

MAIN MENU

From this screen several options can be viewed.

Administrative changes can be made through the following links.

- [Find Employee Record](#)
- [Add New Employee](#)
- [Report Generator](#)
- [1 employee with pending enrollments](#)
- 0 potential errors

Employees Accessed Today				May, 2008		Previous Months	
Name	Class	Last Accessed	Admin User	Day	Count	Month	Count
DOE, SARAH	Base	05/23/08 11:37 AM	Stephen Gage	May 23, 2008	1	May, 2008	4
				May 13, 2008	1	April, 2008	17
				May 08, 2008	1	March, 2008	15
				May 01, 2008	1		

Find Employee Record – Displays list of employees and allows a search so that you may Term, Change, and/or Edit employee records

Add New Employee – Allows to you to add a new employee's demographic information and enroll in a health plan

Report Generator – Create reports based on member data

This screen will also display any employees who may have pending data or incomplete data that will result in an error. (**Note for groups with Employee access)

The other items displayed (i.e. Logins Today, Selected Month and Previous Months) can be used to review a history of who accessed your group. Because employees will not currently have the ability to login, this is not useful at this time.