



deverus.com

Customer Scheduling and Results User Guide

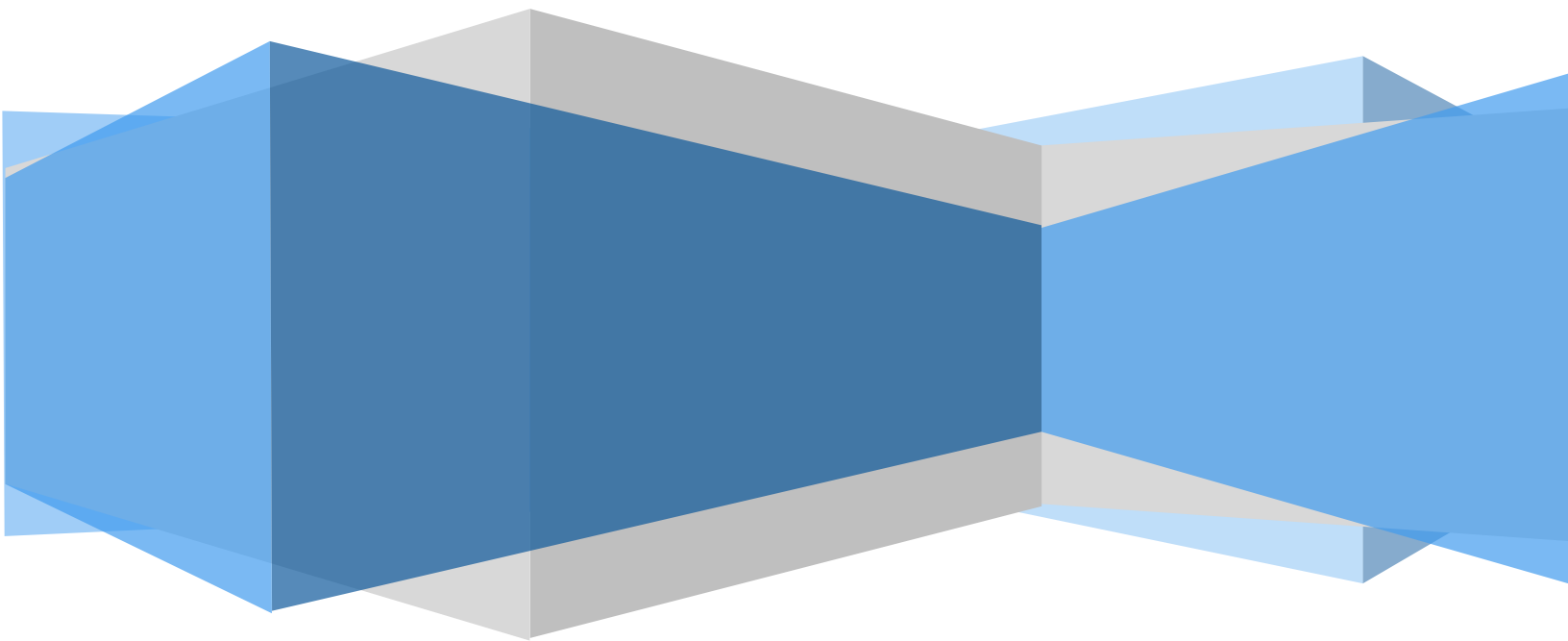


Table of Contents

- Deverus Platform Integration 4
 - Creating an order in the Deverus System 4
 - Creating a Drug Screen order..... 5
 - Scheduling the test 6
 - Viewing Order Statuses and Results 9
- Introduction to i3screen.net..... 10
- Getting to the website 10
 - Browsers10
 - Web Address.....10
 - Logging In.....10
- Account Administration 12
- Occupational Health Screening..... 12
- Scheduling a drug test..... 13
 - Scheduling Options 16
 - Complete Order, No Special Handling Options Needed16
 - Complete Order and Send Email of Order Details to Participant16
 - Send link to Participant to Complete Order and Choose Location16
 - Selecting a Collection Site 17
 - Selecting a Test Date..... 18
 - Confirm order and view Donor Pass 18
- Pending Orders 20
- Pending Results..... 20
- Completed Results 21
 - Searching.....21
 - Organizing the Grid22
 - Sorting.....22
 - Changing Pages, and Refreshing the Grid22
 - Resizing or Hiding Columns.....22
 - Expanding a Result23
 - Customizing the Grid23

Buttons.....	23
Edit.....	23
Export Current Search.....	23
Export All.....	23
Export XLS	23
Resend Result.....	23
View Result	23
View Documents:.....	25
Change Password or Log Out	26

