



# USER'S GUIDE



[www.AudioAssessor.com](http://www.AudioAssessor.com)

[www.PulmonaryAssessor.com](http://www.PulmonaryAssessor.com)

[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

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An estimated 5 million workers are required to wear respirators in 1.3 million workplaces throughout the United States. Respirators protect workers against insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors and sprays. These hazards may cause cancer, lung impairment, other diseases or death. Compliance with the OSHA Respiratory Protection Standard could avert hundreds of deaths and thousands of illnesses annually. When effective engineering controls are not feasible, appropriate respirators shall be used pursuant to the Respiratory Protection Standard (29 CFR 1910.134(c)(1)(ii), "Medical evaluations of employees required to use respirators. Employers shall provide respirators, when necessary, which are applicable and suitable for the purpose intended."

The purpose of any respirator medical questionnaire and evaluation clearance tool is to determine if an individual can tolerate the physiological burden associated with respirator use. Since certain jobs and workplace conditions in which respirators are used can impose a physiological burden on the user, the respirator medical questionnaire and evaluation clearance tool must also consider a number of factors including type and weight of the respirator, duration the respirator is worn and anticipated work conditions such as temperature, humidity and environment. Respirator medical questionnaire and evaluation and clearance tools are designed to identify general medical conditions that place employees who use respirators at risk of serious medical consequences.

**RespiratorAssessor<sup>®</sup>** is the latest addition to the most user-friendly occupational health software suite on the market today – Assessor<sup>™</sup>. Our easy-to-use online questionnaire helps provide medical clearance for the use of virtually any respirator, in work conditions that you specify yourself.

Quickly and easily generate unique authorization codes for employees to complete the questionnaire at any computer with internet access. Questionnaires are reviewed by a Board-Certified Occupational Health Physician and clearance results are returned within 24 hours!

Recordkeeping is a snap with RespiratorAssessor<sup>®</sup>. Log in to your secure account at any time and run reports on questionnaire completion, employee clearance status and further medical testing recommendations.

Here's how to get started...



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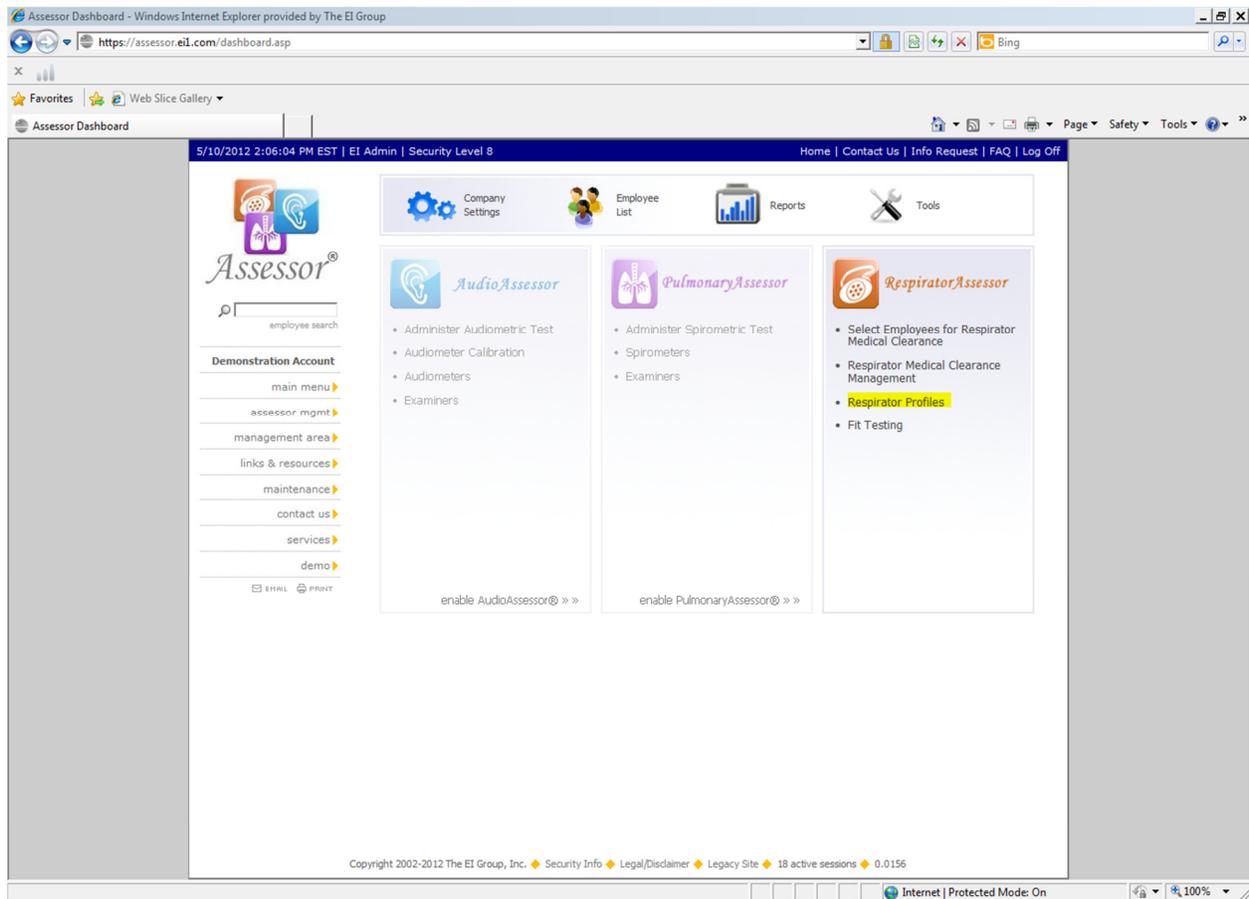
[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

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 To get started with the Respirator Medical Clearance (RMC) process, you must first create a “Respirator Profile” indicating what type of respirator and under what conditions an employee will be asked to wear the respirator.



The screenshot displays the Assessor Dashboard web application interface. The browser window title is "Assessor Dashboard - Windows Internet Explorer provided by The EI Group" and the address bar shows "https://assessor.ei.com/dashboard.asp". The page header includes the date and time "5/10/2012 2:06:04 PM EST", the user "EI Admin", and "Security Level 8". Navigation links for "Home", "Contact Us", "Info Request", "FAQ", and "Log Off" are present. The main content area is divided into three sections: "AudioAssessor", "PulmonaryAssessor", and "RespiratorAssessor". Each section lists administrative tasks and includes an "enable" link. The "RespiratorAssessor" section lists tasks such as "Select Employees for Respirator Medical Clearance", "Respirator Medical Clearance Management", "Respirator Profiles" (highlighted in yellow), and "Fit Testing". A left sidebar contains a search bar, a "Demonstration Account" section with various menu items, and "EVAL" and "PRINT" buttons. The footer contains copyright information for The EI Group, Inc. (2002-2012), security and legal links, and session statistics.

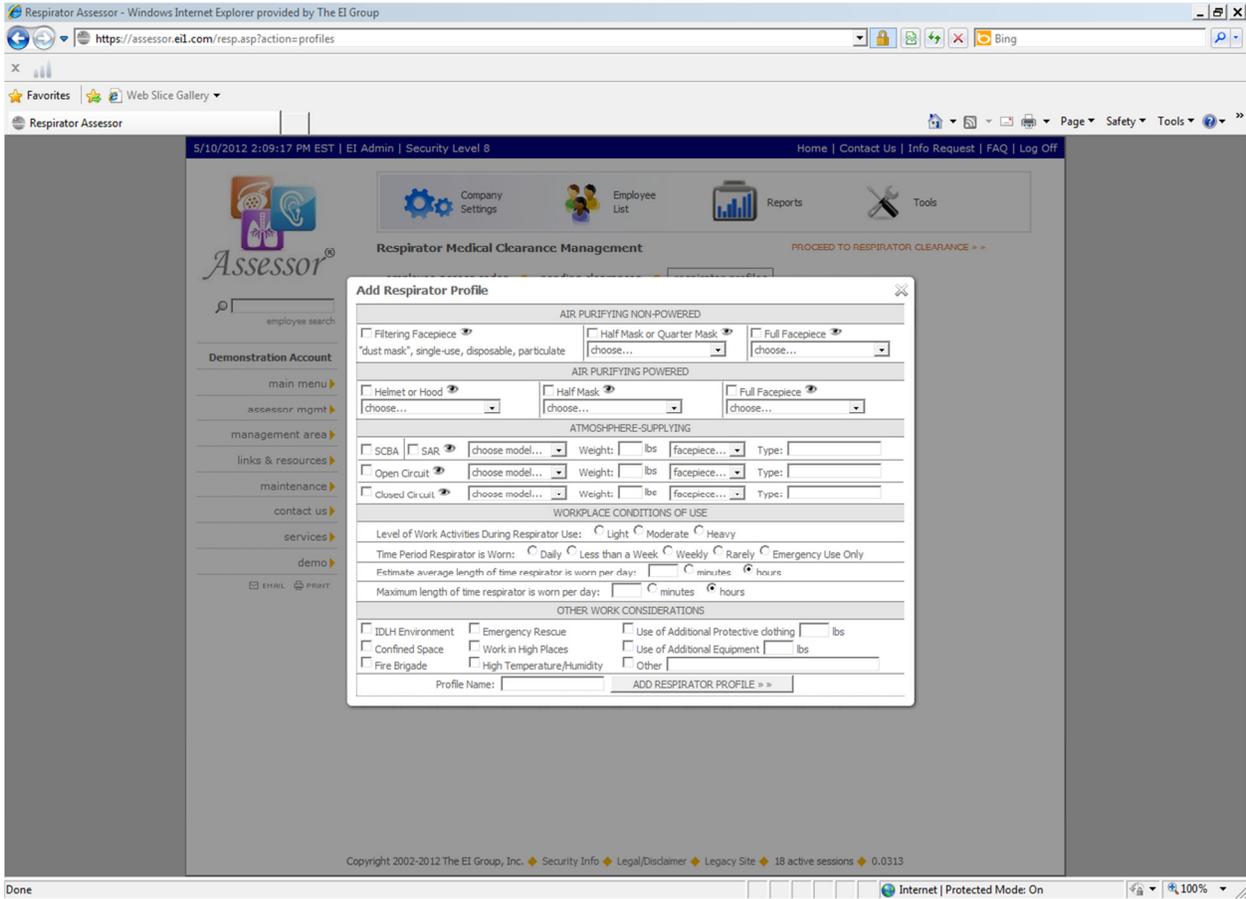


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 On the next screen, select “add respirator profile” and a profile box will appear on your monitor as seen below:



The screenshot shows the 'Respirator Assessor' web application interface. A modal dialog box titled 'Add Respirator Profile' is open, allowing users to configure a new respirator profile. The dialog is organized into several sections:

- AIR PURIFYING NON-POWERED:** Includes checkboxes for 'Filtering Facepiece' (with a dropdown for 'dust mask', 'single-use, disposable, particulate'), 'Half Mask or Quarter Mask' (with a dropdown), and 'Full Facepiece' (with a dropdown).
- AIR PURIFYING POWERED:** Includes checkboxes for 'Helmet or Hood' (with a dropdown), 'Half Mask' (with a dropdown), and 'Full Facepiece' (with a dropdown).
- ATMOSPHERE-SUPPLYING:** Includes checkboxes for 'SCBA' and 'SAR' (with a dropdown), and 'Open Circuit' and 'Closed Circuit' (each with a dropdown). Each has associated fields for 'Weight' (lbs), 'Facepiece...' (dropdown), and 'Type'.
- WORKPLACE CONDITIONS OF USE:** Includes radio buttons for 'Level of Work Activities During Respirator Use' (Light, Moderate, Heavy), a dropdown for 'Time Period Respirator is Worn' (Daily, Less than a Week, Weekly, Rarely, Emergency Use Only), and input fields for 'Estimate average length of time respirator is worn per day' (minutes/hours) and 'Maximum length of time respirator is worn per day' (minutes/hours).
- OTHER WORK CONSIDERATIONS:** Includes checkboxes for 'IDLH Environment', 'Confined Space', 'Fire Brigade', 'Emergency Rescue', 'Work in High Places', 'High Temperature/Humidity', 'Use of Additional Protective clothing' (lbs), 'Use of Additional Equipment' (lbs), and 'Other'.

