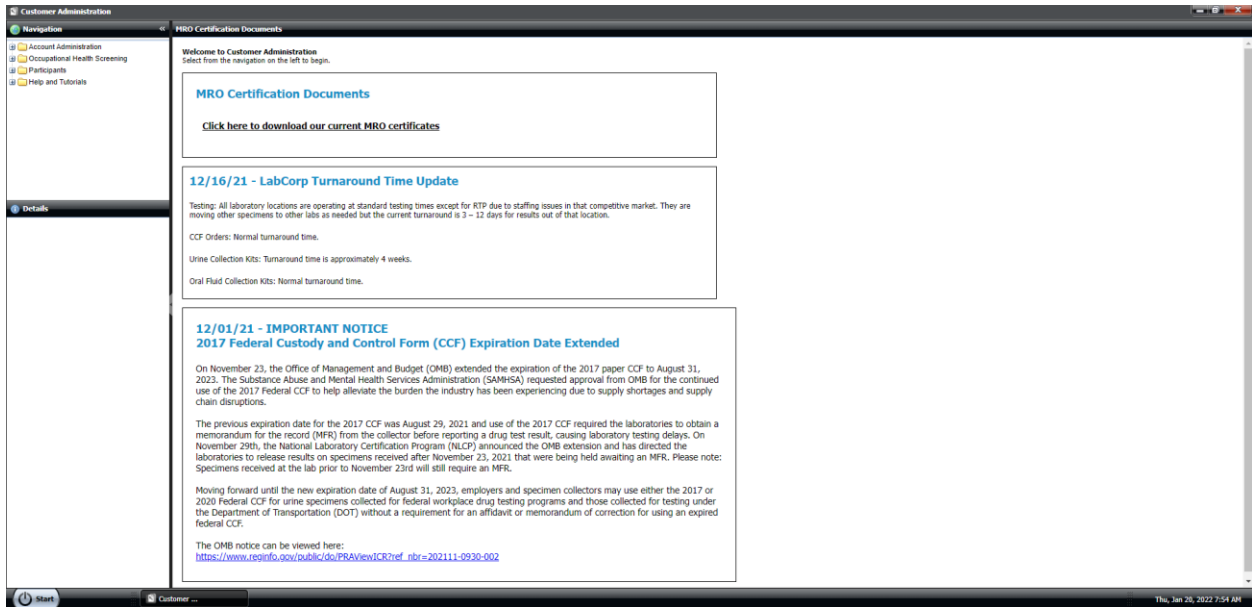
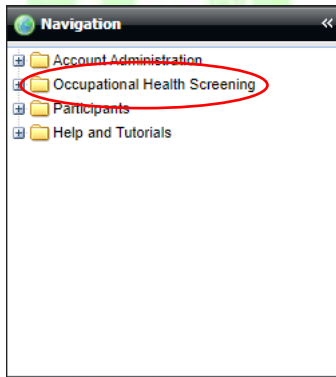


# HOW TO REMOVE A PARTICIPANT

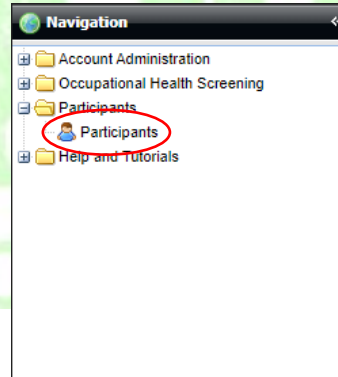
Once you're logged in your screen should look like this:



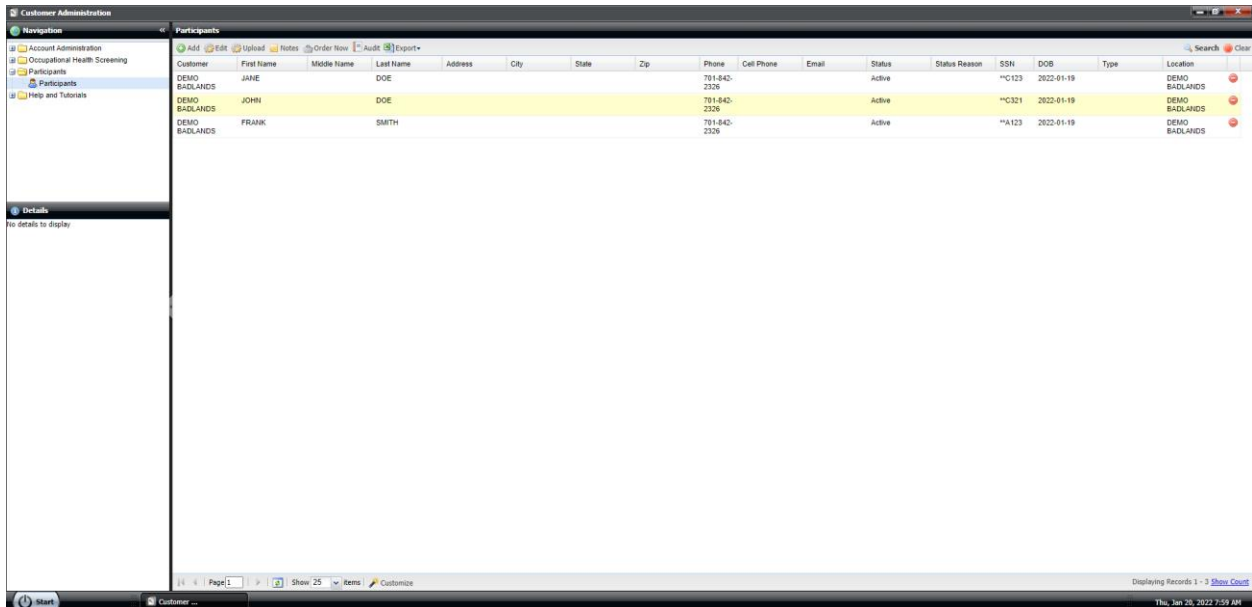
Under the "Navigation" tab you'll select "Participants"



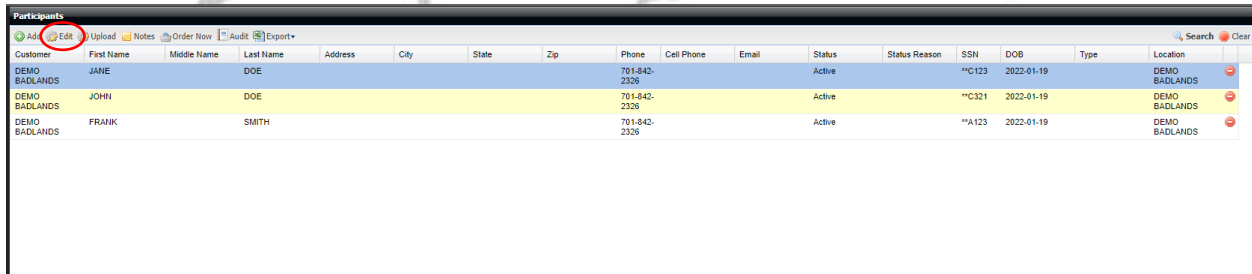
Once again select the "Participants" Tab



At this point your screen should look similar to the one below:



Select the participant you wish to add by clicking on their name. Then select "Edit" from the page menu.



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.

The 'Edit Participant' window contains the following fields:

- Participant Information
- First Name: **JANE**
- Middle Name: **DOE**
- Last Name: **DOE**
- SSN or Primary ID: **\*\*C123**
- Alternate ID: **Unknown**
- Alternate ID 2: **Unknown**
- Primary ID Type: **Unknown**
- Alternate ID 1 Type: **Unknown**
- Alternate ID 2 Type: **Unknown**
- DOB: 01/19/2022
- Customer: DEMO BADLANDS
- Location: DEMO BADLANDS
- Address: **Unknown**
- City: **Unknown**
- State: **Unknown**
- Zip: **Unknown**
- Phone: 701-842-2326
- Fax: **Unknown**
- Phone 2: **Unknown**
- Email: **Unknown**

Once everything is checked over scroll down to the “Participant Details” section. You’ll notice right above in bold it says “Status” to remove an employee from a pool select the drop down menu and select “Inactive”.

The image shows a form with two main sections. The top section has a 'Status:' dropdown menu with 'Active' selected, and a 'Status Reason:' dropdown menu. The 'Status:' dropdown is circled in red. Below this is the 'Participant Details' section, which includes fields for 'Participant Type', 'Participant Position', 'Supervisor', and 'Division'. To the right of the form, a separate dropdown menu titled 'Status:' is shown, listing options: 'Active', 'Applicant', 'Inactive', 'Review', and 'Terminated'. The 'Inactive' option in this menu is circled in red.

Next you’ll notice “Status Reason” is now bold. You’ll have to mark the reason for changing the status.

The image shows the same form as above, but with the 'Status Reason:' dropdown menu open. The 'Status Reason:' label is circled in red. The dropdown menu lists several options: 'Collection Site Error/Unable to Test', 'Extended Medical', 'Extended Other', 'Extended Vacation', 'Military Leave', 'Not Working At Time of Test Period', 'Refusal', 'Terminated', and 'Transferred'. The 'Status Reason:' label is also bolded. The 'Participant Details' section remains visible below.

At the bottom of the pop-up window don’t forget to click on “Submit” to save your changes.

