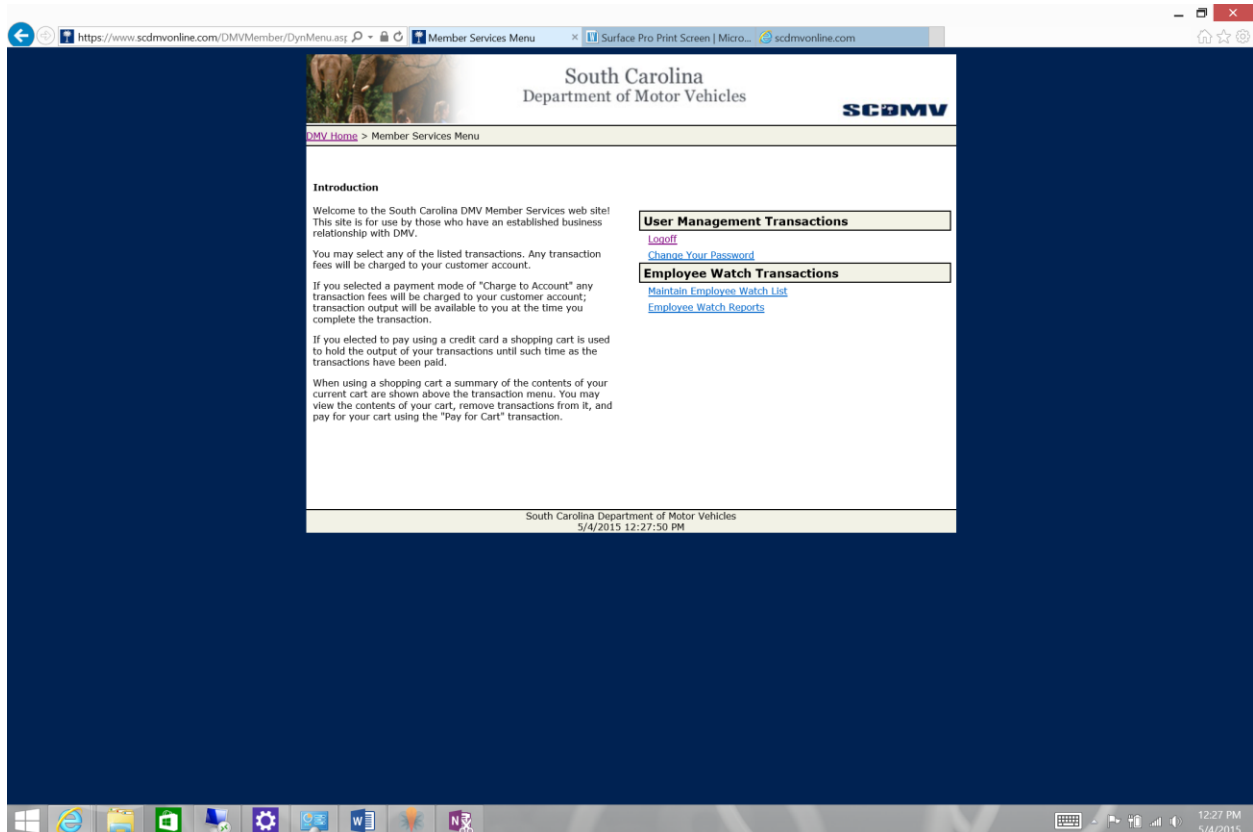


# SCDMV Employer Notification Program Instructions and Screens

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 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.

**South Carolina Department of Motor Vehicles**  
SCDMV

DMV Home > Member Services Menu > Employee Watch List

### Maintain Employee Watch List

You can maintain your employee watch list as follows:

- If you have a small number of employees you may choose to enter the employee license numbers and last names individually.
- If you have a list of employees maintained in a CSV file you can upload the CSV file for processing. Each line in the file must start with a driver license number followed by the employee last name separated by a comma. The first row can optionally contain column headers such as: 'License Number' and 'Last Name'. The actual header text is ignored if present.
- If you have a list of employees maintained in an EXCEL file you can upload the Excel file for processing. Column 1 must contain the employee driver license numbers and column two must contain the employee last name. The first row can optionally contain column headers such as: 'License Number' and 'Last Name'. The actual header text is ignored if present. Note that XLS files are not supported, only XLSX files can be processed.

