

# **User's Guide for the Random Drug Screening System**

**August 2013**

**Prepared by  
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Nuclear Security and Isotope Technology Division

## **USER'S GUIDE FOR THE RANDOM DRUG SCREENING SYSTEM**

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## 1. INTRODUCTION

The Random Drug Screening System (RDSS) is a desktop computing application designed to assign nongameable (i.e., not susceptible to malicious manipulation) drug testing dates to each member in a population of employees, within a specific time line. The program includes reporting capabilities, test form generation, unique test ID number assignment, and the ability to flag high-risk employees for a higher frequency of drug testing than the general population.

General operation is simple:

- (1) an organization's drug testing administrator creates the employee database by loading basic contact information for each employee,
- (2) the administrator sets the standard criteria for his/her organization's drug testing program, and
- (3) either the administrator or a testing assistant runs the program on testing days to populate a list of selected employees.

## 2. SPECIFICATIONS

The current version has been developed and tested in Microsoft Office Excel 2010, running on a 64 bit operating system with Windows 7. The label printer used during development is a DYMO LabelWriter 450 Twin Turbo. This is the recommended platform for using the RDSS.

## 3. STARTING THE PROGRAM

To start the program, the designated RDSS administrator should open the RDSS.xlsm file. When the RDSS program is started, the program password prompt will appear requesting the program password (see Fig. 1). **NOTE: The initial password is "RDSS."** This password is required to open the program. Information on changing the program password is contained in Sect. 9, "Password Management."

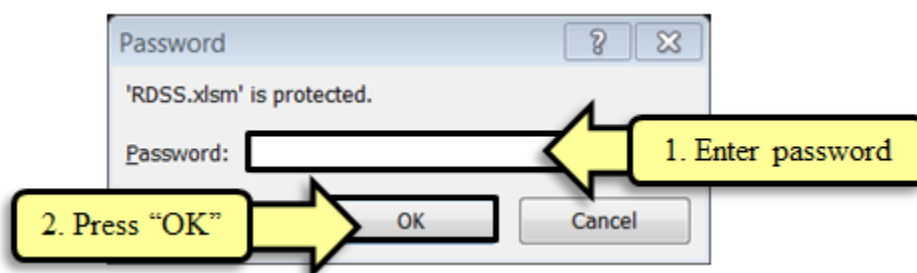


Fig. 1. Program Password Prompt.

After the correct password is verified, the program opens and the Homepage appears, as shown in Fig. 2. The Homepage is the starting point for all major functions of the program. The first time the program is opened, the system administrator will need to initialize the system by accessing the Administration menu by selecting the "Administration" button on the Homepage. The Administration menu is discussed in detail in Sect. 4, "Administration."

# Random Drug Screening System

Save

Exit

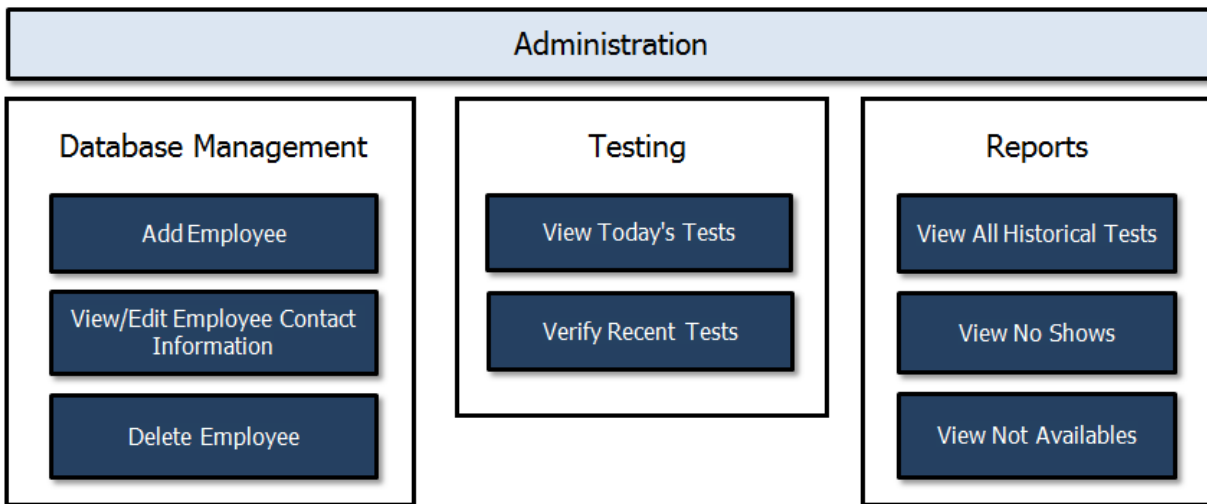


Fig. 2. Homepage.

## 4. ADMINISTRATION

To initialize the program, the RDSS administrator must go to the Administration menu to set the program's default settings and create the employee database. In order to open the Administration menu, the RDSS administrator should click his/her mouse on the light blue button entitled "Administration," highlighted in Fig. 3.

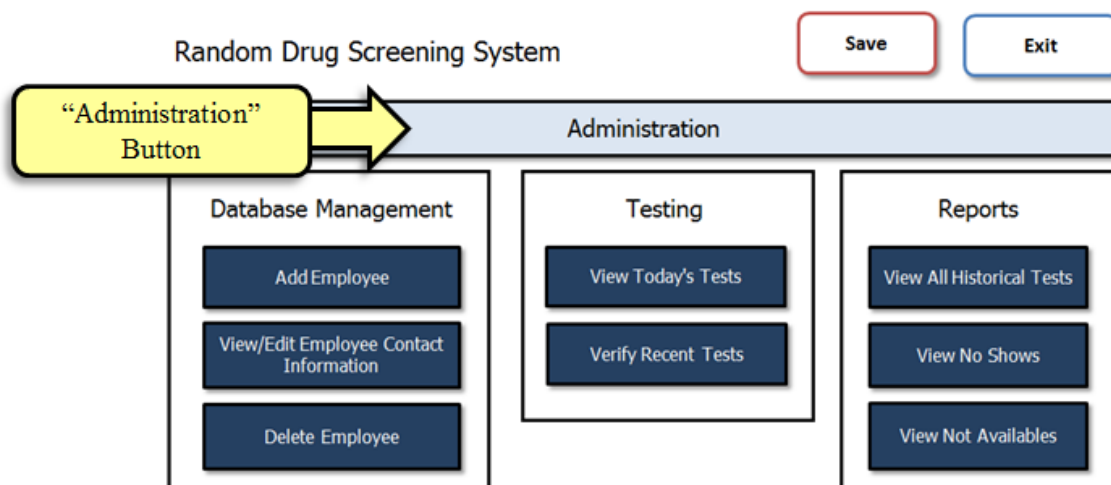
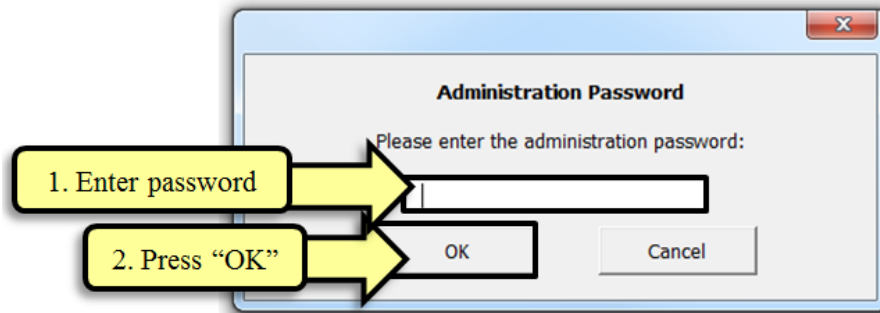


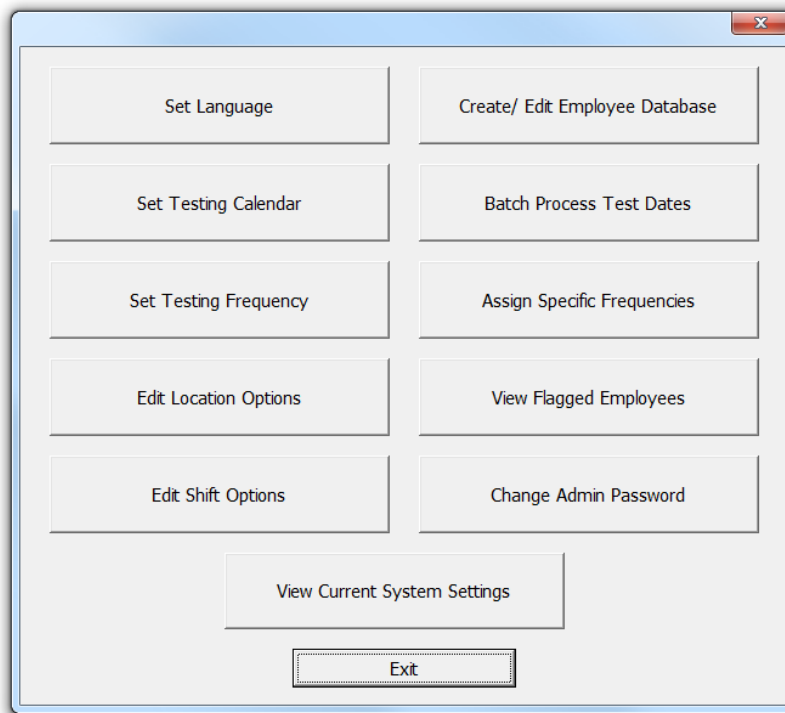
Fig. 3. "Administration" Button.

He/she then must enter the administration password at the administration password prompt and select "OK," as shown in Fig. 4. **NOTE: The initial password is "admin."** Once the correct password is entered, the Administration menu will appear (see Fig. 5). The password can be changed by following the instructions in Sect. 9, "Password Management."



**Fig. 4. Administration Password Prompt.**

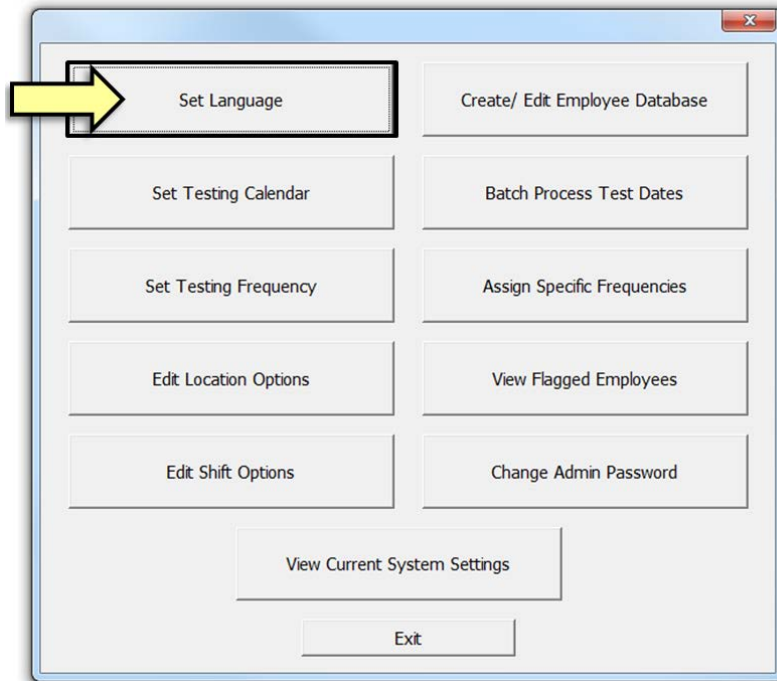
The Administration menu is a password-protected menu that controls the system settings and secure functions of the RDSS. From the Administration menu, the system administrator can set the interface language, testing calendar, testing frequency, facility location options, and shift options. He/she can also create or edit the Employee Database, batch-process future test dates for all employees, assign unique testing frequencies to specific employees, and view a report of employees with specific testing frequencies. In addition, he/she can view the comprehensive system settings from this menu. The Administration menu can be seen in Fig. 5.



**Fig. 5. Administration Menu.**

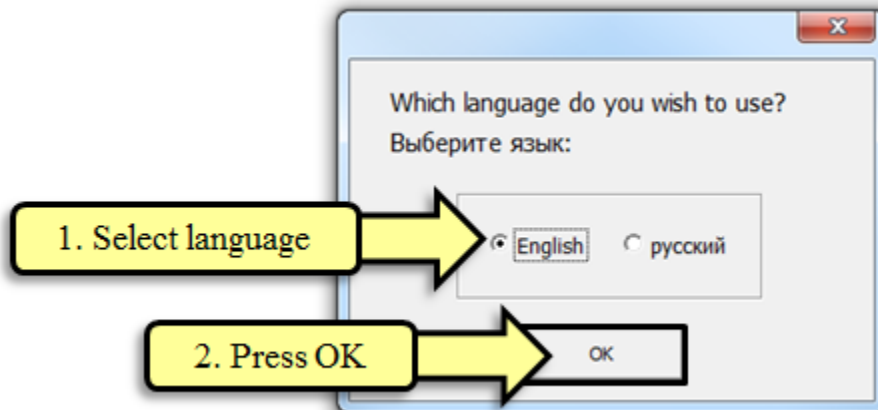
#### **4.1 SET LANGUAGE**

To access the Language Selection menu, the administrator should select the "Set Language" button from the Administration menu. The "Set Language" button is highlighted in Fig. 6.