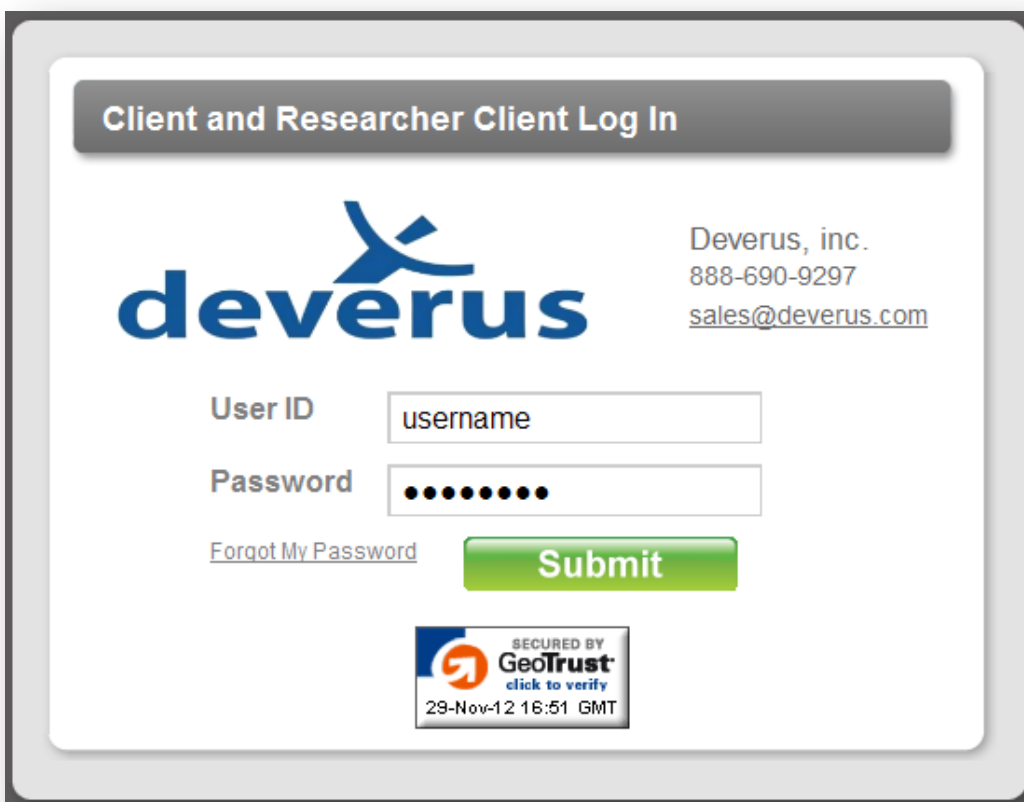
Deverus Platform Integration

The i3screen system is fully integrated with the Deverus Platform, allowing users to place orders and receive results for drug and alcohol screens, along with background searches and credential packages.

Users can select packages, which may be a combination of Backgrounds, Drug Screens, Breath Alcohol Tests and Physical Exams, and the system will then place orders for the various services to the appropriate providers. As statuses and results come in, they are all aggregated within the system so that all results can be seen in a single place.

Creating an order in the Deverus System

The user must first sign-in to the Verocity platform:



The screenshot shows a login interface for the Deverus platform. At the top, a dark grey header contains the text "Client and Researcher Client Log In". Below this is the Deverus logo, which consists of a stylized blue figure above the word "deverus" in a bold, blue, sans-serif font. To the right of the logo, the text "Deverus, inc." is displayed, followed by the phone number "888-690-9297" and the email address "sales@deverus.com". The login form includes two input fields: "User ID" with the placeholder text "username" and "Password" with a masked password of seven dots. A green "Submit" button is positioned to the right of the password field. Below the password field is a link that says "Forgot My Password". At the bottom of the form, there is a GeoTrust security seal that reads "SECURED BY GeoTrust click to verify" and shows a timestamp of "29-Nov-12 16:51 GMT".

Once signed-in, the user will be presented with the Dashboard. From here the user can view new reports, or order new ones



Creating a Drug Screen order

Click the Order Reports button in the menu bar in the Deverus system. The user can then add an Applicant, and select the Searches/Packages they wish to order:



The user can select a pre-built package, or they can order specific services by selecting 'Order Individual Searches'.

Criteria: Select Searches

Select Package: Order Individual Searches

Populate Searches with Past Address History

Save order configuration for use in future orders need help finding a location?

Custom Drug Screening 1

Instant National Criminal Search

Past Address History

Drug Test- 9-Panel (NON-DOT)-LabCorp

Donor will schedule

Pre-Employment

Save

The user can then select a specific Drug Test type, and a Reason for Test. This will then generate an email to the applicant, who can then continue the scheduling process.

Scheduling the test

The applicant will receive an email prompting them to click scheduling link in order to schedule their drug screen. The email will contain instructions on when this must be completed by, based on the expiration dates defined within the package that was ordered.



Clicking the Schedule link in the email will take them to the scheduling wizard.

The wizard will display a list of available collection sites, filtered to display sites that are in the customer’s network, that are able to perform all tests requested in the package, and that are within a pre-set distance from the starting address. The applicant can select one of the sites, or they may choose to input an alternate starting address. They can also look up the operating hours, and driving directions for any of the listed collection sites.

Welcome: John Doe
Reason for Test: PRE-EMPLOYMENT
Case #: 2012112910004
Step 3 of 5: Choose Collection Site

Choose Your Collection Site

Below is a list of Collection Sites available in your area. Please click on one and then click the Next button. Please contact our customer service center at 877-585-7366 with the case # 2012112910004 if you are unable to complete the scheduling of your drug test.

Starting Address

Participant Address: 1708 W 6TH ST, AUSTIN, TX 78703

Alternative Address

Address: Address 2:

City: State: Zip:

If you wish to edit your starting location, please enter a new address above and click "Add Location."

Lab	Site Name	Address	City	State	Zip	Distance	Hours	Directions
LabCorp	Labcorp	711 W 38TH ST Suite B-2	AUSTIN	TX	78...	2.35 miles	Hours	Directions
Quest	QUEST DIAGNOS...	901 W. 38TH STREET, SUITE ...	AUSTIN	TX	78...	2.35 miles	Hours	Directions
Quest	ON SITE TESTING	4303 VICTORY DR STE 100	AUSTIN	TX	78...	3.42 miles	Hours	Directions
Quest	QUEST DIAGNOS...	1221 W BEN WHITE BLVD S...	AUSTIN	TX	78...	3.54 miles	Hours	Directions
LabCorp	Labcorp	4207 JAMES CASEY ST STE...	AUSTIN	TX	78...	3.67 miles	Hours	Directions

< Previous Next >

The user selects a site and hits ‘Next’ to proceed:

Quest	QUEST DIAGNOS...	11671 JOLLYVILLE ROAD	AUSTIN	TX	78...	9.79 miles	Hours	Directions
Quest	EXAMONE-AUSTIN	2013 WELLS BRANCH PARK...	AUSTIN	TX	78...	11.97 miles	Hours	Directions
LabCorp	Labcorp	901 ROUND ROCK AVE STE ...	ROUND ROCK	TX	78...	16.78 miles	Hours	Directions
Medtox	EMSI -AUSTIN	900 ROUNDROCK AVE	ROUND ROCK	TX	78...	16.87 miles	Hours	Directions
Quest	QUEST DIAGNOS...	1 CHISHOLM TRL BLDG 1 ST...	ROUND ROCK	TX	78...	17.01 miles	Hours	Directions

< Previous Next >

The user is then shown a calendar displaying the days that the collection site is open, up until the order expiration date:

Schedule Your Test Date

Please click a date below to schedule a test date and then click the Next button.

Test Date

A calendar interface for November 2012. The days of the week are labeled S, M, T, W, T, F, S. The dates 29 and 30 are visible, with the 29th highlighted in a red box. A 'Today' button is located at the bottom of the calendar.

