

Client ITSA Portal Instructions

ITSA will create a username and temporary password to allow a DER access to the ITSA Web portal to view and reprint MRO Result letters, locate in-network clinics, and perform roster maintenance.

The link to the portal is: <https://portal.itsacorp.com/>

The DER will be prompted to change their password the first time logging into the portal.



The result tab is searchable using any of the columns listed. In the first field, choose the criteria you want to search (drop down box has several options). In the second box, type in the criteria (i.e. Employee name, Specimen ID), select search button. All results matching criteria will show. To view a specific result, click the select button next to that record. Each result record has an envelope icon next to it to show when it has been viewed.

The screenshot shows the 'Results' tab in the ITSA portal. At the top, there's a navigation bar with 'Results', 'Employees', 'Random Selections', 'Collection Sites', 'Orders', and 'My Information'. Below this is a search bar with a dropdown menu for 'Test ID' and 'Search' and 'Refresh' buttons. The main table lists test records with columns: Test ID, Lab, SSN/ID, Donor Name, Reason For Test, Test Date, Result Type, Industry, and Result. A blue arrow points to the 'Test ID' dropdown menu. Below the table are buttons for 'Request Change', 'View Result Report', and 'View CCF'. The 'Test ID 2047730609D Details' section shows donor information, test date, collection site name, and MRO published notes. At the bottom, there's a 'Result Details' table with columns: Substance Tested, Drug Type, MRO Determination, Screen Level, Confirm Level, and Measurement.

This close-up shows a row from the results table. The 'Industry' column has 'FMCSA' and 'Result' has '0'. To the right of the '0' is a blue 'Select' button with an envelope icon. A red box highlights the 'Select' button and the envelope icon. A red arrow points from the envelope icon to the text 'Viewed clicking on icon will reset'.

Another way to filter is to click on the column headers {ex: Reason for Test} to sort ascending/descending order

To view actual Result Report, choose the “View Result Report” Button. To request a change to the record, select the “Request Change” button and indicate in the pop-up box what change is needed to the report and choose the submit button. For a copy of the CCF select “View CCF” button. If a Memo for Record(MFR) is associated with a CCF/ATF, there will be a MFR button to choose to access the MFR.

Adding a Pre-Employment Test Result as New Employee OR Adding a Return-To-Duty Negative Result:

Choose the Select button.

Test ID	Lab	SSN/ID	Donor Name	Reason For Test	Test Date	MRO Released	Result Type	Industry	Result	
SAMPLE01	Clinical Reference Lab	XXX-XX-9565	SAMPLE, JANE S	Pre-Employment	03/11/2019	03/12/2019	Drug	FMCSA	Positive	Select
955261_0127		955261	Smith, Betty	Random	02/28/2019	N/A	Alcohol	FMCSA	0.394	Select
2047730609D	Clinical Reference Lab	9-55261	Smith, Betty	Random	02/28/2019	03/02/2019	Drug	FMCSA	Negative	Select
2047730609P	Clinical Reference Lab	9-55261	Smith, Betty	Random	02/28/2019	03/04/2019	Drug	FMCSA	Positive	Select
2047730608	Clinical Reference Lab	9-55261	Smith, Betty	Pre-Employment	12/21/2018	12/23/2018	Drug	FMCSA	Negative	Select
0000001	Yellow Lab	XXX-XX-3225	Donor, John	Random	03/11/2014	03/12/2014	Drug	FMCSA	Negative	Select
Dilute Sample	Clinical Reference Lab	122-06-2196	Doe, Jane B	Pre-Employment	08/23/2010	08/24/2010	Drug	FMCSA	Negative	Select

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Choose Add Employee button.

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Request Change | View Result Report | Add Employee | View CCF



If there is any information you want to add, i.e. MIS Category, Department, Location, go ahead and add that information. Then highlight the “Available Pools” and choose “Add”.

Manage Employee

SSN/ID: 19537 CDL#: SL1234444 State: OH Country: US

Name: Stacy (First) (Middle) Alspaugh (Last)

Department: Location:

Status: Active Division:

Date Of Birth: 01/01/1990 Hire Date:

Job Number: Job Name:

MIS Category:

Available Pools: Sample Company NONDOT P

Current Pools: Sample Company FAA Pool

Add Remove

Any open fields can be edited.

Best Practice: Update SSN/Employee ID so it's consistent with the current roster.

