

Removing Personnel from a Service Roster

Only personnel with Service Director or WARDS Contact Permission Level are able to update the service Provider roster. This is only completed in that individual's E-Licensing account.

WISCONSIN DEPARTMENT OF HEALTH SERVICES
EMS Licensing

Welcome, Chuck Test | Logout

All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

GO CLEAR

Services ▲	Service Permit Level	Address	City	County	Phone
TEST PROVIDER (TEMS-0001)		1 W WILSON ST	MADISON	DANE	121-546-5111
WI DHS Training Center Test Account (TC-0002)		1 W Wilson St	Madison	Dane	

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👤 = Training Center Coordinator 👤 = Training Officer 👤 = Financial Staff 🏠 = Primary Contact 🏠 = Medical Director 👤 = Service Director

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After logging into your E-Licensing account please follow these steps:

1. Click the *Service* tab in the left-hand column.
2. Then choose the service whose roster you will be updating from the list showing.

This will open the following webpage.

3. Next choose the *Personnel* tab in the left-hand column.
4. Under the *I Want to* – drop-down box choose *Remove Selected Users*.

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WI DHS Training Center Test Account (TC-0002)
1 W Wilson St, Madison, Wisconsin 53701
EMT-Intermediate Technician (AEMT) -- Issued: 01/12/2017 -- Expires: 06/30/2018

Personnel 3

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

- Position - Personnel GO CLEAR

	Name	Positions	Level	Issued	Expiration	Docs
<input type="checkbox"/>	Test, John (44651)		EMT-Paramedic	06/09/2014	06/30/2016 !	
<input type="checkbox"/>	Test, Chuck (70107439)		EMT-Basic Training Permit	01/18/2017	06/30/2018	
<input type="checkbox"/>	Test, Charlie F (12345)		EMT-Basic	01/05/2017	06/30/2018	

- I Want To - Go

- I Want To -
Remove Selected Users

= Training Center Coordinator = Training Officer = Financial Staff = Primary Contact = Medical Director
 = Service Director = Inactive User

Records 1-3 of 3 | First | Previous | Next | Last | Per Page 10

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5. Then select the person(s) by checking the box in front of their name.
6. After the selection has been completed click the Go button.

The screenshot displays the EMS Licensing system interface. On the left is a sidebar with navigation options: My Account, Applications, Training, Service (highlighted), Details, Medical Directors, Personnel, Vehicles, Documents, and Lookup. The main content area shows the user's account information: "WI DHS Training Center Test Account (TC-0002)", address "1 W Wilson St, Madison, Wisconsin 53701", and license details "EMT-Intermediate Technician (AEMT) -- Issued: 01/12/2017 -- Expires: 06/30/2018". Below this is the "Personnel" section, which includes instructions on how to search and view details. A table lists personnel with columns: Name, Positions, Level, Issued, Expiration, and Docs. The first row, "Test, John (44851)", has a checked checkbox in the Name column. A red box labeled "5" highlights these checkboxes. A red arrow points from this box to the "Go" button. Another red box labeled "6" highlights the "Go" button. Below the table are controls for "Remove Selected Users" and "Go", along with pagination information "Records 1-3 of 3". A legend at the bottom identifies icons for various roles: Training Center Coordinator, Training Office, Financial Staff, Primary Contact, Medical Director, Service Director, and Inactive User.

This process will remove the individual from not only the E-Licensing roster for your service but also sync this information to WARDS and WARDS Elite. This will not affect any affiliation that individual may have with any other service. Note, if E-Licensing is experiencing heavy traffic the syncing process could take an hour or more to complete.