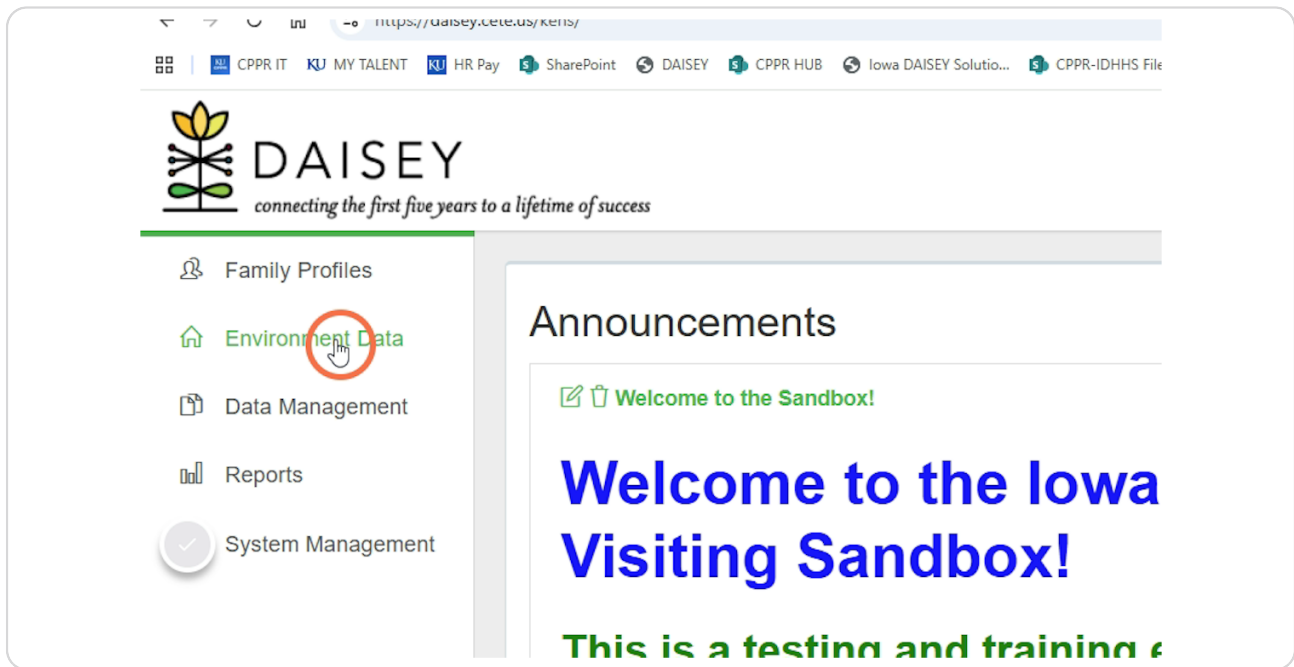


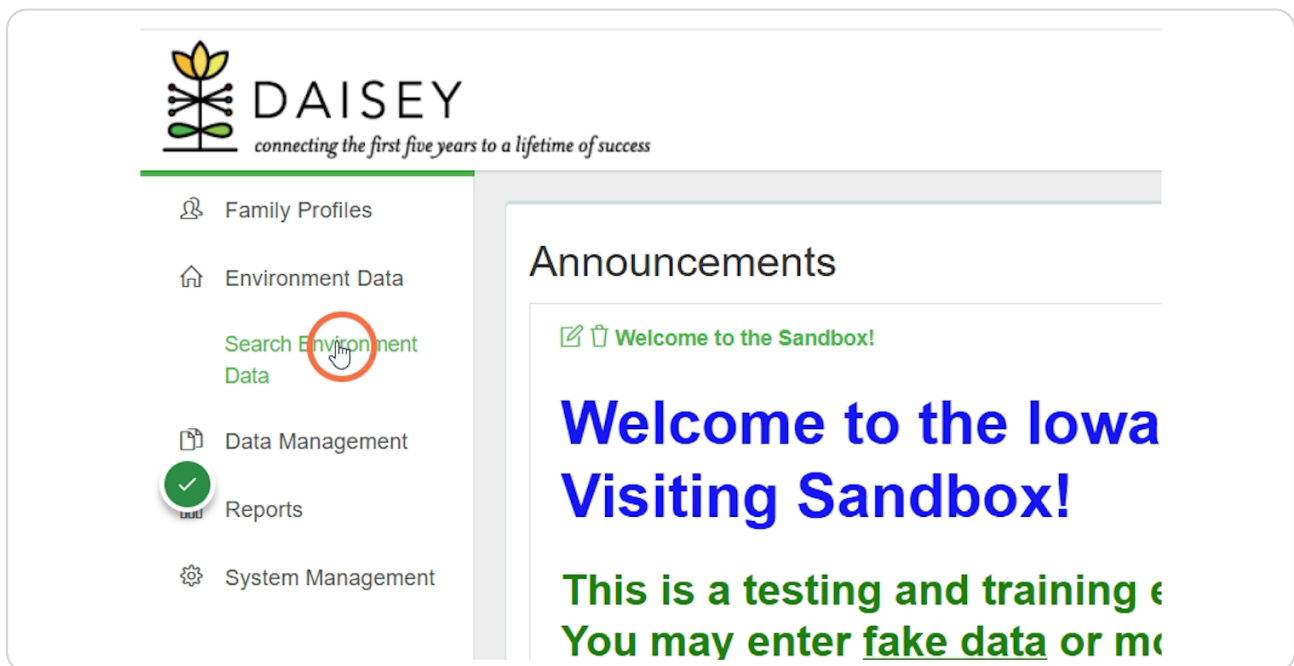
STEP 1

Log into DAISEY. Staff profile data is captured