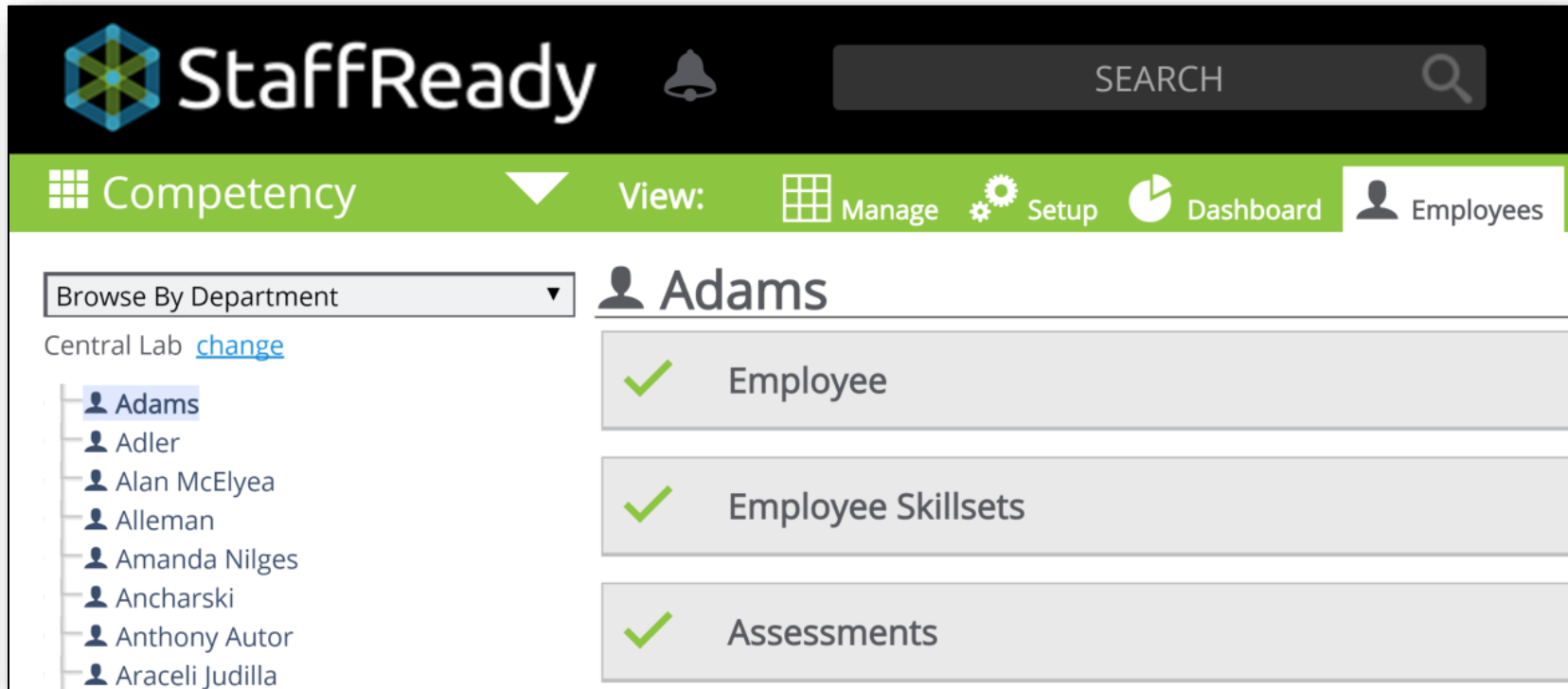


Employee View – Competency Module

Employee colorbar

This reference guide provides an overview and process steps for the **Employee** colorbar within the **Employee** view. The following process steps and instructional information are provided within this document:

- **Employee View Navigation**
- **Employee Global Search**
- **Add New Employee**
- **Modify Employee Profile**



The screenshot displays the StaffReady interface for the Employee View. At the top, the StaffReady logo and a search bar are visible. Below the logo, a green navigation bar contains the 'Competency' menu, a 'View:' dropdown, and icons for 'Manage', 'Setup', 'Dashboard', and 'Employees'. The 'Employees' icon is highlighted. On the left, a 'Browse By Department' dropdown is set to 'Central Lab', with a list of employees including Adams, Adler, Alan McElyea, Alleman, Amanda Nilges, Ancharski, Anthony Autor, and Araceli Judilla. The main content area shows the profile for 'Adams', with three status indicators: 'Employee', 'Employee Skillsets', and 'Assessments', each accompanied by a green checkmark.