**Fig. 6. "Set Language" Button.**

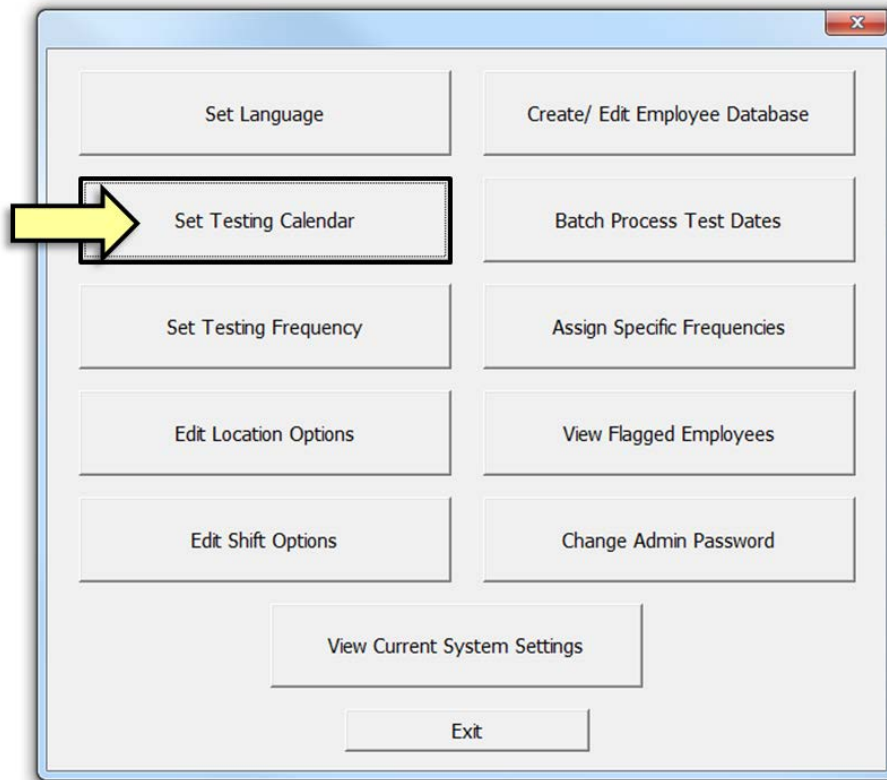
The Language Selection menu will set the language of the text that appears on all user interface buttons, forms, and message boxes. To set a language, select the radio button of the language you wish to use and click "OK," as shown in Fig. 7.



**Fig. 7. Language Selection Menu.**

## 4.2 SET TESTING CALENDAR

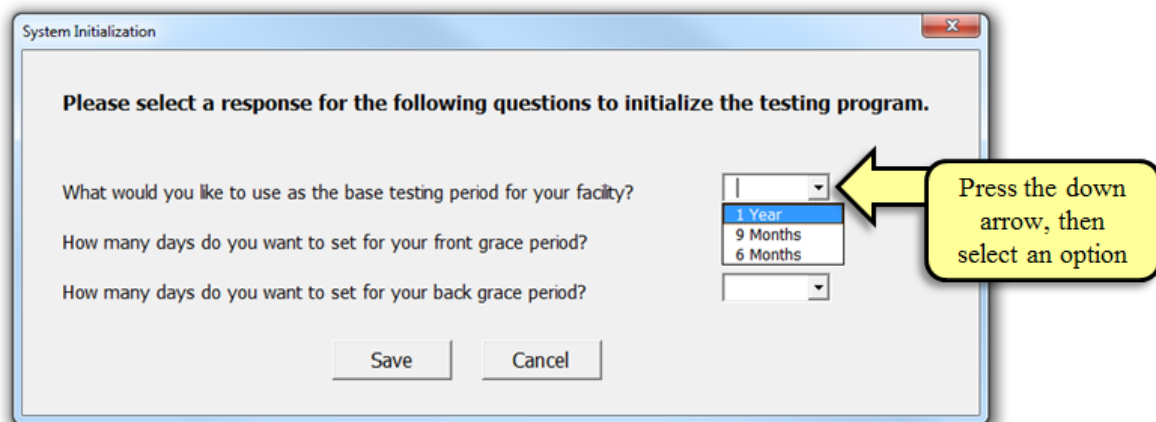
The Testing Calendar controls the base testing period, the front grace period, the back grace period, and the weekly days available for testing. This calendar must be set prior to running the testing function of the RDSS program. To set the Testing Calendar, the RDSS administrator should select the "Set Testing Calendar" button on the Administration menu, as shown in Fig. 8.



**Fig. 8. “Set Testing Calendar” Button**

#### **4.2.1 Set base testing period**

The first decision that the administrator must make after selecting to set the testing calendar is the length of the base testing period. The base testing period is the maximum time period between tests for a single employee. For example, if a facility is required to test employees no less often than once every 365 days, 365 days (or 1 year) would be the base testing period. In addition, more frequent testing options are available by selecting either 9 months or 6 months as the base testing period (see Fig. 9).



**Fig. 9. Base Testing Period Selection.**

#### 4.2.2 Set front grace period

Next, the administrator is asked to set the front grace period. The front grace period is the number of days after a test is completed for an employee before that employee is available to be tested again. This option allows time to receive results back when test samples are sent to an off-site laboratory for more detailed testing. Available options are 0, 10, 20, and 30 days. The administrator should select his/her preferred option from the dropdown menu (see Fig. 10).

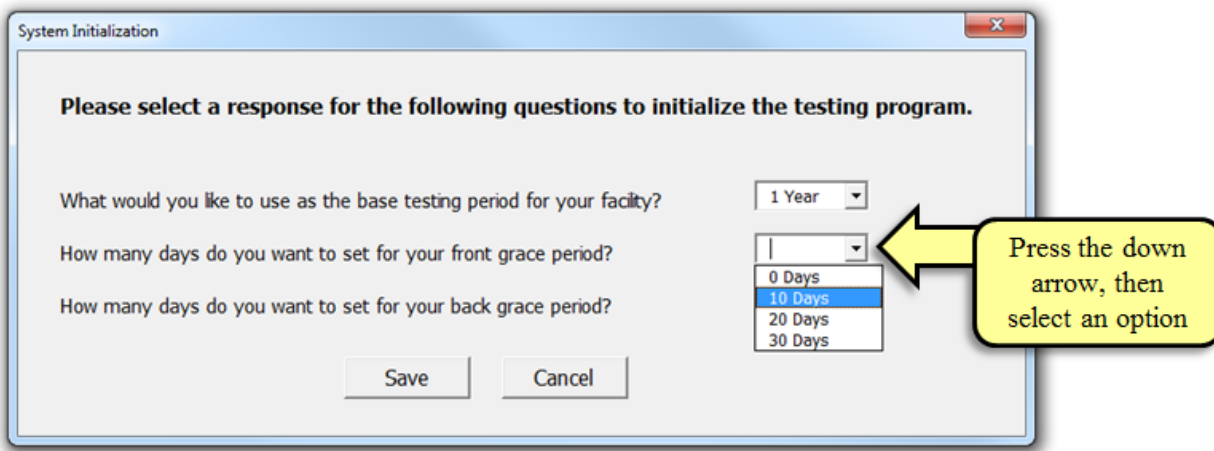


Fig. 10. Front Grace Period Selection.

#### 4.2.3 Set back grace period

The final decision on this menu is to set the length of the back grace period. The back grace period is the number of days between the last day of the base testing period and the deadline for testing the employee. This period allows for a situation in which an employee happens to be selected to be tested on the last day of their available testing days but is legitimately not available. This provides for extra days in which the employee can be reassigned to be tested before he/she reaches his/her testing deadline. Zero, ten, twenty, and thirty day options are included. The administrator should select his/her preferred option from the dropdown menu. After selecting the base testing period, front grace period, and back grace period, the administrator should click on the "Save" button (see Fig. 11).

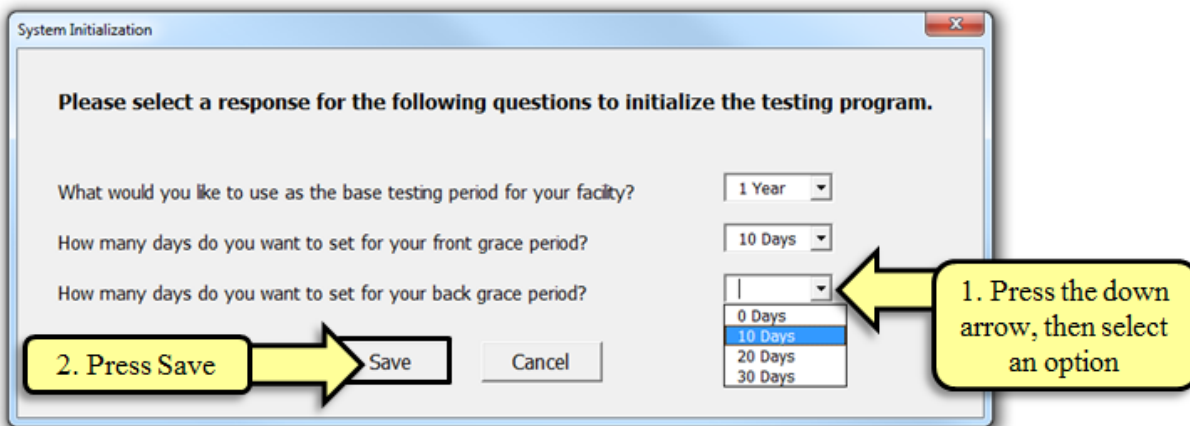


Fig. 11. Back Grace Period Selection.

#### 4.2.4 Select weekly testing days

Before returning to the Administration menu, the administrator will also select the weekly testing days by responding to the Weekly Testing Schedule menu, which appears after saving the base testing period, front grace period, and back grace period options. This Weekly Testing Schedule menu, as seen in Fig. 12, allows the system administrator to set the usual weekly testing schedule at the facility by selecting the days of the week when testing is possible. The administrator selects specific days by clicking in the box to the left of the day. After selecting the possible testing days, the administrator should press “OK” to apply the schedule to the system.

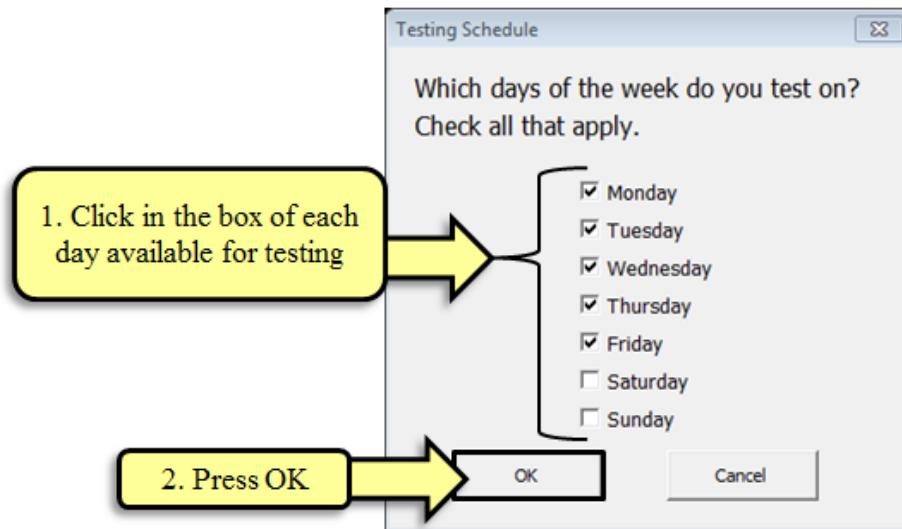
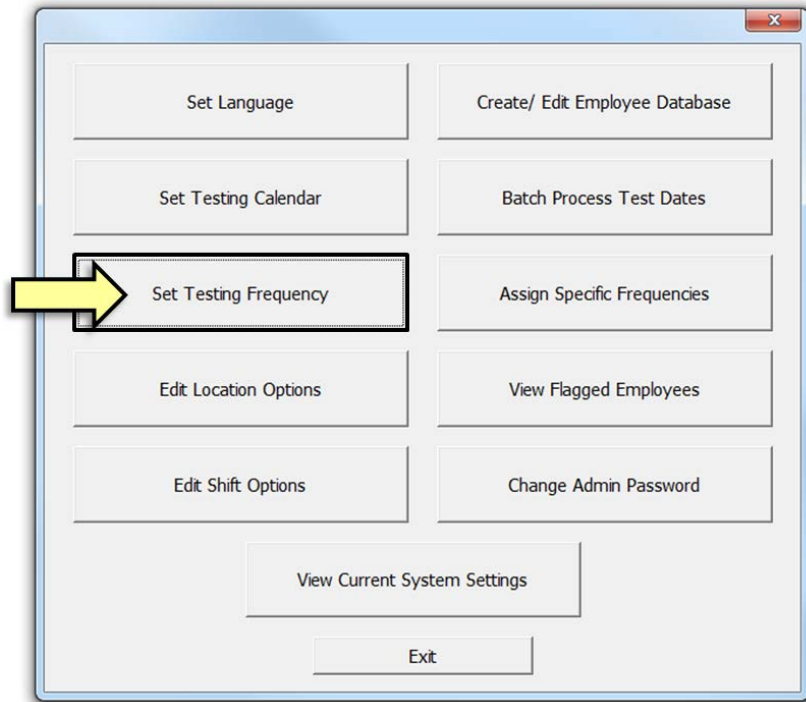


Fig. 12. Weekly Testing Schedule.

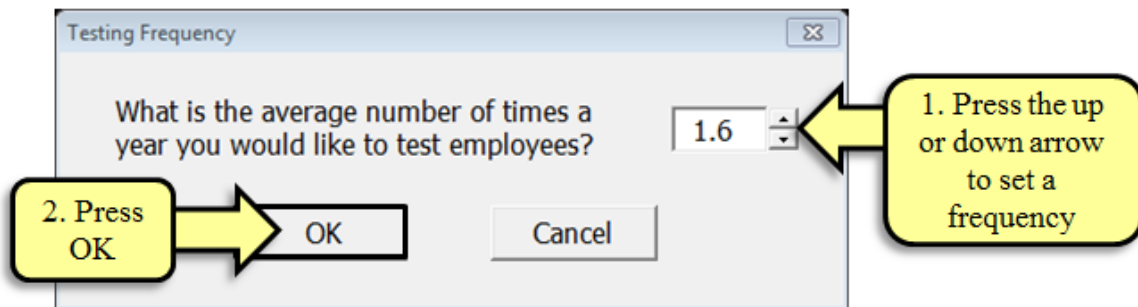
#### 4.3 SET TESTING FREQUENCY

After setting the Testing Calendar (see Sect. 4.2), the RDSS administrator will need to set the testing frequency. This control is accessed by pressing the “Set Testing Frequency” Button from the Administration menu, highlighted in Fig. 13.



**Fig. 13. “Set Testing Frequency” Button.**

To enter the average testing frequency per year, the administrator can click on the up or down arrows at the right of the number text box, changing the value by 0.1. The default frequency is set after the administrator selects the “OK” button (see Fig. 14).



