ORDERING A DRUG TEST

Customer Administration > Occupational Health Screening > Schedule New Order

Website address:  www.i3screen.net

Log in using your email address and password.

If you forget your password, click on Forgot Password?

Enter:

- Company Location
- Package (select service)
- Reason for Test

Click Next in the bottom right hand corner

Participant Information:

Complete all required fields

- First name:  Last Name:
- SSN/EID: Minimum 5 characters; Can be alpha numeric
- Email: Complete for the system to send the donor pass. Use either the participant email address or your email address
- CC: Optional field to send the donor pass to another contact
- Phone: Employee phone number

Select the desired option

1. Complete the order and view/print the donor pass
2. Complete the order and send an email with the donor pass
3. Initiate the order and send a link to the donor to select their collection site and view/receive email with the donor pass

Click Next in the bottom right hand corner
Confirm the order information.

Select today's date.

(Highlighted dates represent the time frame before the order expires.)

After the order has been submitted, an order confirmation page (Donor Pass) will pop up with the donor test registration information. Instruct the donor to take the Donor Pass to the collection site. If the Donor Pass has been emailed to the donor, they can provide it to the collector via their smart phone.
The Completed Results grid shows all closed cases that have been reported from the MRO.

1) Double-click on the case or select the case and click the Result icon to view the report.
2) Click the Documents icon to view associated case documents such as the CCF-2.
3) Click Send to resend results.
4) Click Export to export cases to a spreadsheet.
5) Users can customize and save the grid view according to their preferences:
   - Modify the search date range
   - Move columns (click & drag to the preferred position)
   - Add and remove columns (right click and select/deselect the column)
   - Change the number of cases showing per page

The All Recent Cases grid shows all cases regardless of status, including Pending Orders, Expired Orders, Pending Results and Completed Results. The Order Status column shows the status of the case.

Select the other grids to view the cases in the corresponding status.

The Details pane in the lower left corner allows the user to filter on cases in a specific status.
Random pools can be managed from the Active Pools grid, which shows overall data and YTD compliance regarding the pool.

1) Add Pool – Pools can be set up for NonDOT (Company Policy) or DOT-required testing. Monthly or quarterly selection periods are available, and selections can be based on a percentage of the pool or a fixed number.

2) Edit Pool – Certain pool parameters can be edited and all changes are audited. Changes are applied to the pool moving forward.

3) Notes can be added to the pool to help manage compliance and communication regarding the pool.

Users can customize and save the grid view according to their preferences:
- Move columns (click & drag to the preferred position)
- Add and remove columns (right click and select/deselect the column)

**ADDING PARTICIPANTS TO A POOL VIA UPLOAD**

To import the initial employee list or updated lists to the pool, select a pool and click Upload. Follow the instructions on the upload form.

The spreadsheet to import must be in the required .xls format (see examples below).

Check the “Replace” box to replace all participants in the pool with the participants on the new spreadsheet. To add to the pool only, do not check the “Replace” box.

Add all Company Locations that are affected.

Select the spreadsheet to upload and submit.

**Standard DOT/FMCSA spreadsheet format:**

**Standard NonDOT spreadsheet format:**
ADDING & DELETING INDIVIDUAL PARTICIPANTS

To delete an individual participant from a pool:

Highlight the pool and click the Entities button on the top tool bar.

Select the participant and click the delete icon.

To add an individual participant to a pool:

Highlight the pool and click the Entities button on the top tool bar.

Search for the participant, highlight then click Add to Pool.

Note that a participant must have the Type = Random Participant NONDOT or Random Participant DOT before they are visible in the Entities grid and can be added to the pool.

To add a participant or edit a participant so they can be added to a pool, select the Participants grid.

1) Click Add and enter the required fields including Type. From the dropdown in the Type field select either Random Participant NONDOT or Random Participant DOT.

2) Highlight an existing participant and click Edit. From the dropdown in the Type field select either Random Participant NONDOT or Random Participant DOT.

Once the participant has been added and the Type updated, they can be added to the pool in the Entities grid.
RANDOM SELECTION PROCESS

The system-generated random selection runs overnight on the 1st of the month. A pool can be placed on Hold if participants are not updated by highlighting the pool and clicking on the Hold icon on the top tool bar. Once the pool is removed from Hold, if it is past the 1st of the month the pool selection will need to be generated manually.

RUNNING A RANDOM SELECTION MANUALLY

Remove the pool from Hold

1) Highlight the pool and click Periods
2) Select the Period to run
3) Right click on the Period and select Run

Established Period Manually

Additional functionality:
4) Click View Selection History to view all dates of pool selection as well as the list of contacts who have received the selection report.
5) Click Re-Report Selection List to resend the selection report to an individual or all contacts.
Functionality options are available when right-clicking on an active pool, including several reports:

1) Advanced Compliance Report shows the YTD pool compliance and lists selections with and without associated tests.
2) Random Pool Audit Report shows changes to the pool parameters, period changes and participant add/delete.
3) Certificate of Enrollment and Letter of Participation reports are available for DOT pools.

Reports can be set up for email to authorized contacts on a scheduled basis:

- Random Pool List Reminder
- Advanced Compliance Report

1) Highlight the pool and click Schedule
2) Add Schedule
3) Complete required fields and select desired date for report generation