- ***FMCSA employers should now be using CDL# as the employee ID per current DOT regulations.**
- **FMCSA Employers/Customer: Update the driver's CDL number, state of issuance, DOB and country for each employee.**

The box below will appear and the employee is now active in your roster.



IMPORTING A ROSTER INTO THE ITSA PORTAL

Another feature is using the ITSA Import Roster feature by using the Excel template ITSA provides to you. (You may export your roster to see the template)

When adding employees to your roster make sure a negative Pre-Employment test result or negative Return-to-Duty test result are on file and for pre-employment tests, that the test is within the guidelines of the DOT agency regulations your company is required to follow as listed below:

FMCSA: 30 day window

PHMSA: nothing in regulations, however industry auditors state 30 days like FMCSA

FAA: 180 day window

FTA: 90 day window

USCG: 60 days with proof of a negative test if from a previous employer (see regulations for additional guidance)

FRA: 1 pre-employment test for life with the company (can add employee back to roster without a new pre-employment test)

Note: Only the ITSA template provided to you will be able to be loaded. All column titles listed below need to be at the top of the spreadsheet for the import to properly load, however all the fields do not require data in the columns.

Customer_ID	Pool_ID	SSN/ID	First_Name	Middle_Initial	Last_Name	Department	Location	Date_Of_Birth	CDL_Num	CDL_State	CDL_Country	Job_Name	Job_Number	Division	Status
-------------	---------	--------	------------	----------------	-----------	------------	----------	---------------	---------	-----------	-------------	----------	------------	----------	--------

LOADING WITH MULTIPLE ROSTERS:

Combine all rosters for your customer number into one spreadsheet. One spreadsheet can contain multiple pools, No duplicate SSN/ID#'s, if you have an employee that is in both pools, please add a extra character or number to the employee ID to differentiate between the two and allow them to have separate records for reporting purposes.

When uploading an employee roster, the upload replaces the entire previous roster, anyone not on the new uploaded roster will be inactivated..

FMCSA clients: New drivers are automatically added to active roster once pre-employment test is cleared- – during roster review make sure your roster is using the CDL# of the driver

*The auto-add feature is available to other clients also; Notify ITSA team member if you want this feature activated on account

integritytesting
 & safety administrators
 The Most Important Part of Your Drug and Alcohol Testing Program... Integrity

Welcome Leslie Beery [Change Customer](#) [Change Password](#) [Logout](#) [Help](#)

[Results](#) [Employees](#) [Random Selections](#) [Collection Sites](#) [Orders](#) [Reports](#) [My Information](#)

Employees

SSN/ID	Name	Department	Location	DOB	CDL Number	State	Country	Job Name	Job Number	Division	Pool Name	Status
98657	Alspaugh, Tracey		Active								Sample Company FAA Pool	Active
9/22/1993 0:00	Bauer, Jack		Active								Sample Company NONDOT Pool	Active
46576	Billings, Cheryl		Active								Sample Company FAA Pool	Active
3322-77	Billings, Angela		Active								Sample Company NONDOT Pool	Active
4325	Curb, Karol		Active								Sample Company NONDOT Pool	Active
877887	Delong, Clancy		Active								Sample Company FAA Pool	On Leave
132	Draper, Joe		Active								Sample Company NONDOT Pool	Active
2222222	Garrett, Jamie										Sample Company NONDOT Pool	Active
3/30/2121 0:00	Holmes, Greta		Active								Sample Company FAA Pool	Active
37373	Olson, Al		Active								Sample Company FAA Pool	Active

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[Export to Spreadsheet](#) [Import Employees](#) [Printer Friendly Version](#) [Edit Employee](#)