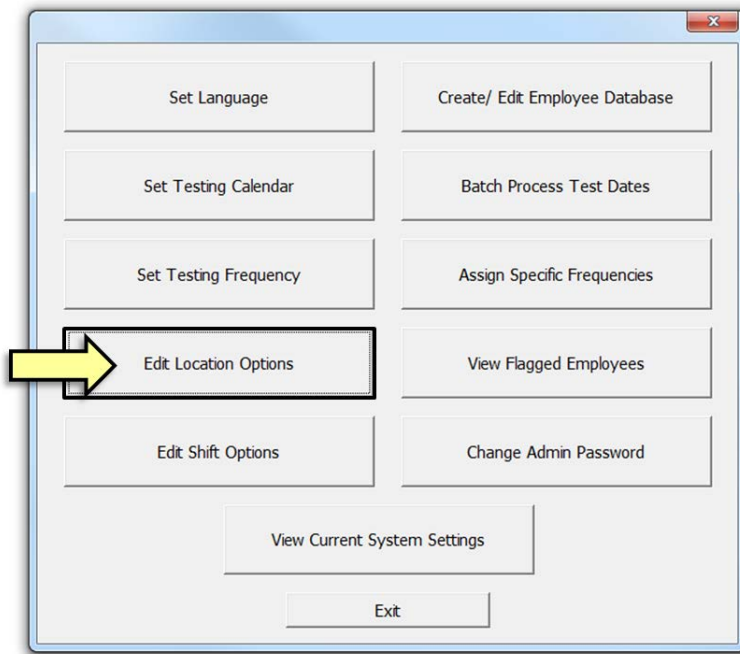
**Fig. 14. Testing Frequency Menu.**

## **4.4 SET FACILITY LOCATION AND SHIFT OPTIONS**

Both facility location options and shift options are used when adding employees to the employee database. For consistency, these choices must be selected from a dropdown menu when a new employee is added. During the initialization process, the RDSS administrator must set up the options to be included in the dropdown menus.

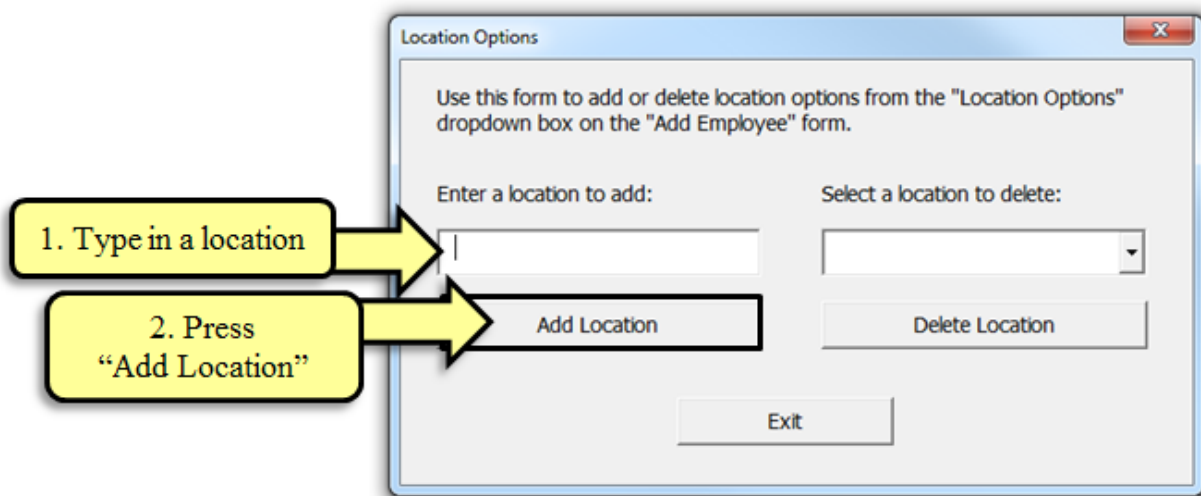
### **4.4.1 Edit location options**

To set up the location options, the administrator should select the “Edit Location Options” Button from the Administration menu, shown in Fig. 15. This will bring up the Location Options Form.



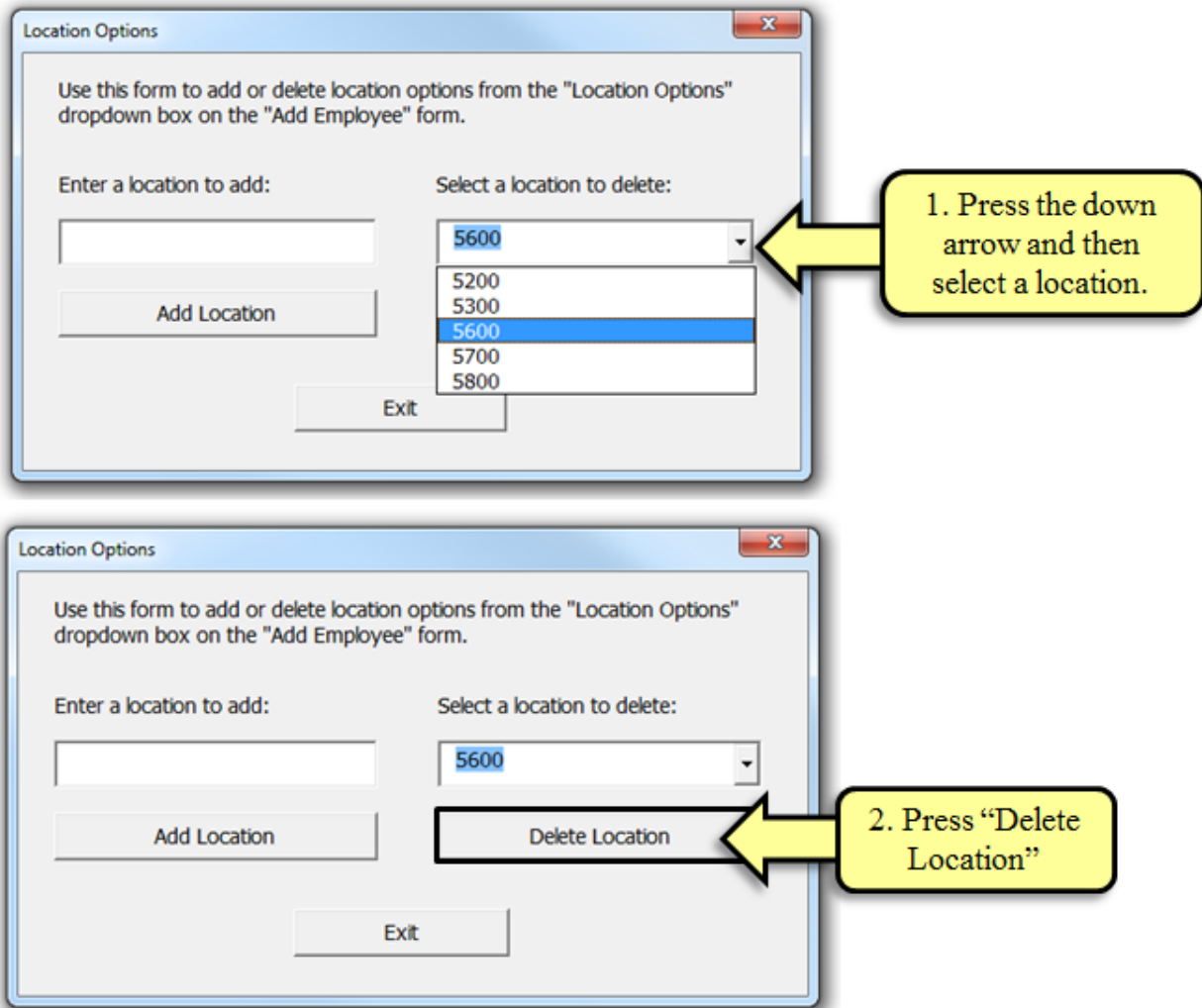
**Fig. 15. “Edit Location Options” Button.**

The Location Options Form allows the administrator to add or delete locations from the master dropdown list. In order to add a location, he/she enters the location text in the empty box on the left and then clicks on the “Add Location” button, as shown in Fig. 16.



**Fig. 16. Add Location in Location Options Form.**

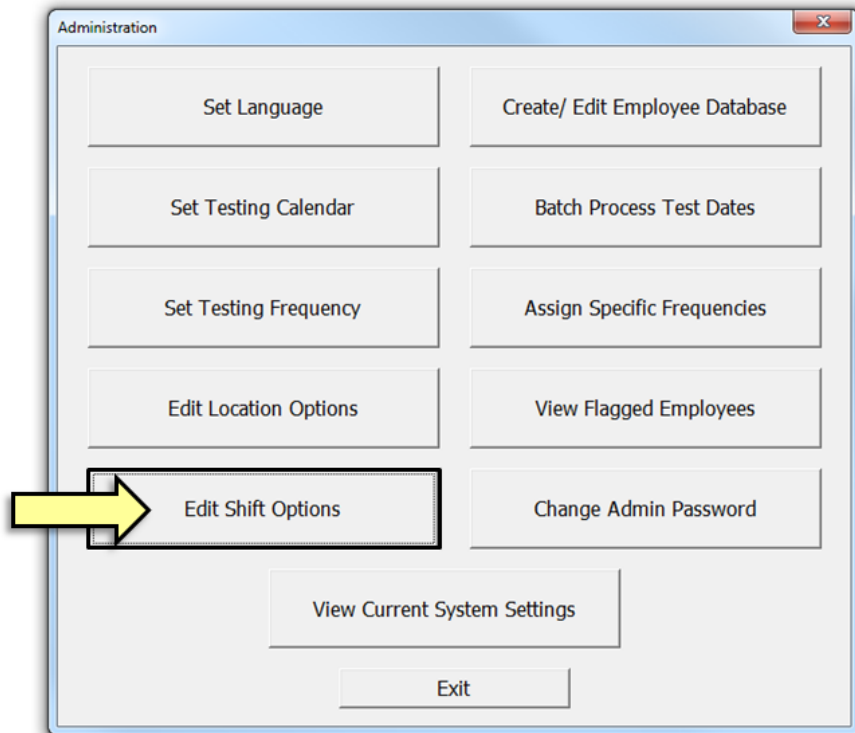
To delete a location, the administrator clicks on the dropdown arrow on the box on the right to bring up the current list of locations, selects a listed location, and then clicks on the “Delete Location” button, as depicted in Fig. 17. After all desired location options have been added or deleted, the administrator should press “Exit” to leave the form.



**Fig. 17. Delete Location in Location Options Form.**

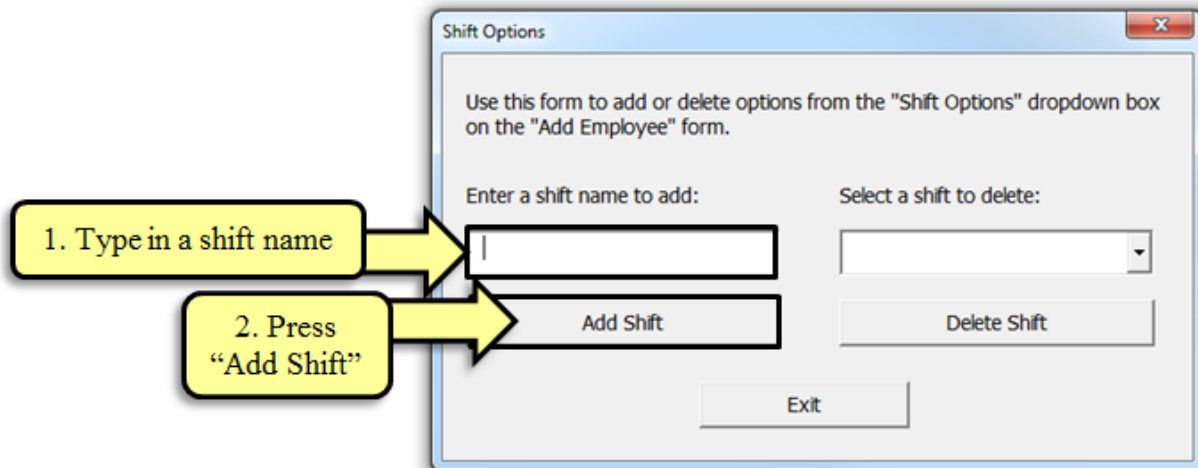
#### **4.4.2 Edit shift options**

To set up the shift options, the administrator should press the "Edit Shift Options" Button from the Administration menu, shown in Fig. 18. This will bring up the Shift Options Form.



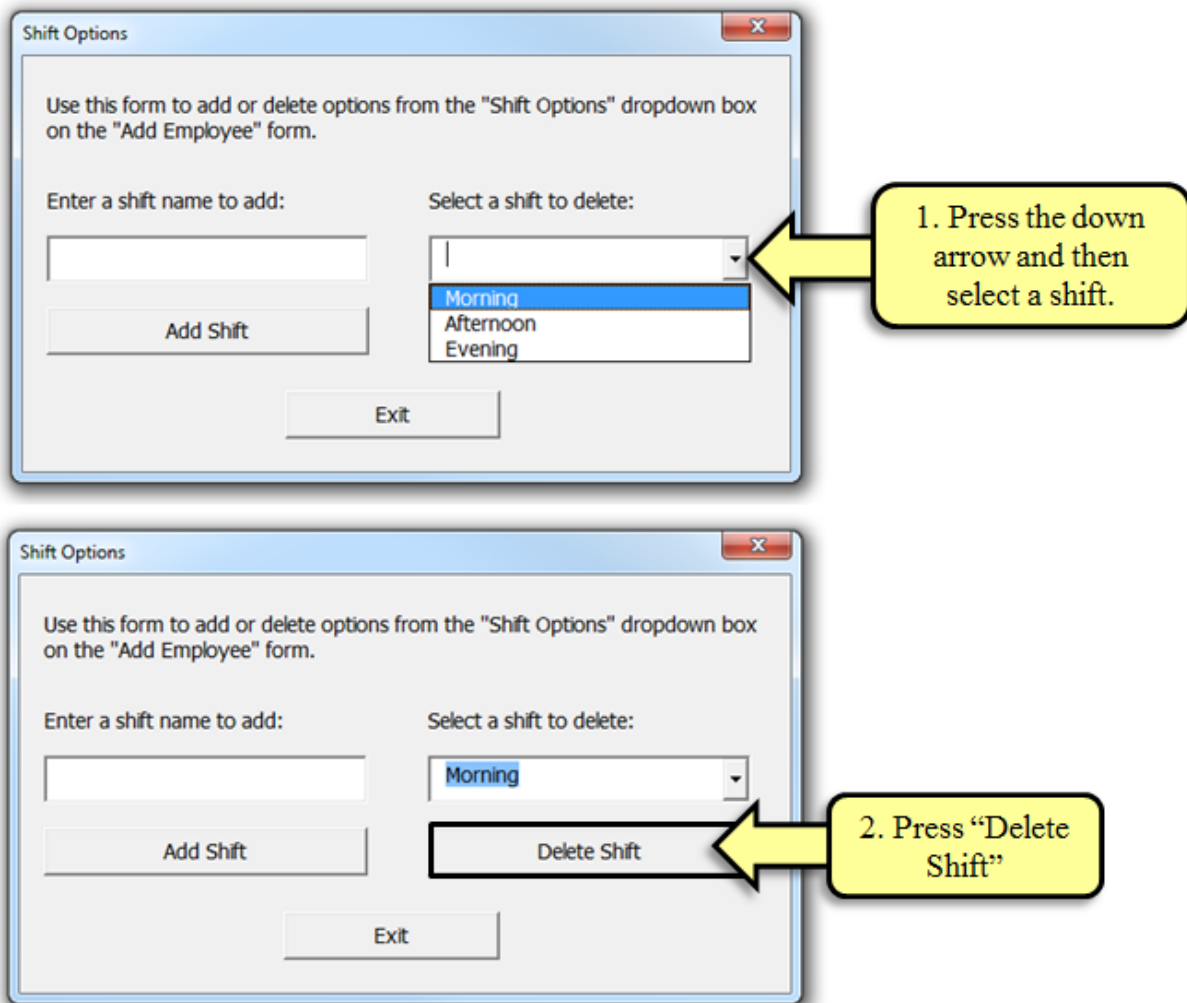
**Fig. 18. “Edit Shift Options” Button.**

On the Shift Options Form, the Shift Options can be edited in the same way as the Location Options. To add a shift, the administrator enters the shift name in the empty box on the left and then clicks on the “Add Shift” button, as shown in Fig. 19.