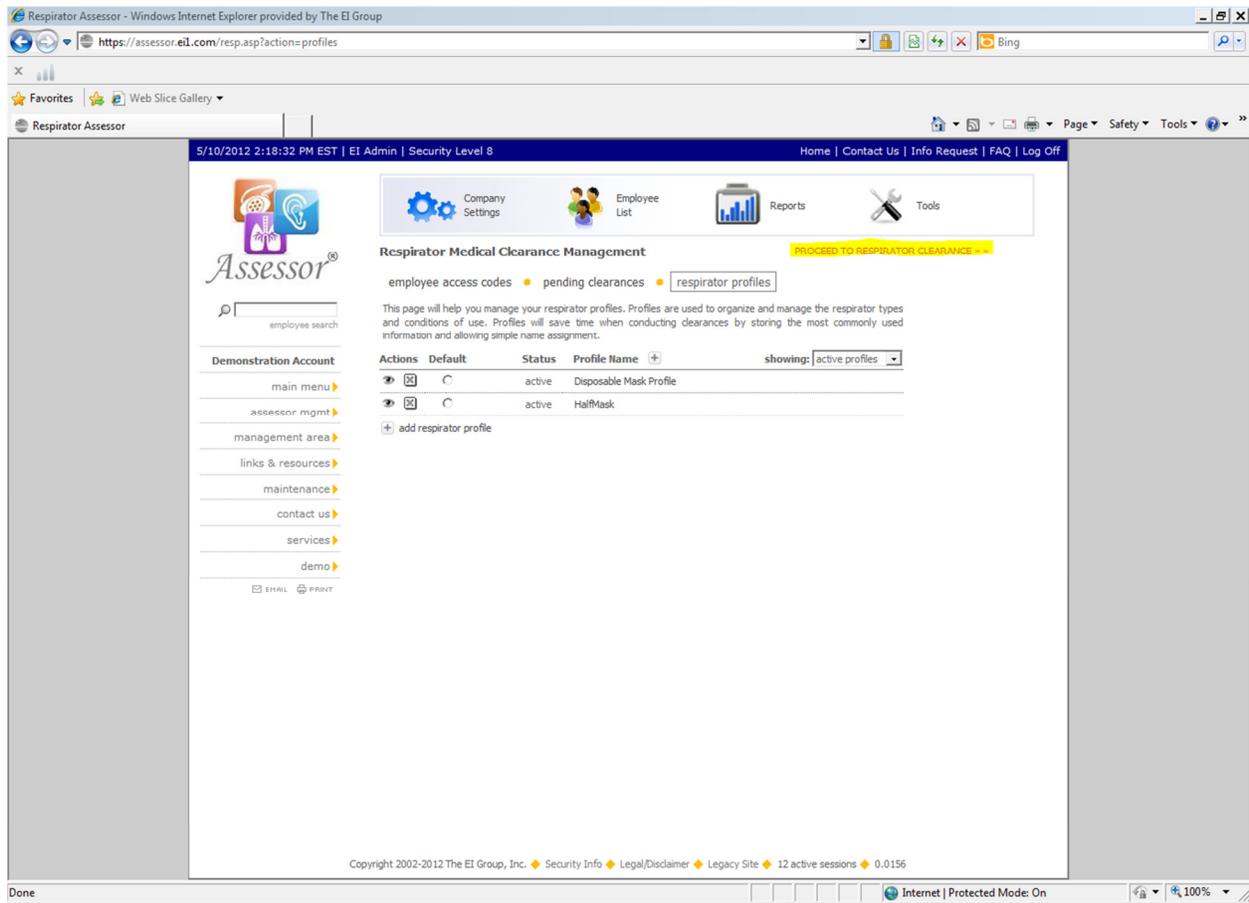
At the bottom of the dialog, there is a 'Profile Name' input field and an 'ADD RESPIRATOR PROFILE >>' button. The background shows the main application menu with options like 'Company Settings', 'Employee List', 'Reports', and 'Tools'.

The information entered here will be provided to our Occupational Health Physician to consider as he completes his review and determination of employee questionnaires for medical clearance.



 Upon completing and naming this profile, you will be directed back to the “Respirator Medical Clearance Management” screen. You may add as many profiles as your work requirements and environment may dictate.

At this point you may proceed to generate unique authorization codes to be used by you and/or your employees for questionnaire completion. Click on the link that says “**Proceed to Respirator Clearance**” to continue.



5/10/2012 2:18:32 PM EST | EI Admin | Security Level 8

Home | Contact Us | Info Request | FAQ | Log Off

Company Settings Employee List Reports Tools

**Respirator Medical Clearance Management** [PROCEED TO RESPIRATOR CLEARANCE](#)

employee access codes pending clearances **respirator profiles**

This page will help you manage your respirator profiles. Profiles are used to organize and manage the respirator types and conditions of use. Profiles will save time when conducting clearances by storing the most commonly used information and allowing simple name assignment.

Actions	Default	Status	Profile Name	showing: active profiles
		active	Disposable Mask Profile	
		active	HalfMask	
+ add respirator profile				

Demonstration Account

- main menu
- assessor mgmt
- management area
- links & resources
- maintenance
- contact us
- services
- demo

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Done Internet | Protected Mode: On 100%

\* You may also proceed to this step from the home screen by clicking “**Select Employees for Respirator Medical Clearance.**”



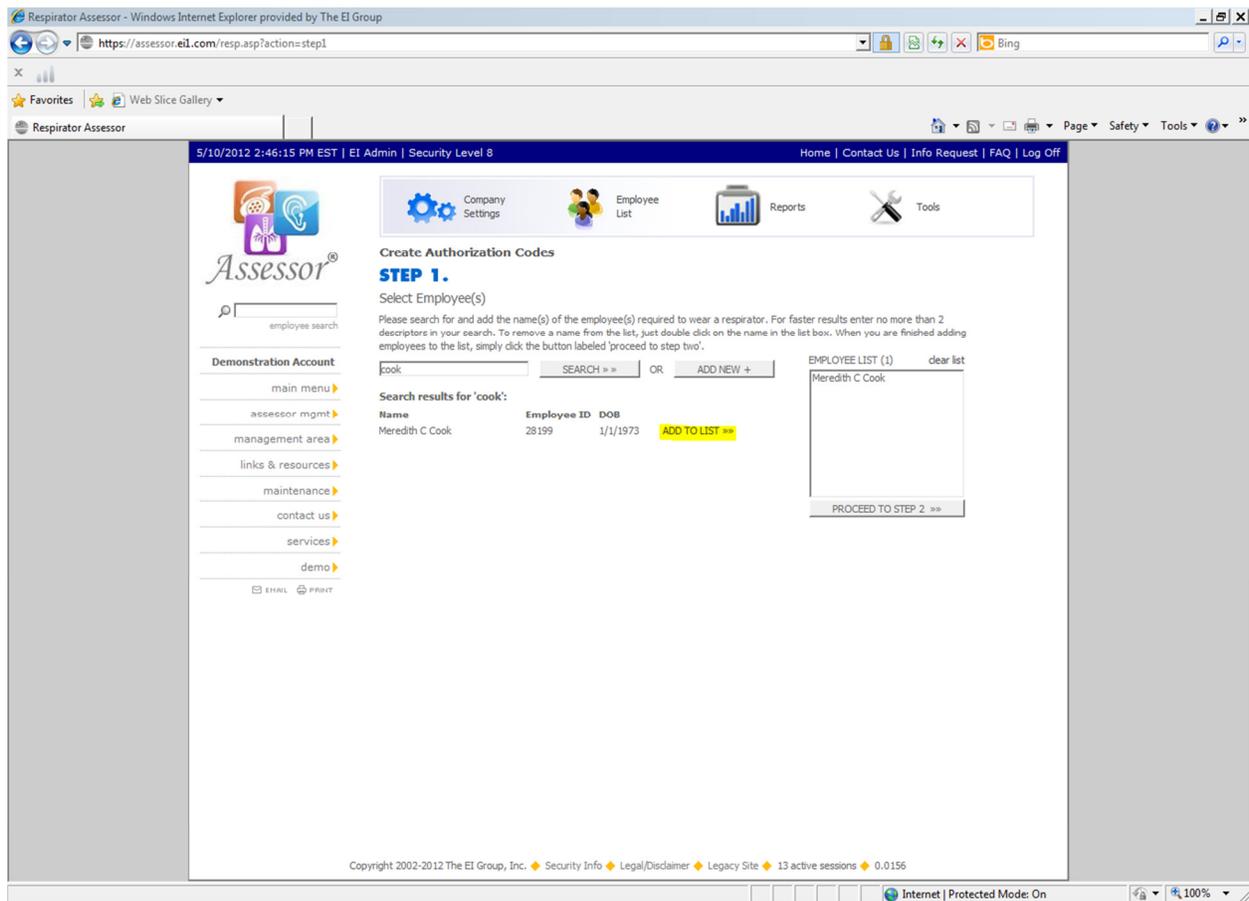
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[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 Now that your profile(s) has been created, you are ready to select employees for respirator medical clearance. Use the search bar to find employees by name, date of birth or employee ID number. If the employees have not yet been entered into your Assessor<sup>™</sup> account, click the “Add New” button to add them. Once you have searched for and found the employees that require respirator medical clearance, click “Add To List” next to their name. You will see their name appear in the Employee List on the right hand side of the screen. You may add as many employees to this list as you desire.

Click “Proceed to Step 2” to continue



The screenshot shows the Respirator Assessor web application interface. The page title is "Respirator Assessor - Windows Internet Explorer provided by The EI Group". The URL is "https://assessor.ei.com/resp.asp?action=step1". The page content includes a navigation menu with "Company Settings", "Employee List", "Reports", and "Tools". The main heading is "Create Authorization Codes" and "STEP 1. Select Employee(s)". Below this is a search bar with "cook" entered and a "SEARCH" button. The search results for "cook" are displayed in a table:

Name	Employee ID	DOB	
Meredith C Cook	28199	1/1/1973	<a href="#">ADD TO LIST</a>

To the right of the table is an "EMPLOYEE LIST (1)" section with a "clear list" link and a "PROCEED TO STEP 2" button. The footer of the page contains copyright information: "Copyright 2002-2012 The EI Group, Inc. Security Info Legal/Disclaimer Legacy Site 13 active sessions 0.0156".