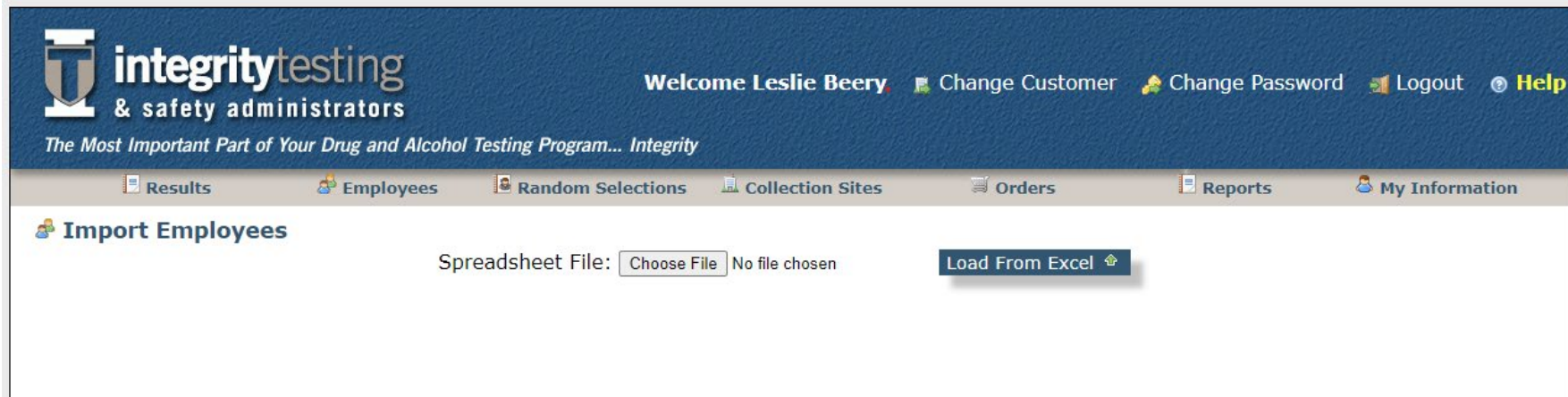
Best practices are to export a copy of your roster before you do any importing. This gives you a copy to revert back to if needed .

Click on Export to Spreadsheet. This will download a copy of your current roster to your computer. You may edit the file or keep as a backup in case you need to revert back for any reason.

Best practices when editing your roster:

1. Your export of the roster will download as a .csv file. Please edit and save as an .xls format (Microsoft Excel). If you need assistance on how to save a spreadsheet from another program as an Excel file, please contact ITSA IT (586-991-0000 Option 5)
2. Remember that the employees on your list that you upload will overwrite the entire roster that was in the portal. The employees that you will not see any longer are not deleted, they have been inactivated.
3. Use Middle Initials as an additional verification for employee identity. This is required when you have multiple employees with the same first and last name. If you have employees that have the same first, middle and last name please contact ITSA IT for assistance. (586-991-0000 Option 5)
4. Do not add spaces to columns. Please have the columns left justified as in the export when you do your import back into the portal.
5. Do not change names of columns.
6. Do not add columns that were not part of the export.
7. Customer number and pool numbers are the identification that is required for our system. Please do not change or delete these numbers.
8. One spreadsheet can contain multiple pools, No duplicate SSN/ID#'s, if you have an employee that is in both pools, please add a extra character or number to the employee ID to differentiate between the two and allow them to have separate records for reporting purposes.

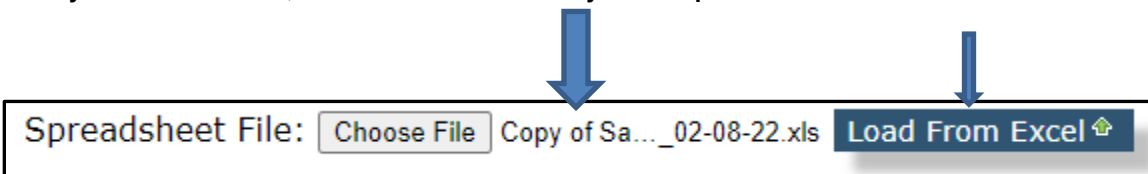
When you have a copy of the employee roster that is ready for uploading, select Import Employees.



Choose File. Find the file to want to upload in your computer.



Once you choose the file, the name of the file from your computer will show. Then choose “Load From Excel”



If importing employees with no pre-employment test on file, an error message in red will display. You are required to put an explanation as to why the employee is being added with no test on file with ITSA. The reason could be a test was performed on a different laboratory account by error. This is a common error. You should have a copy of result that can be shown in the event of an audit. You have to explain your program to an auditor.

Import Employees

Spreadsheet File: No file chosen

**2 error(s) were encountered while uploading this file which must be resolved before importing.
2 warning(s) were encountered while uploading this file that should be evaluated before proceeding.**

Report contained 26 employees to import.

