Viewing Employee Roster

Log into your account so your on the page below:

2 Customer Administration		
Navigation	NMR NEW LOGO	
Account Administration Occupational Health Screening Participants	Wekcome to Customer Administration Select from the enviption on the left to begin.	
Help and Tutorials	New Year / New Look!	
	NMR is proud to unveil its new logo for 2022!	
@ Details	Nationwide Medical Review	
	MRO Certification Documents	
	Click here to download our current MRO certificates	
	02/02/2022 - System Updates	
	The deployment of our system updates will occur on Wednesday , 02/02/2022 at 6:00 pm MDT. The system will be unavailable for approximately 30 minutes while the updates are deployed.	
	12/01/21 - IMPORTANT NOTICE 2017 Federal Custody and Control Form (CCF) Expiration Date Extended	
	On November 23, the Office of Management and Budget (OMB) extended the expiration of the 2017 paper CCF to August 31, 2023. The Substance Abuse and Mental Health Services Administration (SAMHSA) requested annoval from OMB for the continue	
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From the Navigation Tab select Participants



Customer Administration														_				6 X
Navigation	« Participants	_		_	_	_	_	_	_	_	_			_	_	_		
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Your screen should now show anyone who has taken a test under your company.

The top menu on this page looks like this:

 Add @Edd @Uplod ______Note: Tow: _______Note: Name
 Address
 City
 State
 Zp
 Phone
 Cell Phone
 Email
 Status Reason
 SSN
 DOB
 Type

To see whether an employee is active in the company look at the "Status" column

Participants	Participants																
🔾 Add 🎡 Edit (🔍 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								Active		**C123	01/19/2022	Random Participant NONDOT	DEMO BADLANDS	0
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DEMO BADLANDS	FRANK		SMITH					701-842- 2326			Active)	**A123	2022-01-19		DEMO BADLANDS	0

If the status says "Active" they are currently still employed by you. If it shows anything else (Terminated, Inactive, Transferred, etc.) that employee no longer works for you and has been removed from the random pools.



To see whether the employee is in a random pool or not look under the "Type" column

Participants	Participants																
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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	01/19/2022	Random Participant NONDOT	DEMO BADLANDS	9
DEMO BADLANDS	JOHN		DOE					701-842- 2326			Terminated	Terminated	"C321	01/19/2022		DEMO BADLANDS	0
DEMO BADLANDS	FRANK		SMITH					701-842- 2326			Active		**A123	2022-01-19		DEMO BADLANDS	0

If the type says "Random Participant DOT" they are in a DOT pool, if it says "Random Participant NONDOT" they are in a Non-DOT pool. If there is nothing in this column they aren't added to a pool and aren't on the company's official roster for the random pool. Please see "Adding Participants to Pool" Guide.