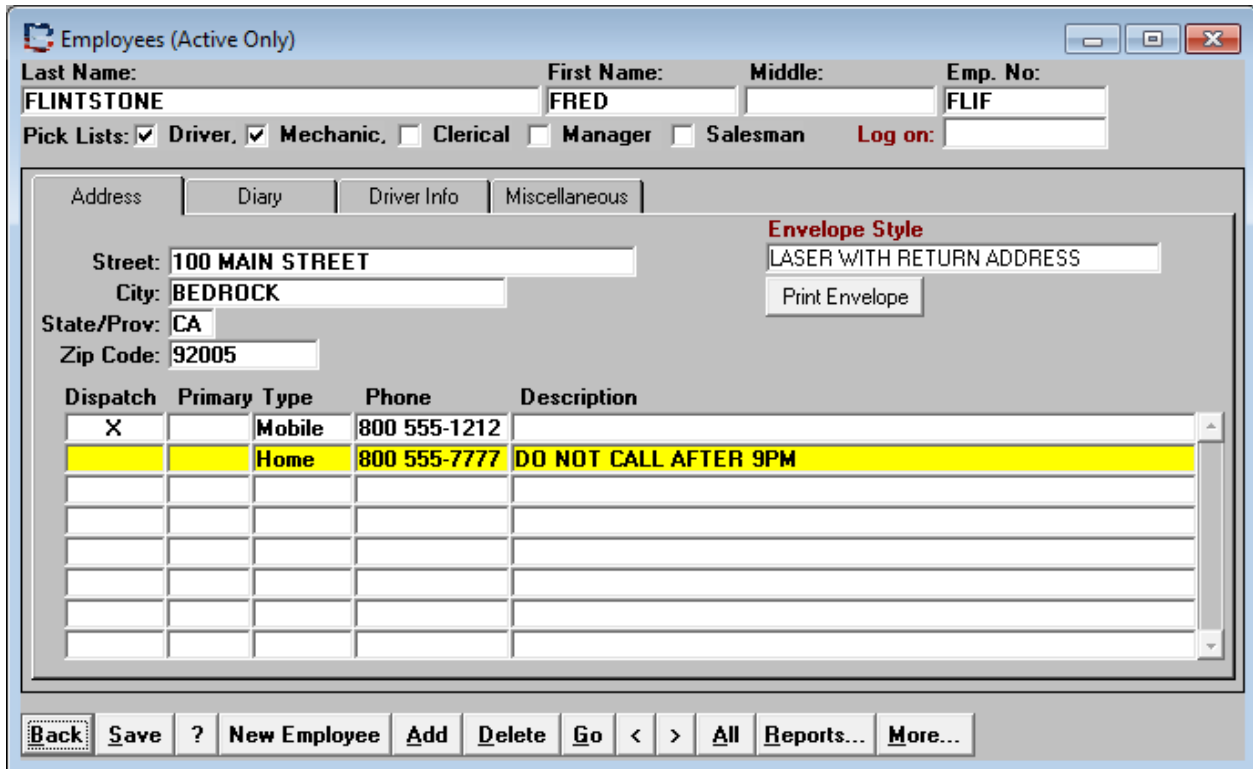


Employees

The information contained under the employees option is organized within tabs. To view the desired information, simply click on the designated tab. When the screen is entered, all employees are queued up alphabetically, by last name, with the first one appearing. Scroll through the employees by pressing the up and down arrows or go directly to an employee by using the **[Go]** button.

Each employee must be given a code. A portion of their name may be used, or any combination of letters and numbers. The *Pick Lists* field controls which names appear in various parts of the program. For example, if one employee drives and also works in the office, the *Driver* and *Clerical* check boxes should be selected.



Dispatch	Primary Type	Phone	Description
X	Mobile	800 555-1212	
	Home	800 555-7777	DO NOT CALL AFTER 9PM

Employee Screen Buttons

When the **[Back]** button is pressed, the employee screen is terminated. Press **[Save]** to commit any pending changes. The **[Add]** button creates a blank line on the phones and Diary tabs and positions the cursor for input. To add a new employee, press the **[New Employee]** button. More information on adding and employee is found later in this section.