John Doe your scheduled order will expire on

Monday December 3, 2012, at 11:59 PM Pacific

The applicant will select a date, and hit the next button. The system will then display a confirmation screen, showing the drug test information and selected collection site. The applicant will then press Confirm Request and the order will be sent to any vendors or labs as necessary, and the system will then display the Donor Pass as a PDF, which can be printed or saved:

Order Details

I3SCREEN ORDER CONFIRMATION

deverus **Quest Diagnostics**

PLEASE TAKE THIS PAGE WITH YOU TO THE SPECIMEN COLLECTION SITE. YOU WILL BE REQUIRED TO PRESENT A GOVERNMENT ISSUED PHOTO ID.

If you are not able to print this, make sure to record the following order/registration number and bring it with you to your selected collection site.

Your order/registration will expire on December 03, 2012, at 11:59 PM Pacific Time.

TEST/SERVICES INFORMATION:
UFL - Urine Drug Screen Full Service
Account Number: DVQD1
Quest Diagnostics Order/Registration Number: 99947139
Panel: 6405N

Order/Registration Number:

PLEASE CALL THE COLLECTION SITE TO CONFIRM OPERATIONAL HOURS. ARRIVE ONE HOUR BEFORE CLOSING TIME TO ENSURE TESTING CAN BE COMPLETED.

EXAMONE-AUSTIN
2013 WELLS BRANCH PARKWAY
STE 206
AUSTIN, TX 78728
512-251-5989

Hours:			
Monday:	8:00 AM	5:00 PM	Open During Lunch
Tuesday:	8:00 AM	5:00 PM	Open During Lunch
Wednesday:	8:00 AM	5:00 PM	Open During Lunch
Thursday:	8:00 AM	5:00 PM	Open During Lunch
Friday:	8:00 AM	5:00 PM	Open During Lunch
Saturday:	Closed		Closed During Lunch
Sunday:	Closed		Closed During Lunch

CLIENT/EMPLOYER INFORMATION:
DEVERUS
DEVERUS, INC.
1708 W 6th St
Austin, TX 78703
Account #: DVQD1

1 / 1

Print Close

Viewing Order Statuses and Results

Once the order has been placed, the user can view the order status and any results via the Report Management tab in the Deverus System.

Applicant: Detailed View Back to List | Previous Applicant

Steve, Steve Johnson

SSN: 111-22-**** Ordered: 01-19-2012
DOB: 04/30/**** **In Progress**

View Report Options 1 of 2 Completed

view	send	order	other
view report	e-mail report	order more	upload document(s) for this report
print report	fax report	re-screen this applicant	

Search Types Done

Drug Test- 5-Panel (NON-DOT)-LabCorp - Pre-Employment	<input type="checkbox"/>	Drug Test- 5-Panel (NON-DOT)-LabCorp
Past Address History	<input checked="" type="checkbox"/>	Details: Pre-Employment
		In Progress
		Status request

Drug Test- 5-Panel (NON-DOT)-LabCorp Documents Add doc	Drug Test- 5-Panel (NON-DOT)-LabCorp Notes Add note
No Documents	No Notes

Introduction to i3screen.net

Deverus have partnered with i3screen to provide drug, alcohol, physical testing and credential tracking. i3screen maintain a separate website that incorporates all the different aspects of receiving, processing and reporting of drug, alcohol and physical test results.

Getting to the website

Browsers

Note: The website requires an up to date web browser, ideally Mozilla Firefox or Google Chrome. Internet Explorer version 7 and above are useable but not recommended.

Web Address

Users can get to the website, simply by typing i3screen.net into the address bar of their browser. This will then load the login screen:



deverus

This is a password protected website.

If you are a current i3screen user, please sign in.

Company:

Username:

Password:

[Forgot Password?](#)

If you are unable to login, you may call 877-585-7366 for assistance or contact Customer Service at customer@i3screen.com

i3 Webdesktop is a secure, easy-to-use, customizable web application that is compatible with Internet Explorer browsers version 7.0 and higher as well as Firefox, Safari and Chrome browsers.

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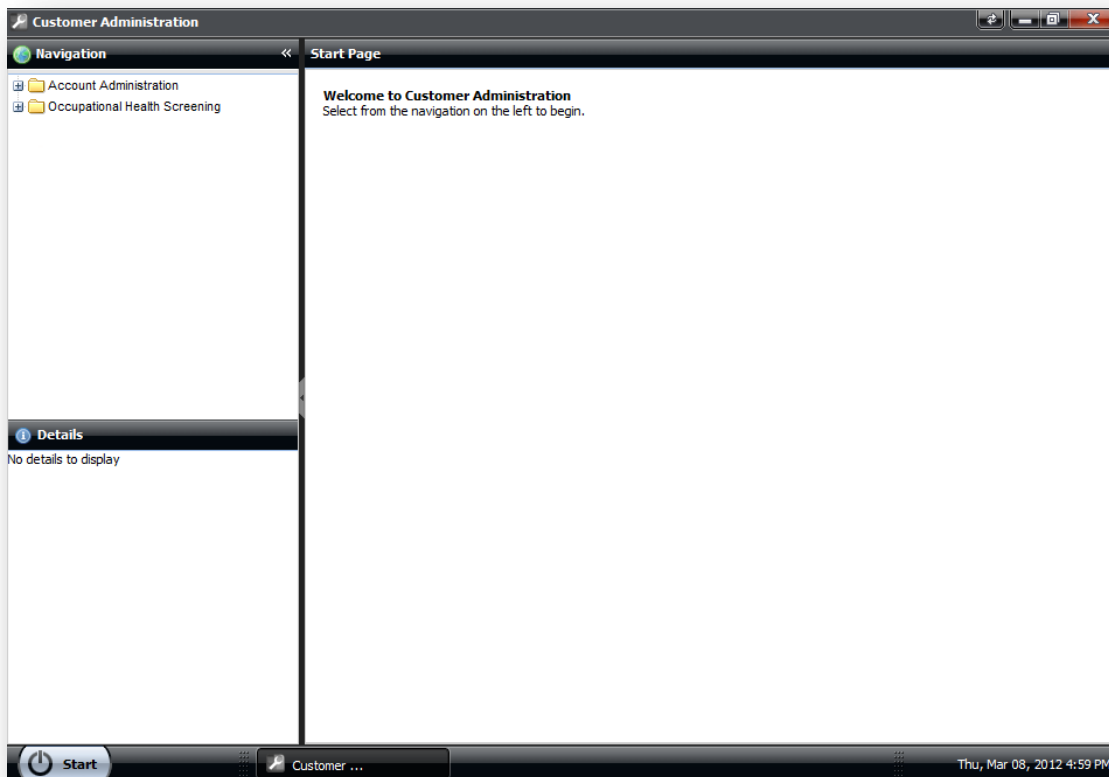
Logging In

All users will require a username and password to get in to the website. Passwords are case-sensitive and require at least 1 uppercase character, a number, and a symbol (i.e. #@& etc)

The Company Field on the login page can be left blank, fill in the username and password fields and click the “Login” button. The first time a user logs in, this may take a couple of minutes while it creates the files it needs. Subsequent logins should just take a few seconds.

