

@screen.

MYeSCREEN

Adding Drivers

Step 1

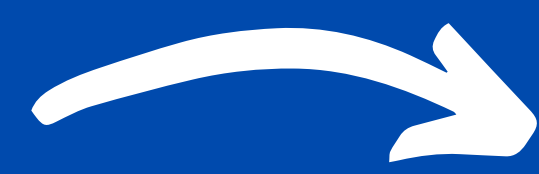
On the menu on the left side...

- 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 Employees'

EMPLOYEE MANAGEMENT

ACTION

DESCRIPTION

[Edit Employees](#)

Add or Edit Employee records.

Step 3

Click on 'Add New Employee" at the bottom

SEARCH FOR EMPLOYEE

SEARCH

Please enter employee search criteria:

First name:

Last name:

SSN:
 - -

External DonorID:

Employee Status:

Pool:

Step 4

Here is where you enter the donors/drivers information.

ADD EMPLOYEE

DETAILS

CLIENT

Client Name:

Client Account:

EMPLOYEE STATUS

Active



DEMOGRAPHIC INFORMATION

*Indicates required field

First Name:*

Last Name:*

*Either SSN OR Employee ID MUST be provided.

SSN:*

 - -

ID Number:*

Date of Birth:

 / / (optional)

Additional information -- Optional [Expand](#)

Step 5

1. Employee Status leave as 'Active'
2. Enter First Name and Last Name. (If the driver has a middle name, you can just add that after their First Name)
3. Add donor social security number (SSN).
4. Add donor ID Number (CDL/Driver License Number)
5. Donor Date of Birth is optional. There is also additional info you can add for each donor, which is also optional. (If you click on Expand you can see more options).
6. Remember to add the donor/driver to the Random pool. To do this scroll to the bottom and click on 'Add.'

EMPLOYEE STATUS

Active

Date of Birth:

/ / (optional)

Additional information -- Optional [Expand](#)

POOL INFORMATION

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

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

7. Finally, click Save at the very bottom.

SAVE **BACK TO EMPLOYEE SEARCH**

Employee saved. You can enter another one for this client, or click "Cancel" to return to menu.

Alternative option is to upload a donor/driver list to be added.

Step 1

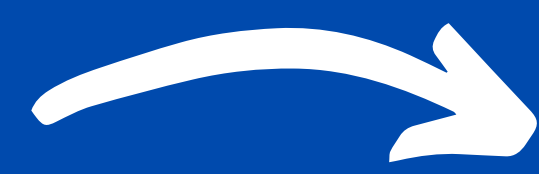
On the menu on the left side...

- 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 Upload'

- 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

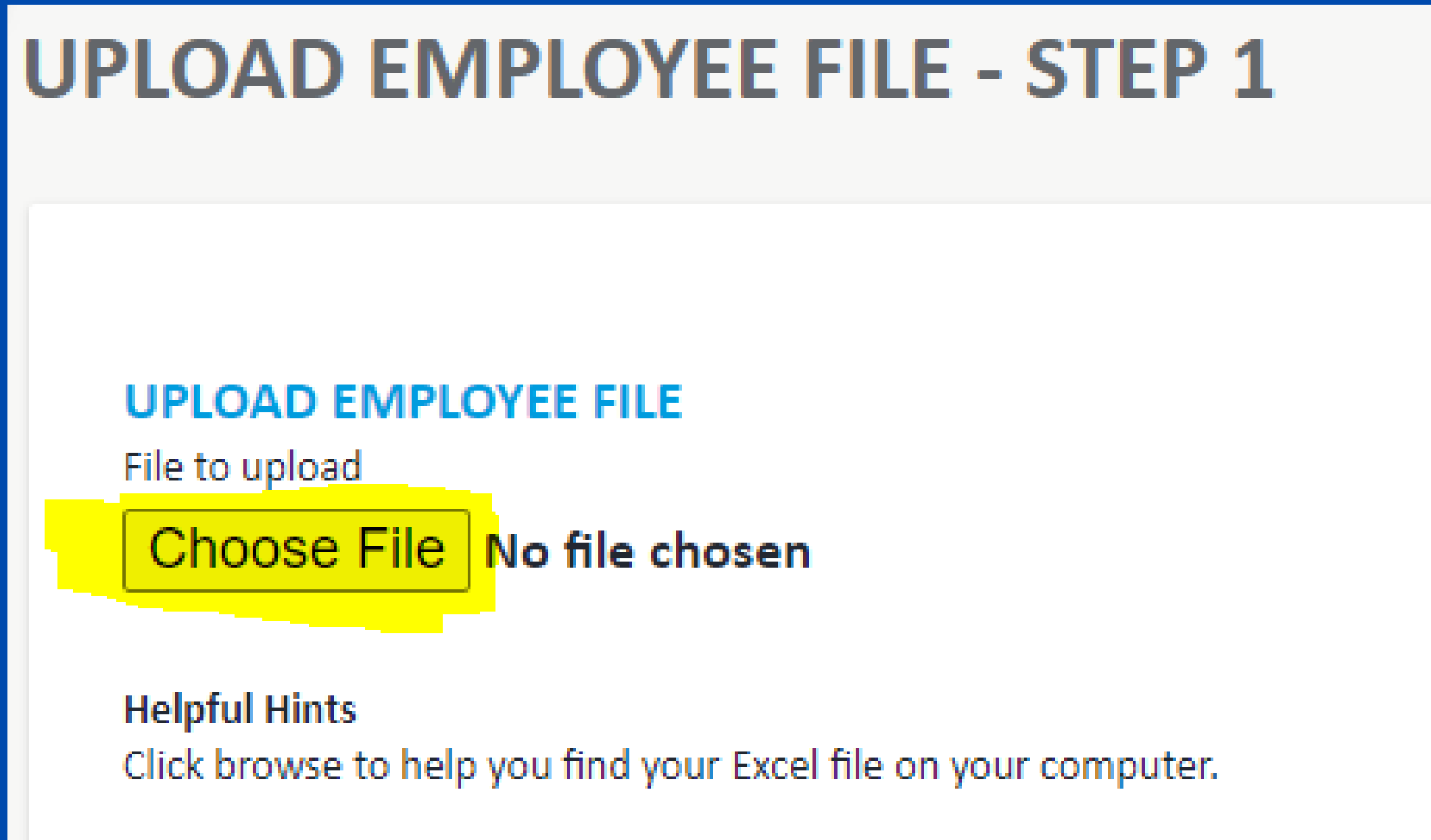
Click on 'Upload Employees'

EMPLOYEE UPLOAD TO ESCREEN

ACTION	DESCRIPTION
Upload Employees	Upload Employee file to eScreen for processing.

Step 4

Click 'Choose File' and select the excel spreadsheet file that you just created with all the donors/drivers that you want added.



UPLOAD EMPLOYEE FILE - STEP 1

UPLOAD EMPLOYEE FILE

File to upload

Choose File No file chosen

Helpful Hints
Click browse to help you find your Excel file on your computer.

*It may take eScreen up to 48 hours to upload the list.