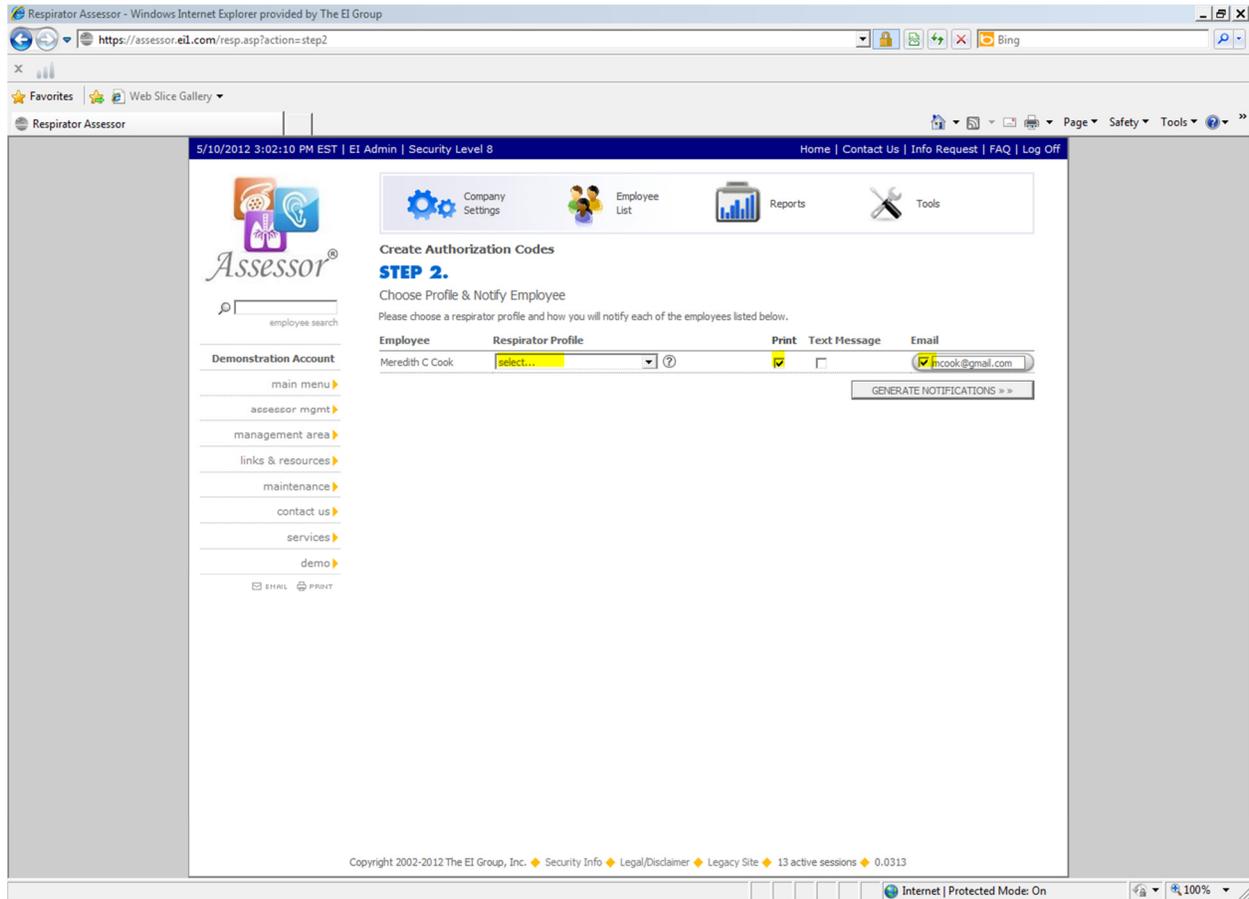
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[www.PulmonaryAssessor.com](http://www.PulmonaryAssessor.com)

[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 Now that you have selected employees for respirator medical clearance, you are ready to generate unique **authorization codes** to help ensure confidentiality during questionnaire completion. Next to each employee's name, select the appropriate profile and choose as many means of notification as you would like for each employee. You may notify the employee of their authorization code through any combination of the following three (3) methods:

1. Provide them with a **printed** copy of their authorization code
2. Send them their authorization code via **text** message
3. Send them their authorization code via **email**



The screenshot shows the 'Respirator Assessor' web application in Internet Explorer. The browser address bar shows 'https://assessor.ei.com/resp.asp?action=step2'. The application header includes navigation links: Home | Contact Us | Info Request | FAQ | Log Off. The main content area is titled 'Create Authorization Codes' and 'STEP 2. Choose Profile & Notify Employee'. It instructs the user to 'Please choose a respirator profile and how you will notify each of the employees listed below.' A table lists employees with columns for 'Employee', 'Respirator Profile', 'Print', 'Text Message', and 'Email'. The first row shows 'Meredith C Cook' with a 'select...' dropdown for the profile, and checkboxes for 'Print' (checked), 'Text Message' (unchecked), and 'Email' (checked, with 'mcook@gmail.com' in the input field). A 'GENERATE NOTIFICATIONS >>' button is at the bottom right of the table. The footer contains copyright information: 'Copyright 2002-2012 The EI Group, Inc. Security Info Legal/Disclaimer Legacy Site 13 active sessions 0.0313'.

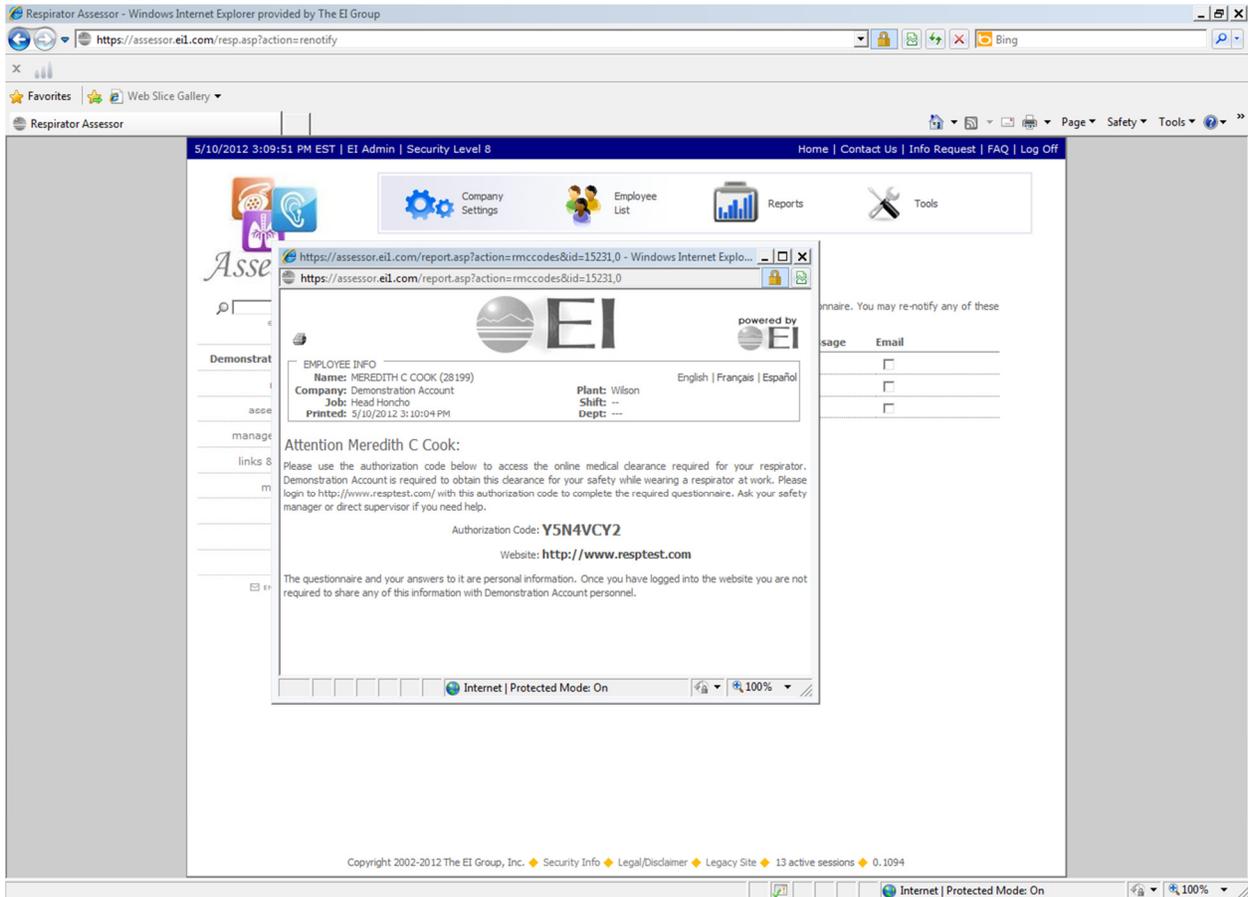


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[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 See an example of an authorization code report below:



The screenshot shows a web browser window titled "Respirator Assessor - Windows Internet Explorer provided by The EI Group". The address bar shows the URL "https://assessor.ei1.com/resp.asp?action=renotify". The browser displays a report for Meredith C Cook. The report includes the following information:

- EMPLOYEE INFO**
  - Name: MEREDITH C COOK (28199)
  - Company: Demonstration Account
  - Job: Head Honcho
  - Printed: 5/10/2012 3:10:04 PM
  - Plant: Wilson
  - Shift: --
  - Dept: ---
- Language options: English | Français | Español
- Attention Meredith C Cook:
  - Please use the authorization code below to access the online medical clearance required for your respirator. Demonstration Account is required to obtain this clearance for your safety while wearing a respirator at work. Please login to <http://www.resptest.com/> with this authorization code to complete the required questionnaire. Ask your safety manager or direct supervisor if you need help.
  - Authorization Code: **Y5N4VCY2**
  - Website: <http://www.resptest.com>
  - The questionnaire and your answers to it are personal information. Once you have logged into the website you are not required to share any of this information with Demonstration Account personnel.

At the bottom of the browser window, there is a copyright notice: "Copyright 2002-2012 The EI Group, Inc. Security Info Legal/Disclaimer Legacy Site 13 active sessions 0.1094".



