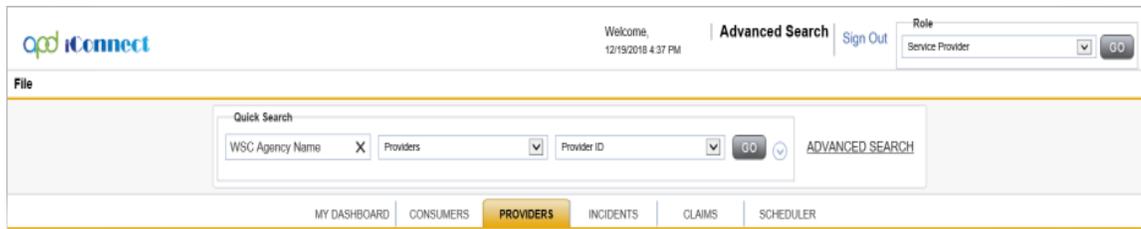
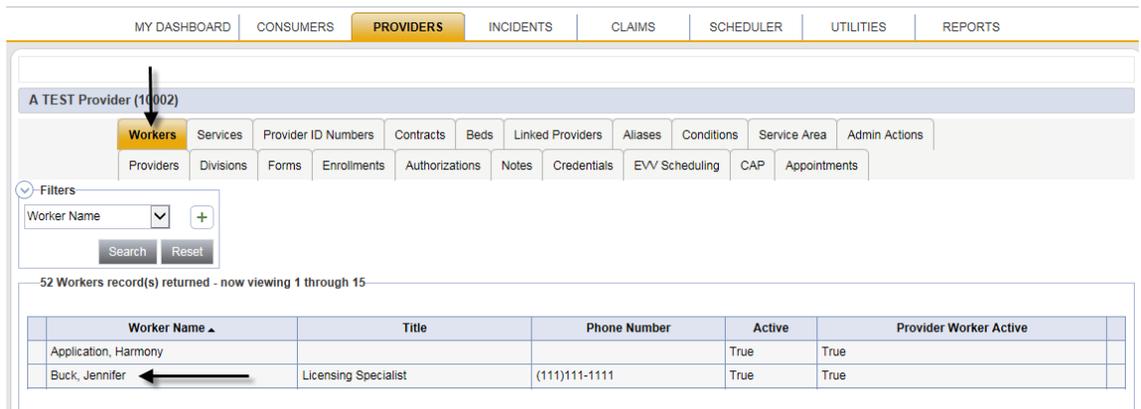


Adding a Supervisor to a Worker Record Instruction Sheet

1. WSC Agency owners will log into iConnect, using the Service Provider Role.
2. Click the **Providers Chapter**.
3. In the Quick Search field at the top of the page,
 - a. WSC's and Providers enter part or all of your **Company (Provider) Name**.
4. Ensure the **"Provider Name"** filter is selected.
5. Click **Go**.



6. Search results are returned.
 - a. If only one record exists, the Provider record displays.
 - b. If more than one record exists, the results are displayed. Select your agency's provider record. The Provider record displays.
7. Select the **Workers** tab. Locate the Worker's record and click to open it.



8. The worker detail page displays.

9. Select the **Supervisors** tab. Select **File > Add Supervisor**.

10. The Supervisor details page displays. Update the following fields:

- a. Supervisor Name = search for and select the supervisor's name
- b. Start Date = defaults to today and is required. Can be edited if needed
- c. End Date = is blank. Will remain blank until this is no longer the supervisor for the worker.
- d. Primary Supervisor = by default, this field is checked and read only when this is the first supervisor record to be added for the worker. When/if a second supervisor record is added, this field will be unchecked and editable because the new supervisor

may be replacing the original primary supervisor and it will be up to the user to check the field or not.

e. Active = by default, this field is checked

Supervisor

Supervisor Name *

Start Date *

End Date

Primary Supervisor

Active

11. When complete, from the **File** menu > Select **Save and Close Supervisor**.

12. The page refreshes and a summary of the Supervisor details is displayed in the Supervisor List view.

Supervisors

Supervisor Name	Primary	Start Date	End Date
Buck, Jennifer	Yes	11/15/2018	

<< First < Previous Retrieve 15 Records at a time Next > Last >>

13. The Supervisor has been added to the Worker Record. This process can be completed multiple times if there are back up supervisors. Only one can be marked as the primary supervisor.