You will be taken to the Customer Administration module of the i3screen.net site, where you will be able to:

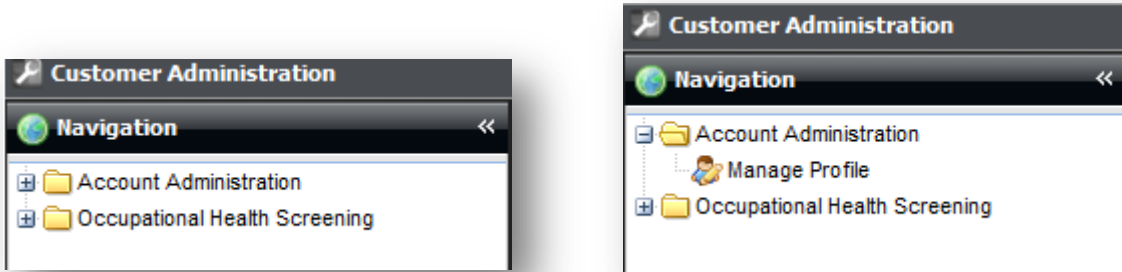
- Manage your profile
- View completed and pending test results



Any new system updates will be displayed on the main screen when you first log in.

Account Administration

Click the “+” symbol next to Account Administration in order to Manage Profile:



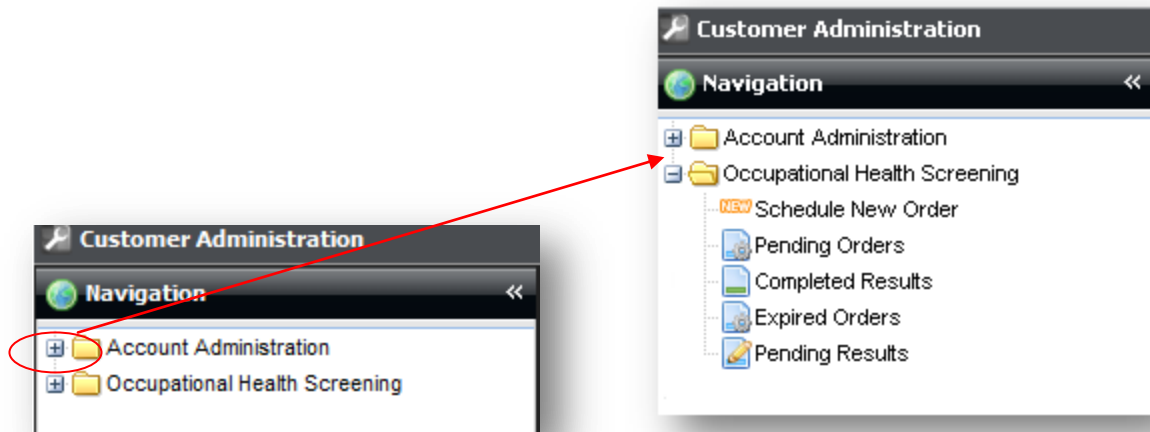
You can use this form to manage your personal account information:

Manage Profile
Use this form to Manage Profile. **All required fields are in bold.**


First Name:	<input type="text" value="vi"/>	Last Name:	<input type="text" value="huynh"/>
Phone:	<input type="text"/>	Ext:	<input type="text"/>
Fax:	<input type="text"/>	<input type="checkbox"/> Fax Secure	
Email:	<input type="text"/>	Verbal PIN:	<input type="text"/>
▲ Mailing Address			
Address:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>
▲ Physical Address			

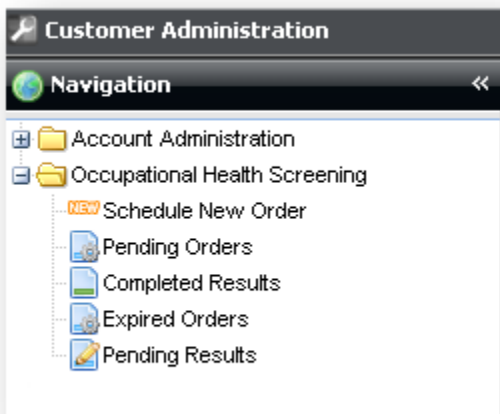
Occupational Health Screening

Click the “+” symbol next to Occupational Health Screening to be able to view Pending Orders, Results, Schedule new tests.



Scheduling a drug test

To begin the process of scheduling a drug test, start by navigating to Customer Administration. Open the Occupational Health Screening tree by clicking the  icon and select Schedule New Order and the system will prompt you for the company location information, test reason and testing package.



Step 1 of 5: Order Information

Order Information

Use this form to Add Contact/User Information. **All required fields are in bold.**

Company Location




Please Select a Company Location

Reason for Test

Please Select a Reason for Test

Packages

Please Select a Package

In the Company Location box use  to display a list of locations for your company that are able to order tests. If you have many locations, you can begin typing the location name in the box to display a list of matches. If you have more than one page of locations available, you can use the  and  buttons to switch between pages. To select a location, move the mouse over the name and click.

Company Location

Testing

Testing Add Again

Page 1 of 1

Select a reason for the test from the dropdown box

Reason for Test

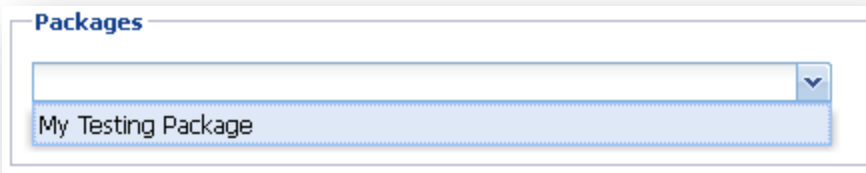
POST-ACCIDENT

PRE-EMPLOYMENT

RANDOM

REASONABLE SUSPICION/CAUSE

Now select the testing package that is required. Depending on your company, you may have a single package that you utilize for all tests, or a variety for different situations. Note that only packages that are configured for use at the location you selected above will be available.