Regardless of which option you choose for adding employees you can delete individual or all employees by using the appropriate buttons or links in the 'Current Watch List' section below.

### XLS or CSV File Upload

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.

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

### Current Watch List

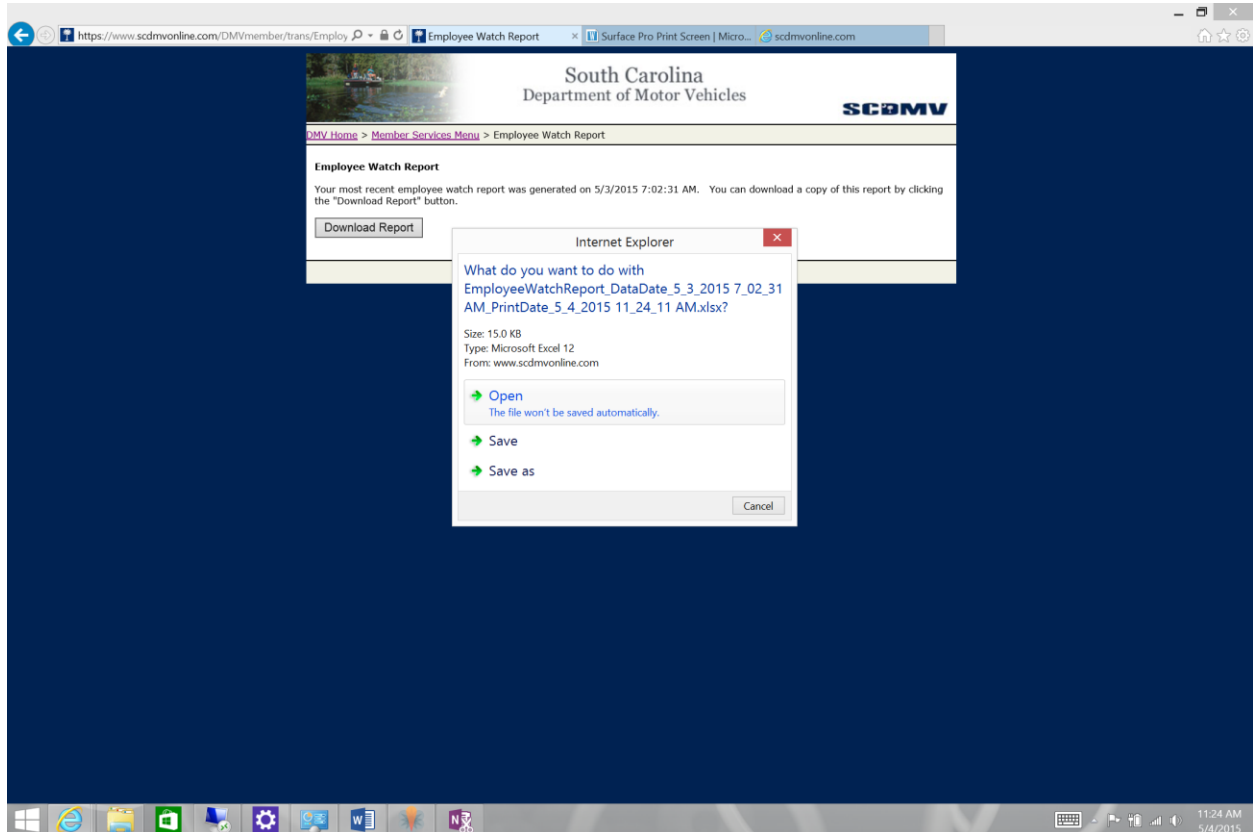
The employees currently in your watch list are shown below. You can add employees by entering their license number and last name, then click the 'Add/Update Employee' button. You may delete individual employees by clicking the 'Delete' link by that employee. You can also delete your complete watch list by clicking the 'Delete All Employees' button.