**Fig. 19. Add Shift in Shift Options Form.**

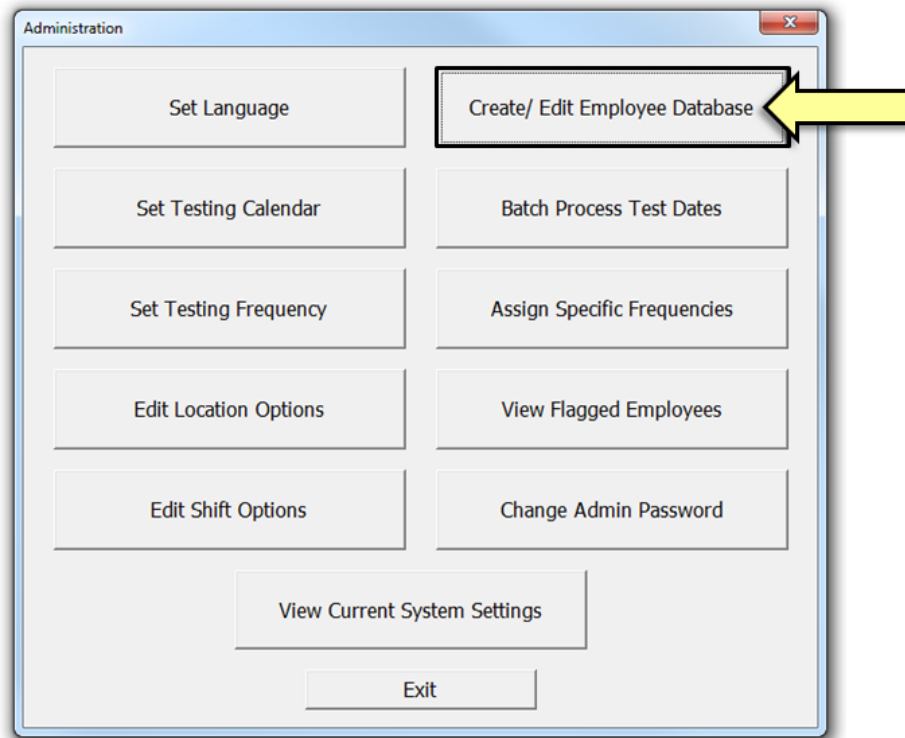
To delete a shift, the administrator clicks on the dropdown arrow on the box on the right to bring up the current list of shifts, selects a listed shift, and then clicks on the “Delete Shift” button, as depicted in Fig. 20. After all desired shift options have been added or deleted, the administrator should press “Exit” to leave the form.



**Fig. 20. Delete Shift in Shift Options Form.**

#### **4.5 CREATE/EDIT EMPLOYEE DATABASE**

In order to set up the initial employee database or to add a large number of employees at once, the administrator can use the option to "Create/Edit Employee Database." This option can be accessed by pressing the "Create/Edit Employee Database" button on the Administration menu, as pictured in Fig. 21.



**Fig. 21. “Create/Edit Employee Database” Button.**

Selecting this button opens up the Employee Database worksheet. In the following explanation, this worksheet is divided into three sections for display purposes.

The first section, shown in Fig. 22, contains the primary employee information fields. The blue highlighted fields are highly recommended fields (marked with an asterisk): \*Employee ID, Active, \*Employee Last Name, \*Employee First Name, and \*Employee Middle Name. The red-shaded “Active” and “Employee Full Name” fields are locked fields that will populate automatically after the “Update Database” button is pressed.

The "Active" and "Employee Full Name" columns will populate automatically after you push "Update Database."

Enter text in these columns. (Employee ID is required for the program to run.)

Employee ID	Active	Employee Last Name	Employee First Name	Employee Middle Name	Employee Full Name
1001	Active	Horton	Alan		1001 Horton, Alan
1002	Active	Almand	Bond		1002 Almand, Bond
1003	Active	Morelock	Chris		1003 Morelock, Chris
1004	Active	Wade	Josh		1004 Wade, Josh
1005	Active	Knauth	Alan		1005 Knauth, Alan
1006	Active	Perry	Valerie		1006 Perry, Valerie
1007	Active	Smith	John		1007 Smith, John
1008	Active	Wood	David		1008 Wood, David
1009	Active	Randazzo	Andrew		1009 Randazzo, Andrew
1010	Active	Nash	Chad		1010 Nash, Chad
1011	Active	Manis	Ron		1011 Manis, Ron
1012	Active	Bret	J.	Miller	1012 Bret, J. Miller
1013	Active	Smith	Scott		1013 Smith, Scott
1014	Active	Ross	Billy		1014 Ross, Billy
1015	Active	Black	Kevin		1015 Black, Kevin
1016	Active	Boettcher	Brennan		1016 Boettcher, Brennan

Update Database

Save Database

Return to Homepage

Fig. 22. Primary Employee Information in Employee Database.

The second section includes information on the employee's points of contact: \*Contact Last Name, \*Contact First Name, \*Contact Phone Number, Backup Contact Last Name, Backup Contact First Name, and Backup Contact Phone Number (see Fig. 23).

Recommended fields			Optional fields		
Contact Last Name	Contact First Name	Contact Phone	Backup Contact Last Name	Backup Contact First Name	Backup Contact Phone
Appleby	Katie	865-568-9663	Murkison	David	212-855-4031
Johnson	Kelly	831-230-5569			
Evans	Barry	865-692-5589	Murphy	J	
Marsh	Tori	865-699-3256			
MacGregor	Anne	865-955-6482	Johnson	Jerry	865-690-6884
Sledge	Peter	522-966-3584	Johnson	Jerry	865-690-6884
Townsend	Stephen	865-233-6485	Applebaum	Marta	865-455-6587
Martin	Kevin	865-488-9564	Applebaum	Marta	865-455-6587
White	Keesha	865-387-4410			
Tomacek	Austin	865-933-2150	Applebaum	Marta	865-455-6587
Poulet	Tracy	865-623-5487	Applebaum	Marta	865-455-6587
Danson	Marty	865-785-9625			
Blisskin	Suzanne	865-455-8021	Applebaum	Marta	865-455-6587
Hamlin	Julie	865-632-2235			
Blisskin	Suzanne	865-455-8021			
Townsend	Stephen	865-233-6485			
Sledge	Peter	522-966-3584	Johnson	Jerry	865-690-6884

Fig. 23. Contact Information in Employee Database.

The third section contains additional information about the employee: \*Shift, \*Location, and \*Pretest Date (see Fig. 24). (Pretest date is the same as last test date.) The columns for Last Contact Time, Test

Group, and Specific Frequency are locked columns which are used by the program in other steps, and they should not be changed here.

Shift	Location	Pretest Date	Last Contact Time	Test Group	Specific Frequency
Morning	5600	20-Jun-13		A	
Morning	5600	20-Jun-13		X	2
Morning	5700	20-Jun-13		X	1
Morning	5700	16-Jul-13		X	1
Night	5300	20-Jun-13		A	
Morning	5700	20-Jun-13		A	
Night	5300	20-Jun-13		A	
Morning	5800	20-Jun-13		A	
Night	5300	20-Jun-13		A	
Morning	5800	20-Jun-13		A	
Morning	5600	20-Jun-13		A	
Night	5300	20-Jun-13		A	
Morning	5600	20-Jun-13		A	
Morning	5800	20-Jun-13		A	
Morning	5600	20-Jun-13		A	
Morning	5700	20-Jun-13		A	
Night	5300	26-Jun-13	6/26/2013 16:00	A	

Fig. 24. Additional Employee Information in Employee Database.

Once contact information has been entered for all of the employees, the administrator should press the “Update Database” button to update the automatically populated fields in the worksheet. Then the administrator should save the database and return to the Homepage in order to assign initial test dates. The “Update Database” button, “Save” button, and “Return to Homepage” button are shown in Fig. 25.

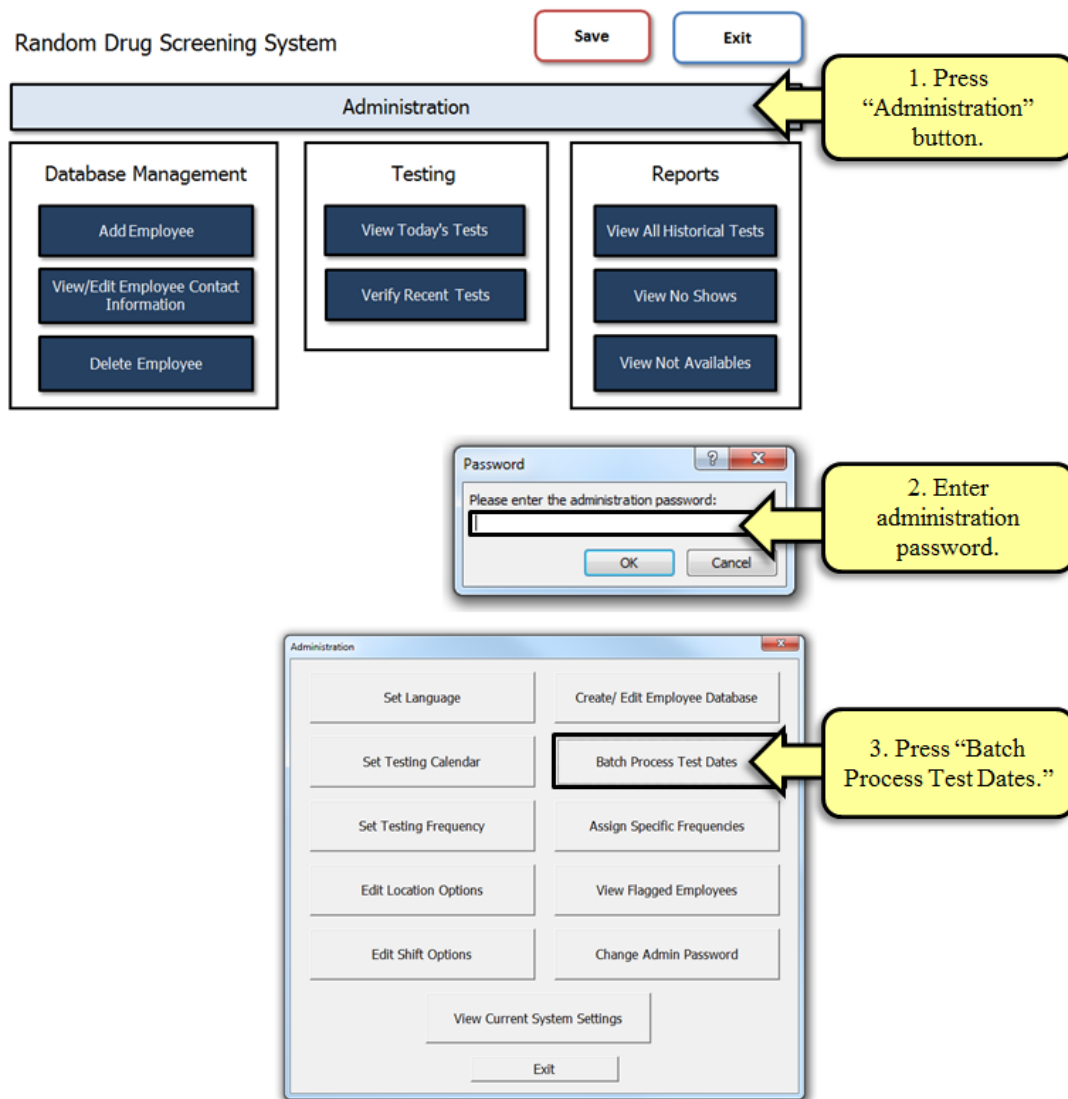
Employee ID	Active	Employee Last Name	Employee First Name	Employee Middle Name
1001	Active	Horton	Alan	
1002	Active	Almand	Bond	
1003	Active	Morelock	Chris	
1004	Active	Wade	Josh	
1005	Active	Knauth	Alan	
1006	Active	Perry	Valerie	
1007	Active	Smith	John	
1008	Active	Wood	David	
1009	Active	Randazzo	Andrew	
1010	Active	Nash	Chad	
1011	Active	Manis	Ron	
1012	Active	Bret	J.	Miller
1013	Active	Smith	Scott	
1014	Active	Ross	Billy	
1015	Active	Black	Kevin	
1016	Active	Boettcher	Brennan	

Fig. 25. Update Database, Save, and Return to Homepage.

