

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

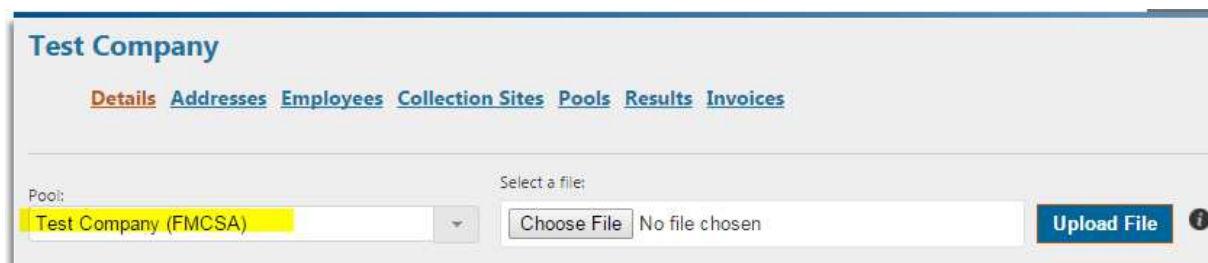
	Last Name	First Name	Employee Id	Employment Status	In A Pool	NCMS	GlobalTrax	Pools	Notes
Select	ABERLE	Jason	0116	Not Employed	No	Do Not Export	Yes	Test Company-NON-DOT- General	ECC LICENSING SPEC I
Select	ACHTENBERG		0236	Employed	Yes	Do Not Export	No	Test Company-NON-DOT- General	B&G MAINT WORKER

Hint: You can use the **sort boxes** to sort by pool. You can also sort the columns by clicking on the highlighted column labels.

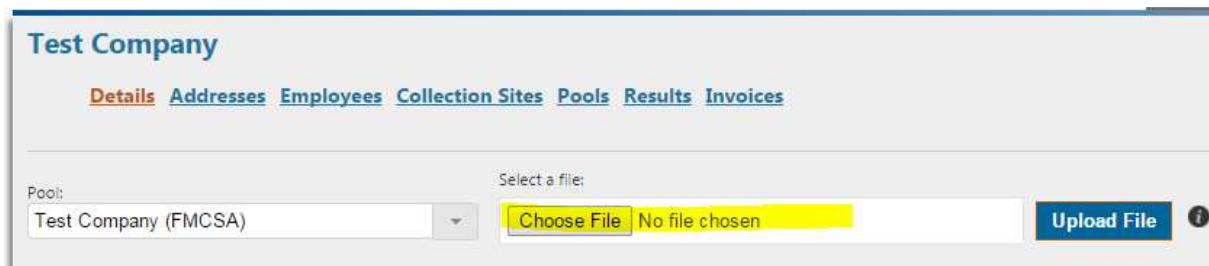
Select **“Import Roster.”**



From the dropdown list, select the pool into which you want to import your list:



Choose the spreadsheet that you want to import from your files:

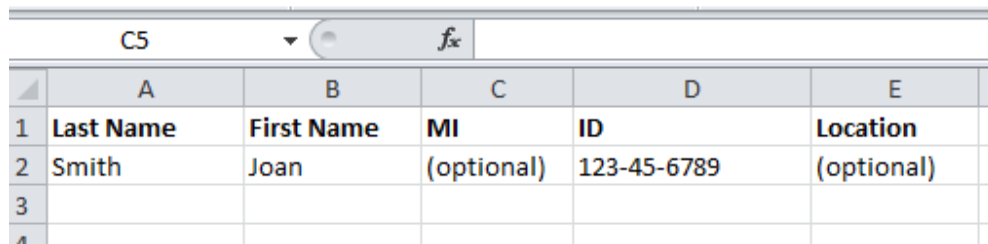


Test Company

[Details](#) [Addresses](#) [Employees](#) [Collection Sites](#) [Pools](#) [Results](#) [Invoices](#)

Pool: Test Company (FMCSA) Select a file: Choose File No file chosen Upload File

NOTE: the spreadsheet must be in the following format in order to upload:



	A	B	C	D	E
1	Last Name	First Name	MI	ID	Location
2	Smith	Joan	(optional)	123-45-6789	(optional)
3					
4					

Select **“Upload File”** and follow the prompts to complete.

Once your rosters are updated and correct, press the **Confirm Roster** button.