in the Environment Data.



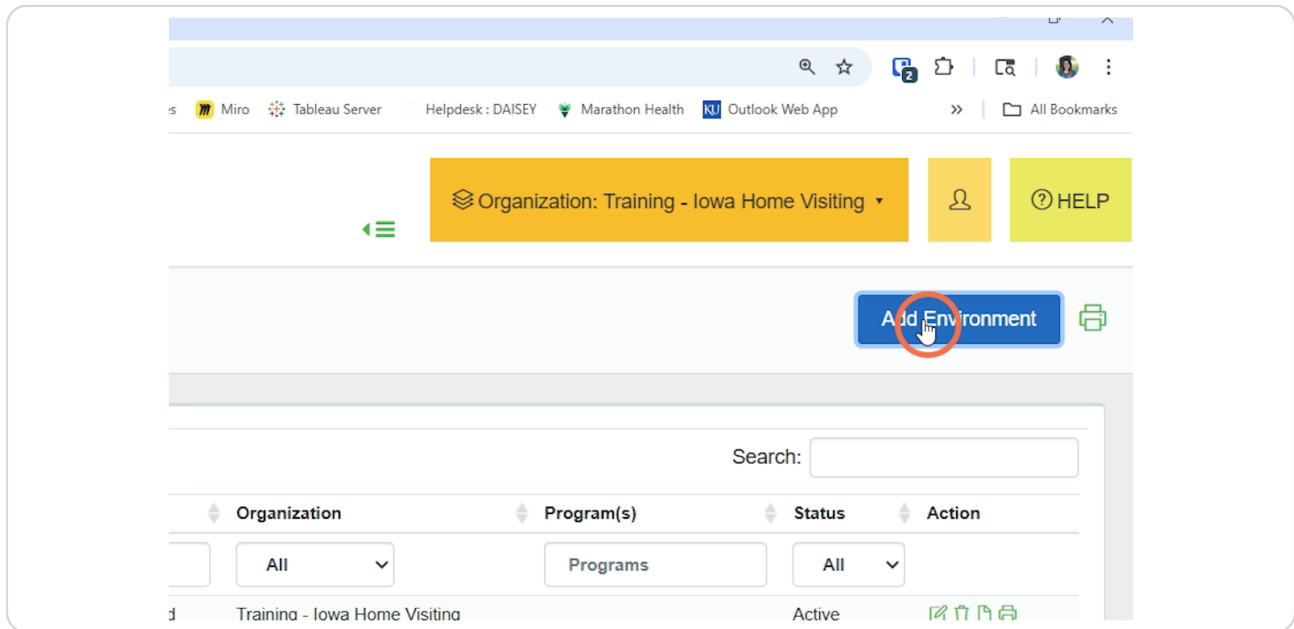
STEP 2

Select Environment Data and then Search Environment Data.