Import Action	Pool	SSN/ID	First Name	Middle Name	Last Name	Department	Location	Date Of Birth	CDL Number	CDL Stat
No Pre-Employment Test on File <input type="button" value="Fix"/>	Sample Company	23456	Test		Pre					
No Pre-Employment Test on File <input type="button" value="Fix"/>	Sample Company	9-1234567	Thimby		Ybos					
Duplicate Name	Sample Company	122-06-2196	Jane B		Doe					
Duplicate Name	Sample Company	123645	Jane B		Doe					
Update	Sample Company	11158	Jeffrey		Adams					

Choose the “Fix button” and document the reason for the addition This is for audit purposes. Then choose the “Save” Button.

Report contained 26 employees to import.

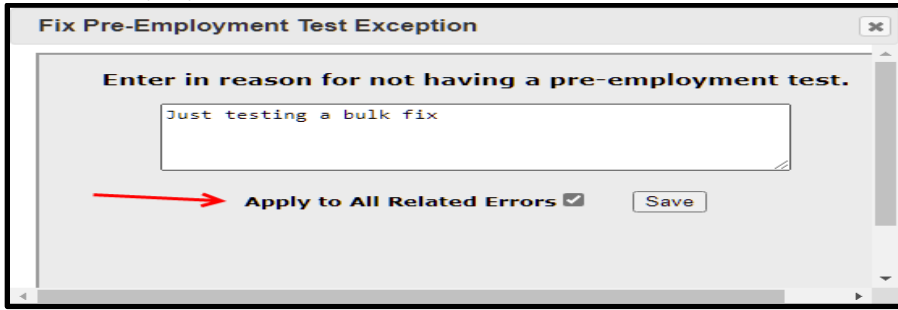
Import Action	Pool	SSN/ID	First Name	Middle Name	Last Name	Department	Location	Date Of Birth	CDL Number	CDL Stat
No Pre-Employment Test on File <input type="button" value="Fix"/>	Sample Company	9-1234567	Thi							
Duplicate Name	Sample Company	122-06-2196	Jan							
Duplicate Name	Sample Company	123645	Jan							
New Addition	Sample Company	23456	Tes							
Update	Sample Company	11158	Jeff							
Update	Sample Company	40078	Mol							
Update	Sample Company	19537	Sta							
Update	Sample Company	13905	Cor							
Update	Sample Company	9-20588	Car							

Fix Pre-Employment Test Exception

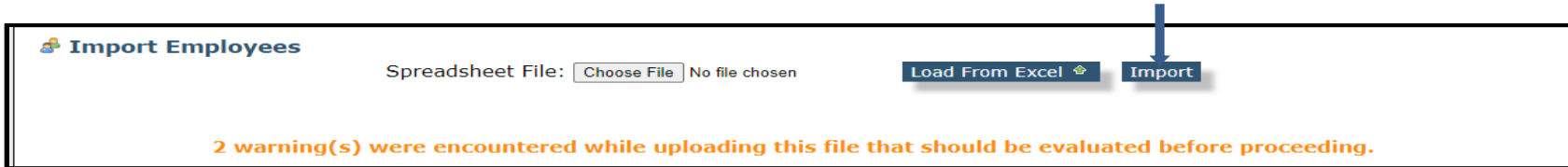
Enter in reason for not having a pre-employment test.

This was missed. Will take out of pool and test immediately.

Additionally you can apply the same reason for all results that show a pre-employment test exception for the purpose of not having to do these individually. See excerpt below:



In the example below with a duplicate warning, the employee will import. This is a notification in the event the employee is indeed the same person. If that is the case, inactivate the employee from the roster after you completed the import. To complete the import, click on the Import button.



The screen shot below shows you the number of employee records that were imported. If you receive an error or you do not get this message, please contact an ITSA team member to help resolve the issue. Please create a "snip-it" or "screen shot" of the error to be sent to <mailto:clientservices@integritytesting.net> for an ITSA team member to resolve.





The Employee Tab screen defaults to all employees with an “Active” status in company roster. From this screen you can search by SSN/ID, Name, Job Name, Location, Status, and Pool Name. Manage employees by adding additional information such as specific job name or change the employees status to “Inactive”. To update a specific employee record, choose the select button next to the employee you wish to update and then choose “Edit Employee”.

