

Reporting in the ITSA Portal

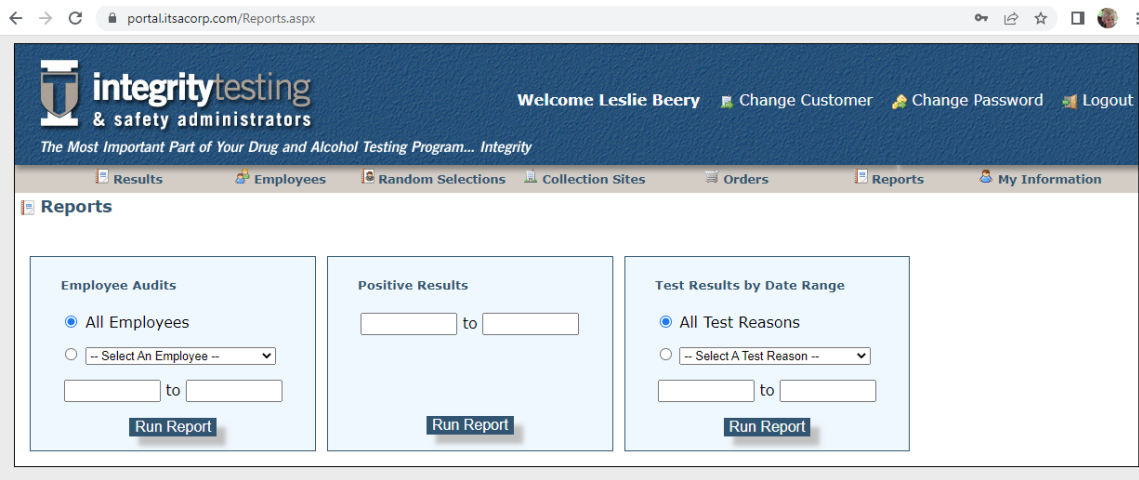


Figure 1 – Reporting Screen in the ITSA Portal

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

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.*

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

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

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

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.