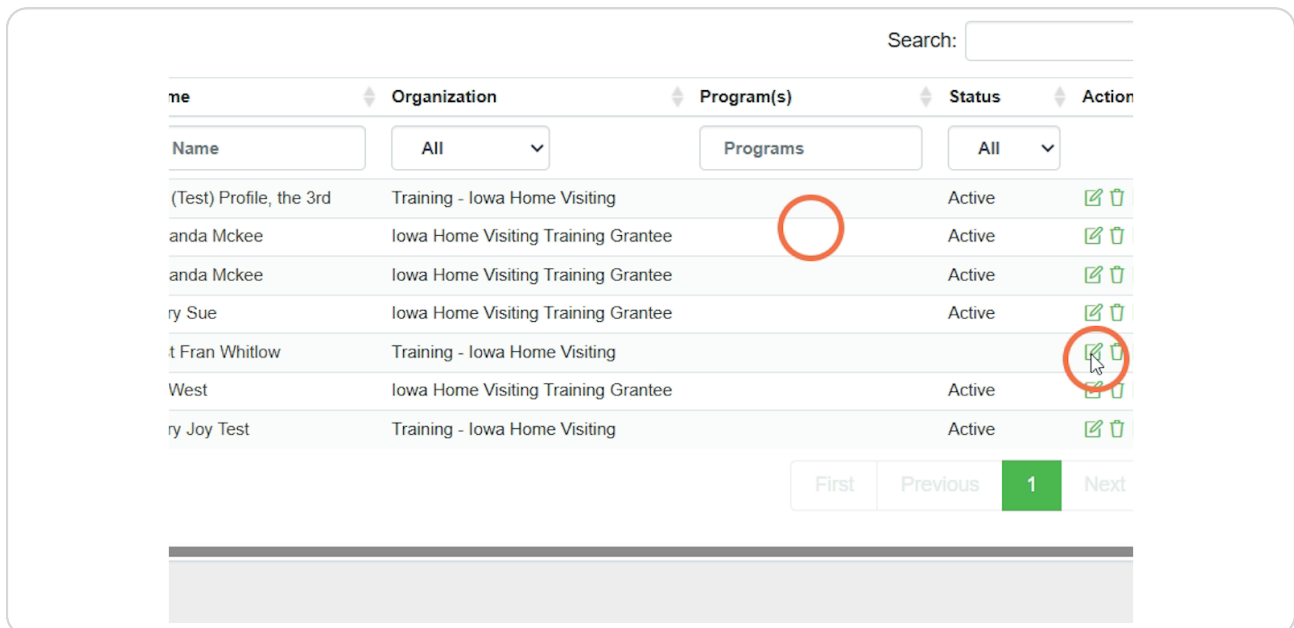
STEP 3

To create a new Staff Profile, select Add Environment and complete all required fields and save.



STEP 4

To edit, find the Staff Profile that needs editing in the search grid and choose the Edit option from actions.



STEP 5

Make any desired edits, such as adding an employment end date.

tion date ⓘ

hire date ⓘ* 06/11/2025

Employment end date ⓘ 09/24/2025

caseload (# of families) 15

« September 2025 »

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

STEP 6

Once all desired edits are made, select Save.

on planned capacity

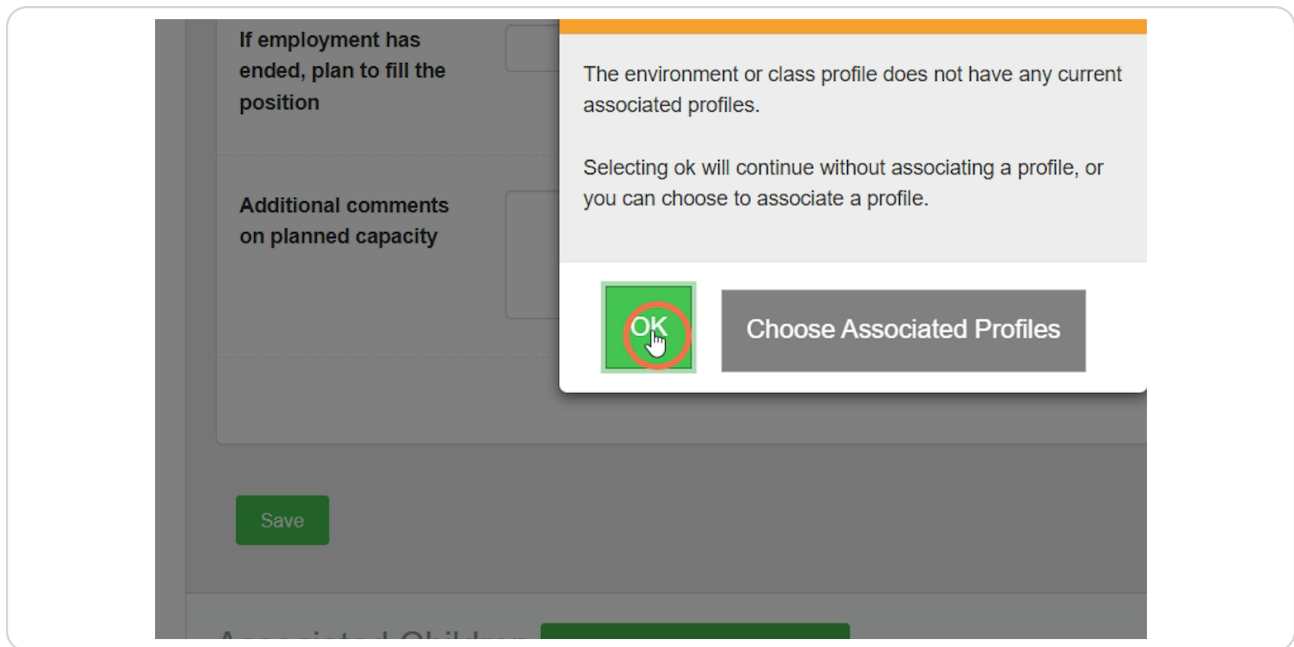
Save

Associated Children Choose Associated Children

Child ID	Alternate ID	Child Last Name	Child First Name	Child Middle Name
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STEP 7

Select OK to the notice that there are no associated profiles.



STEP 8

Select Search Environment Grid on the pop-up to navigate back to the Staff Profile search grid.