SSN/ID	Name	Department	Location	DOB	CDL Number	State	Country	Job Name	Job Number	Division	Pool Name	Status	
12344444	Account, Test										Sample Company FAA Pool	Active	Select
44885	Account, Test										Sample Company FAA Pool	Active	Select
98-555	Account, Test										Sample Company NONDOT Pool	Active	Select
19537	Alspaugh, Stacy				SL1234444	OH	US				Sample Company FAA Pool	Active	Select
11-222	Alspaugh, Stacy										Sample Company NONDOT Pool	Active	Select
8852	Alspaugh, Stacy										Sample Company FAA Pool	Active	Select
66389	Billings, Carmen										Sample Company FAA Pool	Active	Select
9-20588	Billings, Carmen										Sample Company FAA Pool	Active	Select
9-20589	Billings, Ken										Sample Company FAA Pool	Active	Select
22-333	Billings, Ken										Sample Company NONDOT Pool	Active	Select
22471	Billings, Ken										Sample Company FAA Pool	Active	Select
458-7	Billings, Carmen										Sample Company NONDOT Pool	Active	Select
11942	Boyd, William										Sample Company FAA Pool	Active	Select
XXX-XX-1234	Brown, Mary	Compliance									Sample Company FAA Pool	Active	Select
19039	Daum, Steven										Sample Company FAA Pool	Active	Select

- Export to Spreadsheet
- Import Employees
- Printer Friendly Version
- Edit Employee

Manage Employee

SSN/ID: 9/22/1993 0:00 CDL#: State: Country:

Name: Jack (First) C (Middle) Bauer (Last)

Department: Status: Active Location: Active Division:

Date Of Birth: Hire Date:

Job Number: Job Name:

MIS Category:

Available Pools: Sample Company FAA Pool

Current Pools: Sample Company NONDOT F

Add Remove

Submit

In this example we changed the status for Jack Bauer to Active and hit “Submit”.

- FMCSA Employers/Customer: Update the driver’s CDL number, state of issuance, DOB and country for each employee.**

Manage Employee

Employee Roster has been updated.

Random Selections

The Random Selection tab will show the most recent random selection in date order. Example below:

Random Selections								Selection Date		Search	Refresh
Selection Date	SSN/ID	Employee	Rank	Selected For	Date Drug Tested	Date Alcohol Tested	Stage				
01/01/2019	9-55261	Smith, Betty	Primary	Drug & Alcohol	02/28/2019	02/28/2019	Complete				Select
01/01/2019	11674	Piper, Ruthann	Primary	Drug			Incomplete				Select
01/01/2019	17830	Adams, Richard	Primary	Drug			LayOff				Select
10/02/2018	9-20588	Billings, Carmen	Primary	Drug & Alcohol			Incomplete				Select
10/02/2018	9-20589	Billings, Ken	Primary	Drug			Incomplete				Select
10/02/2018	9-85210	Pool, Sam	Primary	Drug			Incomplete				Select
09/13/2017	9-20567	White, Paul	Primary	Drug & Alcohol			Incomplete				Select
09/13/2017	9-85823	Hunt, Cheryl	Primary	Drug & Alcohol			Incomplete				Select
09/13/2017	9-14593	Smith, Lorri	Primary	Drug			Incomplete				Select
02/02/2017	9-1885	Donor, John	Primary	Drug & Alcohol			Incomplete				Select
02/02/2017	12250	Ackley, Tony	Primary	Drug & Alcohol			Incomplete				Select
02/02/2017	9-58562	West, Evan	Primary	Drug			Incomplete				Select
01/19/2016	11570	Alvarez, Randall	Primary	Drug & Alcohol			Incomplete				Select
01/19/2016	9-45966	Sunday, Norm	Primary	Drug & Alcohol			Incomplete				Select
01/19/2016	9-20193	Stamps, Michael	Primary	Drug			Incomplete				Select

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Printer Friendly Version | Request Change

Random Selection 9-55261 - Betty Smith - 1/1/2019


Selection Date: 1/1/2019	Pool Name: Sample Company	Drug Test Date: 2/28/2019
SSN/ID: 9-55261	Industry: FMCSA	Alcohol Test Date: 2/28/2019
Employee: Betty Smith	Location:	Stage: Complete
Rank: Primary	Division:	Comments:
Selected For: <input checked="" type="radio"/> Drug <input type="radio"/> Alcohol	Department:	

If searching for a specific random selection, enter the date the random was processed in both boxes to the right of “Selection Date”.