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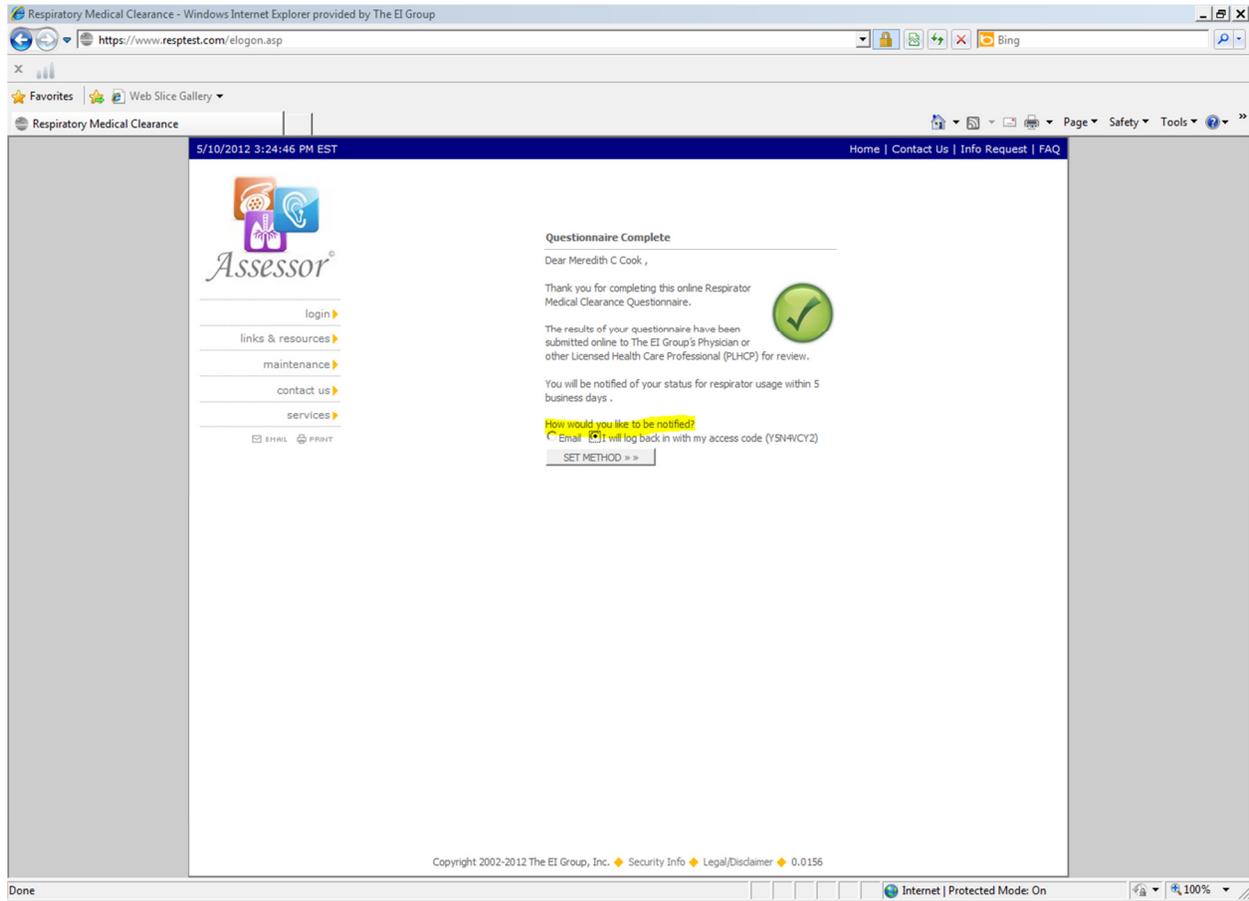
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[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)



 Upon completion of the questionnaire, the employee will select the method with which they will receive notification of their clearance results. They may choose to have the determination emailed to them or they may log back in with their authorization code. Evaluation and determination is completed within 24 hours of questionnaire completion.

As the employer, you will receive an email with summarized clearance results for each employee within 24 hours as well.



The screenshot shows a web browser window displaying the RespiratorAssessor website. The page title is "Respiratory Medical Clearance - Windows Internet Explorer provided by The EI Group". The address bar shows "https://www.resptest.com/elogon.asp". The page content includes the Assessor logo, a navigation menu with links for login, links & resources, maintenance, contact us, and services, and a confirmation message: "Questionnaire Complete". The message is addressed to Meredith C Cook and states: "Thank you for completing this online Respirator Medical Clearance Questionnaire." It also mentions that the results have been submitted for review and that the user will be notified of their status within 5 business days. A green checkmark icon is present. Below the message, there is a section titled "How would you like to be notified?" with a radio button selected for "Email" and a "SET METHOD" button. The footer of the page contains copyright information: "Copyright 2002-2012 The EI Group, Inc. Security Info Legal/Disclaimer 0.0156".

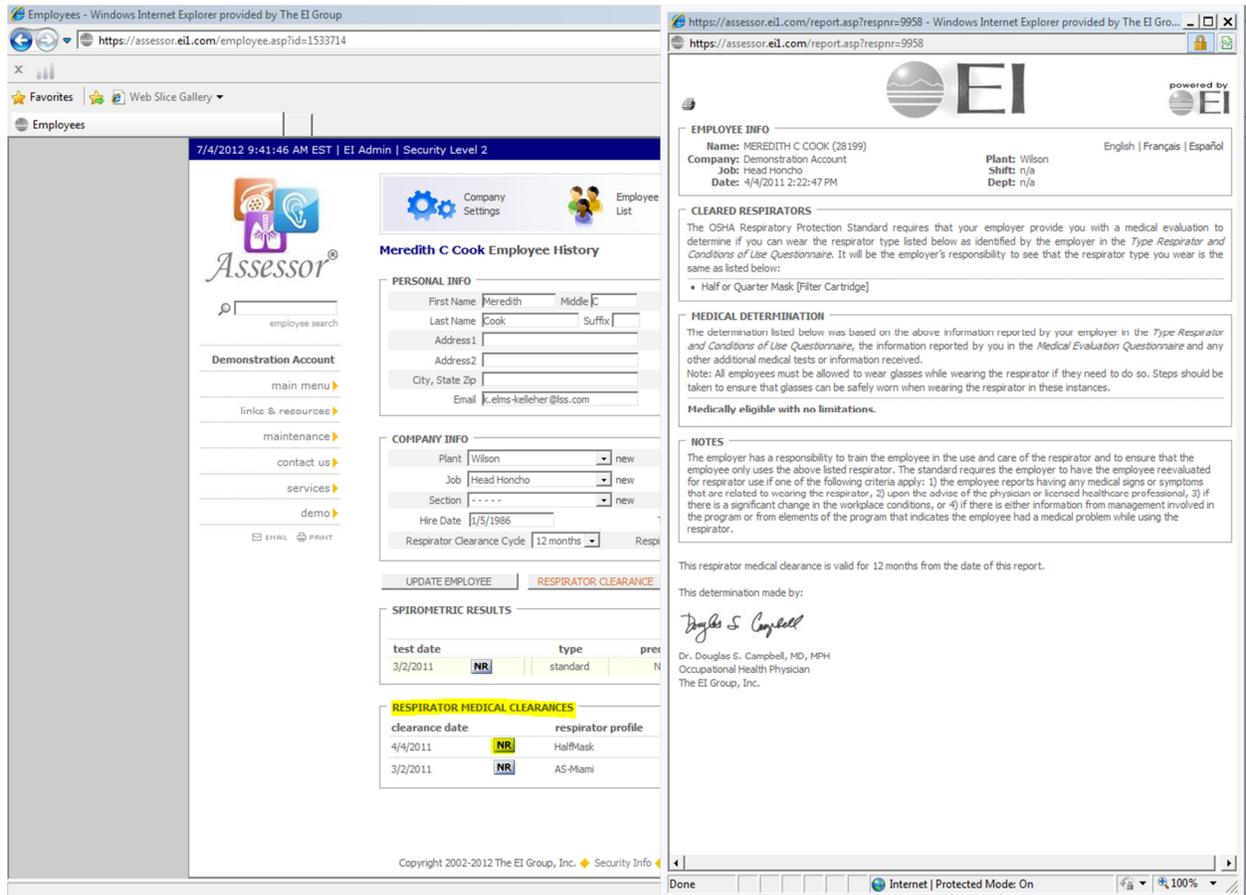


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[www.PulmonaryAssessor.com](http://www.PulmonaryAssessor.com)

[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 You may view and print individual employee notification reports for respirator medical clearance by going to the Employee History Page for a selected employee. Simply search for an employee with the employee search bar or by clicking on “**Employee List.**” Click on the employee’s name in question and then click on the “**NR**” icon next to the Respirator Medical Clearance Notification Report that you wish to view.



The screenshot displays two browser windows. The left window shows the 'Meredith C Cook Employee History' page, and the right window shows the 'Respirator Medical Clearance' report for employee ID 9958.

**Employee History Page (Left Window):**

- Header: 7/4/2012 9:41:46 AM EST | EI Admin | Security Level 2
- Navigation: Company Settings, Employee List
- Employee Name: Meredith C Cook
- Form fields: First Name (Meredith), Middle (C), Last Name (Cook), Suffix, Address1, Address2, City, State, Zip, Email (l.elms-kelleher@lts.com)
- COMPANY INFO: Plant (Wilson), Job (Head Honcho), Section (-----), Hire Date (1/5/1986), Respirator Clearance Cycle (12 months)
- Buttons: UPDATE EMPLOYEE, RESPIRATOR CLEARANCE
- Table: SPIROMETRIC RESULTS
 

test date	type	prec
3/2/2011	NR	standard
- Table: RESPIRATOR MEDICAL CLEARANCES
 

clearance date	respirator profile
4/4/2011	NR HalfMask
3/2/2011	NR AS-Miami

**Respirator Medical Clearance Report (Right Window):**

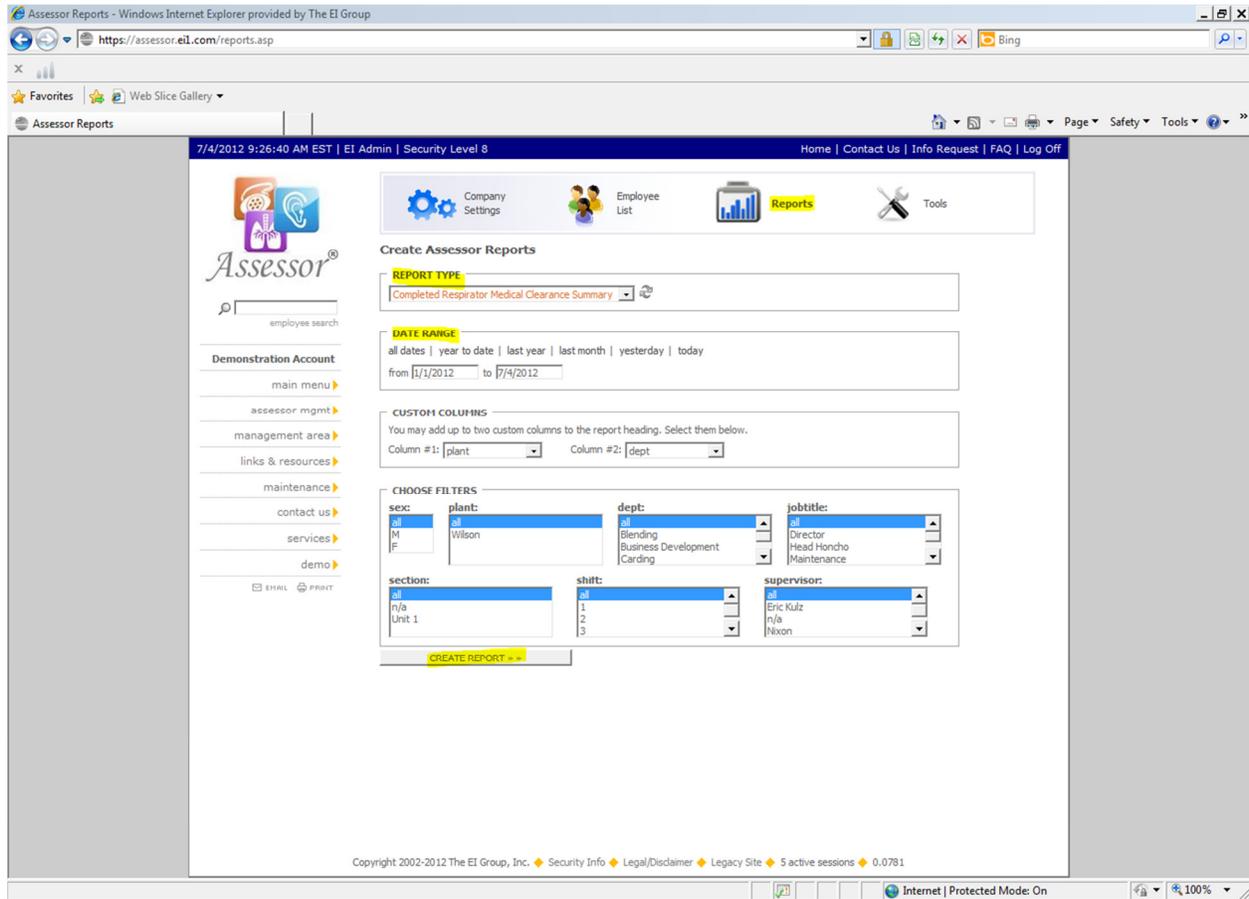
- Header: EI logo, powered by EI
- EMPLOYEE INFO: Name: MEREDITH C COOK (28199), Company: Demonstration Account, Plant: Wilson, Job: Head Honcho, Date: 4/4/2011 2:22:47 PM
- CLEARED RESPIRATORS: Half or Quarter Mask [Filter Cartridge]
- MEDICAL DETERMINATION: The determination listed below was based on the above information reported by your employer in the Type Respirator and Conditions of Use Questionnaire, the information reported by you in the Medical Evaluation Questionnaire and any other additional medical tests or information received. Note: All employees must be allowed to wear glasses while wearing the respirator if they need to do so. Steps should be taken to ensure that glasses can be safely worn when wearing the respirator in these instances. Medically eligible with no limitations.
- NOTES: The employer has a responsibility to train the employee in the use and care of the respirator and to ensure that the employee only uses the above listed respirator. The standard requires the employer to have the employee reevaluated for respirator use if one of the following criteria apply: 1) the employee reports having any medical signs or symptoms that are related to wearing the respirator, 2) upon the advise of the physician or licensed healthcare professional, 3) if there is a significant change in the workplace conditions, or 4) if there is either information from management involved in the program or from elements of the program that indicates the employee had a medical problem while using the respirator.
- This respirator medical clearance is valid for 12 months from the date of this report.
- This determination made by: *Douglas S. Campbell*  
Dr. Douglas S. Campbell, MD, MPH  
Occupational Health Physician  
The EI Group, Inc.