**NOTE: The Employee ID Pretest Date fields must be filled in. That information is needed for the program to assign test dates. The other blue highlighted fields are highly recommended but not necessary for test dates to be assigned by the RDSS.**

#### 4.6 BATCH PROCESS FUTURE TEST DATES

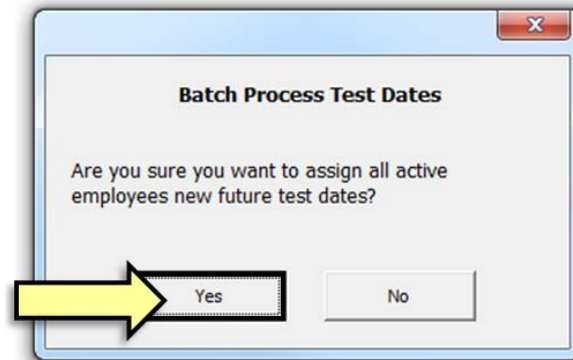
After the administrator has entered the data for all employees and pressed the “Update Database,” “Save Database,” and “Return to Homepage” buttons, he/she will need to assign all employees future test dates with the “Batch Process Test Dates” function. To access this function, the administrator will need to reopen the Administration menu from the Homepage and then select the “Batch Process Test Dates” function. This step is shown in Fig. 26.



**Fig. 26. “Batch Process Test Dates” Button.**

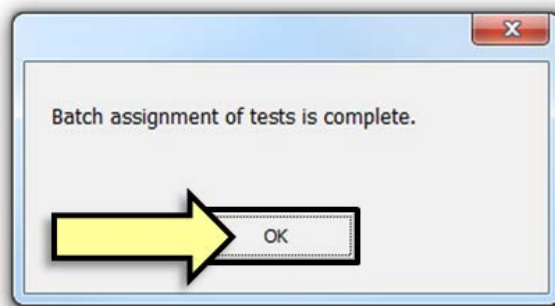
After pushing the “Batch Process Test Dates” button, the administrator receives a warning message, as shown in Fig. 27, to confirm that he/she wants to assign all active employees new future test dates. The

administrator should press “Yes” to proceed with the request at that time to ensure that all employees are assigned initial test dates.



**Fig. 27. Batch Test Assignment Warning.**

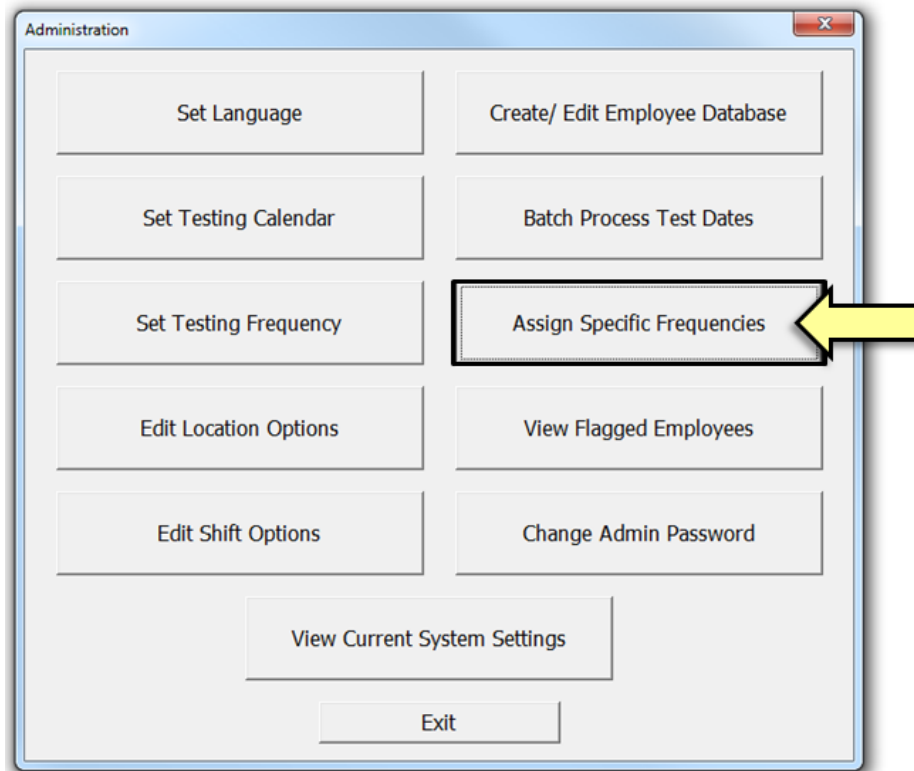
Depending on the number of employees in the database, the processing of this step may take several minutes. The administrator should allow the system to complete processing. When it finishes, the program displays the message shown in Fig. 28, stating that batch assignment is complete. He/she should press “OK.”



**Fig. 28. Batch Process Completion Confirmation.**

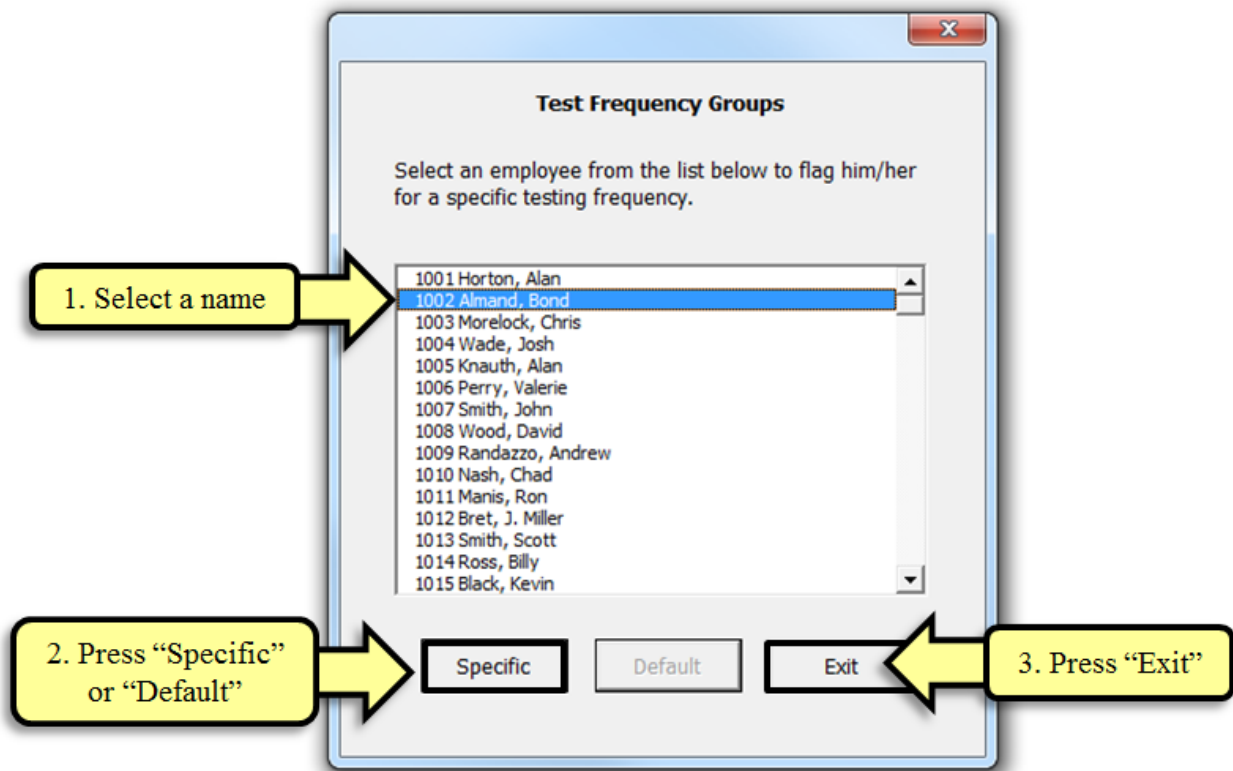
#### **4.7 ASSIGN SPECIFIC TESTING FREQUENCIES**

In some situations, it may be necessary to assign specific employees unique testing frequencies, separate from the system default value. This capability is accessed through the Administration menu option, “Assign Specific Frequencies,” shown in Fig. 29.



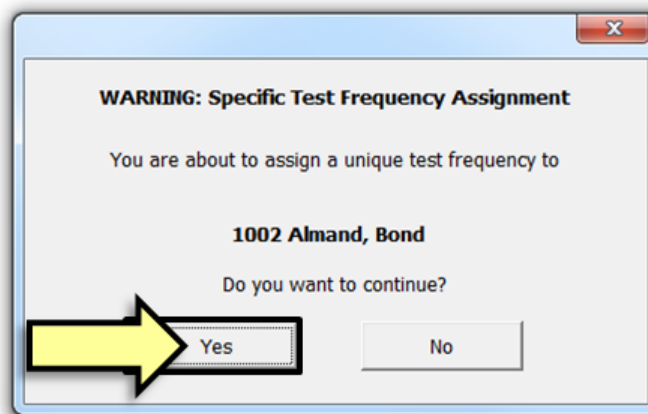
**Fig. 29. “Assign Specific Frequencies” Button.**

After pressing the “Assign Specific Frequencies” button, the administrator can then select an employee to whom he/she wants to assign a unique testing frequency, as shown in Fig. 30. After selecting an employee name, the administrator will have the option to assign the employee to a specific frequency. Alternatively, if the employee had previously been assigned a specific test frequency, the administrator would have the option to return the employee to the default frequency. By default, all employees are assigned the system default testing frequency when they are added to the database. The default frequency is the value set during the “Set Testing Frequency” step, which is described in Sect. 4.3, “Set Testing Frequency.”



**Fig. 30. Specific or Default Test Frequency Assignment Menu.**

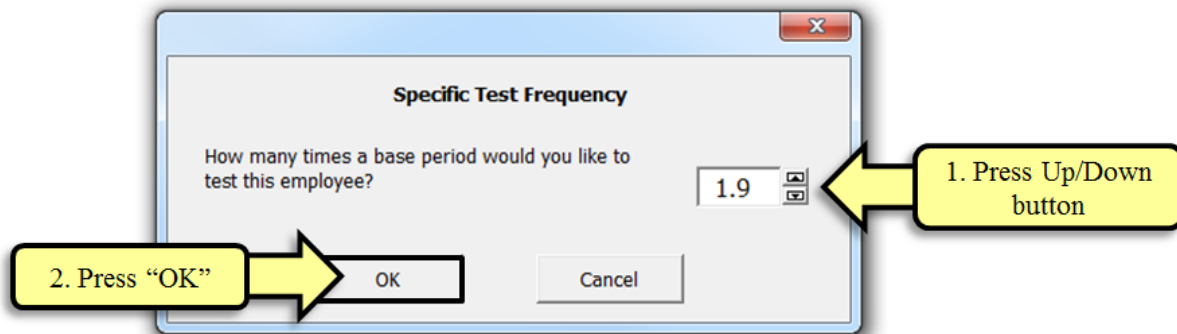
After selecting an employee and pressing the "Specific" button, the administrator receives a warning asking whether the selected employee is the one who should be assigned a new testing frequency (see Fig. 31). If the name is that of the desired employee, the administrator should select "Yes" to continue to the Test Frequency Selection Window.



**Fig. 31. Specific Test Frequency Warning.**

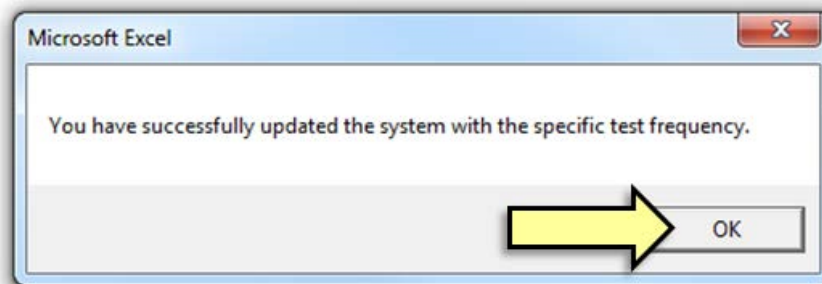
The Test Frequency Selection Window allows the administrator to choose a specific number of tests per base period for the selected employee. (The base period is set by the administrator; see Sect. 4.2.1.) By

pushing the up/down arrows to the right of the number window, he/she can change the testing frequency, as shown in Fig. 32.



**Fig. 32. Test Frequency Selection Window.**

Once the desired frequency is listed, pushing the “OK” button will assign the employee to his/her unique testing frequency and will assign a new future test date based on this revised setting. After the new test date has been assigned by the system, the administrator will see a message of confirmation (Fig. 33).

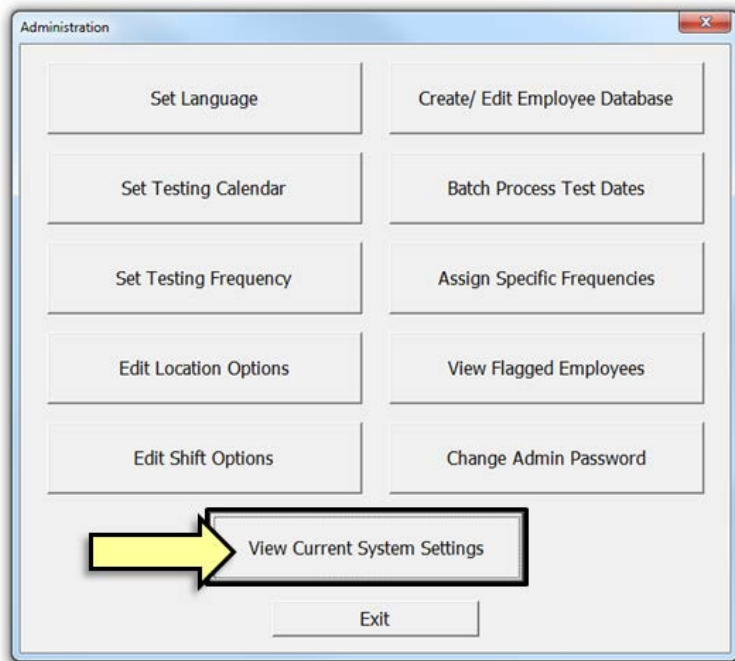


**Fig. 33. Specific Test Frequency Confirmation.**

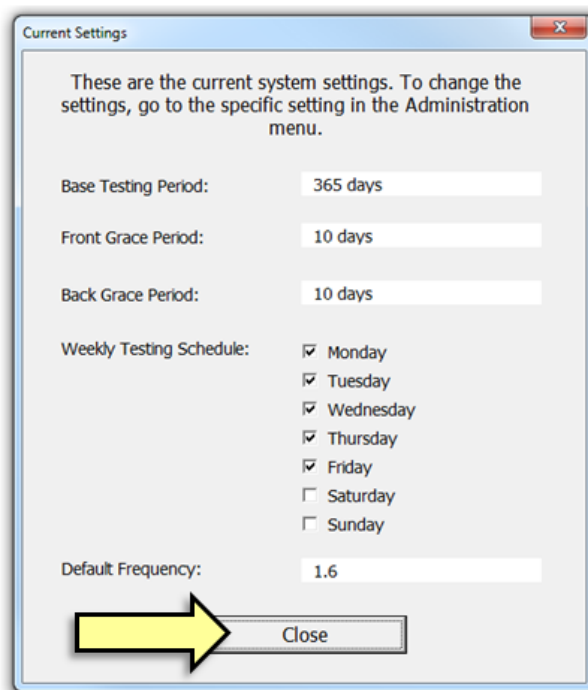
#### **4.8 VIEW FLAGGED EMPLOYEES**

The Administration menu also contains the option to “View Flagged Employees.” This option enables the administrator to view a report of all employees who currently have specific test frequencies that differ from the frequency chosen for the general population of employees. The report contains the employees’ ID numbers, specific test frequencies, full names, and most recent test information. To view this report, the administrator selects the “View Flagged Employees” button from the Administration menu, as shown in Fig. 34.





