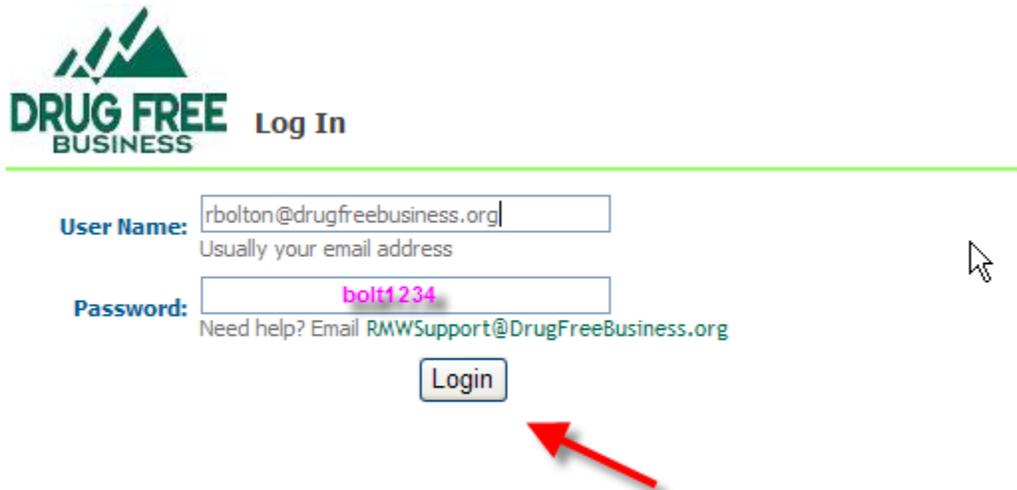Signing into the new secure web site, go to www.drugfreebusiness.org/rmw to sign in. Your sign on name is your email address and your temporary password is the first 4 letters of your last name + 1234. If you do not have 4 letters in your last name extend you name using *. Example if last name is Cow, the temporary password would be cow*.
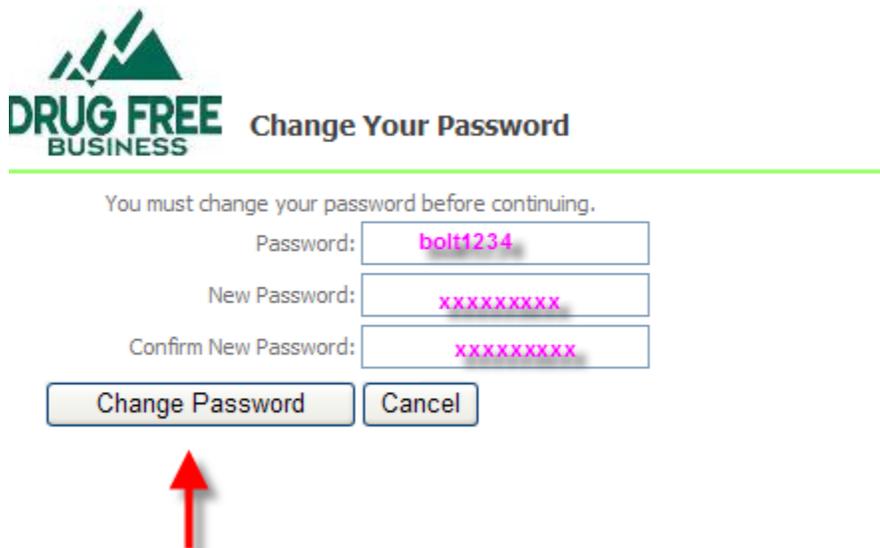

Then click login, it will take you to a page where you are to change your temporary password to a secure password of your choosing. You can use anything you would like. If you ever forget the password you give yourself, let us know and we can re-set it to the original temporary password of the first 4 letters + 1234.

Then you will see a screen that acknowledges your password has been changed

Change Your Password

Change Password Complete
Your password has been changed!

[Continue]

Once you have signed in you will see one of two possible screens. If you are doing testing for more than one kind of you employees (DOT or Non DOT) you will see a listing for each kind of testing you are doing. You will need to select the program you want to see. If you only have one kind of testing you are doing you will automatically go to the home page screen for that program.

Example of what page would look like if you have more than one program.

Select Activity

Federal with Random
Non-DOT without Random

Once you select a program by clicking on the "green" program name or if you are doing only one kind of testing, it will take you to the Home Page for that test program. Maneuvering in all programs are the same. I will be using our demo program to show the rest of the program.

To search the active workers go to "view" (#1 in example) this will take you to your current worker list where you can add new workers or update current workers on the list. To see test results or random selections go to "manage tests" (#2 in the example) this will take you to the testing records. If you are looking for a specific worker that is a current employee you can search for his records by putting in the information on "search your worker list" (#3 in the example, this will take you to that workers record. You can not search for new test results using this feature; this is only for current workers.

