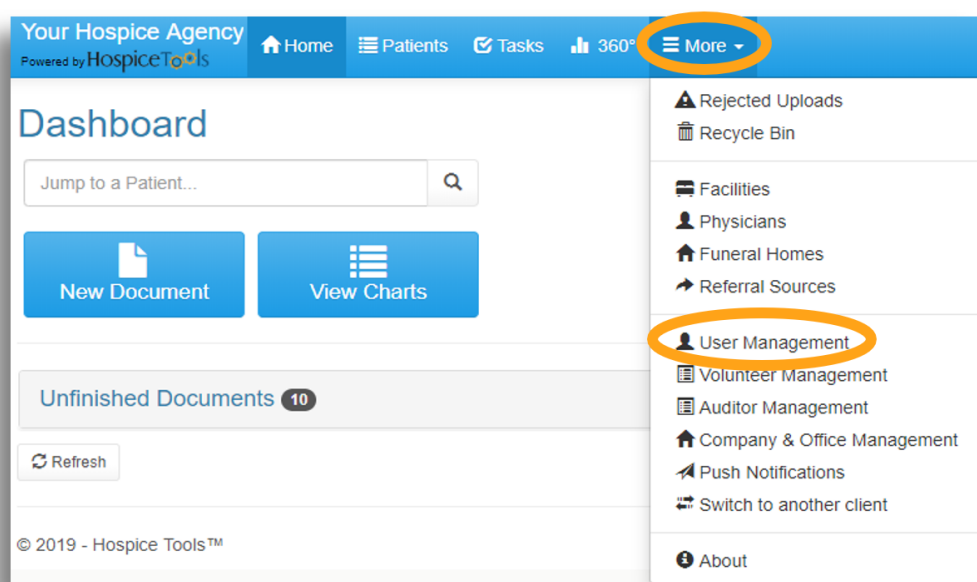


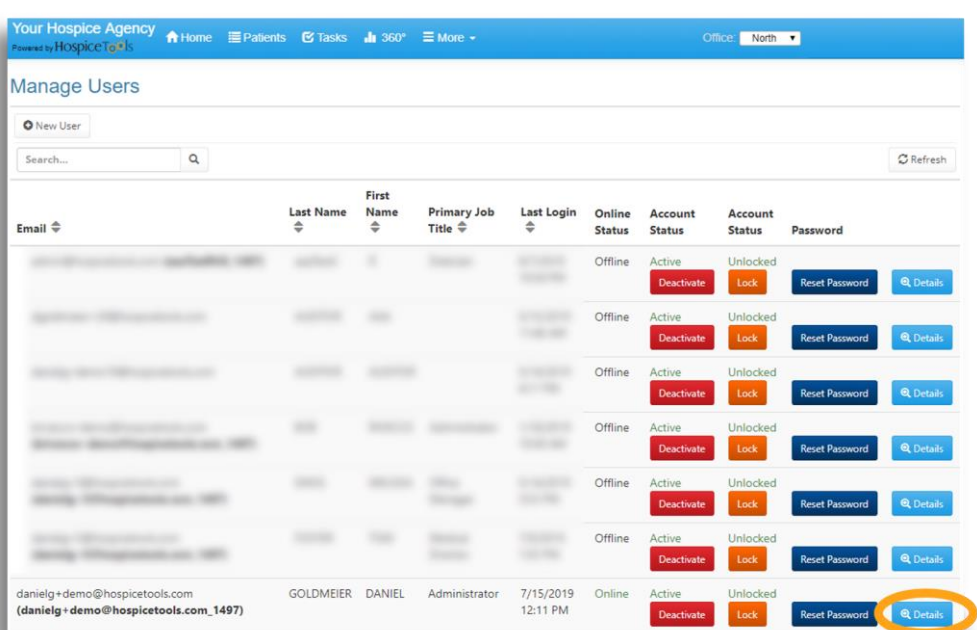
## HR TAB for Hospice Professional Qualifications

Hospice Tools simplifies & organizes employees' professional qualifications for hospice HR pros!

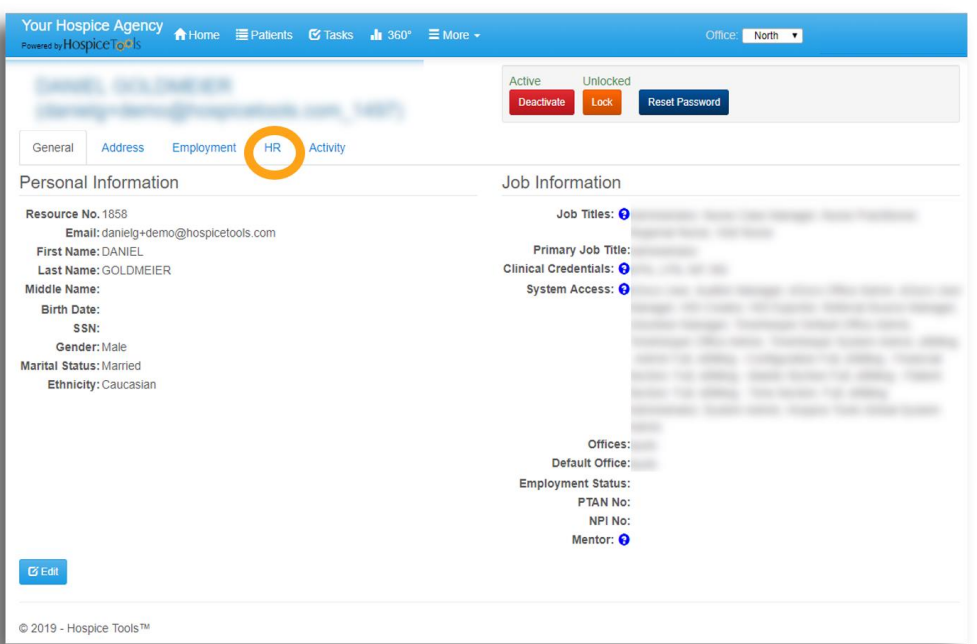
1. Click MORE and then navigate to USER MANAGEMENT