**Fig. 36. "View Current System Settings" Button.**

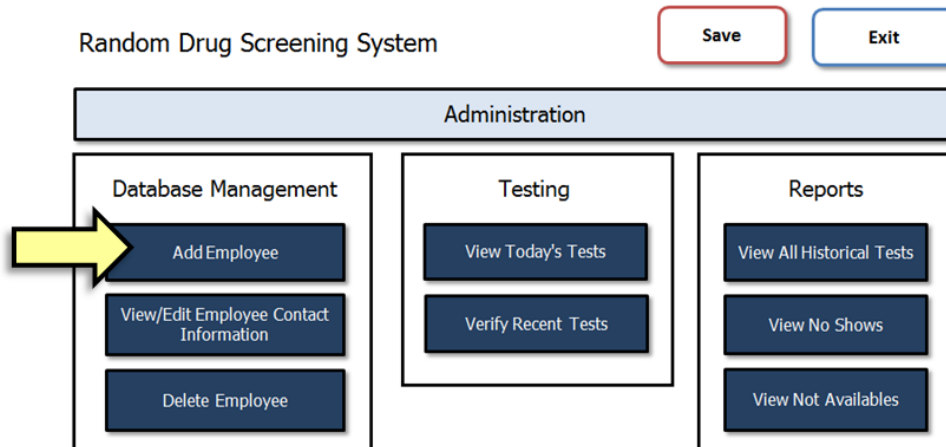


**Fig. 37. Current System Settings Window.**

## 5. DATABASE MANAGEMENT

### 5.1 ADD EMPLOYEE

The “Add Employee” function allows the RDSS administrator to add a single employee record. To use this function, the administrator presses the “Add Employee” button on the Homepage, as shown in Fig. 38.



**Fig. 38. “Add Employee” Button.**

The “Add Employee” form appears after the administrator presses the “Add Employee” button (see Fig. 39). The administrator may then enter values in several fields:

- **Active:** This check box indicates whether the employee is to be assigned a future test date. While checked, the employee is considered “Active” and will be assigned a future test date. If this box is unchecked, the employee will not receive a future test date.
- **Employee First Name:** The first name of the employee to be tested
- **Employee Middle Name:** The middle name of the employee to be tested
- **Employee Last Name:** The last name of the employee to be tested
- **Employee ID:** The identification number of the employee to be tested; This must be a unique numeric identifier for each employee.
- **Location:** The building or designated work location of the employee to be tested
- **Work Shift:** The designated shift, or work hours, of the employee to be tested
- **Contact First Name:** The first name of the primary contact person of the employee to be tested
- **Contact Last Name:** The last name of the primary contact person of the employee to be tested
- **Contact Phone:** The phone number of the primary contact person of the employee to be tested

- **Backup Contact First Name:** The first name of the secondary contact person of the employee to be tested in case the primary contact person is unreachable
- **Backup Contact Last Name:** The last name of the secondary contact person of the employee to be tested
- **Backup Contact Phone:** The phone number of the secondary contact person of the employee to be tested

The screenshot shows a window titled "Add Employee" with a close button in the top right corner. The window contains the following fields and sections:

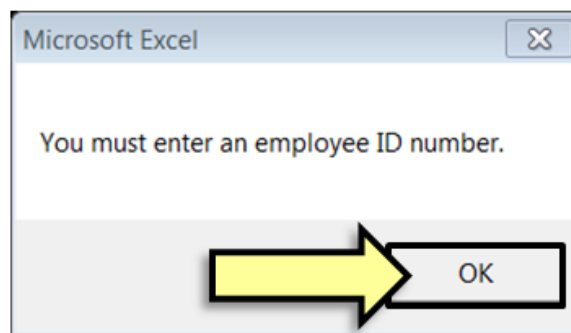
- Form Header:** "Complete the following fields to add an employee to the RDSS database." and a checked checkbox labeled "Active".
- Employee Information:**
  - Employee First Name (text box)
  - Employee Middle Name (text box)
  - Employee Last Name (text box)
  - Employee ID Number** (text box, bolded and underlined)
  - Location (dropdown menu)
  - Work Shift (dropdown menu)
- Contact Information:**
  - First Name (text box)
  - Last Name (text box)
  - Phone (text box)
- Backup Contact Information:**
  - First Name (text box)
  - Last Name (text box)
  - Phone (text box)
- Buttons:** "Add Employee", "Clear Form", and "Cancel".

Annotations on the form:

- A yellow callout box on the left says "1. Complete fields in the form." with an arrow pointing to the form fields.
- A yellow callout box on the right says "Employee ID is required." with an arrow pointing to the "Employee ID Number" field.
- A yellow callout box at the bottom left says "2. Press 'Add Employee.'" with an arrow pointing to the "Add Employee" button.

**Fig. 39. Add Employee Form.**

The Employee ID Number field is bolded and underlined to indicate that it is a required field. If the administrator attempts to add an employee record without completing this field, a prompt will appear requiring that an employee ID number be entered before proceeding (see Fig. 40).



**Fig. 40. Employee ID Required Message.**

After the administrator enters an employee record, which includes a unique employee ID number, and presses the "Add Employee" button, the "Add Employee" process continues to the next step, which is entering the employee's most recent test date.

### 5.1.1 Enter employee's last test date

After the employee's contact information has been entered, the administrator is prompted for the employee's most recent test date. If the employee has not yet been tested within his/her respective drug testing program, the administrator should leave the textbox blank and the current date will be used. To enter a date, the administrator should type in the date in the format MM/DD/YYYY (see Fig. 41). Then he/she selects "OK" to complete the process of adding an employee.

Fig. 41. Last Test Date Form.

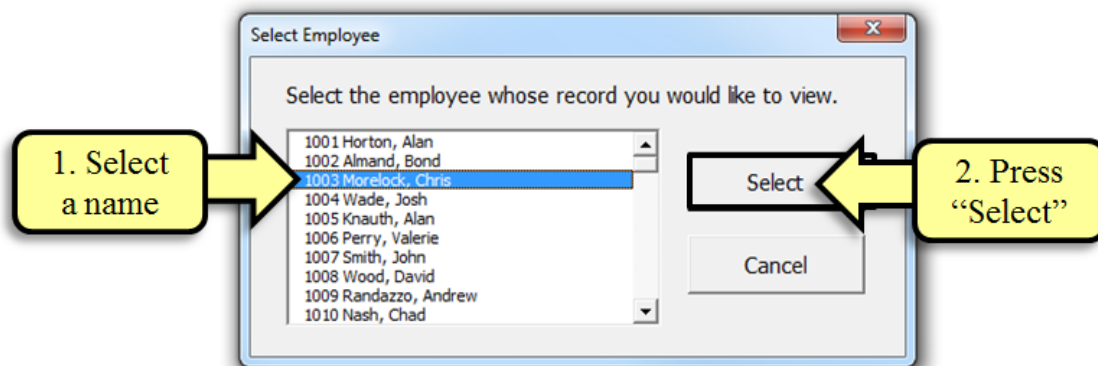
## 5.2 VIEW/EDIT EMPLOYEE

Another option on the Homepage is to view or edit employee contact information. This option is accessed by pressing the "View/Edit Employee Contact Information" button on the Homepage, as shown in Fig. 42.

Fig. 42. "View/Edit Employee Contact Information" Button.

Using this option, the administrator can browse through the employee database by employee ID number and select an employee whose record he/she would like to view. After selecting the employee's record in

the window on the left of the View Employee Menu, the administrator should press the “Select” button (see Fig. 43).



**Fig. 43. View Employee Menu.**

After he/she has pressed the “Select” button, the administrator is able to view the employee’s current contact information and most recent test information. While in View mode, the administrator may press the “Edit” button to switch to Edit mode (see Fig. 44.)

The screenshot shows the 'View/Edit Employee' form in View Mode. A yellow arrow points to the 'Edit' button. The form displays the following information:

- Status: Active
- Employee First Name: Chris
- Employee Middle Name:
- Employee Last Name: Morelock
- Employee ID Number: 1003
- Location:
- Work Shift:
- Contact Information:
  - Last Name: Evans
  - First Name: Barry
  - Phone: 865-692-5589
- Backup Contact Information:
  - Last Name:
  - First Name:
  - Phone:
- Test History:
  - Last Test Date: NA
  - Last Test ID: NA
  - Last Test Status: NA
  - Last Test Comment: NA

**Fig. 44. View/Edit Employee Form in View Mode.**

### 5.2.1 Edit

When the employee record appears on the screen, the administrator may edit the record by selecting the “Edit” command button to enable Edit mode. While in Edit mode, active fields will change to a white background and will be unlocked so that they may be changed (see Fig. 45).

The screenshot shows a software window titled "View/ Edit Employee". The status is "Active" in green text. The employee's name is Chris Morelock, ID is 1003, and they are located at Morelock. The form is divided into several sections: Employee Information, Contact Information, Backup Contact Information, and Test History. The "Save Edits" button is highlighted with a yellow arrow.

Section	Field	Value
Employee Information	Status	Active
	Employee First Name	Chris
	Employee Middle Name	
	Employee Last Name	Morelock
Contact Information	Last Name	Evans
	First Name	Barry
	Phone	865-692-5589
	Location	
Backup Contact Information	Last Name	Murphy
	First Name	J
	Phone	
	Work Shift	
Test History	Last Test Date	NA
	Last Test ID	NA
	Last Test Status	NA
	Last Test Comment	NA

**Fig. 45. View/Edit Employee Form in Edit Mode.**

### 5.2.2 Save Edits

By selecting the “Save Edits” button, the administrator commits all changes to the employee’s record to the master Employee Database worksheet (see Fig. 46). The fields on the user form become deactivated and return to a gray background. The Employee Database worksheet is saved with the updated fields.

View/ Edit Employee

Status: **Active**

Employee First Name: Chris

Employee Middle Name:

Employee Last Name: Morelock

Employee ID Number: 1003

Location:

Work Shift:

Contact Information

Last Name: Evans

First Name: Barry

Phone: 865-692-5589

Backup Contact Information

Last Name: Murphy

First Name: J

Phone:

Test History

Last Test Date: NA

Last Test ID: NA

Last Test Status: NA

Last Test Comment: NA

Buttons: Edit, Save Edits, Exit, Print

Callout: Press "Exit" or "Print"

**Fig. 46. View/Edit Employee Form in Saved Mode.**

After all desired changes have been made; selecting the “Exit” button closes the form. If the administrator wishes to print the employee record as shown, he/she can select the “Print” button to print the form.

### 5.3 DELETE EMPLOYEE RECORD

If the RDSS administrator would like to delete an employee record from the database, he/she can select “Delete Employee” from the Homepage, as shown in Fig. 47.

Random Drug Screening System

Buttons: Save, Exit

Administration

Database Management

Add Employee

View/Edit Employee Contact Information

Delete Employee

Testing

View Today's Tests

Verify Recent Tests

Reports

View All Historical Tests

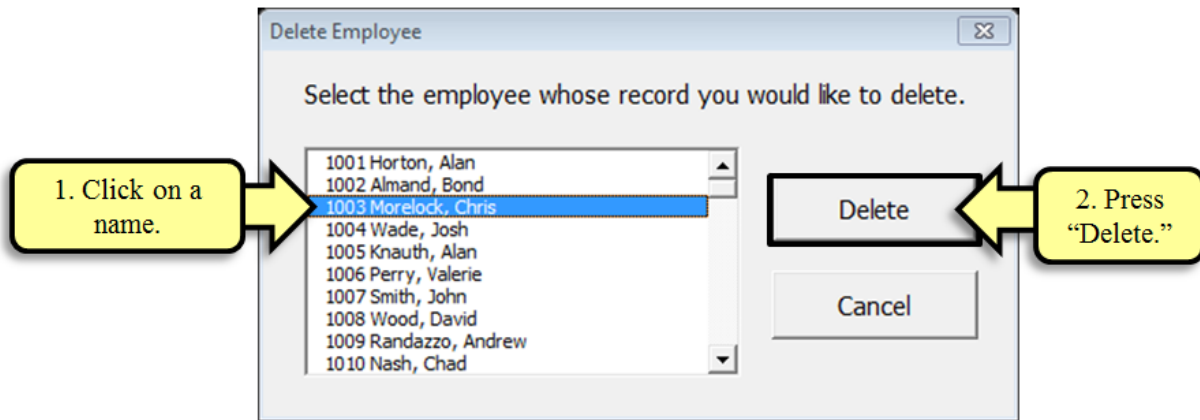
View No Shows

View Not Availables

Callout: Yellow arrow pointing to 'Delete Employee' button

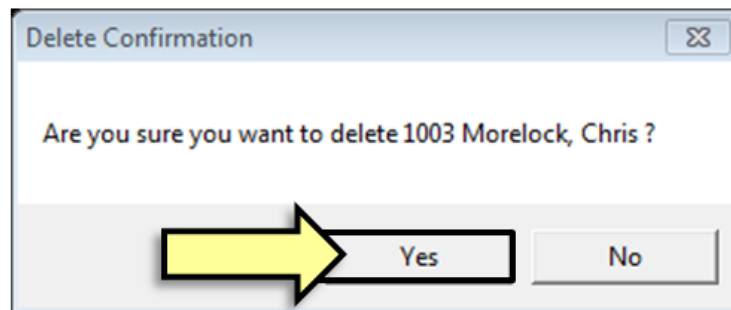
**Fig. 47. “Delete Employee” Button.**

Selecting this button will bring up the Delete Employee menu, shown in Fig. 48.