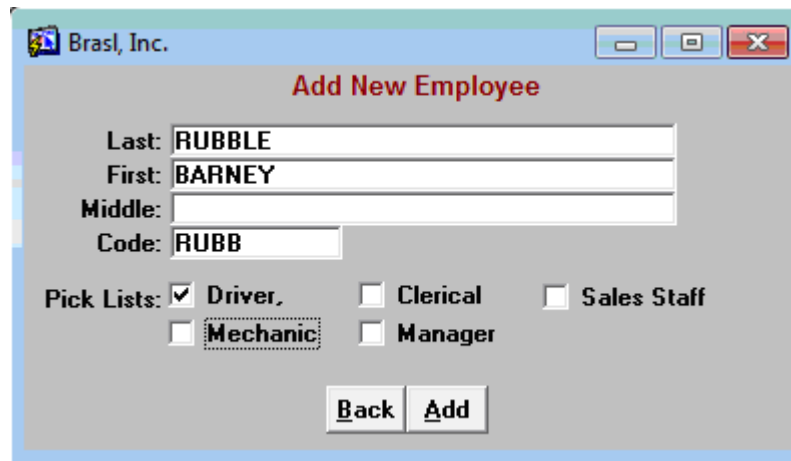
The **[Delete]** button deletes the highlighted line on the phones and Diary tabs. Information may also be deleted by double clicking on the line to delete. Before a deletion is performed, a message box appears asking for confirmation. Refer to the **[More]** button in order to delete an employee.

The **[Go]** button positions the file to a selected employee. When the list appears, press the first letter of their last name. The list is reduced to employees with last names matching the letter entered. For duplicates, press the next sequential letter to further narrow the list. When the desired name appears on the list, you may single click on the name to highlight it, then click on the **[OK]** button. You may also double click on the desired name. The name is selected and the pick list is terminated.

If an employee is selected with the **[Go]** button, you may no longer scroll through the names unless the **[All]** button is selected. Please note that you may also query a set of records. For example, if the Medical Expiration Date report was ran and marked up with changes, you would only want to scroll through the drivers. Press **[F7]** to enter the query mode. The screen is cleared. Then select an item to match in the database. For this example, we are going to click in the driver check box of the Pick List field. To execute the query, press **[F8]**. The first driver appears. Make editing changes and press the down arrow to see the next driver. To requery all employees, click on the **[All]** button

Adding New Employees

When the **[New Employee]** button is selected, a small window will appear as shown below. As you Tab through the field, the employee code is created by selecting the last three characters of the last name and the first character of the first name. If you have a numbering scheme for your employees already in place, type over the code. The check boxes are used to control what pick lists the employee will appear in.



The screenshot shows a window titled "Brasl, Inc." with a sub-header "Add New Employee". The form contains the following fields and options:

- Last: RUBBLE
- First: BARNEY
- Middle: (empty)
- Code: RUBB
- Pick Lists: Driver, Clerical, Sales Staff, Mechanic, Manager
- Buttons: Back, Add

Driver Information Tab

This tab is used to enter and maintain information on your employee drivers. The field names that appear in **rust color** text have pick lists of possible values. The Commission Schedule frame is used by some companies that pay their drivers percentage. The percentage is awarded on the 1st and 5th years. If you pay your drivers by percentage (commission) but do not have a scheduled raise, then simply maintain the percentage in the Current Commission Pct field.