The screenshot shows a dropdown menu titled "Packages". The menu is open, and the option "My Testing Package" is selected and highlighted in blue. A small downward arrow is visible on the right side of the dropdown box.

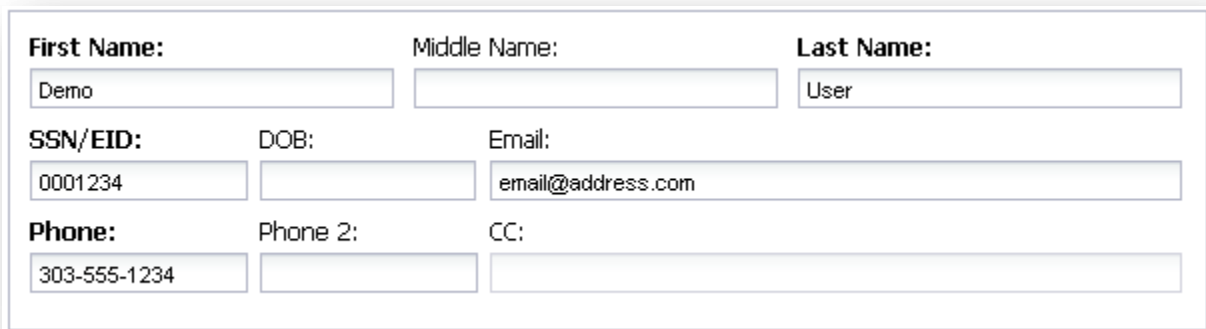
Use the  button located at the lower right corner of the screen to continue to:



In this screen there are three main steps. Firstly you will enter the basic participant information such as name, ID and phone number. In the second section, you will either verify a preset address or enter a new one that will be used for the system in attempting to locate a nearby collection facility. In the third step, you will define the next actions that apply to the order.

Participant Information

Please use the form below to enter participant information. **All required fields are in bold.**



The form contains the following fields:

First Name: Demo	Middle Name: 	Last Name: User
SSN/EID: 0001234	DOB: 	Email: email@address.com
Phone: 303-555-1234	Phone 2: 	CC:

Enter, at a minimum, the participants first and last name, ID# and their contact phone number. All other fields are optional at this stage (if you select an Email option from the order handling box – see below), the Email field will also become **required**.

Participant Address

Branch Address: 9501 NORTHFIELD BLVD, DENVER, CO 80238

Participant Address:

Address: Address 2:

City: State: Zip:

In this section you can accept the default address from the customer location to use as a central point when searching for a collection facility, or you can enter a custom address to search. Matched collection sites are shown later in the process. If you want to enter a custom address, select the Participant Address radio button and enter the information.

Scheduling Options

Order Handling Options

- Complete Order No Special Handling Options Needed
- Complete Order and Send Email of Order Details to Participant (email address required)
- Send link to Participant to Complete Order and Choose Location (email address required)

Complete Order, No Special Handling Options Needed

Allows you to continue with the scheduling wizard but will not email registration information once the test is scheduled. Use this option if you plan to print out the authorization form and provide it directly to the participant.

Complete Order and Send Email of Order Details to Participant

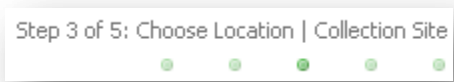
Complete the scheduling process. An email containing the registration details which you will complete in the following sections will be sent to the participant at the email address you provided above.

Send link to Participant to Complete Order and Choose Location

The Scheduler will create an order and email the participant a hyperlink to login to the system and select a collection facility and finish scheduling their test themselves. The link will only be valid until the order expires. Information on expiration dates is given in the Step 4. Note that the participant will not be able to modify any information that you have already entered, with the exception of specifying a new address to search for a collection site.

Choosing the first or second option above takes you on to step 3.

Use the button located at the lower right corner of the screen to continue to:



This step allows you to select the collection facility where the participant will submit their sample for testing. It begins with another opportunity to modify the starting address for the search.

Selecting a Collection Site

A list of collection sites authorized by your company to collect specimens in the area will be displayed below. If no collection sites are displayed, you can try entering another address or contact the i3Screen scheduling team for assistance.

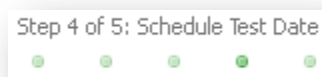
To select a collection site, place a check mark in the

To view a collection sites hours of operation, click the "Hours" link

For directions from the given address to the collection site, click the "Directions" link

	Lab	Site Name	City	Distance	Hours	Directions
<input type="checkbox"/>	Quest	WIZ QUIZ -LAKEWOOD	LAKEWOOD	6.75 miles	Hours	Directions
<input type="checkbox"/>	LabCorp	Labcorp	ENGLEWOOD	7.71 miles	Hours	Directions
<input type="checkbox"/>	MEDTOX	DRUGTECHS	DENVER	7.83 miles	Hours	Directions
<input type="checkbox"/>	Quest	DRUGTECHS	DENVER	7.83 miles	Hours	Directions
<input type="checkbox"/>	Quest	WIZ QUIZ GLENDALE	GLENDALE	5.83 miles	Hours	Directions

Use the button located at the lower right corner of the screen to continue to:



Selecting a Test Date

When you schedule a test, the order is only valid for a designated period of time. The exact number of days is dependent on the settings for your company. Once that time has passed, the test can no longer be scheduled or taken. The time between when the order is placed and the expiration date/time is referred to as the *drug testing window*.

This screen allows you to select the date you plan for the participant to take the test within the window.

Schedule Your Test Date

Please click a date below to schedule a test date and then click the Next button.

Test Date

November 2012

S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	29	30	X
X	3	X	X	X	X	X

Today

John Doe your scheduled order will expire on

Monday December 3, 2012, at 11:59 PM Pacific

If you need to move between months on the calendar, you can use the < and > icons to move back and forth.



Select an available date on the calendar and use to confirm the selection and move to:

Step 5 of 5: Confirm Information | Order



Confirm order and view Donor Pass

In this screen you will have the opportunity to review the information provided during the scheduling process. If you note a discrepancy, use the button to navigate back to the appropriate screen, correct the information, then move back through the steps using .

