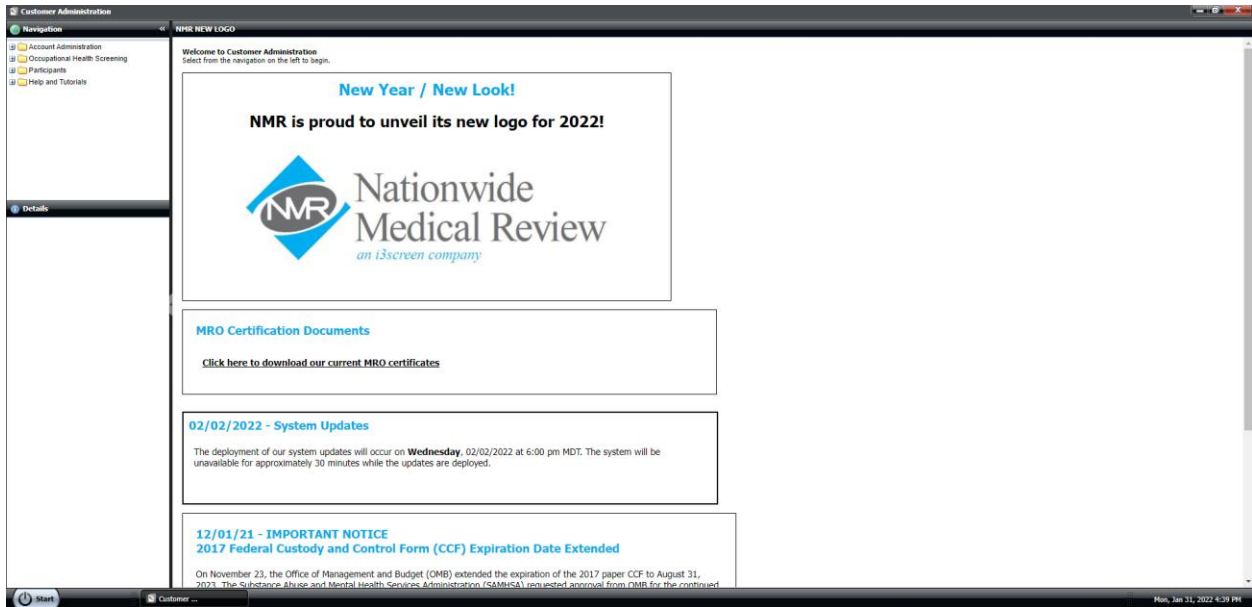
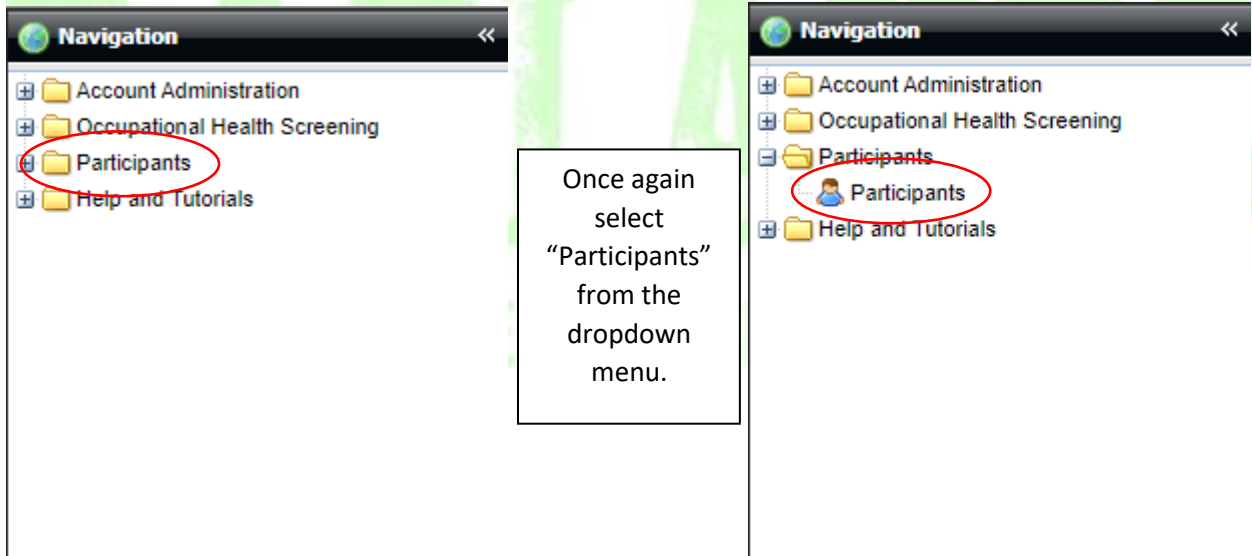


# Viewing Employee Roster

Log into your account so your on the page below:



From the Navigation Tab select Participants



Your screen should now show anyone who has taken a test under your company.

The screenshot shows the 'Participants' section of the 'Customer Administration' software. The interface includes a navigation menu on the left with options like 'Account Administration', 'Occupational Health Screening', 'Participants', and 'Help and Tutorials'. The main area displays a table of participants with columns for Customer, First Name, Middle Name, Last Name, Address, City, State, Zip, Phone, Cell Phone, Email, Status, Status Reason, SSN, DOB, Type, and Location. Three rows are visible, representing employees JANE DOE, JOHN DOE, and FRANK SMITH. The status of each employee is highlighted in yellow.

Customer	First Name	Middle Name	Last Name	Address	City	State	Zip	Phone	Cell Phone	Email	Status	Status Reason	SSN	DOB	Type	Location
DEMO BADLANDS	JANE		DOE					701-842-2326			Active		**C123	01/19/2022	Random Participant NONDOT	DEMO BADLANDS
DEMO BADLANDS	JOHN		DOE					701-842-2326			Terminated	Terminated	**C321	01/19/2022		DEMO BADLANDS
DEMO BADLANDS	FRANK		SMITH					701-842-2326			Active		**A123	2022-01-19		DEMO BADLANDS

The top menu on this page looks like this:

This close-up shows the top menu of the 'Participants' page. It includes action buttons for 'Add', 'Edit', 'Upload', 'Notes', 'Order Now', 'Audit', and 'Export'. Below these buttons is a table header with columns: Customer, First Name, Middle Name, Last Name, Address, City, State, Zip, Phone, Cell Phone, Email, Status, Status Reason, SSN, DOB, Type, and Location.

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

This screenshot highlights the 'Status' column in the participants table. The 'Status' column contains the values 'Active', 'Terminated', and 'Active' for the three employees shown. Red boxes are drawn around the 'Status' column header and the three data rows to draw attention to this specific column.

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

This screenshot highlights the 'Type' column in the participants table. The 'Type' column contains the values 'Random Participant NONDOT', an empty cell, and an empty cell for the three employees shown. A red box is drawn around the 'Type' column header and the three data rows to draw attention to this specific column.

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.