HOW TO ADD PARTICIPANTS

After logging in your screen should look like the image below:



Under the navigation tab you will select "Participants"



S Customer Administration																		Ø
Navigation	« Participants	_		_	_	_	_			_				_	_	_		
Account Administration	Q Add geda	🔍 Add 💮 Edd 🔅 Upland 🔐 Retes 🌧 Order Nov 📔 Audt 🖞 Export-													ech 🧉 Clear			
Occupational Health Screening	Customer	First Name	Middle Name	Last Name	Address	City	State	Zip	Phone	Cell Phone	Email	Status	Status Reason	SSN	DOB	Type	Location	
Participants	DEMO BADLANDS	JANE		DOE					701-842- 2326			Active		**C123	2022-01-19		DEMO BADLANDS	٠
Help and Tutorials	DEMO BADLANDS	JOHN		DOE					701-842- 2326			Active		**C321	2022-01-19		DEMO BADLANDS	•
	DEMO BADLANDS	FRANK		SMITH					701-842- 2326			Active		**A123	2022-01-19		DEMO BADLANDS	۲
Ortuda No decits to display																		
	14 4 Page	1 2 3	Show 25 👻 items	P Customize												D	isplaying Records 1 - 3	Show Count
() Start	Customer		_		_						_				_	- Miles	Thu, Jan 20, 202	2.7:59 AM
0			-		Ø						r-		L				6	2

Your screen should now look similar to the one below:

Select the Participant you wish to add to a pool and select "Edit" from the page Menu.

Participants								_					_				
🔘 Ad 🎲 Edit 🖉	👸 Upload 🛛 🗾 Notes 👔	🐴 Order Now 📃 A	udit 🕮 Export -													🔍 Search	🥚 Clear
Customer	First Name	Middle Name	Last Name	Address	City	State	Zip	Phone	Cell Phone	Email	Status	Status Reason	SSN	DOB	Туре	Location	
DEMO BADLANDS	JANE		DOE					701-842- 2326			Active		**C123	2022-01-19		DEMO BADLANDS	0
DEMO BADLANDS	JOHN		DOE					701-842- 2326			Active		**C321	2022-01-19		DEMO BADLANDS	0
DEMO BADLANDS	FRANK		SMITH					701-842- 2326			Active		**A123	2022-01-19		DEMO BADLANDS	٢

15

At this point you'll have this pop-up window appear. Check to make sure the information here is correct before moving on. Remember **BOLD** selections must be filled out.

e this form to Edit :	a Cust	omer Participant. All re	quir	ed fields are in bold.	
Participant Informati	on	Middle Name:		Last Name:	
JANE		Piloule Name.	-	DOF	
SSN or Primary ID:		Alternate ID:		Alternate ID 2:	
**C123	-	Sitemeter 15.	_		
Primary ID Type:		Alternate ID 1 Type:		Alternate ID 2 Type:	
Unknown	~	Unknown	*	Unknown	*
DOB:	_		_		_
01/19/2022					
Customer:					
DEMO BADLANDS					*
Location:					
DEMO BADLANDS					*
Address:					
City:		State:		Zip:	
			~		
Phone:		Fax:		Phone 2:	
701-842-2326					
Email:					

Once you've confirmed all the information is correct scroll down to find the "Participant Details" section

Edit Participant	
City: State: Zip: A Phone: Fax: Phone 2: 701:842-2326 Email: Email:	Check to make sure right above this section where it says "Status" in bold the employee is marked "Active"
Status: Status Reason:	
Participant Details Participant Type v	
Supervisor: Division:	
Custom Info Custom Info 1:	
Custom Info 2:	Shi A S
Custom Info 3:	JNAL TEO
Attributes	10 m
Submit Cancel	

From this screen select the drop down menu under "Participant Type" and select "Random Participant DOT/Non-DOT". Then select the "Participant Position" drop down menu and select the best choice. (note: for DOT select either "Driver" for FMCSA or "PHMSA" for PHMSA employees)

×		-
Administrator		ACCOUNTANT
Company Principal Oriver Electrician Janitor Management Nurse Practitioner	To search for specific positions start typing in the box rather than selecting the drop down menu.	ACCOUNTING H ACCOUNTS H ACCOUNTS PAYABLE ASSOCIATE ACCOUNTS PAYABLE SUPERVISOR ACCOUNTS RECOUNTS RECOVER ACTING CONTROLLER ACTING CONTROLLER ACTING CUSTOMER SERVICE SUPERV ACTING FUSICIERING MANAGER ACTING FUSICIERING MANAGER ACTING REGULATORY COMPLIANCE S ACTING REGULATORY COMPLIANCE S
Paremed Examiner Physician Plumher Random Participant DOT Random Participant NONDOT Sales		admin Administration Assistant IV ADMINISTRATIVE ASSISTANT Administrative Assistant I Administrative Assistant II Administrative Assistant II ADMINISTRATIVE CLERK Administrative Technician

Don't forget to click submit on the pop-up window to save the changes you've made.