Confirm Information | Order

Please confirm order information. If information is correct, click Order. If the information is not correct, use the Previous button to go back and change information.

Order Information	Participant Information
Order Reason: PRE-EMPLOYMENT	First Name: Demo
Package: SPANEL	Middle Name:
Company Location: Test Location	Last Name: User
Date: Nov Thu 17 2011	SSN: 0001234
Collection Site: WIZ-QUIZ	DOB:
Collection Site Address: 231 EAST COLFAX DENVER, CO 80203	Email: email@address.com
	Phone 1: 303-555-1234
	Phone 2:
	CC:
	Address 1: 1500 Blake St
	Address 2:
	City: Denver
	State: CO
	Zip: 80202

Use the



Submit Order

button to send the order to the laboratory. Once the lab has successfully processed the request the participant pass will be shown in a new window. This document will also be emailed to the participant if you selected the 2nd option in Step 2 of the process. Use the Print button to print a copy of the participant pass and use Close to close the window. If you want to place another order, the system will have automatically placed you back at the beginning of the process.

Print

Close

Order Details



I3SCREEN ORDER CONFIRMATION


PLEASE TAKE THIS PAGE WITH YOU TO THE SPECIMEN COLLECTION SITE. YOU WILL BE REQUIRED TO PRESENT A GOVERNMENT ISSUED PHOTO ID.

If you are not able to print this, make sure to record the following order/registration number and bring it with you to your selected collection site.

Your order/registration will expire on December 03, 2012, at 11:59 PM Pacific Time.

TEST/SERVICES INFORMATION:
UFL - Urine Drug Screen Full Service
Account Number: DVQD1
Quest Diagnostics Order/Registration Number: 99947139
Panel: 6405N

Order/Registration Number:



PLEASE CALL THE COLLECTION SITE TO CONFIRM OPERATIONAL HOURS. ARRIVE ONE HOUR BEFORE CLOSING TIME TO ENSURE TESTING CAN BE COMPLETED.

EXAMONE-AUSTIN
2013 WELLS BRANCH PARKWAY
STE 206
AUSTIN, TX 78728
512-251-5989

Hours:			
Monday:	8:00 AM	5:00 PM	Open During Lunch
Tuesday:	8:00 AM	5:00 PM	Open During Lunch
Wednesday:	8:00 AM	5:00 PM	Open During Lunch
Thursday:	8:00 AM	5:00 PM	Open During Lunch
Friday:	8:00 AM	5:00 PM	Open During Lunch
Saturday:	Closed		Closed During Lunch
Sunday:	Closed		Closed During Lunch

CLIENT/EMPLOYER INFORMATION:
DEVERUS
DEVERUS, INC.
1708 W 6th St
Austin, TX 78703
Account #: DVQD1

Print Close

Pending Orders

This grid will display all orders in either an Ordered, Not Scheduled status or a Scheduled status.

Ordered, Not Scheduled indicates an order in which the scheduling link has been e-mailed to the participant, but the participant has not yet used the link to schedule their test. You may choose to finish the scheduling on behalf of the participant by using the Schedule button.

Scheduled indicates the order has been scheduled with the laboratory.

Submit Date/Time	Order Status	SSN/EID	Last Name	First Name	Expiration	Collection Site	Customer	Location
2011-11-15 10:36:32	Scheduled	555229999	Donor	Demo	2011-11-21 23:59:59	DRUGTECHS	i3screen Customer Demo Account	DE LO CU LO
2011-11-14 22:36:41	Ordered, Not Scheduled	000998888	Test	i3tier	2011-11-18 23:59:59	Labcorp	i3screen Customer Demo Account	DE LO CU LO

Pending Results

This grid will display orders/results in processing or review. Various reasons that results will display here include but are not limited to:

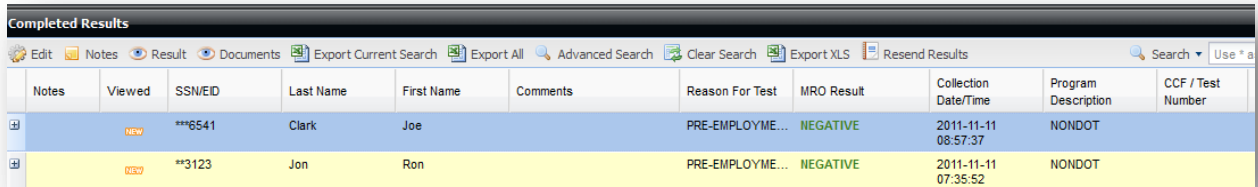
- Collection Completed
- In testing at Lab
- DOT results for which the MRO has not received a participant signed CCF
- Non-negative lab results currently under review with the MRO
- Missing/incomplete information received from the lab

The MRO Status column may or may not display additional detail as to why the result is in-process, dependent upon what information the MRO is able to release at that time.

Collection Site	Submit Date/Time	SSN/EID	Last Name	First Name	Order Status	MRO Status	Expiration
CONCENTRA MEDICAL CENTERS	2011-11-08 17:52:34	****O123			Lab Testing Complete	In Process	0000-00-00 00:00:00
	2011-11-08 15:44:37		TEST	TEST		Pending	0000-00-00 00:00:00
	2011-11-08 12:45:18		TEST	TEST		Pending	0000-00-00 00:00:00
	2011-11-08 11:23:49	*****8512			Lab Testing Complete	In Process	0000-00-00 00:00:00
ANALYTICAL TESTING GROUP, INC. (ATG)	2011-11-02 17:06:48	**6543	Smith	Fran	Collection Complete	Pending	2011-11-10 23:59:59
EMPLOYMENT SCREENING SERVICE	2011-11-02 17:02:54	**8765	Fran	Dan	Donor Arrived at Collection Site	Pending	2011-11-10 23:59:59


Completed Results

Click Completed Results. You will be directed to a Grid View of all completed test results.




