

How to add a New Employee and Job Assignment?

1. Go to Settings → Facility → Employee User Setup → Add new Employee

The screenshot shows the MED e-care system interface. The logo is in the top left, and the text "TEST SITE" is in the top center. A green navigation bar contains "Home", "e-ADT", "e-Assessments", "e-Plan", "e-Notes", "e-MAR", "e-Financials", "POC", "e-Reports", "Settings", "My Account", and "Admin". The "Settings" menu is highlighted with a red box. Below it, a blue navigation bar contains "Facility", "e-ADT", "e-Assessments", "e-Plan", "e-Notes", "Relationship Builder", "e-MAR", "e-Financials", "Security", and "Lookup Values". The "Facility" menu is highlighted with a red box. A dropdown menu on the left shows "Choose an Option" with several items, including "Employee users Setup" which is highlighted with a red box. The main content area is titled "Employee users Setup" and contains a "Search Employee" section with a "Name" input field. Below this is a table with columns "Employee" and "Organization". At the bottom, there is a blue button labeled "Add New Employee".

2. Complete all the Information and Save.

Employee users Setup

[Save](#) [Cancel](#)

Employee Information

Title	--Select--
Last Name	<input type="text"/>
First Name	<input type="text"/>
Gender	--Select--
Not a system user	<input type="checkbox"/>
User Status	--Select--
UserID	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
User Roles	<input type="checkbox"/> Administrator <input type="checkbox"/> Dietary <input type="checkbox"/> Full Access <input type="checkbox"/> PSW (for psweml only) <input type="checkbox"/> RPN <input type="checkbox"/> ADOC/RAI <input type="checkbox"/> Director of Care <input type="checkbox"/> MPGI_OET <input type="checkbox"/> Reports Only <input type="checkbox"/> SN <input type="checkbox"/> ADOC/Restor <input type="checkbox"/> eADT <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Restorative <input type="checkbox"/> Therapist <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ... <input type="checkbox"/> ...

Enroll Signature Enroll Fingerprint

3. Scroll to the Bottom: Click on Add Assignment; a new window will pop up;

OR Click Add Assignment to Add a New Assignment

Add Assignment

4. Select the Organization, Position, Start Date and Save it.

New Job Assignment -- Webpage Dialog

https://hosting10.mede-care.ca/eCareIV/MedeControls/Common/wfGenericControlLoader.aspx?controlPath=~

Add Assignment

Organization ⚠️ --Select--

Position --Select Organization First--

Start Date ⚠️

End Date

Save Cancel

Once you have added the position to the user, whenever they sign an assessment or create a note their user designation will also show.