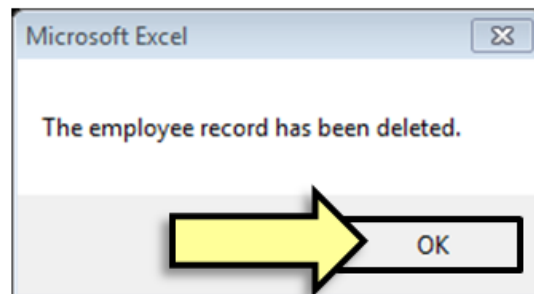


**Fig. 48. Delete Employee Menu.**

After the administrator selects an employee from the menu and presses the “Delete” button, the system will show a prompt to confirm that the administrator wants to delete the selected employee (see Fig. 49). When the administrator presses the “Yes” button, the RDSS deletes the employee record and displays a confirmation window (see Fig. 50).



**Fig. 49. Delete Employee Prompt.**



**Fig. 50. Successful Employee Deletion Window.**

## 6. TESTING

### 6.1 VIEW TODAY'S TESTS

On each testing day, which should coordinate with the testing calendar set up at system initialization, the system administrator should press the “View Today’s Tests” button on the Homepage screen, shown in Fig. 51.

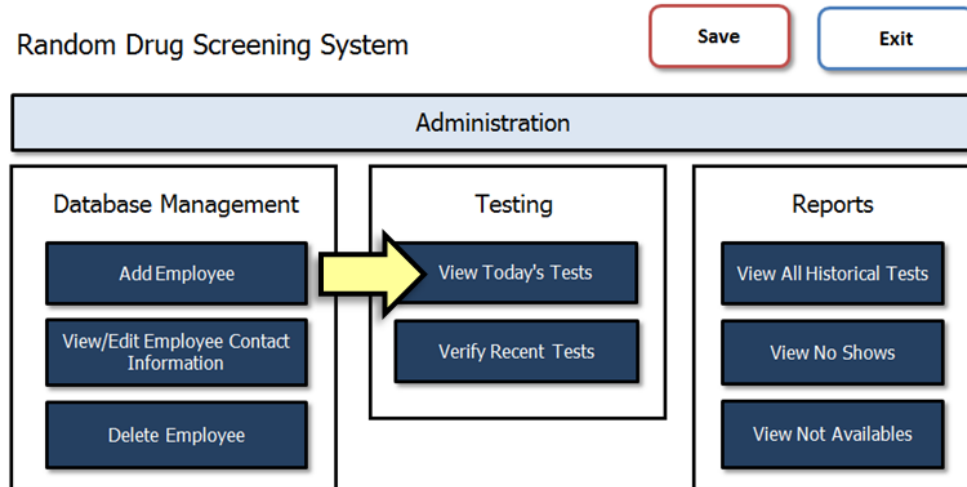


Fig. 51. “View Today’s Tests” Button.

If any employees have the current date assigned to him or her, the Today’s Tests form will appear containing the names of all employees assigned to be tested on the current day, as shown in Fig. 52.

Today's Tests

Below is a list of the employees to be tested today. Select an Employee to view his/her contact information and enter time of contact.

Employee ID and Name

1014 Christensen, Calvin Robert

1025 Embry, Ethan Wasson

Employee ID:

Location:

Work Shift:

Contact Time:

Contact Information

Primary Contact:

Phone Number:

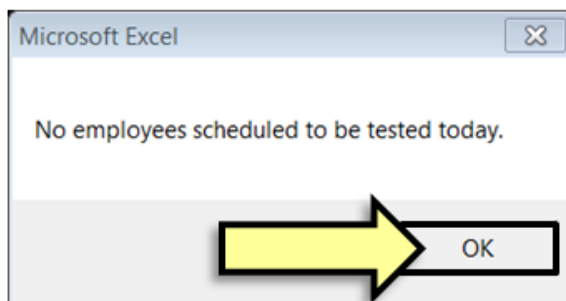
Backup Contact:

Phone Number:

Record Time Open Test Form OK

Fig. 52. Today’s Tests Form.

If no employees are scheduled to be tested on the current date, a window appears informing the administrator of this, as shown in Fig. 53.



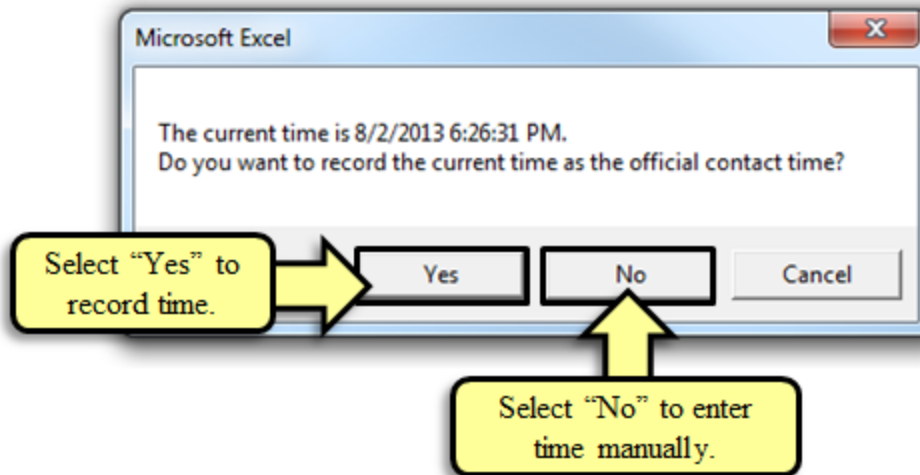
**Fig. 53. No Employees to Be Tested Window.**

If employees are assigned to be tested on the current date, their names can be selected in the Today's Test form. Once an employee's name is selected, his/her contact information will be populated in the fields on the form, the "Contact Time" field will appear yellow, and the "Record Time" button will be activated (see Fig. 54). The system administrator can see which shift the employee is scheduled to work and can then decide when to attempt to contact the employee.

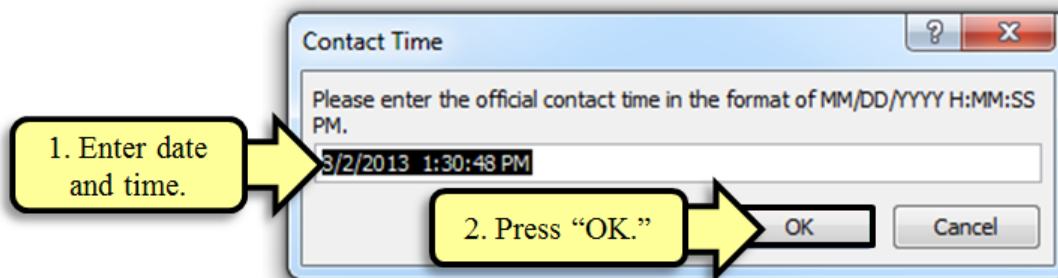
A screenshot of a form titled 'Today's Tests'. The form has a title bar with a close button (X). The main text says 'Below is a list of the employees to be tested today. Select an Employee to view his/her contact information and enter time of contact.' There are two columns: 'Employee ID and Name' and 'Contact Information'. In the 'Employee ID and Name' column, there is a list box with two items: '1014 Christensen, Calvin Robert' and '1025 Embry, Ethan Wasson'. The second item is selected and highlighted in blue. To the left of this list box is a yellow callout box with the text '1. Select an employee name.' and a yellow arrow pointing to the list box. Below the list box are fields for 'Employee ID: 1025', 'Location: Building 400', 'Work Shift: Afternoon', and 'Contact Time:'. The 'Contact Time' field is highlighted in yellow. To the right of these fields are fields for 'Primary Contact: Ethan Embry', 'Phone Number: 123-456-8948', 'Backup Contact: Ethan Embry', and 'Phone Number: 123-456-8948'. At the bottom right are three buttons: 'Record Time', 'Open Test Form', and 'OK'. A yellow callout box with the text '2. Press "Record Time."' and a yellow arrow points to the 'Record Time' button.

**Fig. 54. Today's Tests Form Before Contact.**

Once the administrator makes contact, he/she must record the time of contact. The RDSS system provides two options for recording this time, either by pressing the "Record Time" button on the "Today's Tests" form, or by manually entering in the time of contact. The "Contact Time Prompt" window appears when the administrator presses "Record Time," and it provides this option, as shown in Fig. 55. Selecting "Yes" will record the current time, and selecting "No" will allow for manual entry (see Fig. 56).



**Fig. 55. Contact Time Prompt.**



**Fig. 56. Manual Entry of Contact Time.**

Once the contact time has been recorded, the “Contact Time” field will return to a white background and the “Open Test Form” button will be enabled. To continue the process, the administrator should press the “Open Test Form” button to bring up the individual employee test form. This step is shown in Fig. 57.

Today's Tests

Below is a list of the employees to be tested today. Select an Employee to view his/her contact information and enter time of contact.

Employee ID and Name	Contact Information
1014 Christensen, Calvin Robert	Primary Contact: Ethan Embry Phone Number: 123-456-8948
1025 Embry, Ethan Wasson	Backup Contact: Ethan Embry Phone Number: 123-456-8948

Employee ID: 1025  
Location: Building 400  
Work Shift: Afternoon  
Contact Time: 5/24/2013 12:44:45 PM

Record Time Open Test Form OK

**Fig. 57. Today's Tests Form after Contact Recorded.**

Figure 58 shows a sample test form and its included fields: the prepopulated Employee Name, ID, Time of Contact, Test ID, and Test Date fields and the empty Test Status, Comment, stamp and signature fields.

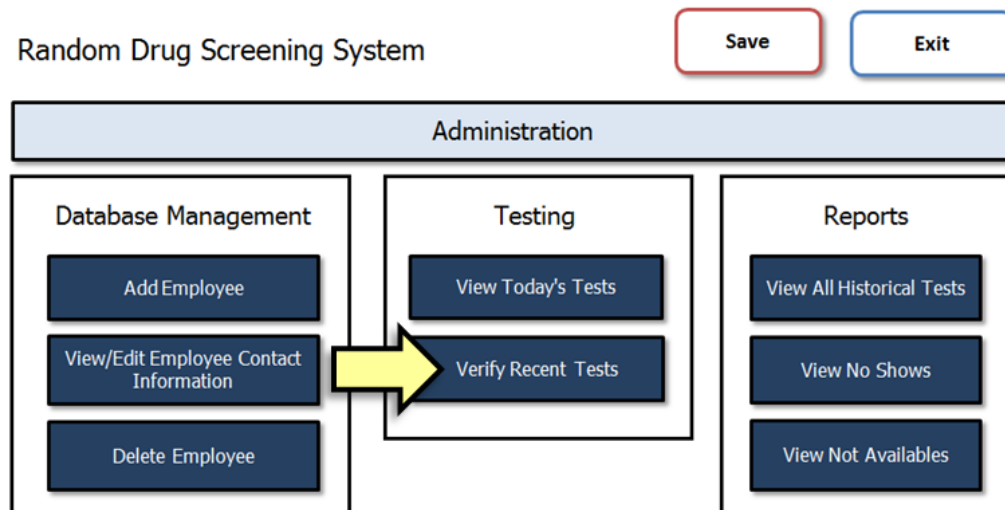
The administrator selects the "Print" button to print the employee's test form and test ID label. The administrator or a trusted assistant should transport these two items to the testing area.

Once the tests have been conducted at the testing location, the three test information sections of the test form should be completed, signed, and stamped by the test administrator. The Employee Test Form should then be separated into its three sections. The top section, containing the employee's information and main test information area, should be returned to the RDSS administrator in order to be entered into the system. Test Information Copy 1 will go with the test specimen, and Test Information Copy 2 will go to the employee. The Test ID label should be attached to the test specimen cup.

In addition to the individual forms, a "Today's Tests Contact Sheet" is generated that contains information for all of the employees to be tested on the current day. This can also be printed (see Fig. 59).

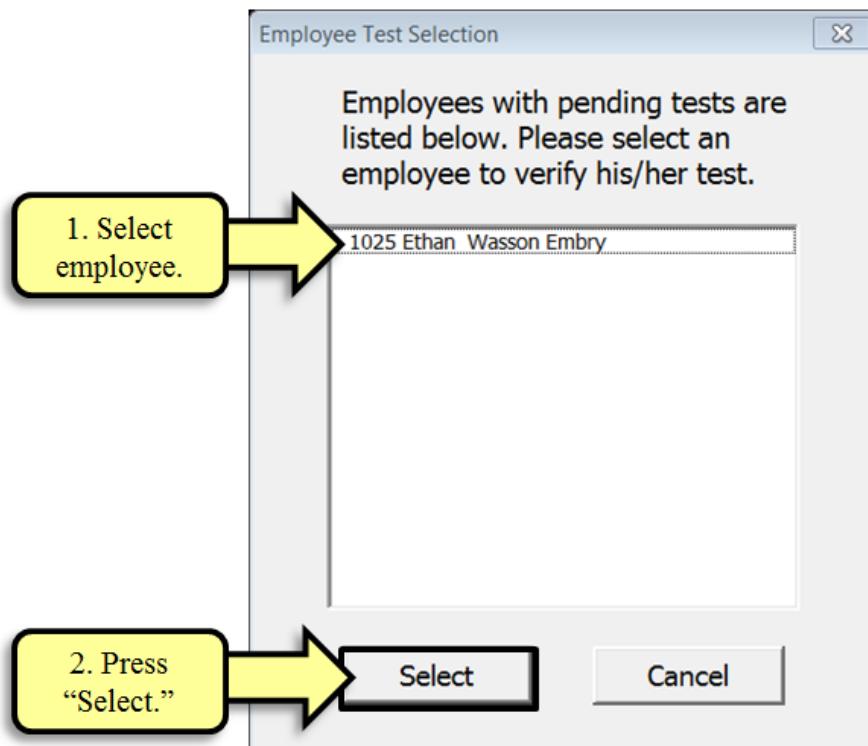


location, he/she should click on the “Verify Recent Tests” button on the Homepage to bring up the Test Verification menu. This is shown in Fig. 60.