Random Selections								Selection Date	07/08/2009	07/08/2009	Search	Refresh
Selection Date	SSN/ID	Employee	Rank	Selected For	Date Drug Tested	Date Alcohol Tested	Stage					
07/08/2009	155-31-1330	Khambati, Shabbir	Primary	Drug			Incomplete	Select				
07/08/2009	322-48-6694	Baggot, Russell	Primary	Drug & Alcohol			Incomplete	Select				
07/08/2009	138-65-7894	Kantor, Robert	Primary	Drug			Incomplete	Select				
07/08/2009	164-77-9562	Pryce, Lynnette	Primary	Alcohol			Incomplete	Select				
07/08/2009	594-82-6348	Robert, Jerome	Primary	Drug			Incomplete	Select				
07/08/2009	9-14593	Lorri, Smith	Primary	Alcohol			Incomplete	Select				

When looking for a specific person because you want to see how many times they have been selected for random selections choose the drop down button and choose "Employee".

It is best to put the full name of the employee with the last name first, a comma and then their first name. This will bring all selections for the person with that name.


integritytesting
& safety administrators

The Most Important Part of Your Drug and Alcohol Testing Program... Integrity

Welcome Tricia Sands
Change Password
Logout

Results
Employees
Random Selections
Collection Sites
Orders
My Information

Random Selections								Employee	Smith, B	Search	Refresh	
Selection Date	SSN/ID	Employee	Rank	Selected For	Date Drug Tested	Date Alcohol Tested	Stage					
01/01/2019	9-55261	Smith, Betty	Primary	Drug & Alcohol	02/28/2019	02/28/2019	Complete	Select				
03/13/2012	9-55261	Smith, Betty	Primary	Drug & Alcohol			Incomplete	Select				

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Printer Friendly Version
Request Change

Random Selection 9-55261 - Betty Smith - 1/1/2019

Selection Date: 1/1/2019 SSN/ID: 9-55261 Employee: Betty Smith Rank: Primary Selected For: <input checked="" type="radio"/> Drug <input type="radio"/> Alcohol	Pool Name: Sample Company Industry: FMCSA Location: Division: Department:	Drug Test Date: 2/28/2019 Alcohol Test Date: 2/28/2019 Stage: Complete Comments:
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Collection Sites

The Collection Site tab will bring up all collection sites that have been assigned to your account. If you have many sites you use, you can filter by City, State, or Zip Code.

Collection Sites

Search
Refresh

Site Name	City	State	Zip	Phone		Status	
30613 Concentra North Denver	Denver	CO	80216-1400	(303) 292-2273		Active	Select
30644 Concentra Stapleton	Denver	CO	80216	(303) 371-7444		Active	Select
34562 Concentra Houston McCarty	Houston	TX	77029-1241	(713) 674-1114		Active	Select
4M Safety & Compliance	Odessa	TX	79761-2603	(432) 276-5063		Active	Select
A & D Tests, Inc. - Brenham	Brenham	TX	77833	(979) 830-5488	(979)3530158	Active	Select
A and J Services LLC	Guthrie	OK	73044	(405) 293-6140	(405)2939109	Active	Select
AAQ Drug Screening	Jefferson City	MO	65109-7303	(573) 635-6111	(708)8726399	Active	Select
Absolute Diagnostics, LLC	Monroe	LA	71201	(318) 512-5487	(318)2093819	Active	Select
Absolute Testing & Consulting	Fort Pierce	FL	34982	(772) 489-8930	(772) 489-8933	Active	Select
Acadiana Center Walk In Clinic	Lafayette	LA	70508-3346	(337) 269-0136	(337)2338525	Active	Select
Accurate Diagnostics - Spartanburg	Spartanburg	SC	29306	(864) 336-2333	(864)9390288	Active	Select
ACMC Health	Willmar	MN	56201-3556	(320) 231-5054	(320)2316300	Active	Select
Active Chiropractic	Onalaska	WI	54650-2706	(608) 783-3307	(608)7799728	Active	Select
ADL Testing - Athens	Athens	TN	37303	(423) 637-1769	1(423)2520794	Active	Select
ADTS - Aurora Drug Testing Service	Cheektowaga	NY	14215-1437	(716) 446-0440	(716)4460222	Active	Select

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[Request New Site](#)

30613 Concentra North Denver Details

Primary Contact:

Secondary Contact:

Email:

Address: 420 E 58th Ave Ste 111
Denver CO 80216-1400

DOT Urine Collection: Yes

NONDOT Urine Collection: Yes

Alcohol Testing: Yes

Mobile Service: No

Hours:

To request a new collection site not already established for your account, select the Request New Site button. Enter the City, State or Zip Code along with any other detail and select submit button. This will generate a request to an ITSA team member, who will research and locate a collection site closest to the requested area.

