Step 1

On the menu on the left side...
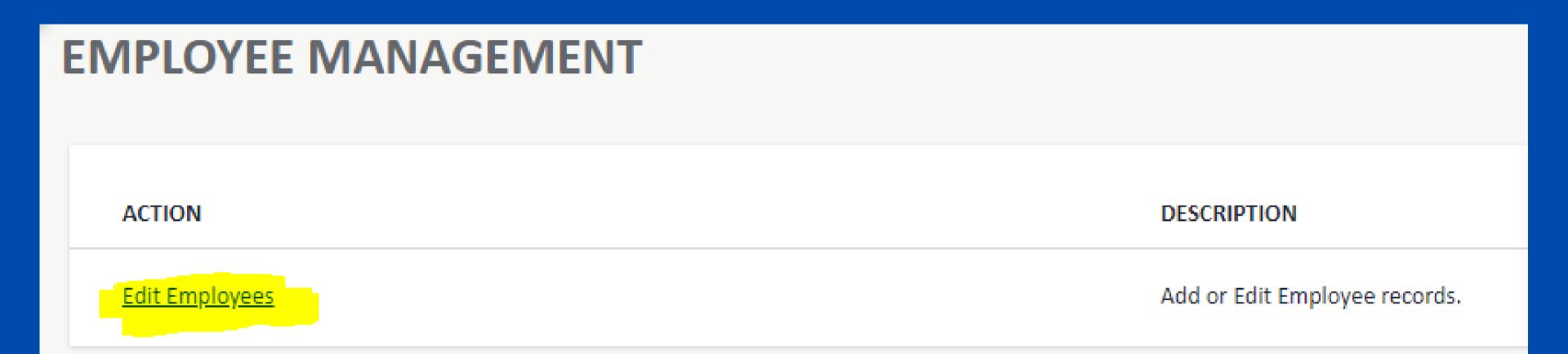
- HOME
- INBOX ∨
- MESSAGING
- REPORTS ∨
- HEALTH-eSCREEN SERVICES ∨
- SCHEDULING ∨
- HELP
- DOCUMENTS
- RANDOMS ∨
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

go to 'Randoms'...

- HOME
- INBOX ∨
- MESSAGING
- REPORTS ∨
- HEALTH-eSCREEN SERVICES ∨
- SCHEDULING ∨
- HELP
- DOCUMENTS
- **RANDOMS** ∨
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

'Employee Management'

- HOME
- INBOX ∨
- MESSAGING
- REPORTS ∨
- ADMINISTRATION ∨
- SCHEDULING ∨
- HELP
- DOCUMENTS
- RANDOMS ∧
  - EMPLOYEE MANAGEMENT
  - EMPLOYEE UPLOAD
  - INBOX
  - POOL MANAGEMENT
  - REPORTS
  - UNAVAILABLE MANAGEMENT
- ORDER SUPPLIES ∨
- ACCOUNT INFORMATION
- USER SETTINGS

Step 2

Click on 'Edit Employeees'

EMPLOYEE MANAGEMENT

ACTION	DESCRIPTION
Edit Employees	Add or Edit Employee records.

Step 3

Add the donor's information.

EMPLOYEE STATUS

Active

DEMOGRAPHIC INFORMATION

*Indicates required field

First Name:*

Last Name:*

*Either SSN OR Employee ID MUST be provided.

SSN:*

[ ] - [ ] - [ ]

ID Number:*

Date of Birth:

[ ] / [ ] / [ ] (optional)

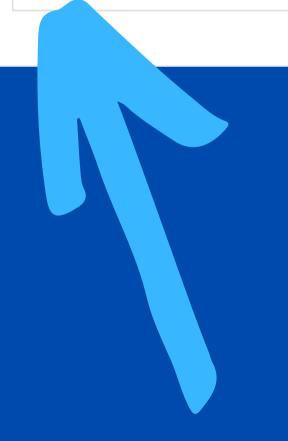Additional information -- Optional Expand

You can click on "Expand" to add additional ifno for every donor. This is optional.

Step 4

Scroll to the bottom and add the donor to the pool.

POOL INFORMATION

Please select the pool(s) the employee will participate in.

ADD	REMOVE	POOL NAME	POOL ID	DOT REGULATION	ACTIVE	SELECTED
Add		Master Med FMCSA Consortium	5703	FMCSA	Yes	No

Step 6

Finally, Click Save at the bottom.