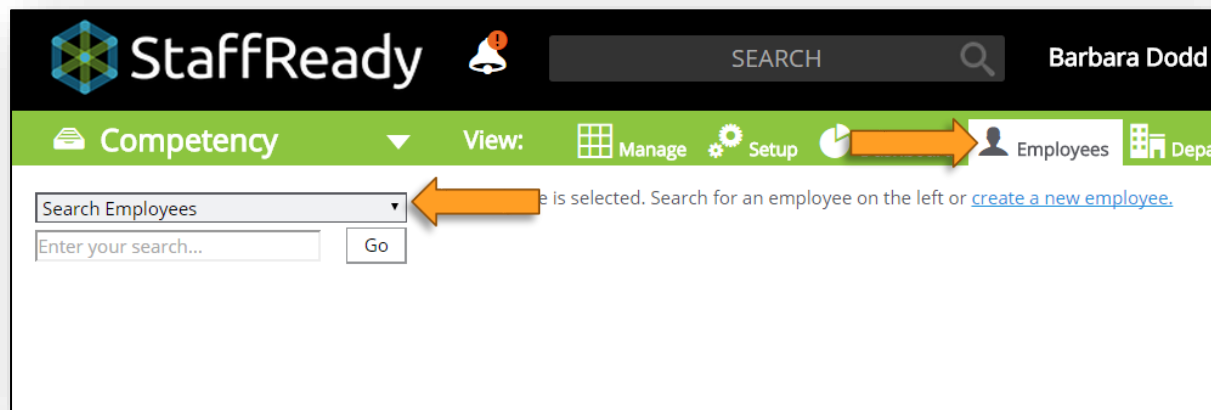
1 | Employee View Navigation

There are three perspectives within the **Employees** view of **StaffReady Competency**:

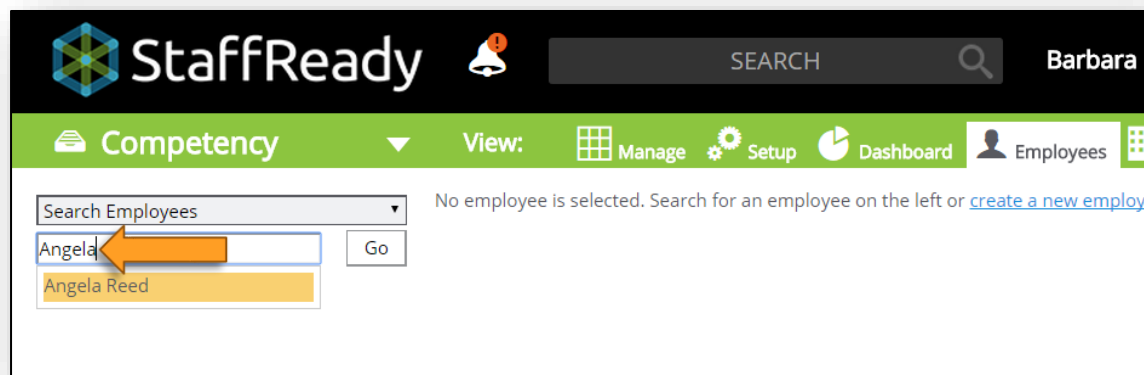
1. **Search Employees**: allows for employees to be search by first and/or last name from directly within the Employees view
2. **Browse By Department**: displays employees according to department selection
3. **Search Separated Employees**: displays employees with separated (non-active) status

Search Employees Perspective

1. **Search Employees** is the default perspective within the **Employees** view.

