## Confirming Staff NM ID

**Critical Alert Nurse Call** 

## Navigate to the Staff Page



- 1. Click the 3 horizontal lines in the upper-right corner
- 2. Click "Staff Management" to expand the group
- 3. Click "Add / Update"

## Search and Select Staff

| Staff     |              |                |                  |                   | 10 ~ New | Q test       |           |
|-----------|--------------|----------------|------------------|-------------------|----------|--------------|-----------|
| 🗘 Name    | Primary Unit | 🕴 Primary Role | Current Location | Previous Location | Devices  | 🔷 Badge      | 🕴 On Duty |
| Test Aide | Float Unit   | РСТ            |                  |                   |          | Yellow: 2372 |           |
| Test 1    | Y1           | Unit Secretary |                  | <u>(</u>          |          |              |           |
| Test User | Float Unit   | RN             |                  |                   |          |              |           |

- 1. Search for the user's name in the upper-right corner (e.g., "test")
- 2. Click the staff name

## Search and Select Staff

| ■ critical Colert |                |                       |                                    |                        | Tenant Filter: KHS 🔻 | super_admin 🔹 🔅 📓 |
|-------------------|----------------|-----------------------|------------------------------------|------------------------|----------------------|-------------------|
| Staff             |                | Test Aide             |                                    | New Q test             |                      |                   |
| 🕆 Name            | 🕴 Primary Unit | General Devices Badge | Security Roles Messaging Groups Ur | nits Tenant Assignment | 🕴 Badge              | 🕴 On Duty         |
| Test Aide         |                | Prefix First Name     | Middle Name Last Name              | Suffix                 |                      |                   |
| Test 1            | Y1             | ✓ Test                | I Middle Name Aide                 | · ·                    |                      |                   |
| Test User         | Float Unit     | Employee Id           | Gender Select La                   | nguage                 |                      |                   |
| ZTEST Z           | Float Unit     | nm9999999             | - Unknown                          | ~                      |                      |                   |
| test 03           | Float Unit     | Primary Role          | Facility Pri                       | imary Unit             |                      |                   |
| SitterTest Chris  | Float Unit     | PCT Y                 | Kishwaukee Hospital 👻              | Float Unit             | 4169                 |                   |
| Test Secretary    | Float Unit     |                       | $\mathbb{R}^{2}$                   | Delete Save Close      |                      |                   |
| tect 02           | Float Unit     | Charge RN             |                                    |                        |                      |                   |

- 1. Confirm "Employee Id" field matches staff NM ID
- 2. Click "Save" after updating NM ID