Collection Sites Site Name ▾

Site Name	City	State	Zip	Phone	Fax	Sta
Sample Collection Site	Bismarck	ND	58503	(701) 258-5658	1(701)5957634	Act

Page: 1 ▾

[Request New Site](#)

Sample Collection Site Details

Primary Contact: Ryan Collector
Secondary Contact:
 Email: Ryan@officeautomation.com
 Address: 123 Anywhere St
 Bismarck ND 58503

M-F 8-5 Closed Weekends

Change Request ✕

***Request:**
Need a collection site in Sterling Hts MI 48314

*- Required Fields

[Submit](#)



To place an order for CCFs, ATFs or other supplies, select the Create New Order button. A pop-up box will appear with drop down menu items. Complete the order requests then click submit. This will generate a request to an ITSA team member, who will place the order for the requested item(s). Please note CCFs/ATFs orders take an average of 7-10 business days to receive.

The screenshot shows the ITSA Portal interface. At the top left is the logo for "integritytesting & safety administrators" with the tagline "The Most Important Part of Your Drug and Alcohol Testing Program... Integrity". The top right shows a user profile for "Tricia Sands" with links for "Change Password" and "Logout". A navigation bar contains "Results", "Employees", "Random Selections", "Collection Sites", "Orders", and "My Information". Below this is a table with columns: "Order Date", "Item", "Quantity", "Total Price", "Ordered By", and "Ship To". The table is currently empty, displaying "No Records Found". A "Create New Order" button is visible below the table. On the left, there is an "Order Details" section with fields for "Ordered Date:", "Taken By:", "Ordered By:", and "Priority:". A "New Order" pop-up window is open in the center, containing the following fields: "Item Needed:" (dropdown menu with "2018 DOT Custody & Control Forms" selected), "Quantity:" (input field with "25"), "Ship To Entity:" (dropdown menu with "Client" selected), "Ship To Address:" section with "Address:" (input field with "2730 West Road"), "City:" (input field with "Anytown"), "State:" (dropdown menu with "NC" selected), and "Zip:" (input field with "16542"). There is also a text area for "Other Instructions:" and a "Submit" button at the bottom of the pop-up.

Reporting in the ITSA Portal

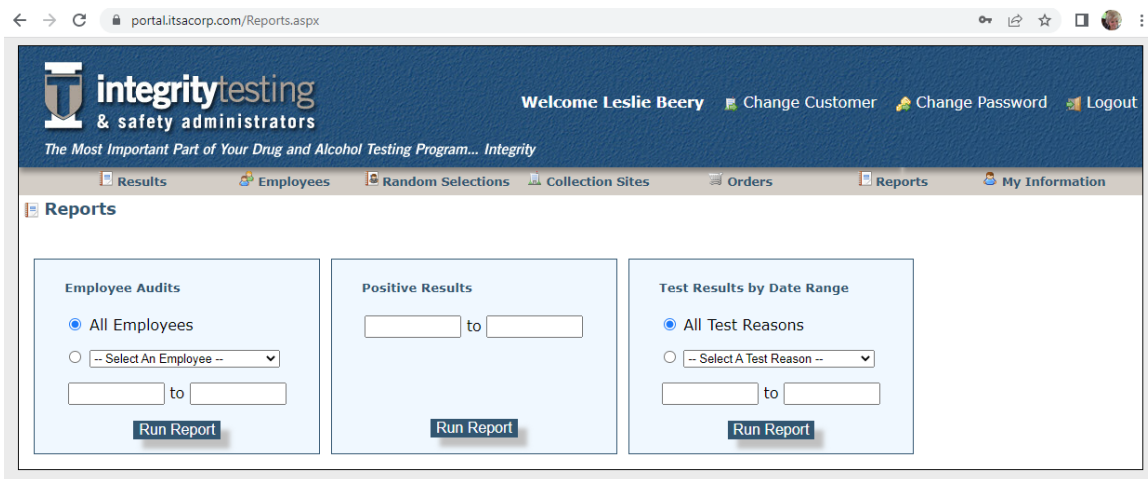


Figure 1 – Reporting Screen in the ITSA Portal

Within the ITSA Portal you have the following reports available to you:

Employee Audits Report

This report will show changes to an employee in the portal through audit notes in the report. This report will also show current status.