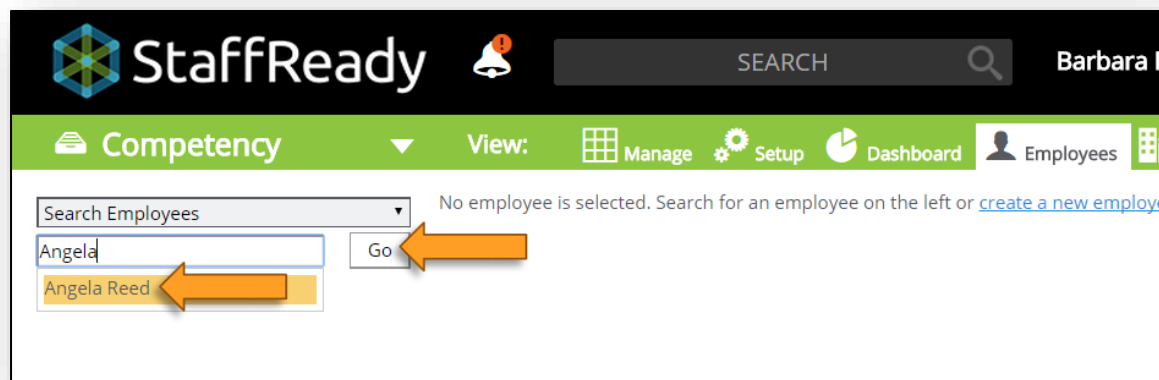


2. Enter **Employee** name.



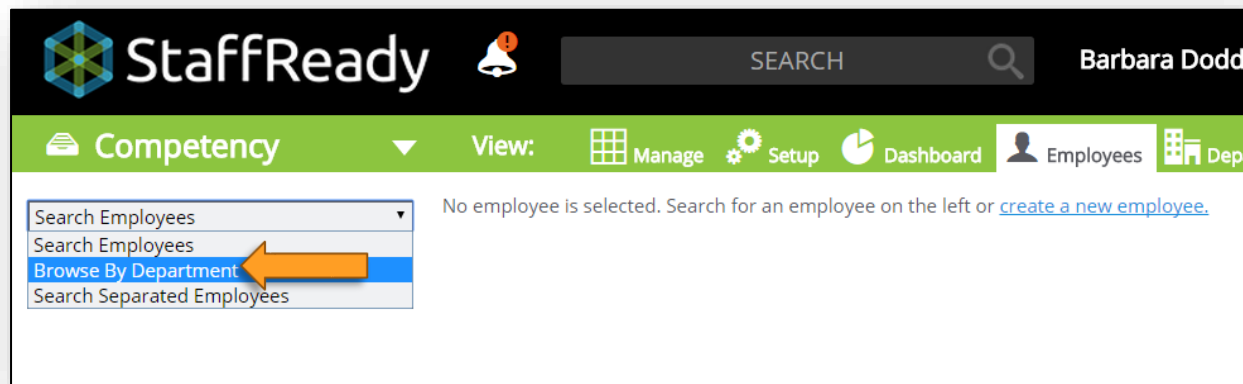
3a. Select employee name from auto-complete menu...**OR**

3b. ...Click **Go**.

