

Setup View – Browse Skillsets Perspective

Updating Skillset Employee Profiles

This reference guide provides an overview of the setup process for Updating Skillset Employee Profiles within StaffReady. The following process steps and instructional information are provided within this document:

- **Edit Employee Profile**
- **Edit Employee Skillsets**

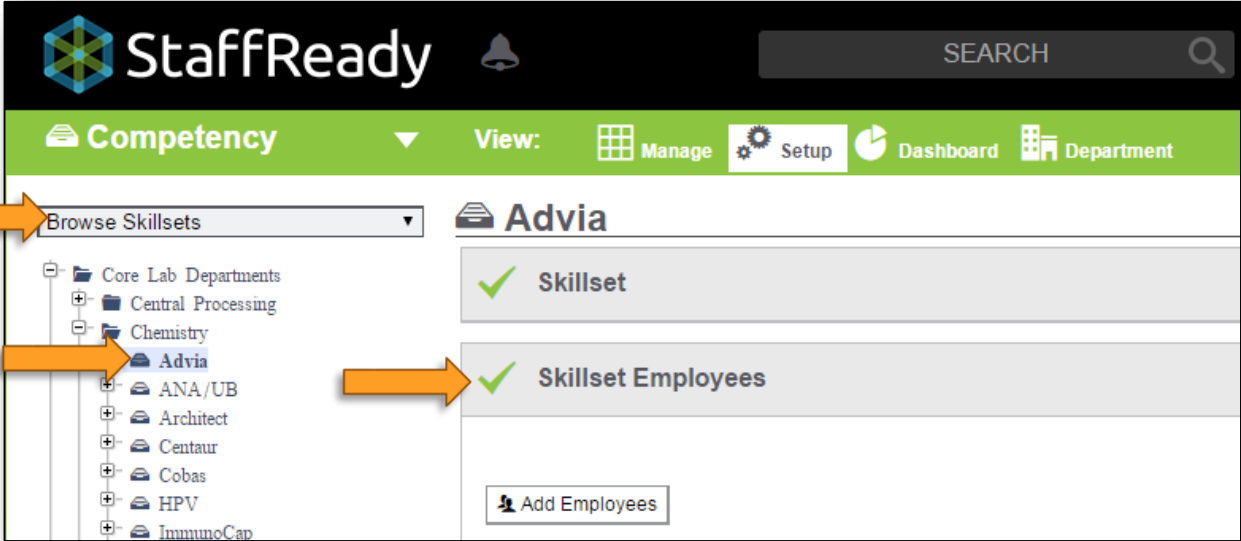
✓ Skillset Employees
Feedback Help Audit

	Employee	Skillset Start Date	Department	Job Title	Schedule	Grade	New
Search	<input type="text" value="Employee"/>	<input type="text" value="01/01/2014"/> to <input type="text" value="01/01/2014"/>	<input type="text" value="Department"/>	<input type="text" value="Job Title"/>	<input type="text" value="Schedule"/>	<input type="text" value="Grade"/>	
	Allison McAlister	01/01/2014	Medical Center	CLS	Core Lab, Central Lab	Basic	<input type="button" value="Remove"/>
	Angela Reed	01/01/2014	Medical Center	CLS	Central Lab	Basic	<input type="button" value="Remove"/>
	Anthony Mullins	01/01/2014	Laboratory	CLS		Basic	<input type="button" value="Remove"/>
	Beth Collins	01/01/2014	Laboratory	CLS		Basic	<input type="button" value="Remove"/>
	Bill Longwell	01/01/2014	Medical Center	CLS	Central Lab	Basic	<input type="button" value="Remove"/>
	Bob Smith	01/01/2014	Laboratory	CLS		Basic	<input type="button" value="Remove"/>

1 | Edit Employee Profile

Edit Employee Profile

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset**.
- 3. Open **Skillset Employees** colorbar.
- 4. Click [Employee Name](#).



The screenshot shows the 'Skillset Employees' table. At the top, there is a green checkmark and the title 'Skillset Employees'. Below the title, there are buttons for 'Add Employees' and 'CLS x'. The table has columns for 'Employee', 'Skillset Start Date', 'Department', and 'Job Title'. There are search filters for each column. The table contains three rows of data:

Employee	Skillset Start Date	Department	Job Title
Allison McAlister	01/01/2014	Medical Center	CLS
Angela Reed	01/01/2014	Medical Center	CLS
Anthony Mullins	01/01/2014	Laboratory	CLS

5. Edit **General** employee profile data.

6. Click **Save Changes**.

Edit Employee Profile [X]

General | Schedules | Skillsets

General

Employee Information

Full Name* ⓘ Allison McAlister Employee Id* ⓘ amcalister Hire Date* ⓘ 06/09/2013 ⓘ

Department ⓘ Medical Center [change](#) Job Title ⓘ CLS [change](#)

Contact Information

Primary Email ⓘ amcalister@StaffReady.com [Edit](#) Primary Phone Number ⓘ No Phone Number [Edit](#)