 At any time, you may wish to login to your RespiratorAssessor<sup>®</sup> account to view the progress of questionnaire completion or clearance results from the Licensed Health Care Professional. To do this, click on “**Reports**” on the top toolbar.

From here, you may choose from a variety of reports including:

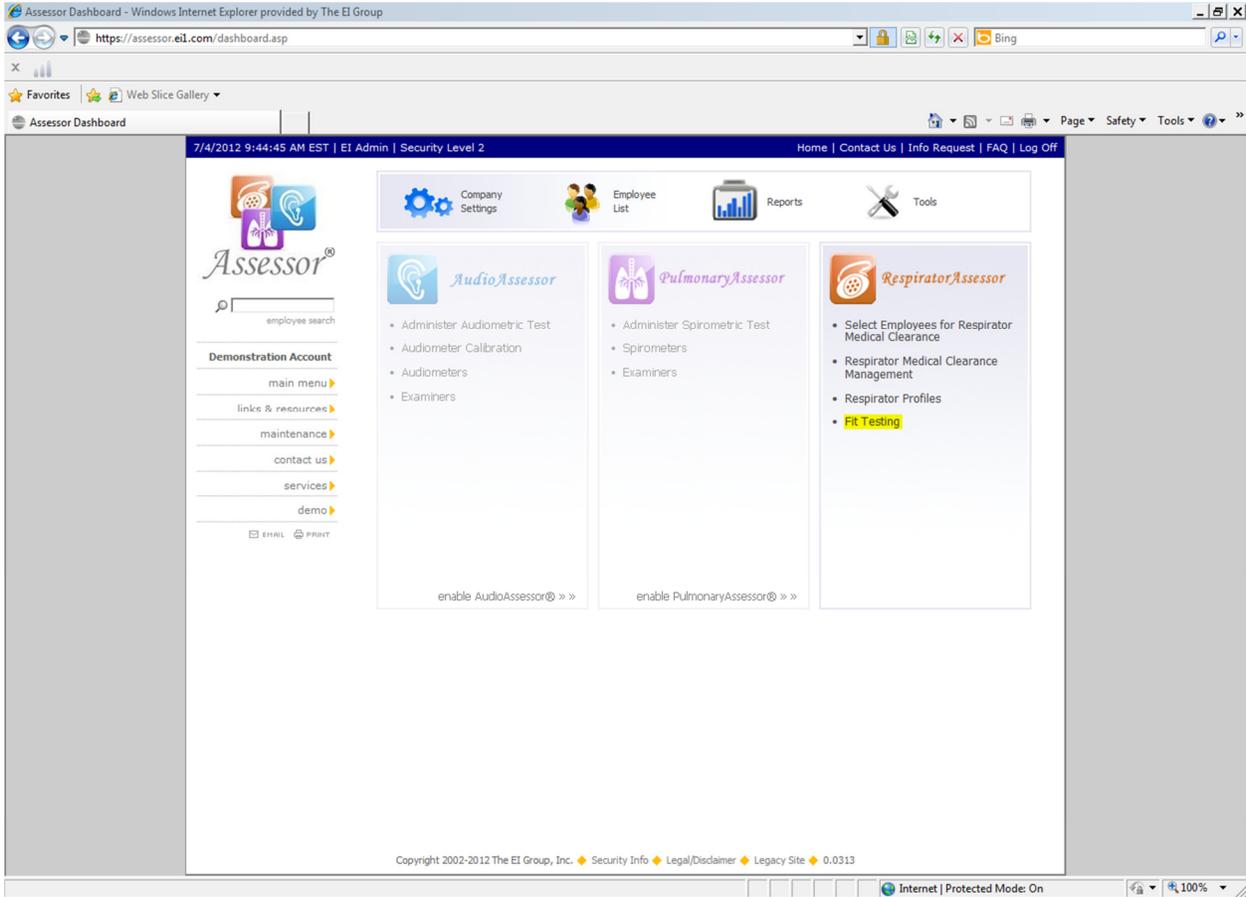
1. Pending Respirator Medical Clearance Summary
2. Completed Respirator Medical Clearance Summary
3. Respirator and Fit Testing Expiration Summary



The screenshot displays the 'Assessor Reports' page in a web browser. The page title is 'Assessor Reports - Windows Internet Explorer provided by The EI Group'. The URL is 'https://assessor.ei.com/reports.asp'. The page features a navigation menu with 'Company Settings', 'Employee List', 'Reports', and 'Tools'. The 'Reports' section is active, showing a form to 'Create Assessor Reports'. The form includes a 'REPORT TYPE' dropdown set to 'Completed Respirator Medical Clearance Summary', a 'DATE RANGE' section with 'all dates | year to date | last year | last month | yesterday | today' and a date range from 7/1/2012 to 7/4/2012, and a 'CUSTOM COLUMNS' section with 'Column #1: plant' and 'Column #2: dept'. The 'CHOOSE FILTERS' section contains dropdown menus for 'sex', 'plant', 'dept', 'jobtitle', 'section', 'shift', and 'supervisor'. A 'CREATE REPORT' button is at the bottom of the form. The footer of the page contains copyright information: 'Copyright 2002-2012 The EI Group, Inc. Security Info Legal/Disclaimer Legacy Site 5 active sessions 0.0781'.



 You may return to your main menu at any time by clicking on the Assessor<sup>™</sup> logo in the upper left hand corner of your screen or by clicking on “**main menu**” from the tool bar on the left hand side of your screen. From here, you may enter the results of an employee’s respirator fit test.



The screenshot shows the Assessor Dashboard web application running in Internet Explorer. The browser address bar shows <https://assessor.ei.com/dashboard.asp>. The dashboard header includes the date and time (7/4/2012 9:44:45 AM EST), user information (EI Admin | Security Level 2), and navigation links (Home, Contact Us, Info Request, FAQ, Log Off). The main content area is divided into three sections: AudioAssessor, PulmonaryAssessor, and RespiratorAssessor. Each section lists administrative tasks and includes an "enable" link. The RespiratorAssessor section has "Fit Testing" highlighted in yellow. A sidebar on the left contains a search bar, a "Demonstration Account" section with a "main menu" link, and other utility links. The footer contains copyright information for The EI Group, Inc. (2002-2012) and various links like Security Info, Legal/Disclaimer, and Legacy Site.