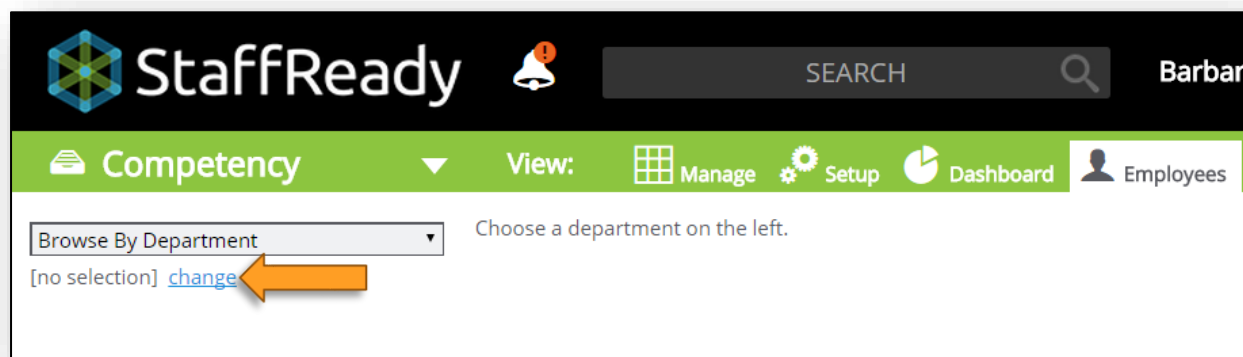


Browse By Department Perspective

1. Select **Browse By Department** perspective.



2. Click [change](#).



3. Click [Select Department](#).

Choose Department [Close]

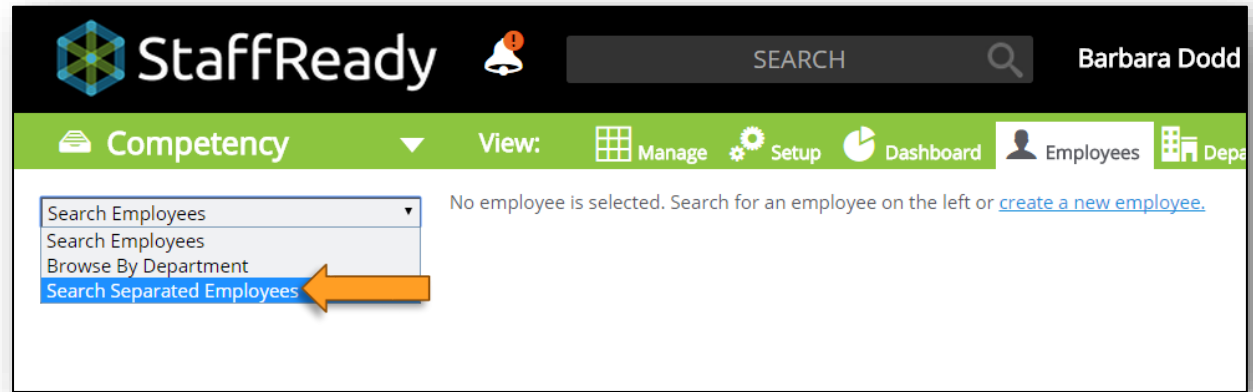
Current Selection: [Icon] Departments (Root) > [Icon] [No Selection]

Choose a department

- [Icon] Laboratory [Select Department](#)
 - [Icon] Anatomic Pathology [Select Department](#)
 - [Icon] Blood Bank [Select Department](#)
 - [Icon] Central Lab [Select Department](#)
 - [Icon] Core Lab [Select Department](#)
 - [Icon] Histology [Select Department](#)
 - [Icon] Microbiology [Select Department](#)
 - [Icon] Pathology [Select Department](#)
 - [Icon] Patient Service Centers [Select Department](#)
 - [Icon] Phlebotomy [Select Department](#)

