

From your home screen, go to the **Locations** tab and then select **Employees**. (If you have more than one location in Globalsoft, you will have to select the location that you wish to edit.)



The employee roster will be viewable:

Existing Employees - 18									
	Last Name	First Name	Employee Id	Employment Status	In A Pool	NCMS	GlobalTrax	Pools	Notes
Select	ABERLE	Jason	0116	Not Employed	No	Do Not Export	Yes	Test Company-NON-DOT- General	ECC LICENSING SPEC I
Select	ACHTENBERG		0236	Employed	Yes	Do Not Export	No	Test Company-NON-DOT- General	B&G MAINT WORKER

To edit an employee, choose “Select” to open the Employee Edit box.

For employees who are on the roster and are currently actively employed, select both boxes.

Editing Lyman, Rick

Active in GlobalSoft

Employed

For employees who are **Employed** by the company, you can make them Active in a **random pool** by selecting a pool from the list:

Pools	<input type="checkbox"/>	Pool	Roll
	<input type="checkbox"/>	Test Company	NON-DOT- General
	<input type="checkbox"/>	Test Company (FMCSA)	Driver
	<input type="checkbox"/>	Test Company (PHMSA)	Op/Maint/Emergency Response

Note: If the “Employed” box is not checked, you will not be able to select a pool.

Hit the **Update** button to save your changes.