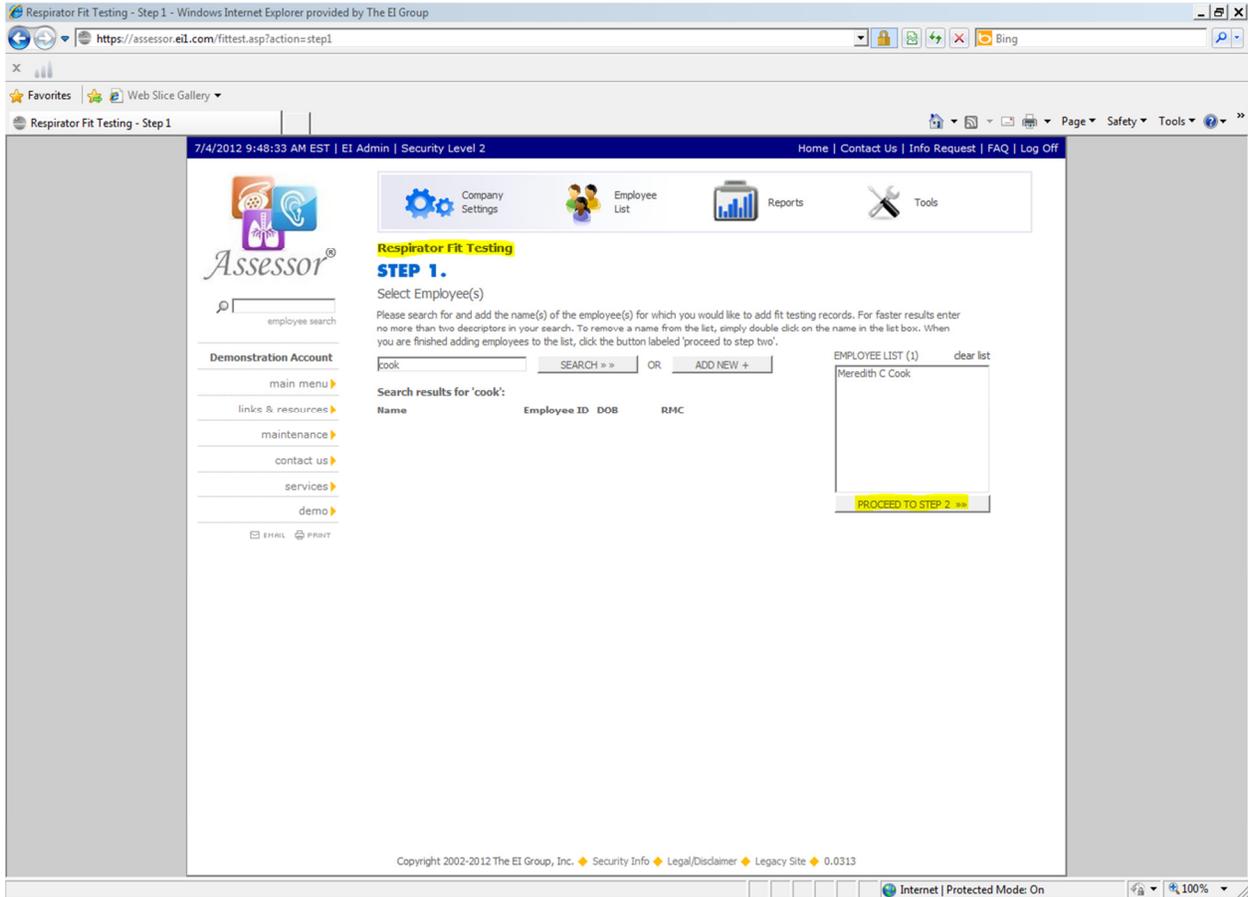


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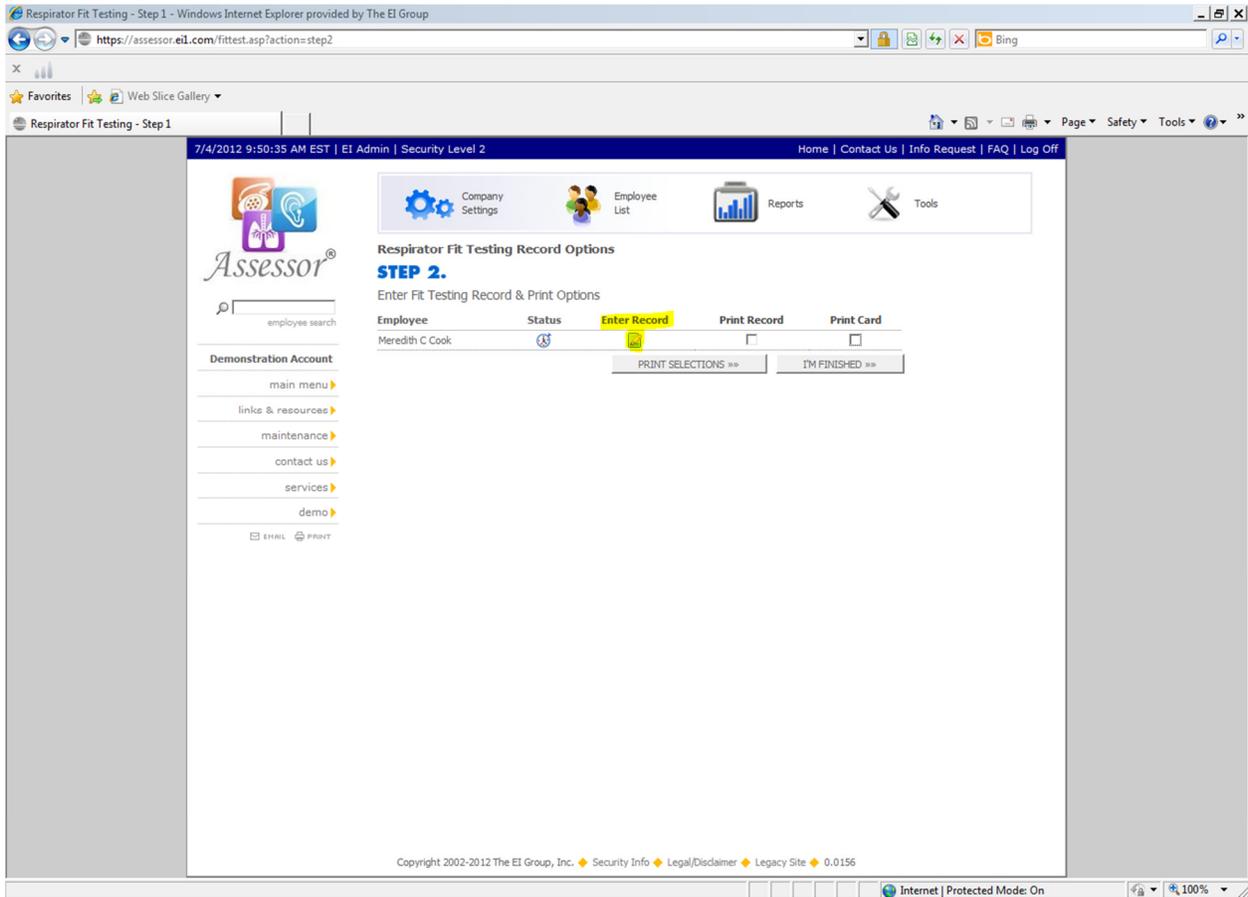
[www.PulmonaryAssessor.com](http://www.PulmonaryAssessor.com)

[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 Select an employee for fit testing exactly as you selected an employee for medical clearance previously. Proceed to Step 2.



 In Step 2, click on “Enter Record.”

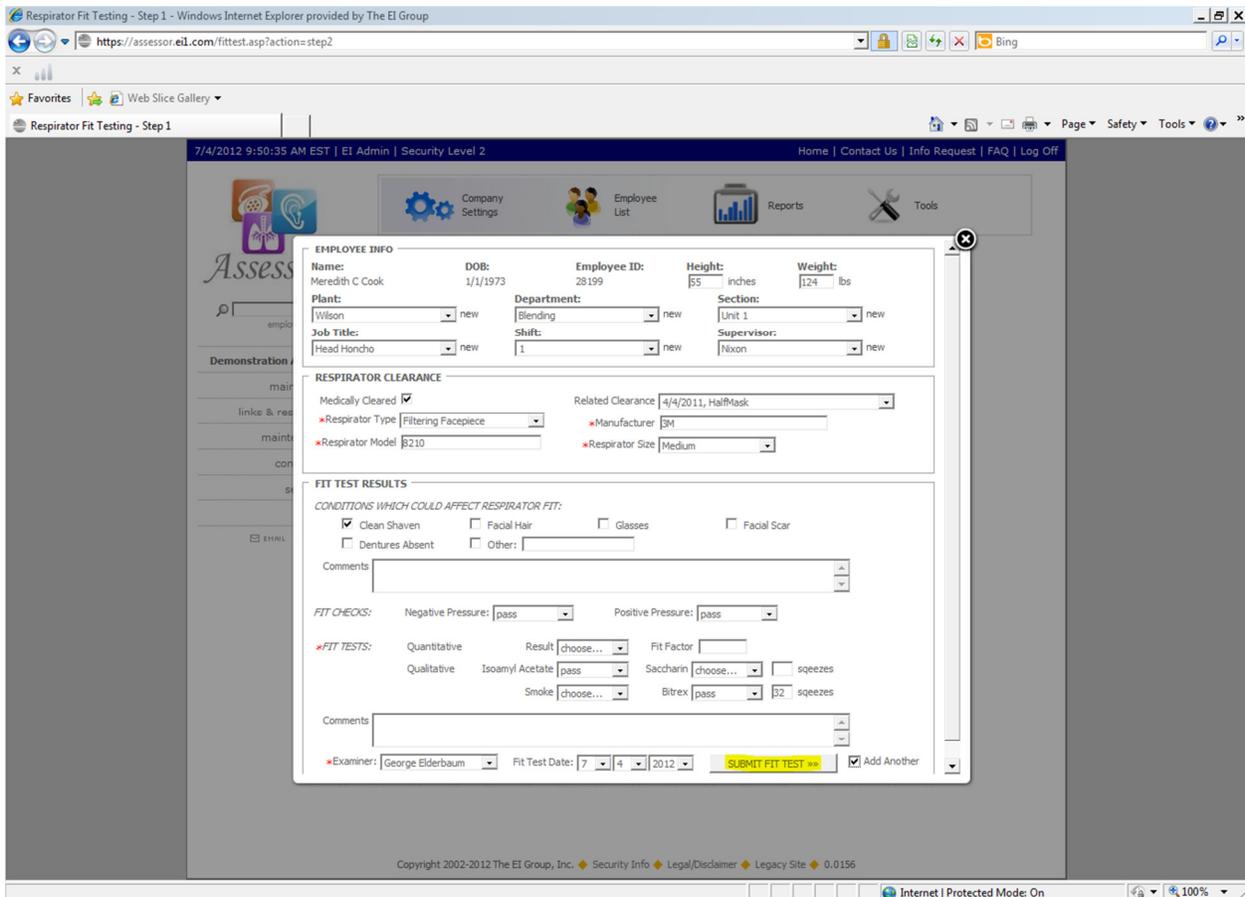


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[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)

 Once you have clicked **“Enter Record”** you may enter the results of the fit test in the pop-up box that appears below. If you are fit testing the employee on more than one (1) respirator and wish to enter the results from multiple fit tests, make sure to click **“Add Another”** in the lower right hand corner before proceeding.



Respirator Fit Testing - Step 1 - Windows Internet Explorer provided by The EI Group  
 https://assessor.ei.com/fittest.asp?action=step2

7/4/2012 9:50:35 AM EST | EI Admin | Security Level 2

**EMPLOYEE INFO**

Name: Meredith C Cook    DOB: 1/1/1973    Employee ID: 28199    Height: 65 inches    Weight: 124 lbs

Plant: Wilson    Department: Blending    Section: Unit 1

Job Title: Head Honcho    Shift: 1    Supervisor: Nixon

**RESPIRATOR CLEARANCE**

Medically Cleared     Related Clearance: 4/4/2011, HalfMask

\*Respirator Type: Filtering Facepiece    \*Manufacturer: 3M

\*Respirator Model: B210    \*Respirator Size: Medium

**FIT TEST RESULTS**

CONDITIONS WHICH COULD AFFECT RESPIRATOR FIT:

Clean Shaven     Facial Hair     Glasses     Facial Scar

Dentures Absent     Other: \_\_\_\_\_

Comments: \_\_\_\_\_

FIT CHECKS:    Negative Pressure: pass    Positive Pressure: pass

\*FIT TESTS:

Quantitative    Result: choose...    Fit Factor: \_\_\_\_\_

Qualitative    Isoamyl Acetate: pass    Saccharin: choose...    squeezes

Smoke: choose...    Bitrex: pass    BZ: squeezes

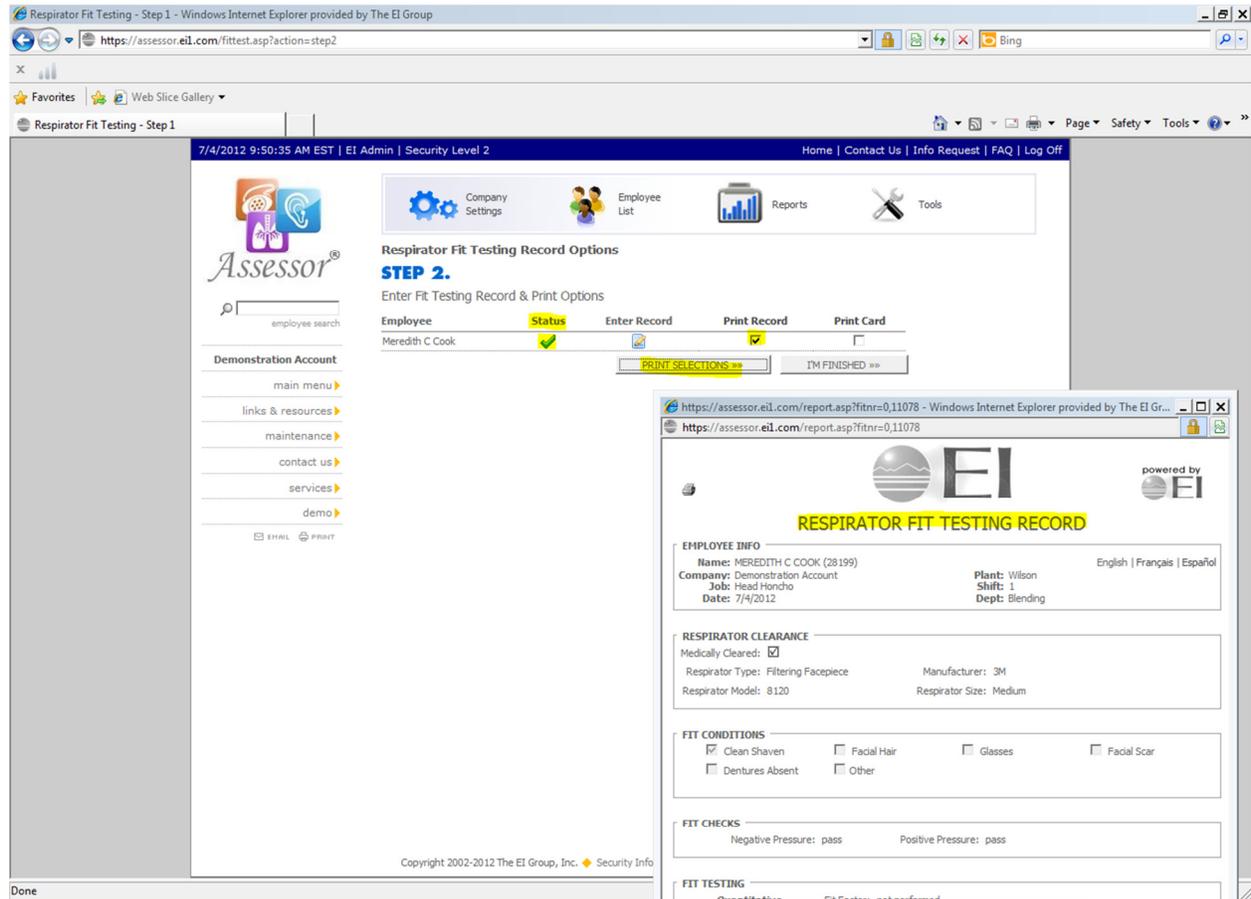
Comments: \_\_\_\_\_

\*Examiner: George Elderbaum    Fit Test Date: 7/4/2012    **SUBMIT FIT TEST**     Add Another

