# Adding a Caregiver

Utilize these instructions to add caregivers into SwyftOps

- Click Caregivers from the left-hand side menu, then click "+ Add New".

- Complete the Personal Info page:
  - Only required entry is the name to create a new caregiver.
  - Enter all information possible in Caregiver, Details, Emergency Contacts sections.
  - Enter the caregivers email address and SMS information.
  - Check the box for Mobile App access to enable the caregiver the ability to access the SwyftCG App.
  - Click Save icon in the upper right-hand corner.

- Click the down arrow on the top of the page, next to "Personal Info".
  - Drop down will appear with pages to select, proceed through each one.
  - Completing all pages of the profile is important to ensure proper scheduling, smart matching, pay, competency reviews, and overall effective use of SwyftOps functionalities.
  - Remember to click the Save icon in the upper-right hand corner on every page.

- On the Professional Info page, you can set the caregiver to active or non-active status.
  - Using the "Inactive" status could be used to store leads of potential caregivers.
  - Only active caregivers will populate during smart matching.
  - To utilize advanced smart matching, complete the Caregiver Characteristics and Client Preferences area of this page.

- Continue through the pages from the drop-down menu until complete.

- Please Note: Many options that will be selected while setting up a caregiver will need to be manually added through Settings.
  - Examples: Referred by, Facilities, Licenses, Services, Zones, Availability, Languages.
  - To do this, simply click Settings from the left-hand menu, and then click the appropriate tile for the category you would like to edit.
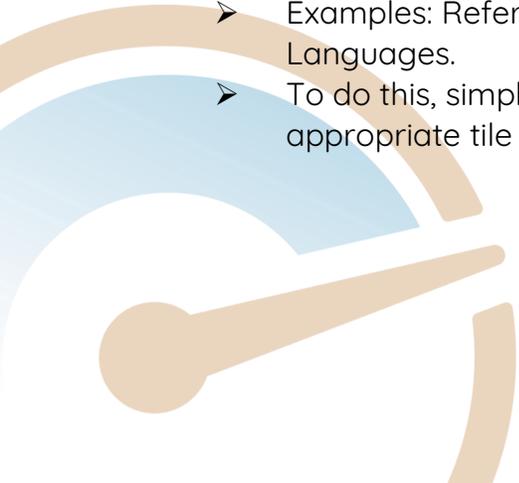
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