DemoCorp - SMS - Federal with Random

Home Page

Workers

Total Active Workers: 20   View   **1**

Manage Tests   **2**

Search Your Worker List

SSN: [   ] [Go]   ➘ **3**
With or without dashes

Last Name: [   ]   **First Name:** [   ] [Go]
At least 2 letters   At least 1 letter
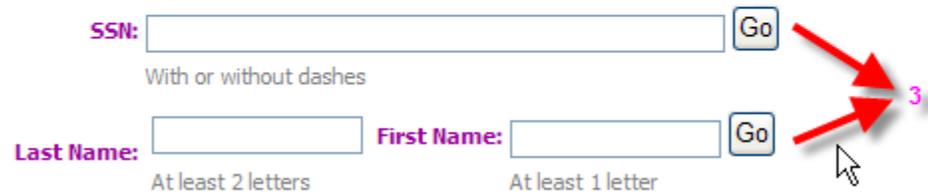
DemoCorp is our example company; I will show you how to use the different features in the program using this company. If you click on "view" (#1 in the example) it will take you to your current roster or pool of employees. This is where you can update information, add employees, delete employees, change miss-spelled names, SSN or ID #'s etc.

DemoCorp - SMS - Federal with Random

Workers

[Back] [New Worker] Printing functionality is supported for Internet Explorer, version 6.0 and above.

Active Work

Group: <A

Latest Result	Result Updated	Last Name	First Name	Middle Name	SSN	Employee ID	Group	Rost
Untested		Breton	Oswaldo		521237641			Hired
Untested		Burns	James	M	539722841			Hired
Untested		Busik	Tyler		531131799			Hired
Untested		Calderon	Enrique		613214755			Hired
Untested		Camacho	Alfredo		547485322			Hired
Untested		Camarillo	Jesus		532152366			Hired
Untested		Casillas-Cordoba	Hugo		634121511			Hired
Untested		Castaneda	Jose		600231577			Hired
Untested		Castaneda	Alejandro		600608200			Hired
Untested		Castillo-Robles	Hugo		324718919			Hired
Untested		Ceja	Jose		586085129			Hired
Untested		Chang	Pedro		657018969			Hired
Untested		Clarke	Heidi	L	535685222			Hired
Untested		Cordoba	Armando		551842740			Hired
Untested		Council	Trevis		532089899			Hired
Untested		Covey	Joe		535212433			Hired
Untested		Covey	Jason		535211671			Hired
Untested		Deniz	Luis		600576544			Hired
Negative	9/22/2008	Newman	Paul		566709221			Hired
Untested		Hope	Bob		535621245			Hired

Here you will see the current roster of your employees in this program. If you click on the individual's name, it will take you to his individual record. I will click on Breton for an example.

DemoCorp - SMS - Federal with Random

Roster History for: Breton, Oswaldo

Back   Save

Worker Information

Last Name: * Breton

First Name: * Oswaldo

Middle Name:

SSN: 521-23-7641   You may enter with or without dashes.

Employee ID:

Group: <No Group>

Roster Status: Hired

Updated: 9/22/2008

Roster History

New Status: --Select Status--

New Effective Date: Add Another

Effective Date	Roster Status	
9/22/2008	Hired	edit

* = required

Back   Save

In this view you can update any information on this worker, if his name is spelled wrong, you can correct it here. You can also change his roster status, if he is no longer employed, you can use the drop down box to change his status to terminated, put in the new effective date and click "save". Always remember to click "save" before you go back so your changes will become effective. If you terminate a person here or put them on leave they will automatically be taken from your pool and not eligible for selection.

To add a new employee select the "new worker" button at the top of the original roster page.

Workers

Back | New Worker | Printing functionality is supported for Internet Explorer, version 6.0 and above.

Active Work

Group: <A

Latest Result	Result Updated	Last Name	First Name	Middle Name	SSN	Employee ID	Group	Rost
Untested		Breton	Oswaldo		521237641			Hired
Untested		Burns	James	M	539722841			Hired
Untested		Busik	Tyler		531131799			Hired
Untested		Calderon	Enrique		613214755			Hired
Untested		Camacho	Alfredo		547485322			Hired
Untested		Camarillo	Jesus		532152366			Hired
Untested		Casillas-Cordoba	Hugo		634121511			Hired
Untested		Castaneda	Jose		600231577			Hired
Untested		Castaneda	Alejandro		600608200			Hired
Untested		Castillo-Robles	Hugo		324718919			Hired
Untested		Ceja	Jose		586085129			Hired
Untested		Chang	Pedro		657018969			Hired
Untested		Clarke	Heidi	L	535685222			Hired
Untested		Cordoba	Armando		551842740			Hired
Untested		Councill	Trevis		532089899			Hired
Untested		Covey	Joe		535212433			Hired

This will take you to a blank employee record where you can add your new employees information. Again, don't forget to "click" the save button so it will automatically add this employee to your roster pool.