Select your reporting parameters:

- All Employees by date range
- Specific Employee by date range

Select which report you would like and select your date range. Click on Run Report

Quick Tip - To capture all employees in this report use a starting date range that will include all work you have completed in the portal.*

to see the report on the

screen. In the upper right corner is the option to print the report results.



Print

Last Name	First Name	Current Status	Entered By	Date Entered	Audit Notes
Account	Test	On Leave	Mary Brown	4/28/2022	Status changed to On-Leave on 1/26/2023 4:22:06 PM Status changed to On Leave on 1/26/23 4:22 PM
Account	Test	Active	Kelly Markus	5/4/2022	
Alspaugh	Stacy	Active	Kelly Markus	5/4/2022	
Alspaugh	Stacy	Active	Mary Brown	4/28/2022	
Alspaugh	Stacy	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM -
Billings	Carmen	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM -
Billings	Carmen	Active	Kelly Markus	5/4/2022	
Billings	Carmen	Active	Mary Brown	4/28/2022	
Billings	Ken	Active	Mary Brown	4/28/2022	
Billings	Ken	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM -
Billings	Ken	Active	Kelly Markus	5/4/2022	
Boyd	William	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Fixed
Brown	Mary	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Fixed
Daum	Steven	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Fixed
Doe	JaneB	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM -
Doe	JaneB	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM -
Emerson	Betty	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Fixed
Field	Lilly	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Status changed to Inactive on 8/16/2022 10:52:37 AM
Flower	Marigold	Inactive	Web: TLPryce (51)	8/16/2022	Status changed to Active on 11/29/2022 7:12:02 PM Status changed to Inactive on 11/29/2022 7:12:19 PM
Henry	William	Active	Mary Brown	4/27/2022	Status changed to Active on 4/28/2022 4:49:03 PM - Fixed

Figure 2- Employee Audits Report results screen

Positive Results Report

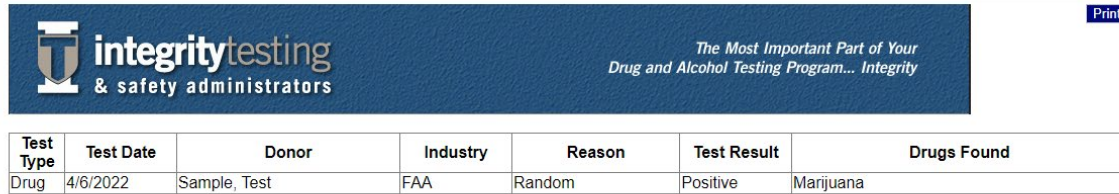
Quick Tip - Use this report to gather positive test data for MIS reporting!*

This report will show the positive tests, by employee, for a specific date range.

Select your reporting parameters:

- Date Range

Results will show on the screen or may be printed with the print button in the upper right corner.



Test Type	Test Date	Donor	Industry	Reason	Test Result	Drugs Found
Drug	4/6/2022	Sample, Test	FAA	Random	Positive	Marijuana

Figure 3 - Positive Results Report Screen

Test Results by Date Range

This report will show all employee test results (all test reasons or a selected reason only) for the company, sorted by test number and test date. The report shows SSN/ID, employee name, reason for test, test date, MRO released date, type of test, test panel, industry and the test result.

Select your reporting parameters:

- All Test Reasons
- Specific Test Reasons (see option list below)
- Date Range of data for report

Quick Tip - Use this report to capture all test reasons for a date range (quarterly) to keep up on reporting requirements.*

Test Reasons you may select:

Annual	Baseline	Exit
Fit for Duty	Follow-UP	Other
Periodic	Post-Injury	Post-Accident
Pre-assignment	Pre-Employment	Random
Reasonable Cause	Reasonable Suspicion	Recertification
Re-Evaluation	Return to Work	Return to Duty
Shy Bladder Exam		

Test ID	SSN/ID	Employee Name	Reason For Test	Test Date	MRO Released	Service Type	Test Panel	Industry	Result
Test123	999-99-9999	Sample, Test	Random	04/04/2022	04/06/2022	Drug	DOT	FAA	Positive

Figure 4- Test Results by Date Range Report

This report must be downloaded and not printed. Click on download at the upper right corner of the screen. This will download a .csv format file to your computer. Open the file with Microsoft Excel, Google Sheets or any other spreadsheet program that will read .csv formatting.

Select “Save As” in your program to save the file in your spreadsheet program’s format.