License Number:  Last Name:

Delete Employee	License Number	Last Name
<a href="#">Delete</a>	103707512	DLTEST
<a href="#">Delete</a>	1020	RECORD
<a href="#">Delete</a>	103411223	TEST
<a href="#">Delete</a>	103411223	RECORD

12:29 PM  
5/4/2015

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.



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:

DRIVER SUSPENSIONS -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM						
LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage	SuspensionBeginDate
1020	25198797	RECORD	DENNIE	CDLDL	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

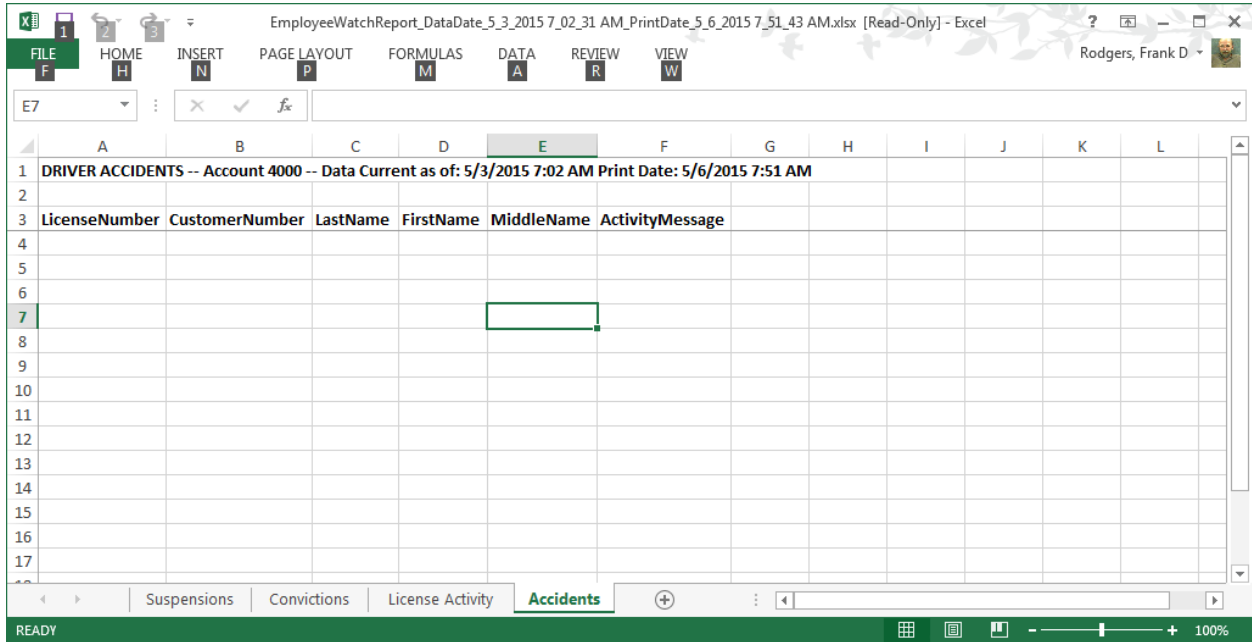
The sample conviction report is displayed below. A conviction is defined as an unvacated adjudication of guilt, or a determination that a person has violated or failed to comply with the law in a court of original jurisdiction.

DRIVER CONVICTIONS -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM						
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 holders credential.

DRIVER LICENSE ACTIVITY -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM						
LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage	LicenseActivityDate

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:

1	DRIVER ACCIDENTS -- Account 4000 -- Data Current as of: 5/3/2015 7:02 AM Print Date: 5/6/2015 7:51 AM					
3	LicenseNumber	CustomerNumber	LastName	FirstName	MiddleName	ActivityMessage
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

The spreadsheet interface includes a ribbon with tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The active sheet is named 'Accidents', and other sheets visible are 'Suspensions', 'Convictions', and 'License Activity'. The status bar at the bottom shows 'READY' and a zoom level of 100%.