DemoCorp - SMS - Federal with Random

New Worker

| Back | Save |

Worker Information

Last Name: * [_____]

First Name: * [_____]

Middle Name: [_____]

SSN: [_____]

Employee ID: [_____]

Group: [<No Group> ▼]

Roster History

New Status: [Pending ▼]

New Effective Date: [10/23/2008] 🗓️   Add Another

* = required

| Back | Save |

Now let's go back and look for results or random selections that have been made. From your "Home Page" you will need to select "manage tests"

DemoCorp - SMS - Federal with Random

Home Page

Workers
Total Active Workers: 20   View

Manage Tests

Search Your Worker List

SSN: [   ] [Go]
With or without dashes

Last Name: [   ]   First Name: [   ] [Go]
At least 2 letters   At least 1 letter

This will take you to your testing page. I will select "all" under verification dates because our Demo does not have a lot of tests in it, but once you have a lot of tests in the program it will default to tests received within the last 7 days.

Tests

Back | Print Donor Notification for Reason: <All Reasons> ⌄

Search Criteria

Verification Dates
◉ All ←
○ Date range
   From: 10/17/2008 🗓
   To: 10/23/2008 🗓

Random Selections are: Bi-Monthly
  50% UDS
  10% BAT/Saliva

Test Selection
○ ▮ Required & Outstanding Tests
○ ▮ Required & Completed Tests
◉   All

Random Selection Dates
◉ All
○ Date from: 1 ⌄ 2008 ⌄ to: 12 ⌄ 2008 ⌄

Find

Back

The "test selection" area is your random program. If there are tests listed with a "red" box by the person's name, this is a person selection for a random test.(#1 in example) The box will turn to "green" when the random test is received and matched up in the program (#2 in the example). The tests without a green or red box are just other tests received into the program (Post Accident, Pre-Employment, etc).(3 in the example). The "roster status" here indicates whether they are a hired employee or not (#4 in example). Pre-employment tests will be reported as "pending" since we don't know whether you have actually hired this person or not. You can click here on their "pending" status and it will take you to their worker record where you can change them to "hired" (and click save), this will automatically add them to your roster. As you read over in the information it will give you the employees name, SSN or ID number, roster status, test type (UDS or BAT), reason for the test, date the result was verified, a courtesy result and comments. (see example #5). If the verified date is in green, you can click on the date and it will take you to the actual result letter that you can print or save to a file if you would like. The result letter will remain here always so you will never loose it. If the verified date is not green, that means the MRO has received a result but it is not finalized yet, it could be in MRO review or we are waiting for some type of correction before finalizing the test.

To: 10/23/2008

Test Selection

○ ■ Required & Outstanding Tests

○ ■ Required & Completed Tests

◉ All

Random Selection Dates

◉ All

○ Date from: 1 ▼ 2008 ▼ to: 12 ▼ 2008 ▼

[Find]

		Required Test							4	5	
	Date	Reason	Name	SSN	Employee ID	Group	Roster Status	Test Type	MRO Reason	Verified	Result
1	9/27/2008	Random	Clarke, Heidi L	535685222			Hired	BAT/Saliva	Random	9/27/2008	Negative
2	9/22/2008	Random	Camarillo, Jesus	532152366			Hired	UDS			
	9/22/2008	Random	Bravlio, Duenas		12354		Terminated	UDS	Random	9/22/2008	Negative
			Calderon, Enrique	613214755			Hired	BAT/Saliva	Random	9/28/2008	Negative
			Camacho, Alfredo	547485322			Hired	UDS		9/28/2008	
3			Camarillo, Jesus	532152366			Hired	UDS		9/28/2008	
			Castaneda, Alejandro	600608200			Hired	UDS		9/28/2008	
			Hope, Bob	535621245			Hired	UDS		9/28/2008	
			Newman, Paul	566709221			Pending	UDS	Pre-Employment	9/22/2008	Negative

Your
show
delay
direc
not d
colle
test
know

I will click on Bravlio, Duenas, verified date so you can see the result letter.

File Download

Do you want to open or save this file?

Name: Test_Result.pdf
Type: Adobe Acrobat Document
From: www.drugfreebusiness.org

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

SSN	ID	Group	Status	Type	MRO Reason	Verified	Result	Comments
535685222			Hired	BAT/Saliva	Random		9/27/2008	Negative	
532152366			Hired	UDS					

This will open the actual result letter, DOT results will also be mailed otherwise this is your final report.

MANDATED URINE DRUG SCREEN RESULTS

Donor Name:	Duenas Bravlio
Donor SSN/ID Number:	602748432
Date of Collection:	9/22/2008 12:00:00 AM
Date of Verification:	9/22/2008 2:09:00 PM
CCF Received:	09/22/2008
Specimen ID Number:	6659887556214
Reason for Test:	Random
Testing Laboratory:	LabCorp - Seattle
Verified Results:	Negative

MRO Verification: _____

Dr. Dee McConigle

Please feel free to print out the instructions for your use. If you have any further question regarding using the web application, please just give me a call? We can do an easy on line tutorial one on one to review the program.

Robi

Robi Bolton, C-SAPA
Director MRO Services
Drug Free Business
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