Search Separated Employees Perspective

1. Select **Search Separated Employees** perspective.

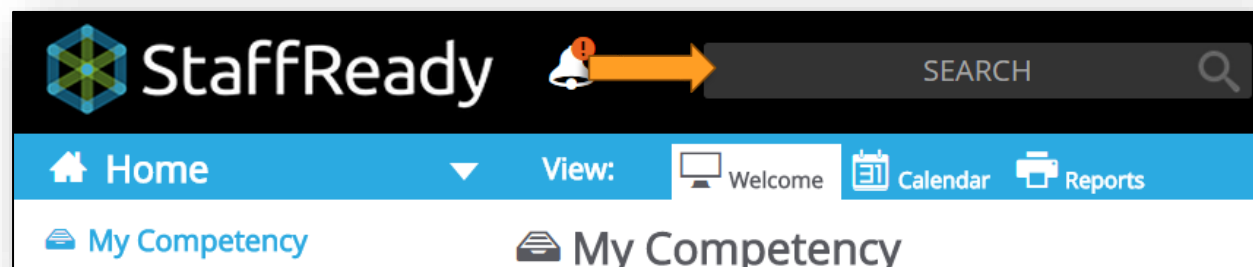


2 | Global Employee Search

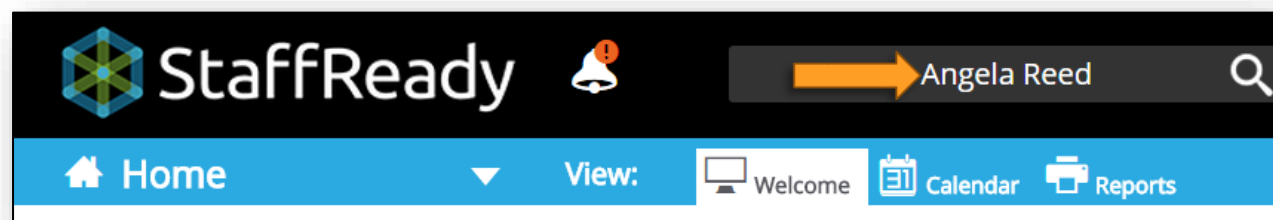
From any screen within StaffReady, you can search globally for employees within your license.

Global Employee Search

1. Click within **Search**.



2. Enter **Employee** name.



3. Click **Enter**.

4. Click [Competency: Employees](#).

The screenshot shows the StaffReady web application interface. At the top, there is a search bar containing the text 'angela'. Below the search bar is a navigation menu with the following items: 'Competency' (with a dropdown arrow), 'View:', 'Manage' (with a grid icon), 'Setup' (with a gear icon), 'Dashboard' (with a pie chart icon), and 'Employees' (with a person icon). The main content area is titled 'Search Results' and contains two sections: 'Schedules' and 'Employees'. The 'Employees' section lists 'Employee' and 'Angela Reed'. Below 'Angela Reed', there are three links: 'Edit' (with a pencil icon), 'Staff: Employees' (with a person icon), and 'Competency: Employees' (with a person icon). An orange arrow points to the 'Competency: Employees' link.

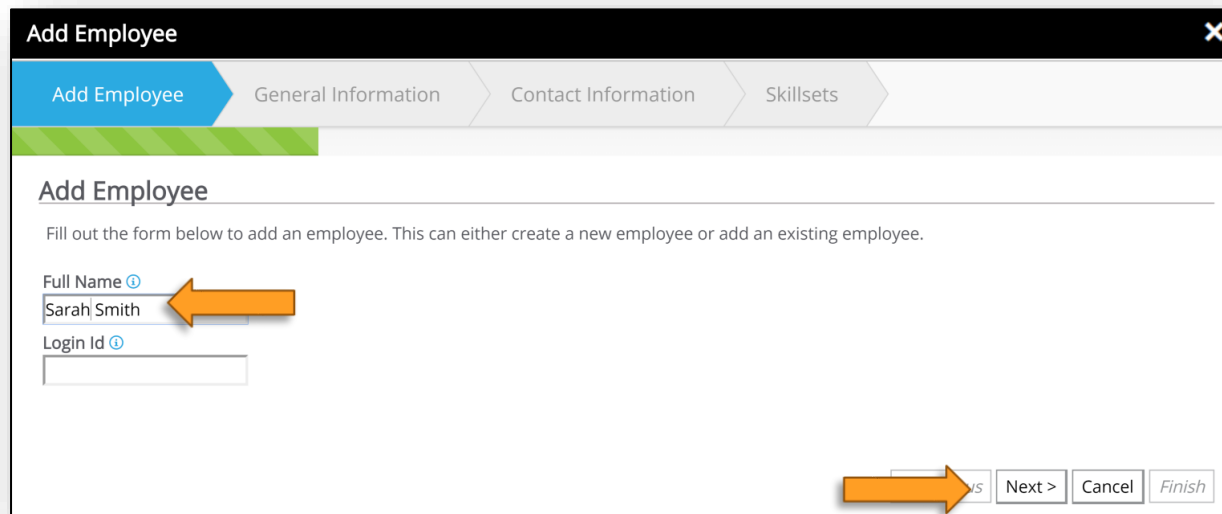
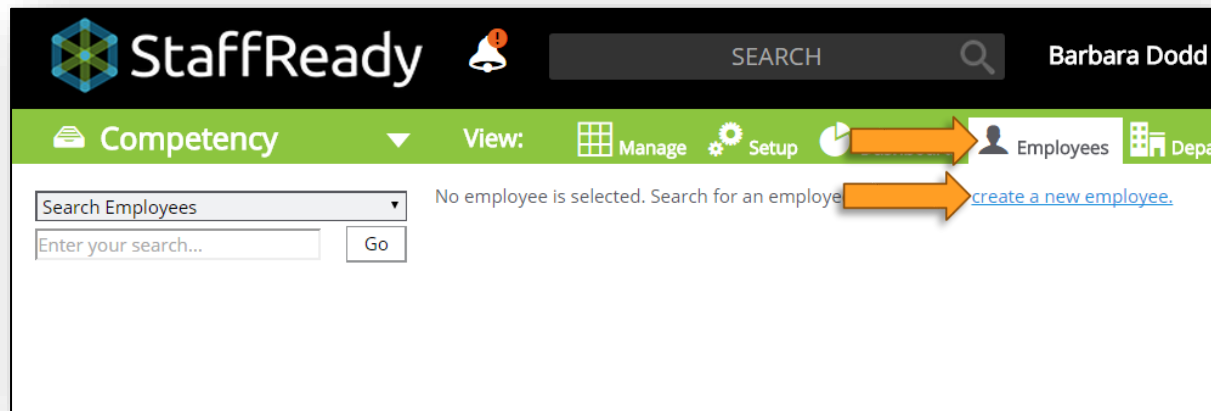
3 | Add New Employee