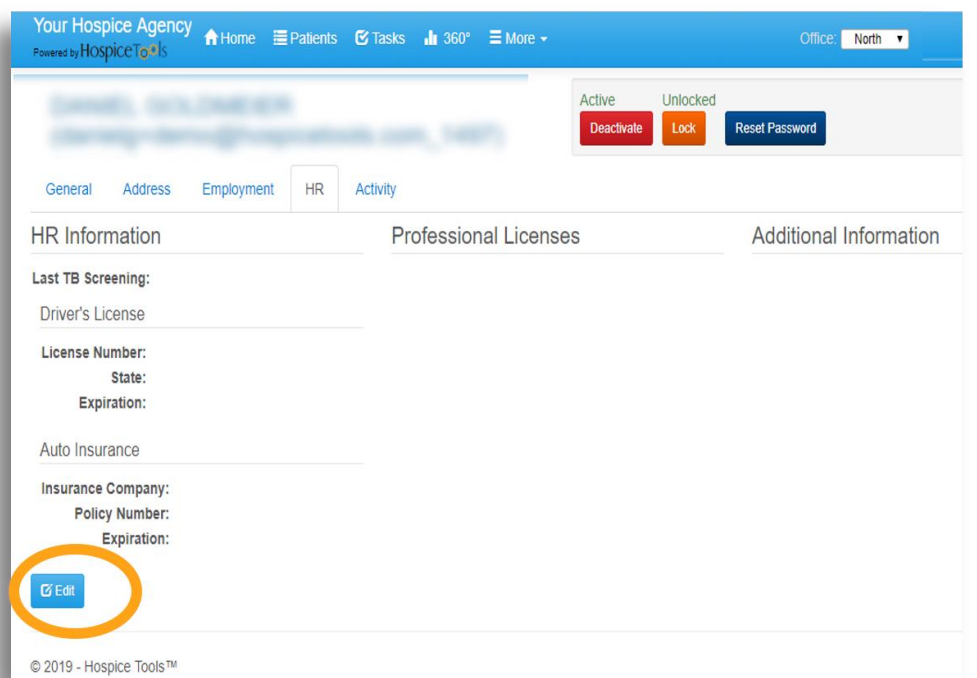
2. Select the Employee & Click on DETAILS



3. Click the HR tab

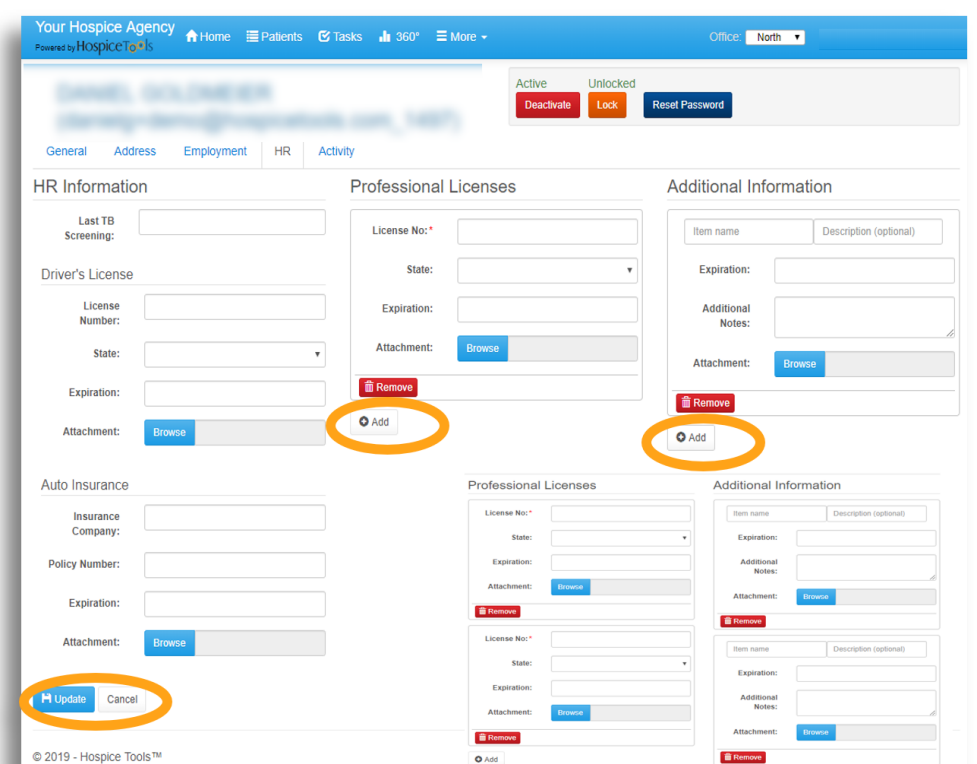


4. Click EDIT



5. Enter the information. Upload Attachments/Images.

Click ADD for more fields. Click UPDATE when finished



6. Run Reports & Stay Current Click on 360° & scroll down to Employee Info Reports