Employees (Active Only)

Last Name: **FLINTSTONE** First Name: **FRED** Middle: Emp. No: **FLIF**

Pick Lists: Driver, Mechanic, Clerical, Manager, Salesman Log on:

Address | Diary | **Driver Info** | Miscellaneous

Usual Truck: PU101
Usual Trailer: TR101
Equipment Type: HS
Medical Date: 12/31/12
Annual Review: 01/01/13
DMV Pull Notice: 12/31/12
License Exp: 12/31/12
License: 123456
License State: CA CALIFORNIA
Ethnicity: CAUCASIAN
Classification: CLASS 1
Dispatch Name: FREDDIE
Dispatch Note: NO WORK ON WEEKENDS

Commission Schedule	
Initial:	01/01/08 25.00
1st Year:	01/01/09 27.50
5th Year:	01/01/13 28.00

Current Commission Pct: 27.50
Hourly Wage: 18.00
Fringe Rate: 22.00
Travel Time Rate: 15.00

Back Save ? New Employee Add Delete Go < > All Reports... More...

Ethnicity: The pick list for this field is a unique list of ethnicities that you have already entered. Here is a link to a list of ethnic groups.
http://en.Wikipedia.org/Wiki/Lists_of_ethnic_groups

Miscellaneous Information Tab

This tab is used to enter and maintain information on your employees.

The screenshot shows a software window titled "Employees (Active Only)". At the top, there are fields for "Last Name: FLINTSTONE", "First Name: FRED", "Middle:" (empty), and "Emp. No: FLIF". Below these are "Pick Lists" for "Driver" (checked), "Mechanic" (checked), "Clerical" (unchecked), "Manager" (unchecked), and "Salesman" (unchecked), along with a "Log on:" field. The main area has tabs for "Address", "Diary", "Driver Info", and "Miscellaneous" (selected). The "Miscellaneous" tab contains the following information:
Gender: M
Hired: 07/08/08
Rehire Date: 01/01/12
Terminated: 11/01/08 LAID OFF DUE TO START OF THE GREAT RECESSION
Birth Date: 10/23/56
SSN: 000-00-0000
Legal Name: FRED FLINTSTONE
Drug Program: CALDATA
Enroll Date: 01/02/12
Last Test: 02/28/12
On Submittal:
At the bottom of the window is a toolbar with buttons: Back, Save, ?, New Employee, Add, Delete, Go, <, >, All, Reports..., and More...

Employee Reports

Birth Date Roster For Office & Mechanic Personnel

This report groups by month, all office and mechanic's birth dates by day. The birth year has been left off as certain employees prefer to not have this information made public.

Driver License and Medical Expiration Dates

Some companies send this report to their insurance carrier on a regular basis.

Driver Safety Meeting Sign In Sheet

If your company is going to conduct a safety meeting, chances are that you will circulate a clipboard so that attendance can be recorded. This report lists all active drivers and prints a signature line next to their name.

Driver's Personal Information

Although information is recorded in the database, it is often desired to have a printed copy. One company keeps a current copy in the employee file.

Drivers License Expiration Report

This report lists driver licenses that have expired, followed by licenses that are about to expire, then the others in date order.

Drivers Medical Expiration Date Report

Similar to the Driver License Expiration report, this one lists medical dates that have expired, are about to expire, then the remaining medical dates in date order.

Employee Address Listing

The ability to print mailing labels for employees exists. This option augments that report. You may want to print a list then circulate it to have employees make any necessary address changes.

Employee Code Numbers

For companies that This report groups by month, all office and mechanic's birth dates by

Employee Data Sheet

Although information is recorded in the database, it is often desired to have a printed copy. One company keeps a current copy in the employee file.

Employee Labels

When this report is selected, a screen appears that enables the selecting and de-selecting of employees to include on the sheet of labels.

Employee Longevity Report, By Duration

If your drivers get preference on equipment or jobs, this report assists in identifying the drivers that have been with the company the longest. The report may be run for *Active Employees Only*, or *All Employees*.

Employee Longevity Report, By Last Name

For companies with many employees, this report provides a list of employees in alphabetical along with their hire date.

Employee Phone Listing

Many times jobs will cancel after normal working hours and you need to notify your drivers. Having a copy of this report in your car or at home is a necessity.

Shop Safety Meeting Sign In Sheet

This report is similar to the Driver Safety Meeting report. All active mechanics appear on the list with a place to sign next to their name. The bottom of the report has lines to enter the topics discussed at the meeting.