Add New Employee

1. Within **Employees** view, click [create a new employee](#)

2. Enter **Employee** name.

3. Click **next**.



4. Click [department](#) under **Department.**

Add Employee [Close]

Add Employee | **General Information** | Contact Information | Skillsets

General Information

Fill out any missing fields to setup the employee.

Login Id*	Password*	Require Change By*
SSmith	quality	10/13/2026
Employee Id*	Department*	Hire Date*
SSmith	General Lab	3/2016
Full Name*	Job Title*	Start Date*
Sarah Smith	[not set]	10/13/2016

< Previous | Next > | Cancel | Finish

5. Click the Select button for the correct department.

Select Department [Close]

Current Selection: Laboratory > General Lab

Find department [Find]

+ 1 West	Select
+ Brown VA	Select
+ Chemistry	Select
+ Hines VA	Select
+ Illiana VA	Select
+ Johnson VA	Select

6. Click [jobtitle](#) under **Job Title**.

Add Employee

Add Employee | **General Information** | Contact Information | Skillsets

General Information

Fill out any missing fields to setup the employee.

Login Id*	Password*	Require Change By*
SSmith	quality	10/13/2026
Employee Id*	Department*	Hire Date*
SSmith	General Lab	10/13/2016
Full Name*	Job Title*	Start Date*
Sarah Smith	[not set]	10/13/2016

< Previous | Next > | Cancel | Finish

7. Click [Select Job Title](#)

Select Job Title

Current Selection: Job Titles (top level) > [No Selection]

Find job title Find

- CLS
- Laboratory
- + Clinical Lab Assistant
- + Histologist
- + Lab Manager
- + Microbiologist

8. Click **Next**.

The screenshot shows the 'Add Employee' form with the 'General Information' tab selected. The form contains several input fields for employee details. An orange arrow points to the 'Next >' button.

