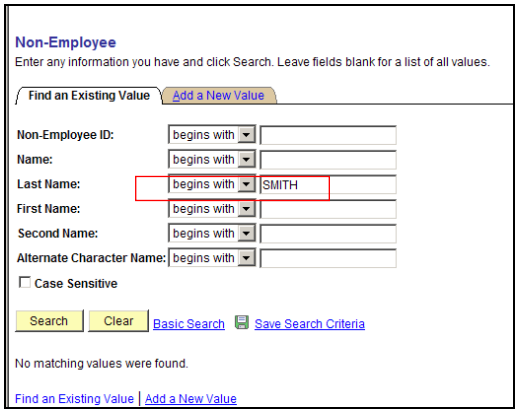
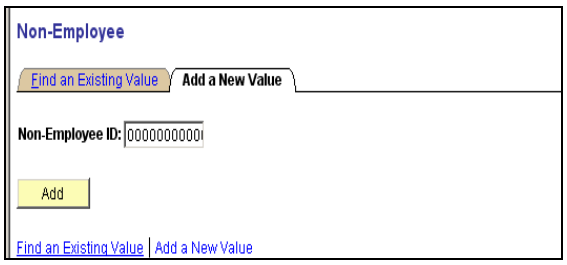
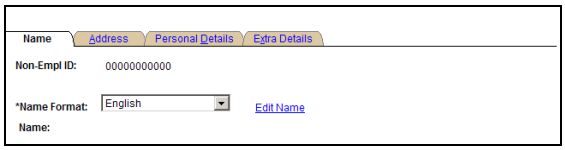
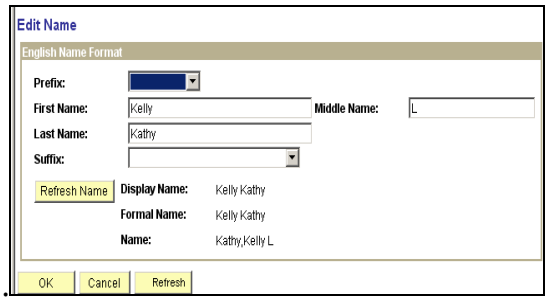
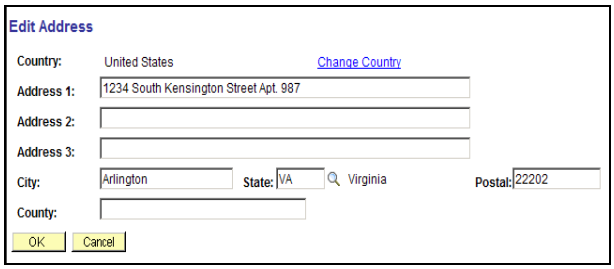
How to Add a Non Employee

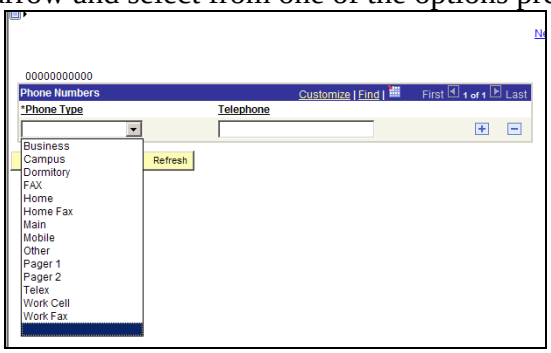
Use When there is an incident involving a non-USCG member, they must be added to the system. The user will take the following actions to add a non-employee.

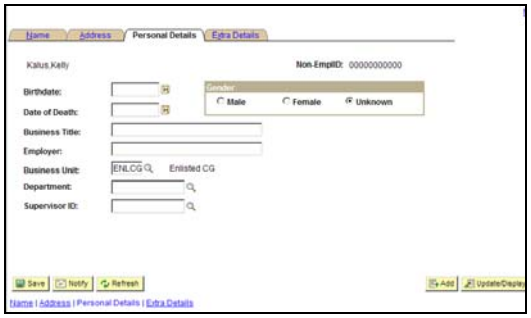
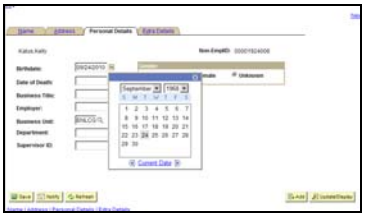
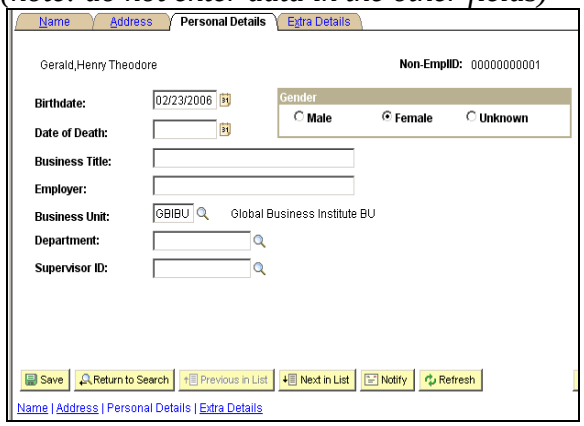
Pages
- Name
- Address
- Personal Details
- Extra Details

Step	Action
1	First search to see that the person doesn't already exist in the system by navigating to the **Non-Employee.**
2	• Enter the person's Last Name and click the **Search** button. • If there are "**no matching values found"**, select the **Add a New Value** tab (Step 3). • If the person exists in the system, proceed directly to the instructions for each program on entering an Incident.  *Note: If non-employees share the same first and last name, identify based on address or other unique information.*

Step	Action
3	Select the **Add** button.  Upon Save, the system will automatically generate the Non-Employee ID number. Please do ***NOT*** type one in.
4	Select the **Edit Name** hyperlink to add the persons name to the system.  • Enter the First Name, Middle Name (if known) and the Last Name into each field provided. • Prefix and Suffix are optional fields.  • Click the **OK** button

Step	Action
5	Select the **Address** tab. • **Country** defaults to USA. You can click on the 🔍 magnification glass icon to change the **Country** if it is one other than the USA default. • Click on the **Edit Address** hyperlink On the **Edit Address** page, enter the following information • **Address** is the street address (and apt if applicable) for the non-employee. • **City** • **State**: Use the two letter postal abbreviation for the state or click on the 🔍magnification glass icon and choose **State.** • **Postal** is the five-digit zip code (if known).  • Select the **OK** button. ***Note:*** *Do not use Address 2, Address 3 or the County fields.*

Step	Action
6	Select the **Phone** hyperlink at the bottom of the **Address** tab to enter the phone number (if known). • Select the **Phone Type,** i.e., Work or Home, by selecting the down arrow and select from one of the options presented.  • In the **Telephone** field after selecting the phone type, enter the phone number without any special characters (8027851234). The number will be reformatted automatically. • Click on the "+" or "-" buttons to add or delete telephone numbers. Select the **OK** button when finished adding or deleting numbers.

Step	Action
7	Click the **Personal Details** tab. There are only two fields being used on this page for non-employees: **Birthdate** and **Gender**. • In the **Birthdate** field, enter the birth month, day and year (*092468*)  Or, select the calendar icon and select the date from the calendar.  • Select radio button for **Gender** (Male, Female or Unknown) *(note: do not enter data in the other fields)*  • Select the **Save** button.

Step	Action
8	Click the **Extra Details** tab to enter additional **contact** information. • Select the **Save** button. ***Note**: After saving, the Non-EmplID will be assigned and displayed.*

End of Adding a Non Employee into the System