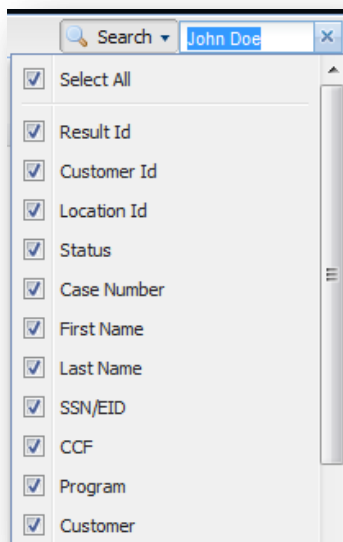
Notes	Viewed	SSN/EID	Last Name	First Name	Comments	Reason For Test	MRO Result	Collection Date/Time	Program Description	CCF / Test Number
	NEW	***6541	Clark	Joe		PRE-EMPLOYME...	NEGATIVE	2011-11-11 08:57:37	NONDOT	
	NEW	**3123	Jon	Ron		PRE-EMPLOYME...	NEGATIVE	2011-11-11 07:35:52	NONDOT	

Searching

Selecting one of the above items will load a grid with a list of cases. From the grid it is then possible to search within all the results of that grid type. The Search box is in the top-right of the screen, and it allows the user to perform partial searches, and to select which fields it searches through. All columns are searched by default, so if you search for 'Clark' it would find that as the first or last name, or the customer or location name. To check or change the fields that are searched, the user can click on the search button itself,  to see a drop-down list of searchable fields, which can then be enabled or disabled if necessary.

To perform a partial-search, users must type a percent sign at the start of the text they enter in the search box. For example, typing %1234 would search for anything that has 1234 in it. i.e. the last four of an SSN

Searches can be cleared by pressing the blue X,  to the right of the search box



Organizing the Grid

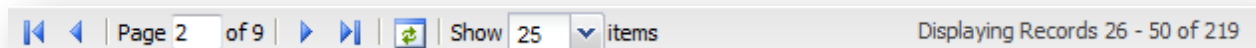
Many aspects of the grid can be customized to meet the user's needs. This includes sorting by a particular column, hiding and resizing columns and expanding on the information available.

Sorting


The grid can be sorted by any of the columns. For instance, if you wanted to sort the grid by the "Location", you would click on that column header and now the grid will be arranged alphabetically by the Location.

Changing Pages, and Refreshing the Grid

At the bottom of the grid are options for switching between pages and refreshing the grid to show any updates.



The buttons on the left allow the user to switch pages, and see which page they are currently viewing. The ◀ and ▶ buttons let the user move to the next or previous page. The ⏪ & ⏩ buttons allow users to jump to the first or last page. It is also possible to type a number into the 'Page' box to jump straight to a specific page.

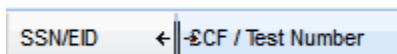
The button with the green arrows  can be used to refresh the grid to see any changes,

The "Show [25] items" button, allows the user to click the drop-down to choose to display more items in the grid at a time (Up to 1000). Note: The more items that are displayed, the longer it will take for the grid to load.

The right of the bar indicates how many results are being returned by the current search.


Resizing or Hiding Columns

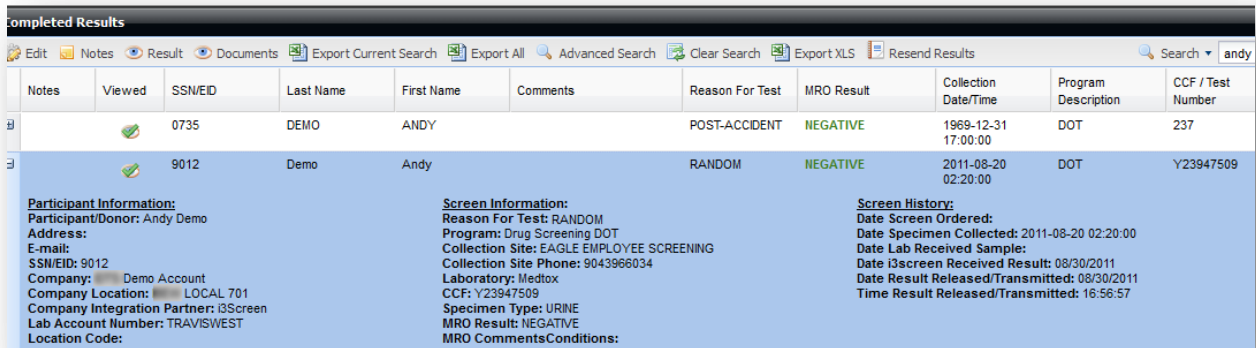
All of the columns can be resized by clicking between two adjacent columns in the header, and then dragging to make the column larger or smaller so that more information can be displayed.





Also, any column can be hidden from the grid entirely. To do this, the user hovers the mouse over any of the column headings (i.e. over "Customer"). A small triangle ▼ will appear. Click the triangle to open the column options, then go to "Columns" to pick which columns you would like to display within the grid

Expanding a Result

Information available from within the grid can be expanded on by pressing the small plus icon  to the left of a result. This expands the line to show additional information about that result.




Notes	Viewed	SSN/EID	Last Name	First Name	Comments	Reason For Test	MRO Result	Collection Date/Time	Program Description	CCF / Test Number
		0735	DEMO	ANDY		POST-ACCIDENT	NEGATIVE	1969-12-31 17:00:00	DOT	237
		9012	Demo	Andy		RANDOM	NEGATIVE	2011-08-20 02:20:00	DOT	Y23947509

Participant Information:
Participant/Donor: Andy Demo
Address:
E-mail:
SSN/EID: 9012
Company: Demo Account
Company Location: LOCAL 701
Company Integration Partner: i3Screen
Lab Account Number: TRAVISWEST
Location Code:

Screen Information:
Reason For Test: RANDOM
Program: Drug Screening DOT
Collection Site: EAGLE EMPLOYEE SCREENING
Collection Site Phone: 9043966034
Laboratory: Medtox
CCF: Y23947509
Specimen Type: URINE
MRO Result: NEGATIVE
MRO Comments/Conditions:

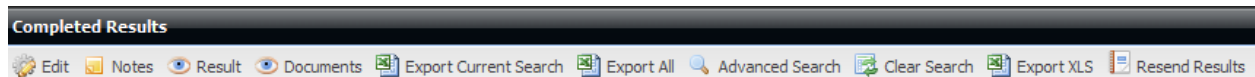
Screen History:
Date Screen Ordered:
Date Specimen Collected: 2011-08-20 02:20:00
Date Lab Received Sample:
Date i3screen Received Result: 08/30/2011
Date Result Released/Transmitted: 08/30/2011
Time Result Released/Transmitted: 16:56:57

Customizing the Grid

The user can use the  Customize button to change how the grid is displayed, and also to save or reset the settings they have selected. After making any necessary changes to grid, the user clicks customize, and then clicks Save. Now the grid will default to those options whenever they open it.