Field	Value
Login Id*	SSmith
Password*	quality
Require Change By*	10/13/2026
Employee Id*	SSmith
Department*	General Lab
Hire Date*	10/13/2016
Full Name*	Sarah Smith
Job Title*	[not set]
Start Date*	10/13/2016

9. Click **Edit** to add Primary Email

10. Click **Edit** to add Primary Phone Number (optional)

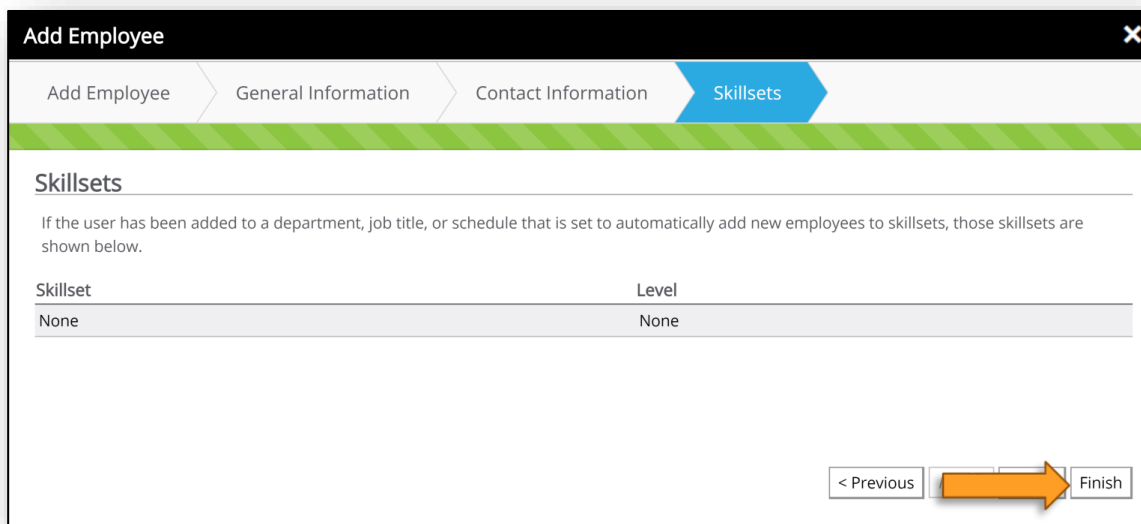
11. Click **Next**

The screenshot shows the 'Add Employee' form with the 'Contact Information' tab selected. It features dropdown menus for 'Primary Email' and 'Primary Phone Number', each with an 'Edit' link. Two orange arrows point to these 'Edit' links. A third orange arrow points to the 'Next >' button at the bottom right.

Field	Value
Primary Email	No Email Address
Primary Phone Number	No Phone Number

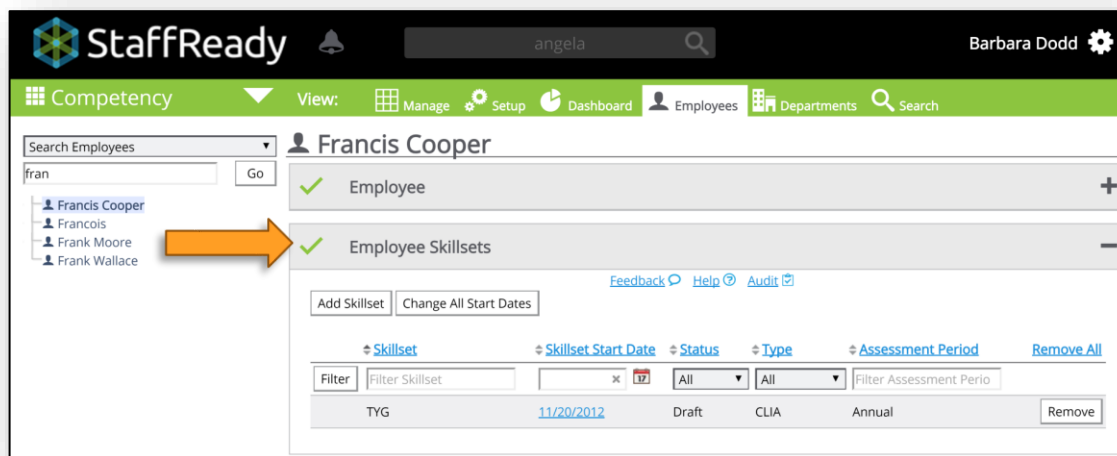
12. Click **Finish**

Note: The **Skillsets** the employee will automatically be added are displayed on the final screen. This is based on settings within the **Setup** menu.