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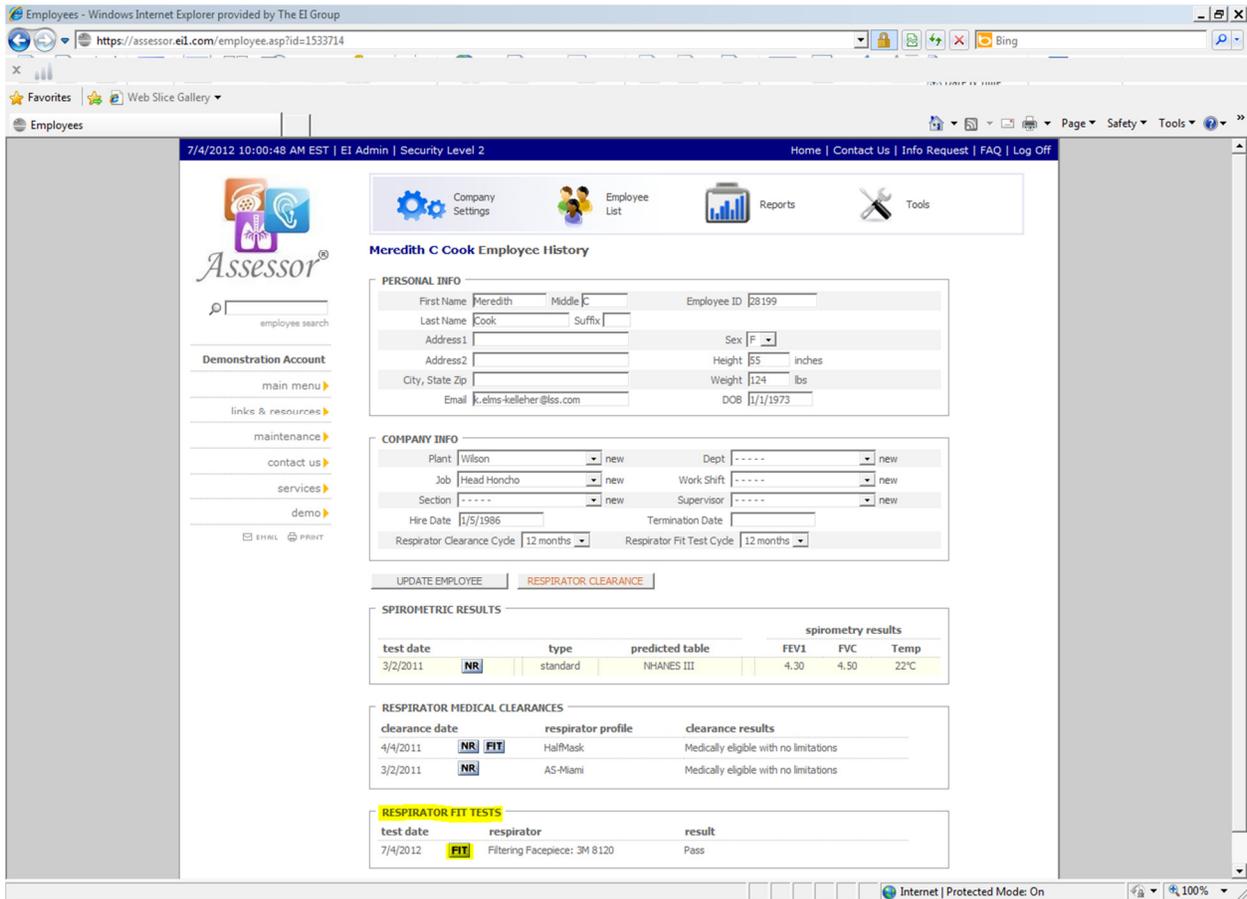
 Once the fit test record has been entered, you will have the ability to print a copy of the record as well as a fit testing wallet card for the employee(s) in question.



The screenshot shows the 'Respirator Fit Testing Record Options' interface. The main window is titled 'STEP 2. Enter Fit Testing Record & Print Options' and lists the employee 'Meredith C Cook'. It features buttons for 'Status', 'Enter Record', 'Print Record', and 'Print Card'. A 'PRINT SELECTIONS' button is highlighted. An inset window shows a preview of the 'RESPIRATOR FIT TESTING RECORD' for Meredith C Cook, including fields for Employee Info, Respirator Clearance, Fit Conditions, and Fit Checks.



 View past fit test records for any employee from their Employee History Page by clicking on the “FIT” icon next to the fit testing record of interest.



**Meredith C Cook Employee History**

**PERSONAL INFO**

First Name	Meredith	Middle I	Employee ID	28199
Last Name	Cook	Suffix	Sex	F
Address1		Address2	Height	55 inches
City, State Zip		Email	Weight	124 lbs
			DOB	1/1/1973

**COMPANY INFO**

Plant	Wilson	Dept	----
Job	Head Honcho	Work Shift	----
Section	----	Supervisor	----
Hire Date	1/5/1986	Termination Date	
Respirator Clearance Cycle	12 months	Respirator Fit Test Cycle	12 months

**SPIROMETRIC RESULTS**

test date	type	predicted table	spirometry results		
			FEV1	FVC	Temp
3/2/2011	NR	standard	NHANES III	4.30	4.90 22°C

**RESPIRATOR MEDICAL CLEARANCES**

clearance date	respirator profile	clearance results
4/4/2011	NR <b>FIT</b> HalfMask	Medically eligible with no limitations
3/2/2011	NR AS-Miami	Medically eligible with no limitations

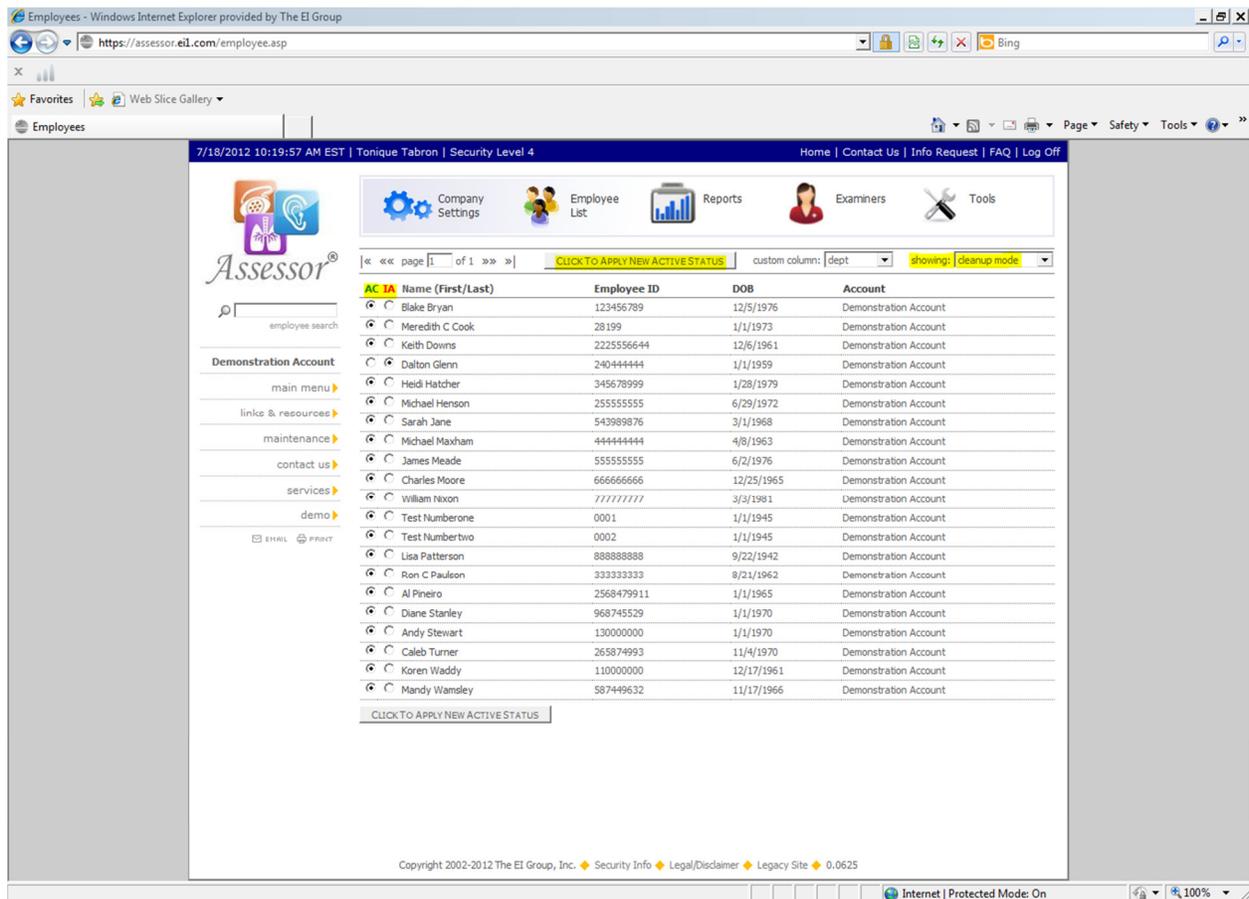
**RESPIRATOR FIT TESTS**

test date	respirator	result
7/4/2012	<b>FIT</b> Filtering Facepiece: 3M 8120	Pass



 OSHA requires employers to retain occupational health test records for the duration of an associate's employment, plus thirty (30) years. Employees may retire, be terminated, go out on FMLA, or be removed from hearing conservation or respiratory protection programs based on changes in job responsibilities. Assessor<sup>TM</sup> gives you the ability to "inactivate" employees without ever losing any demographic or historical test data.

From your Employee List, click on "**showing**" in the upper right hand corner and select "**cleanup mode.**" You will see two columns appear to the left of each employee's name for Inactive (**IA**) and Active (**AC**). After selecting the status for each employee, be sure to "**Click to Apply New Active Status**" before leaving this page.