Buttons

The toolbar contains the following action buttons:



Edit Allows the user to edit basic test data

Export Current Search Exports to .csv file all results in the current search

Export All Exports all to .csv (note: may experience difficulties with large numbers of records.)

Export XLS Exports current view to .xls file

Resend Result Allows user to re-send to contacts via e-mail or fax

View Result Highlight the result you want to view from the grid (click on the row and it will highlight it in blue) to see a final test result (sample image below):



Test Results

Date Results Transmitted: 11/29/2012
Time: 11:36 AM
Transmitted By: SF
Participant/Donor: John Doe
SSN/EID: 123456789
CCF/Specimen ID: 1129121
Specimen Type: URINE
Company: DEVERUS
Location: DEVERUS, INC.

Reason for Test: PRE-EMPLOYMENT
Date Specimen Collected: 11/27/2012
Laboratory: Quest Diagnostics
Collection Site: QUEST DIAGNOSTICS-
Collection Site Phone: 8453542412
Program: NONDOT

Lab Account Number: DVQD1

Date MRO Received CCF Copy 2:
Date Test Verified by MRO: 11/29/2012

Test Results

Panel - NEEDS SET UP 38851N

Drug	Results	Screen	Confirm
Amphetamines	NEGATIVE	1000	500
Barbiturates	NEGATIVE	300	200
Benzodiazepines	NEGATIVE	300	200
Cocaine	NEGATIVE	300	150
Marijuana	NEGATIVE	50	15
Methadone	NEGATIVE	300	200
Methaqualone	NEGATIVE	300	200
Opiates	NEGATIVE	2000	2000
Phencyclidine (PCP)	NEGATIVE	25	25
Propoxyphene	NEGATIVE	300	200

MY DETERMINATION/VERIFICATION IS: NEGATIVE

Certified Medical Review Officer
David Nahin M.D. *Signature*

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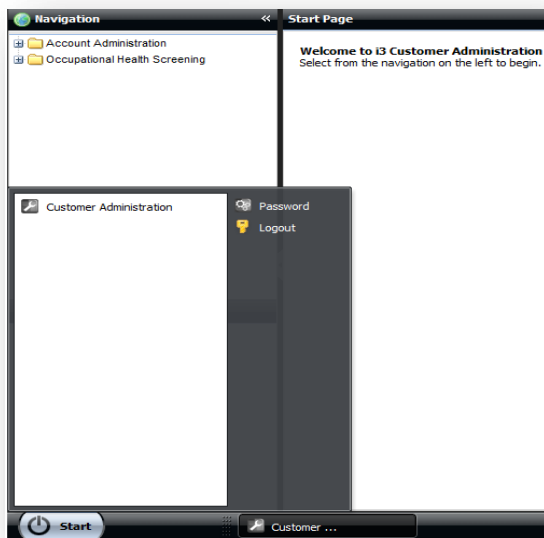
Close

View Documents: Highlight the test (click on the row and it will highlight in blue) and select View Documents to see the CCF or BAT form :

MEDTOX <small>LABORATORIES, INC.</small> 402 W County Rd D St. Paul, MN 55112 (651) 636-7466 (800) 832-3244		FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM SPECIMEN ID NO. Y20269138 120269138	
STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE			
A. Employer Name, Address, I.D. No. EMPLOYER: I3 Screen EMPLOYEE: 1730828 C/O: INDUSTRIAL INVESTIGATIONS 9501 NORTH WALKER BLVD DENVER, CO 80231		B. MRO Name, Address, Phone and Fax No. DAVID HANSEN MD 1730828 4501 WORTHFIELD BLVD DENVER, CO 80230 TEL: 877-506-1156 FX: 303-4795-0263	
C. Donor SSN or Employee I.D. No. 123456789		D. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input checked="" type="checkbox"/> Follow-up <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Other (specify)	
E. Drug Tests to be Performed: <input checked="" type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> Other (specify)		F. Collection Site Address Collector Phone No. 3039771834 Collector Fax No.	
STEP 2: COMPLETED BY COLLECTOR Read specimen temperature within 4 minutes. Is temperature between 90° and 100° F? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark Specimen Collection: <input checked="" type="checkbox"/> Split <input type="checkbox"/> Single <input type="checkbox"/> None Provided (Enter Remark) <input type="checkbox"/> Observed (Enter Remark)			
REMARKS 51119		STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)	
STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY			
I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements. <input checked="" type="checkbox"/> Collector Signature of Collector Date (Mo./Day/Yr): 11/15/14		SPECIMEN BOTTLE(S) RELEASED TO: Name of Delivery Service Transferring Specimen to Lab: <input checked="" type="checkbox"/> UPS <input type="checkbox"/> Local Courier <input type="checkbox"/> Other	
RECEIVED AT LAB: <input checked="" type="checkbox"/> Accessioner Signature of Accessioner Date (Mo./Day/Yr): 11/16/14		SPECIMEN BOTTLE(S) RELEASED TO: <input checked="" type="checkbox"/> PS	
STEP 5: COMPLETED BY DONOR I certify that I provided my urine specimen to the collector; that I have not adulterated it in any manner; each specimen bottle used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle is correct. <input checked="" type="checkbox"/> Donor Signature of Donor: Donor Date (Mo./Day/Yr): 11/15/14 Daytime Phone No. () Evening Phone No. (303) 828-1213 Date of Birth: 3/11/14 Mo. Day Yr.			
STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN			

Change Password or Log Out

Click the Start button on the bottom left side of the screen:



A menu will appear that allows the user to change their password or log out:

To change your password, click Password and the following screen will appear:

A dialog box titled "Password Administration" with a close button in the top right corner. The title "Enter New Password" is in green. Below it, the text "Password must:" is followed by a list of requirements: "-Be at least 8 to 15 characters", "-Contain at least one numeric value", "-Contain at least 2 letters (one UPPERCASE and one lowercase)", and "-Contain at least one special character (!,\$,%,@,#,%)". There are two input fields: "Password:" and "Confirm Password:". At the bottom are "Submit" and "Cancel" buttons.