https://www.myescreen.com/v3/

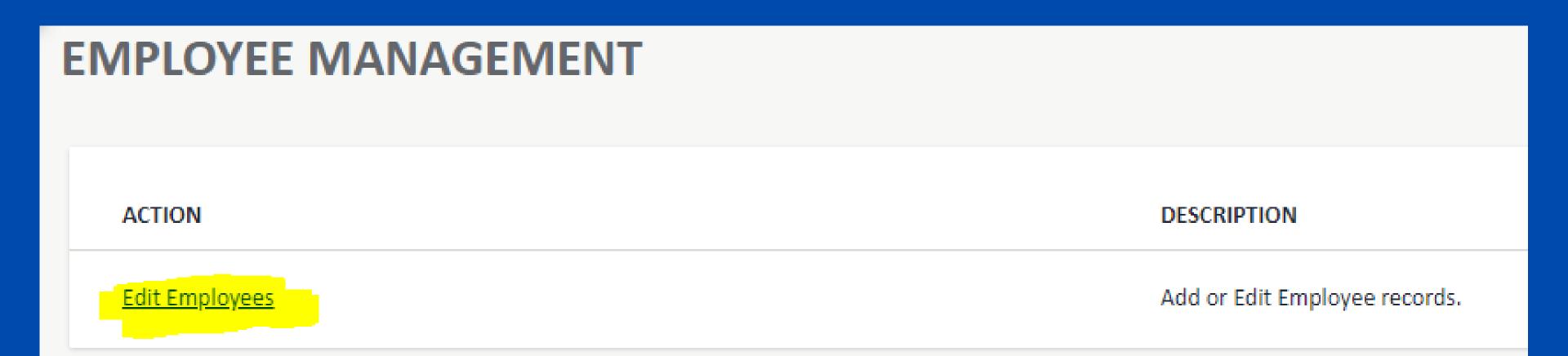escreen.

MYeSCREEN

Removing Drivers

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

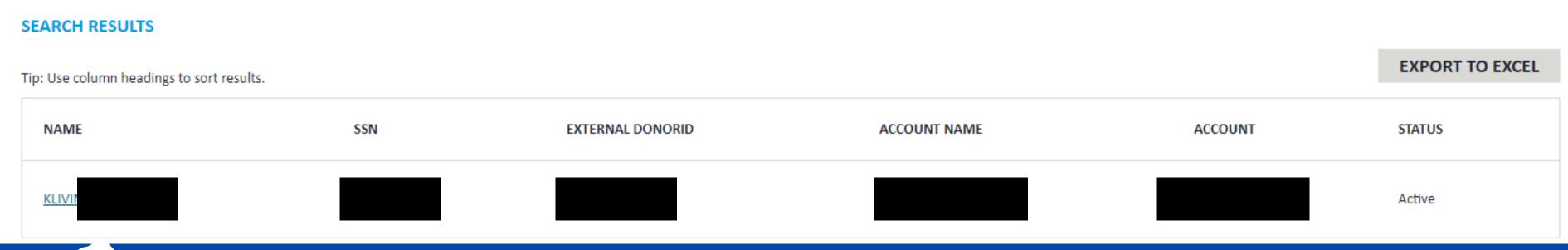| ACTION	DESCRIPTION
Edit Employees	Add or Edit Employee records.

Step 3

Search for the donor by First name, Last Name, or SSN.

Step 4

Scroll to the bottom and select the donor's name.

SEARCH RESULTS

Tip: Use column headings to sort results.

EXPORT TO EXCEL

NAME	SSN	EXTERNAL DONORID	ACCOUNT NAME	ACCOUNT	STATUS
KLIVIN	███████	███████	███████	███████	Active

Step 5

1. Change the 'Employee Status' from Active to terminated (or any other reason)
2. Add a note why the driver was terminated.

EMPLOYEE STATUS

Active ▾

UNKNOWN
Active
FMLA Leave
Terminated
Leave of Absence
Voluntary Time Off
Suspension
Work Comp Injury
Military
Other

EMPLOYEE STATUS

Terminated ▾

Estimated Return To Work:

☐ / ☐ / ☐

Enter any notes for status change:

Step 6

Scroll to the bottom and remove the donor/driver from the pool.

POOL INFORMATION

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

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

Finally, Click Save at the bottom.

SAVE   **BACK TO EMPLOYEE SEARCH**

There are unsaved changes for this employee. You must click "Save" to apply the changes!