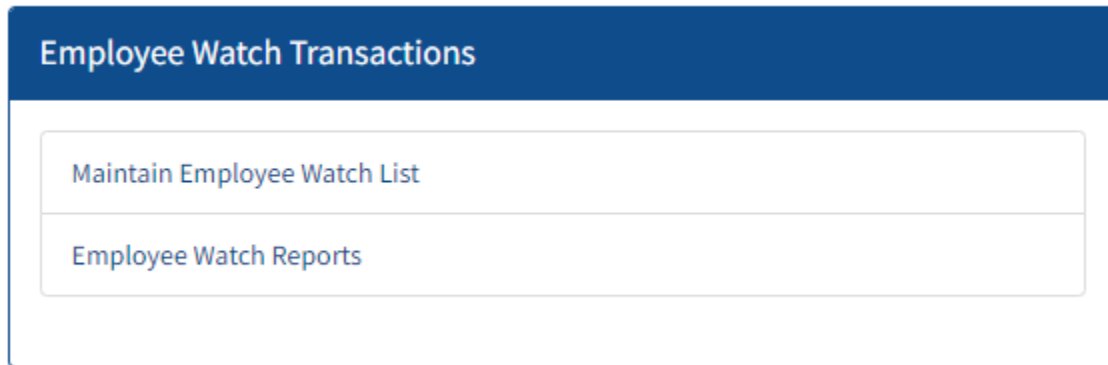


SCDMV Employer Notification Program Instructions and Screens

The customer will be allowed to change their password and logoff of member services in addition to entering their employee's data and reviewing the report. For the purposes of this document the customer is selecting Maintain Employee Watch List.



The image shows a screenshot of a software interface. At the top, there is a dark blue header bar with the text "Employee Watch Transactions" in white. Below this header is a white rectangular area containing two menu items, each in a light blue font. The first item is "Maintain Employee Watch List" and the second item is "Employee Watch Reports".

Employee Watch Transactions
Maintain Employee Watch List
Employee Watch Reports

The customer can enter employees individually or upload them from an Excel or CSV (comma separated value) file. To enter employees individually enter the license number and last name and select the “Add Employee’ pushbutton. To delete individual employees, select their license number and last name from the list box and press the delete selection. To upload employees from either an Excel or CSV file the customer must first delete all their employees but selecting the ‘Delete All Employees’ pushbutton. The customer would then upload their employee file by using the browse pushbutton to locate the file on their PC.



← CANCEL

MAINTAIN EMPLOYEE WATCH LIST

Maintain Employee Watch List

Click the 'Browse' button and navigate to the location of the file on your computer. Then click the 'Upload CSV or Excel File' button to upload and process the file.

[BROWSE →](#) [UPLOAD CSV OR EXCEL FILE →](#)

Processing Status: A list of errors and other status information encountered while processing the uploaded file.

License Number: Last Name: [ADD EMPLOYEE →](#)

[DELETE ALL EMPLOYEES →](#)

Show entries

Search:

Delete	License Number	Last Name
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After all employees have been entered by the customer into the system a batch program will run the following Saturday which will edit SCDMV's database for any driver activity for these employees. The report will represent any driver activity from that Saturday and one year previously. This report will be available to the customer each Monday thru Friday until it is reproduced the following Saturday. The customer can open the report, normally in Excel, or save the file for later review.



← CANCEL

EMPLOYEE WATCH REPORTS

Employee Watch Reports

Your most recent employee watch
report was generated on

1/3/2023 3:22:42 PM

You can download a copy of this report by clicking the "Download Report" button.

DOWNLOAD REPORT →

The following is a sample of the reports that are produced by the Employee Monitoring Service. There are separate reports for convictions, suspensions, accidents, and driver activities.

The suspensions report sample is displayed below. A suspension is defined as temporary withdrawal by formal action of the SCDMV of a person's driver's license or privilege to operate a motor vehicle on the public highways.

The screenshot shows an Excel spreadsheet with the following data:

LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage	SuspensionBeginDate
1020	25198797	RECORD	DENNIE	CDL	Felony Driving Under the Influence	12-21-2016
101456991	30960387	TESTJP	CUSTOMERJP	JULY	Implied Consent	09-01-2014
103411223	33200748	TEST	CUSTOMER	AUGUST	Implied Consent	09-01-2014

The sample conviction report is displayed below. A conviction is defined as an unvacated adjudication of guilt, or a determination that a person has violated or failed to comply with the law in a court of original jurisdiction.

LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage	ConvictionDate
101456991	30960387	TESTJP	CUSTOMERJP	JULY	Implied Consent	09-01-2014
101456991	30960387	TESTJP	CUSTOMERJP	JULY	Speeding 10-mph or less	05-13-2014
103411223	33200748	TEST	CUSTOMER	AUGUST	Implied Consent	09-01-2014

The sample license activity report is displayed below. License activity is defined as any change to the status of the license holder's credential.

EmployeeWatchReport_DataDate_5_3_2015 7_02_31 AM_PrintDate_5_6_2015 7_51_43 AM.xlsx [Read-Only] - Excel

	A	B	C	D	E	F	G	H	I
1	DRIVER LICENSE ACTIVITY -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM								
2									
3	LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage	LicenseActivityDate		
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Suspensions | Convictions | License Activity | Accidents

The sample accident report is displayed below. A reportable accident is defined as a vehicular collision that causes over \$1000 in property damage or results in bodily injury.

The screenshot shows an Excel spreadsheet with the following content:

	A	B	C	D	E	F	G	H	I	J	K
1	DRIVER ACCIDENTS -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM										
2											
3	LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage					
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

The spreadsheet has a ribbon with tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The active sheet is named 'Accidents' and is the second of three sheets, with the others being 'Suspensions' and 'Convictions'. The status bar at the bottom indicates 'READY'.