13. Click to open **Skillsets** colorbar

Note: This will allow you to manage **Skillsets** the employee was automatically added. Please see the **Skillsets** colorbar reference guide for more information.

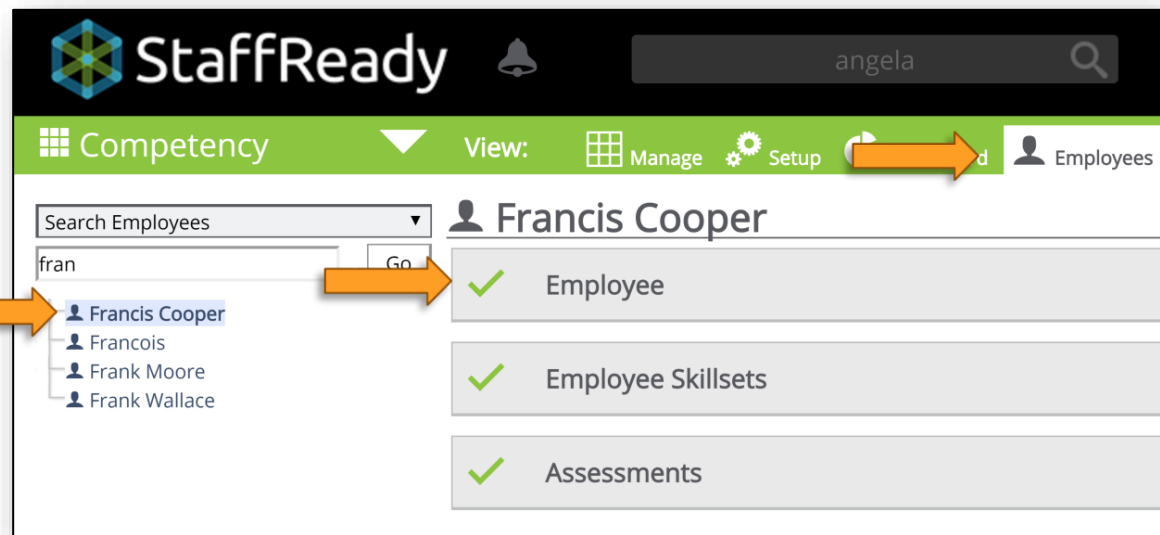


4 | Modify Employee Profile

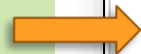
Modify Employee Profile

1. Within **Employees** view, select employee to edit.

2. Click to open **Employee** colorbar



3. Click **Edit Employee**



Employee

[Feedback](#) [Help](#) [Audit](#)

[Edit Employee](#) [New Employee](#)

Full Name Francis Cooper	Employee Id FCooper	Hire Date 11/20/2012
Job Title [not set]	Department Nursing	
Login Id FCooper	Password *****	Change By 01/13/2025
Primary Phone Number [not set]	Primary Email [not set]	

4. Edit employee profile

5. Click **Save Changes**

General	<h2>General</h2>	
Schedules	<h3>Employee Information</h3>	
Skillssets	Full Name* ⓘ <input type="text" value="Allison McAlister"/>	Employee Id* ⓘ <input type="text" value="amcalister"/>
	Department ⓘ Core Lab change	Hire Date* ⓘ <input type="text" value="06/09/2013"/> ⓘ
		Job Title ⓘ CLS change
	<h3>Contact Information</h3>	
	Primary Email ⓘ <input type="text" value="amcalister@StaffReady.com"/> Edit	Primary Phone Number ⓘ <input type="text" value="No Phone Number"/> Edit
	<h3>Login Information</h3>	
	Login Id* ⓘ <input type="text" value="amcalister"/>	Change Password By ⓘ <input type="text" value="12/03/2024"/> ⓘ
	<input type="button" value="Save Changes"/>	