7/18/2012 10:19:57 AM EST | Tonique Tabron | Security Level 4

Home | Contact Us | Info Request | FAQ | Log Off

Company Settings | Employee List | Reports | Examiners | Tools

Assessor<sup>®</sup>

employee search

Demonstration Account

main menu >

links & resources >

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services >

demo >

EMAIL PRINT

« « page 1 of 1 » » | [CLICK TO APPLY NEW ACTIVE STATUS](#) | custom column: dept | showing: cleanup mode

AC IA	Name (First/Last)	Employee ID	DOB	Account
<input type="radio"/>	Blake Bryan	123456789	12/5/1976	Demonstration Account
<input type="radio"/>	Meredith C Cook	28199	1/1/1973	Demonstration Account
<input type="radio"/>	Keith Downs	2225556644	12/6/1961	Demonstration Account
<input type="radio"/>	Dalton Glenn	2404444444	1/1/1959	Demonstration Account
<input type="radio"/>	Heidi Hatcher	345678999	1/28/1979	Demonstration Account
<input type="radio"/>	Michael Henson	255555555	6/29/1972	Demonstration Account
<input type="radio"/>	Sarah Jane	543989876	3/1/1968	Demonstration Account
<input type="radio"/>	Michael Maxham	444444444	4/8/1963	Demonstration Account
<input type="radio"/>	James Meade	555555555	6/2/1976	Demonstration Account
<input type="radio"/>	Charles Moore	666666666	12/25/1965	Demonstration Account
<input type="radio"/>	William Nixon	777777777	3/3/1981	Demonstration Account
<input type="radio"/>	Test Numberone	0001	1/1/1945	Demonstration Account
<input type="radio"/>	Test Numbertwo	0002	1/1/1945	Demonstration Account
<input type="radio"/>	Lisa Patterson	888888888	9/22/1942	Demonstration Account
<input type="radio"/>	Ron C Pauleon	333333333	8/21/1962	Demonstration Account
<input type="radio"/>	Al Pineiro	2568479911	1/1/1965	Demonstration Account
<input type="radio"/>	Diane Stanley	968745529	1/1/1970	Demonstration Account
<input type="radio"/>	Andy Stewart	130000000	1/1/1970	Demonstration Account
<input type="radio"/>	Caleb Turner	265874993	11/4/1970	Demonstration Account
<input type="radio"/>	Koren Waddy	110000000	12/17/1961	Demonstration Account
<input type="radio"/>	Mandy Wamsley	587449632	11/17/1966	Demonstration Account

[CLICK TO APPLY NEW ACTIVE STATUS](#)

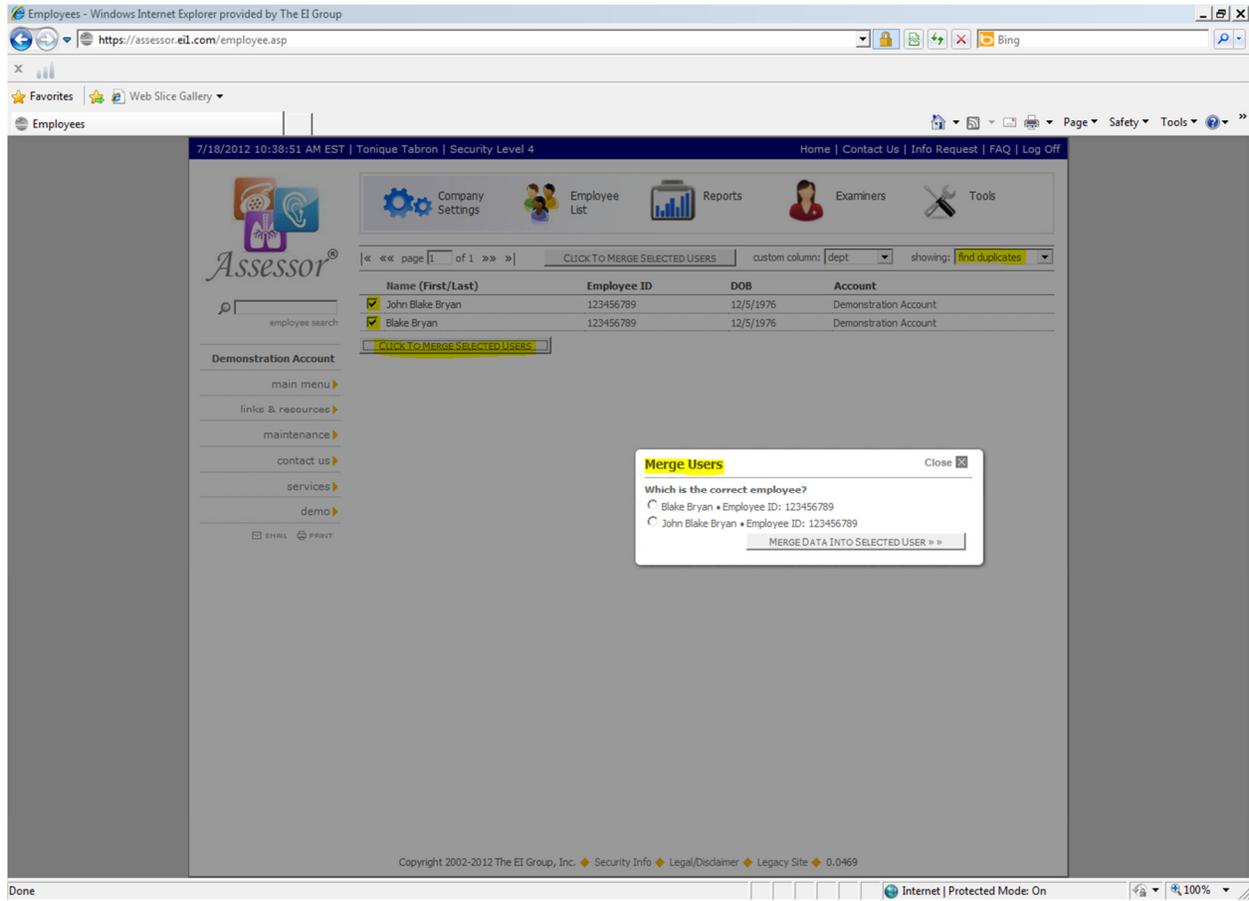
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Internet | Protected Mode: On | 100%



 Occasionally, you may find a duplicate employee record in your employee list. Assessor<sup>™</sup> gives you the ability to merge duplicate records into a single entry. From your Employee List, click on “**showing**” in the upper right hand corner and select “**find duplicates.**” You will now see checkboxes to the left of each employee’s name. Check the duplicate records and the “**Click to Merge Selected Users.**”

**Note:** Assessor<sup>™</sup> identifies duplicates by searching for employee records with identical last name AND birth date. If these fields are not both identical, they will not appear in your employee list when you enter the “**find duplicates**” mode.



The screenshot shows the Assessor web application interface. The top navigation bar includes links for Home, Contact Us, Info Request, FAQ, and Log Off. The main content area displays an "Employee List" with a table of employees. Two entries for "John Blake Bryan" and "Blake Bryan" are selected, indicating a duplicate. A "Merge Users" dialog box is open, asking "Which is the correct employee?" and providing options to merge the data into the selected user.

Name (First/Last)	Employee ID	DOB	Account
<input checked="" type="checkbox"/> John Blake Bryan	123456789	12/5/1976	Demonstration Account
<input checked="" type="checkbox"/> Blake Bryan	123456789	12/5/1976	Demonstration Account

Dialog Box: Merge Users

Which is the correct employee?

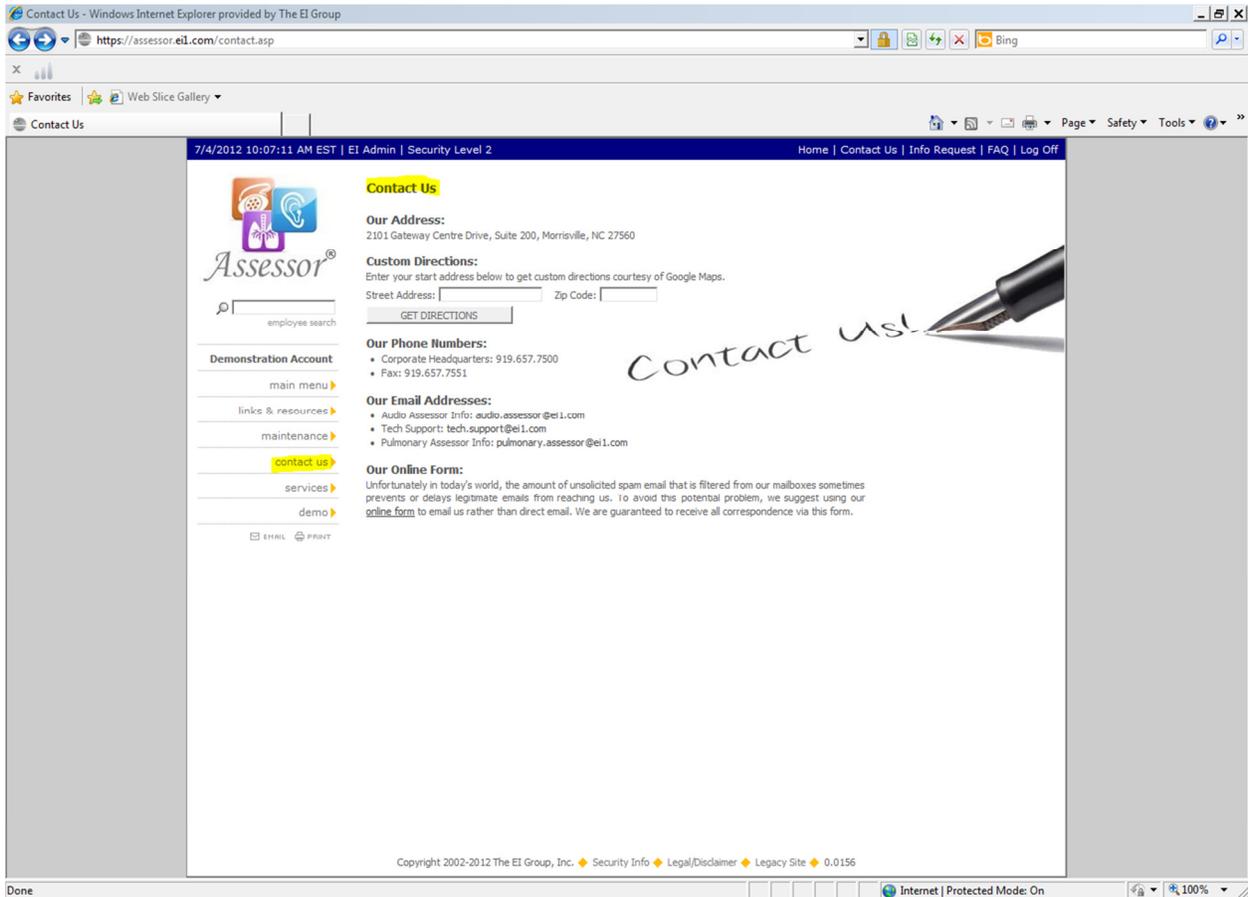
Blake Bryan • Employee ID: 123456789

John Blake Bryan • Employee ID: 123456789

MERGE DATA INTO SELECTED USER >>



 For additional assistance, please click on “**contact us.**”



[www.AudioAssessor.com](http://www.AudioAssessor.com)

[www.PulmonaryAssessor.com](http://www.PulmonaryAssessor.com)

[www.RespiratorAssessor.com](http://www.RespiratorAssessor.com)