Login Information

Login Id* ⓘ amcalister

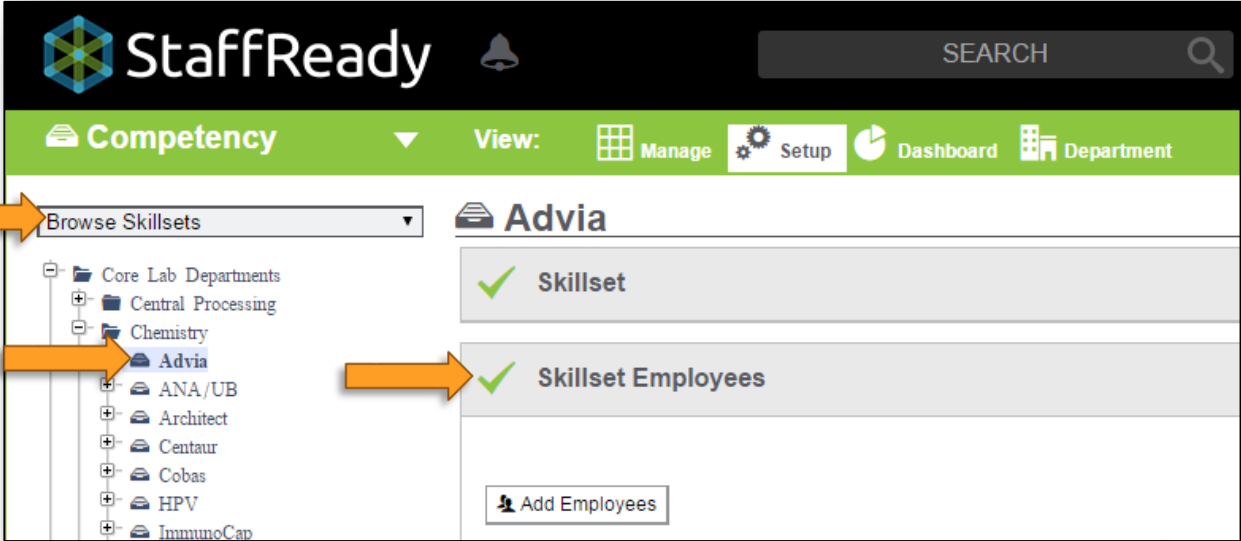
Password ⓘ Change Password By ⓘ 10/19/2024 ⓘ

[Save Changes](#)

2 | Edit Employee Skillsets

Edit Employee Skillsets

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset**.
- 3. Open **Skillset Employees** colorbar.
- 4. Click [Employee Name](#).



The screenshot shows the 'Skillset Employees' table. At the top, there is a 'Feedback' link and a 'Help' link. Below this, there is an 'Add Employees' button and a 'CLS' button. The table has columns for 'Employee', 'Skillset Start Date', 'Department', and 'Job Title'. There are search filters for each column. The table contains three rows of data:

Employee	Skillset Start Date	Department	Job Title
Allison McAlister	01/01/2014	Medical Center	CLS
Angela Reed	01/01/2014	Medical Center	CLS
Anthony Mullins	01/01/2014	Laboratory	CLS

An orange arrow points to the 'Allison McAlister' employee name in the first row.

5. Click Skillsets.



Edit Employee Profile

- General
- Schedules
- Skillsets**

General

Employee Information

Full Name* ⓘ	Employee Id* ⓘ	Hire Date* ⓘ
<input type="text" value="Allison McAlister"/>	<input type="text" value="amcalister"/>	<input type="text" value="06/09/2013"/> ⓘ
Department ⓘ	Job Title ⓘ	
Medical Center change	CLS change	

Contact Information

Primary Email ⓘ	Primary Phone Number ⓘ
<input type="text" value="amcalister@StaffReady.com"/> ⓘ Edit	<input type="text" value="No Phone Number"/> ⓘ Edit

Login Information

Login Id* ⓘ	Change Password By ⓘ
<input type="text" value="amcalister"/>	<input type="text" value="10/19/2024"/> ⓘ
Password ⓘ	
<input type="text"/>	

6. Click [change](#).

Edit Employee Profile


General

Schedules

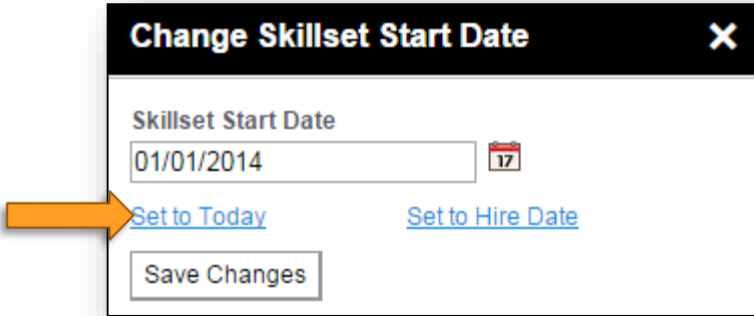
Skillsets

Skillsets

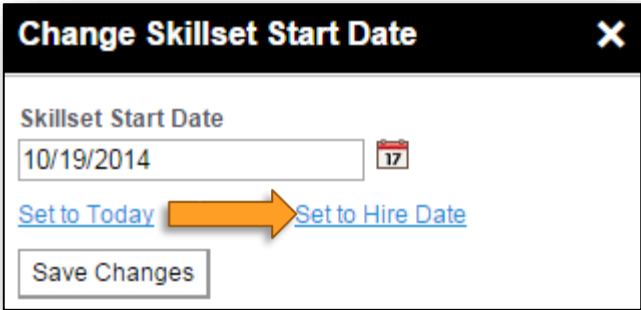
Employee Skillsets

Skillset Id	Grade Id	Skillset Start Date
Centaur	Basic	 change
Variant	Basic	01/01/2014 change
Architect	Basic	01/01/2014 change
SPE	Basic	01/01/2014 change
ImmunoCap	Basic	01/01/2014 change
ANAVUB	Basic	01/01/2014 change
Panther	Basic	01/01/2014 change
HPV	Basic	01/01/2014 change
Cobas	Basic	01/01/2014 change
Advia	Basic	06/09/2013 change

7. Click [Set to Today](#).



8. Click [Set to Hire Date](#).



9. Click **Save Changes**.

