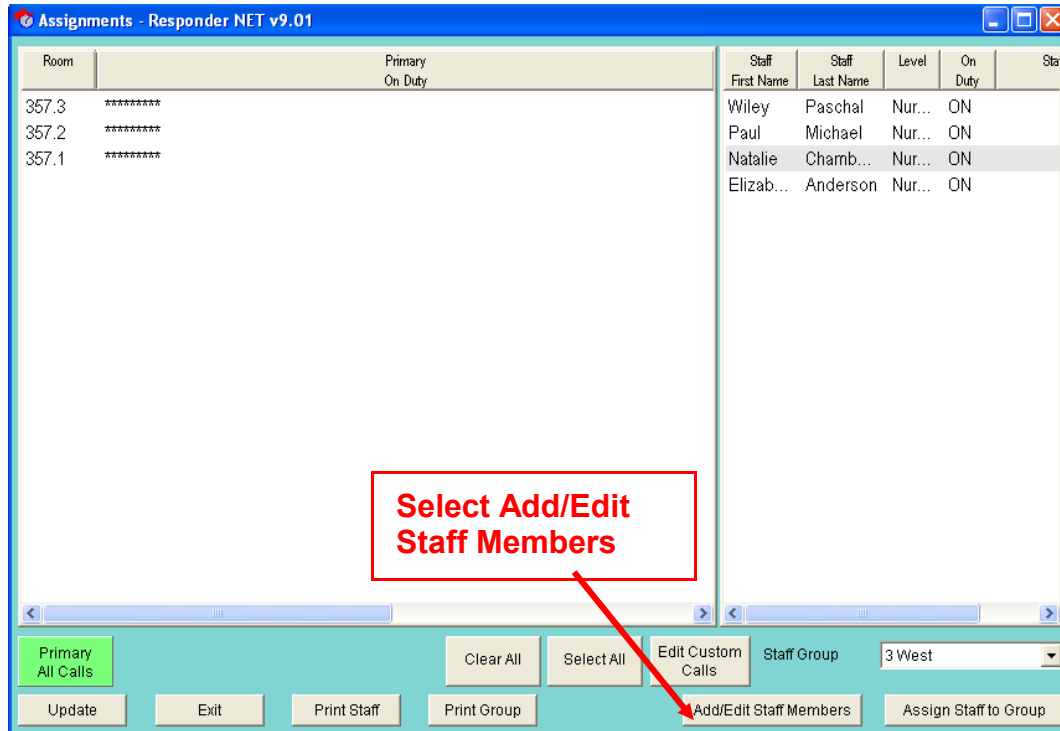


Adding New Staff Members in Scheduler

Double click Icon (User ID and Password are required)



Select Add/Edit Staff Members

Enter Staff Information

- Staff Id – a number between 1 and 19999 as long as it has not been used before
- First Name
- Last Name

Staff Id: 1234 First Name: Valerie Last Name: Brzykcy

Level: None Paging Mode: Off

Pager #: []

Notes: [] Group: 2 East

Clear Coverage When Off Duty Cover Bed Management Calls

Update Add Delete Cancel

Staff Id: 1234 First Name: Valerie Last Name: Brzykcy

Level: None (dropdown menu open)

Paging Mode: Off

Pager #: []

Notes: [] Group: 2 East

Clear Coverage When Off Duty Cover Bed Management Calls

Update Add Delete Cancel

- Staff Level
- Aide
 - Nurse

Add/Edit Staff Members

Staff Id: 1234 First Name: Valerie Last Name: Brzykcy

Level: Nurse Paging Mode: Off

Pager #: Group: 2 East

Notes: Clear Coverage When Off Duty Cover Bed Management Calls

Update Add Delete Cancel

Paging Mode

- ServReq (Triaged at desk)
- Both (Gets Calls and Services)

Add/Edit Staff Members

Staff Id: 1234 First Name: Valerie Last Name: Brzykcy

Level: Nurse Paging Mode: Off

Pager #: Group: 2 East

Notes: Clear Coverage When Off Duty Cover Bed Management Calls

Update Add Delete

Group (Unit)

Add/Edit Staff Members

Staff Id: 1234 First Name: Valerie Last Name: Brzykcy

Level: Nurse Paging Mode: Off

Pager #: Group: 2 East

Notes: Clear Coverage When Off Duty Cover Bed Management Calls

Update Add Delete Cancel

Select "Add"

Make certain this box is checked!!!