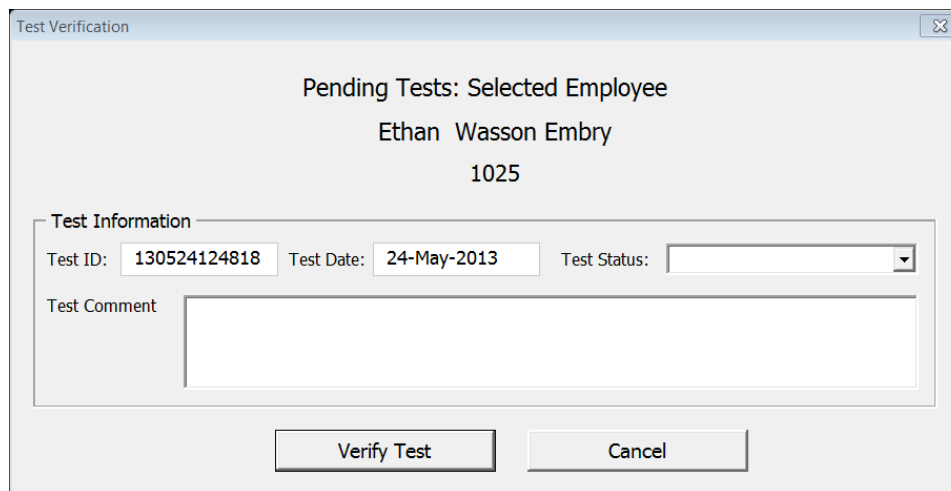
**Fig. 60. “Verify Recent Tests” Button.**

The Test Verification menu lists all employees with recent unverified tests. To bring up the test verification form for an employee, the administrator selects the employee name in the list box and presses “Select,” as depicted in Fig. 61.



**Fig. 61. Test Verification Menu.**

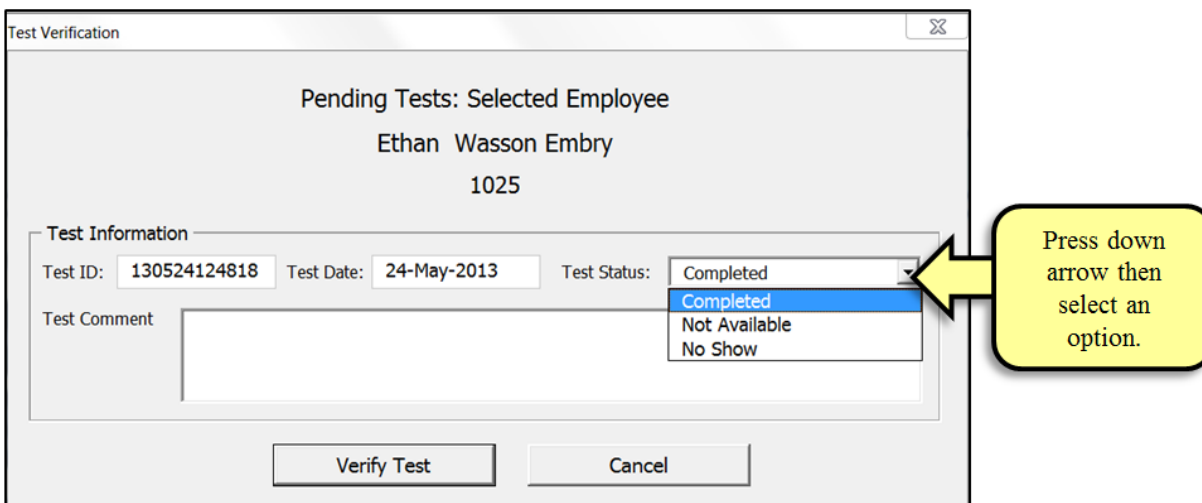
The employee's test verification form then appears. The administrator should confirm the employee name, ID number, test ID number, and test date with the completed test form he/she is entering (see Fig. 62).



The form is titled "Test Verification" and displays "Pending Tests: Selected Employee" for "Ethan Wasson Embry" with ID "1025". It includes a "Test Information" section with fields for "Test ID" (130524124818), "Test Date" (24-May-2013), and "Test Status" (a dropdown menu). There is also a "Test Comment" text area. At the bottom are "Verify Test" and "Cancel" buttons.

**Fig. 62. Employee Test Verification Form.**

To enter the information into the system, the administrator can select the test status from the dropdown box next to the "Test Status" label, as shown in Fig. 63. The three choices of "Completed," "Not Available," and "No Show" correspond to the values listed on the test form.



This figure shows the same form as Fig. 62, but with the "Test Status" dropdown menu open. The menu lists three options: "Completed", "Not Available", and "No Show". A yellow callout box with an arrow pointing to the dropdown menu contains the text: "Press down arrow then select an option."

**Fig. 63. Employee Test Verification Form with Test Status Menu.**

Comments can be typed into the "Test Comment" section, as shown in Fig. 64.

Test Verification

Pending Tests: Selected Employee  
Ethan Wasson Embry  
1025

Test Information

Test ID: 130524124818 Test Date: 24-May-2013 Test Status: Completed

Test Comment: Comments go here...

Type comments in here.

Verify Test Cancel

**Fig. 64. Employee Test Verification Form Comment Section.**

After he/she has selected the test status and added any test comments to the test verification form, the administrator should press the “Verify Test” button to save the data to the employee’s test record, as shown in Fig. 65. The test verification process is complete.

Test Verification

Pending Tests: Selected Employee  
Ethan Wasson Embry  
1025

Test Information

Test ID: 130524124818 Test Date: 24-May-2013 Test Status: Completed

Test Comment: Comments go here...

Verify Test Cancel

**Fig. 65. “Verify Test” Button.**

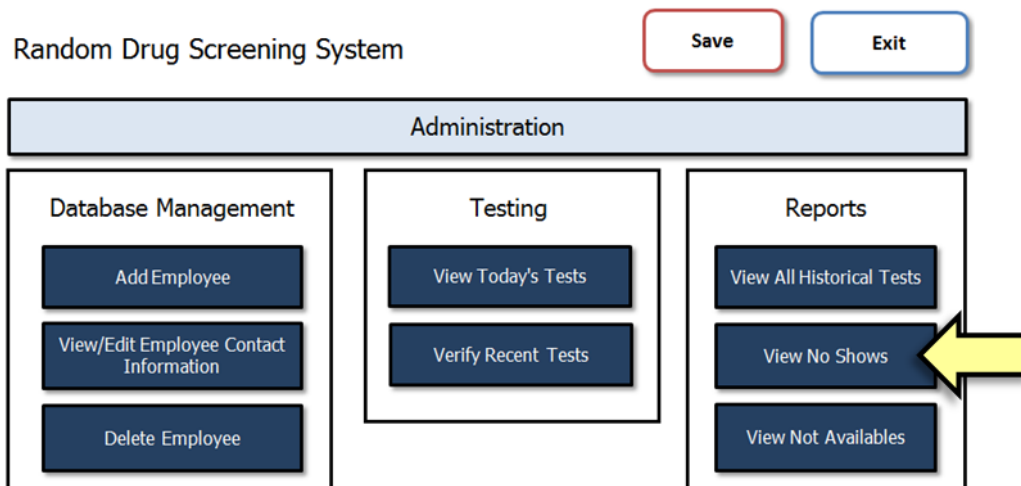
## 7. REPORTING

Three reporting options are available from the RDSS’s Homepage: “View All Historical Tests,” “View No Shows,” and “View Not Availables.”

### 7.1 VIEW ALL HISTORICAL TESTS

To view a comprehensive report of every past test of every employee, the administrator can press the “View All Historical Tests” button on the Homepage, shown in Fig. 66.





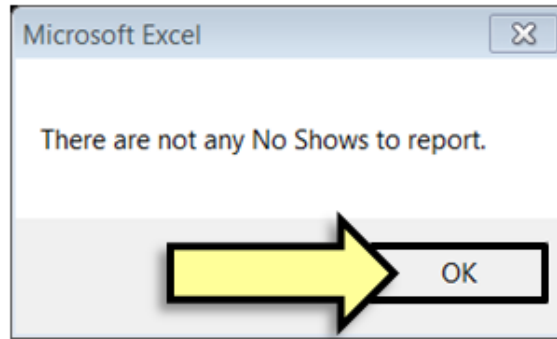
**Fig. 68. “View No Shows” Button.**

Selecting the “View No Shows” button will generate a report listing information regarding all employees who have been recorded as “No Shows” during the test verification process. An employee is considered to be a “No Show” if he/she is contacted but does not show up to be tested by the test time deadline (see Fig. 69). **NOTE: All employees listed on the “No Show” report have pending status and will not be assigned a future test date until their testing status is changed back to active from the View/Edit Employee Contact Information menu option. (See Sect. 5.2, “View/Edit Employee.”)**

Employee ID	Employee Name	Contact Date of No Show	No Show Comment
1011	Branch, Marianne Blacksmith	Friday, May 24, 2013	NA
<div>Print Sheet</div>			
<div>Return to Homepage</div>			

**Fig. 69. No Shows Report.**

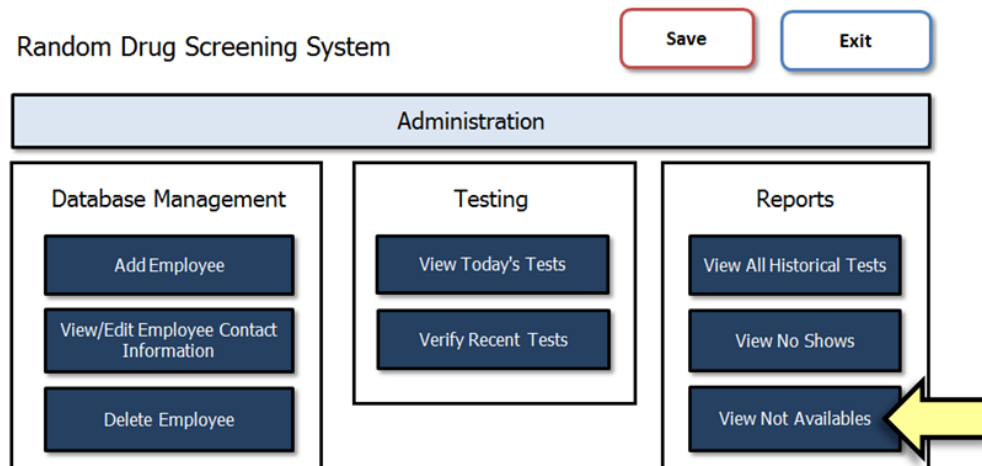
If no employees have been listed as a “No Show” during the verification process, the following message box will appear, informing the administrator that there are not any “No Show” records to report (see Fig. 70).



**Fig. 70. No Show Message Box.**

### **7.3 VIEW NOT AVAILABLES**

To generate a report of employees who have been listed as “Not Available,” the administrator should press the “View Not Availables” button on the Homepage, shown in Fig. 71.



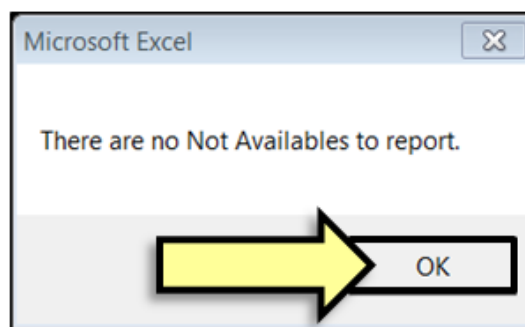
**Fig. 71. “View Not Availables” Button.**

Selecting the “View Not Availables” button will generate a report of all employees who have been recorded as “Not Available” during the test verification process. An employee is considered “Not Available” when he/she is contacted but has a legitimate excuse for being unavailable to be tested (see Fig. 72).

	Employee ID	Employee Name	Not Available Test Date	Not Available Comment
	1026	Gallagher, Claire Jay	24-May-13	NA
	1030	Griffin, Jean Claude	24-May-13	NA
<b>Print Sheet</b>				
<b>Return to Homepage</b>				

**Fig. 72. Not Availables Report.**

If no employees have been listed as “Not Available” during the verification process, the following message box will appear, informing the administrator that there are no “Not Available” records to report (see Fig. 73).



**Fig. 73. Not Available Message Box.**

## 8. DEFINITIONS

Some key terms that are used in the program are listed below with their definitions.

**Back Grace Period:** the number of buffer days before the test deadline

**Base Testing Period:** the maximum time period between tests for a single employee

**Front Grace Period:** the number of days after a test is completed for an employee before that employee is available to be tested again

**No Show:** an employee who is contacted but does not show up to be tested by the test deadline

**Not Available:** an employee who is contacted but has a legitimate excuse for being unavailable to be tested on that day

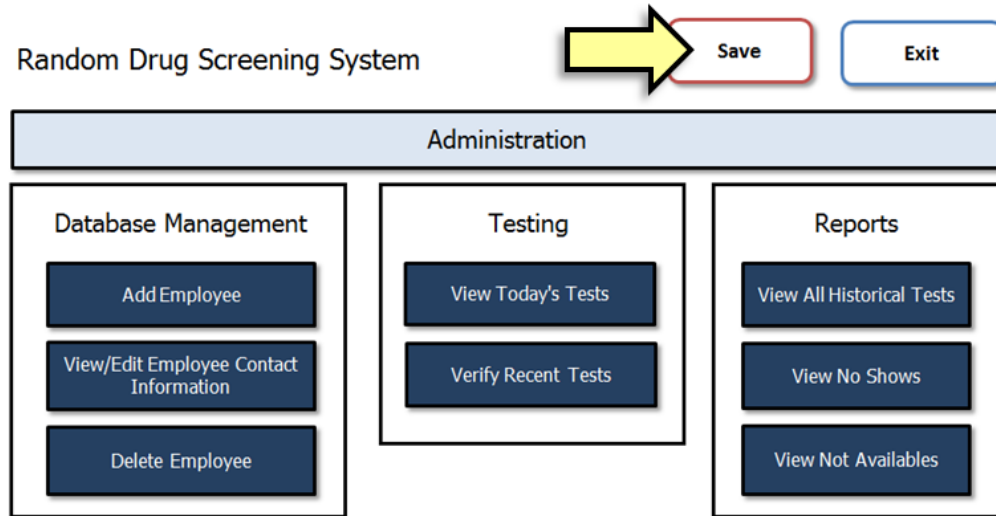
**Pretest Date:** date of an employee’s most recent drug test date before starting the RDSS program

## 9. PASSWORD MANAGEMENT

Both the main RDSS system password and the Administration menu password can be changed by following the appropriate instructions below.

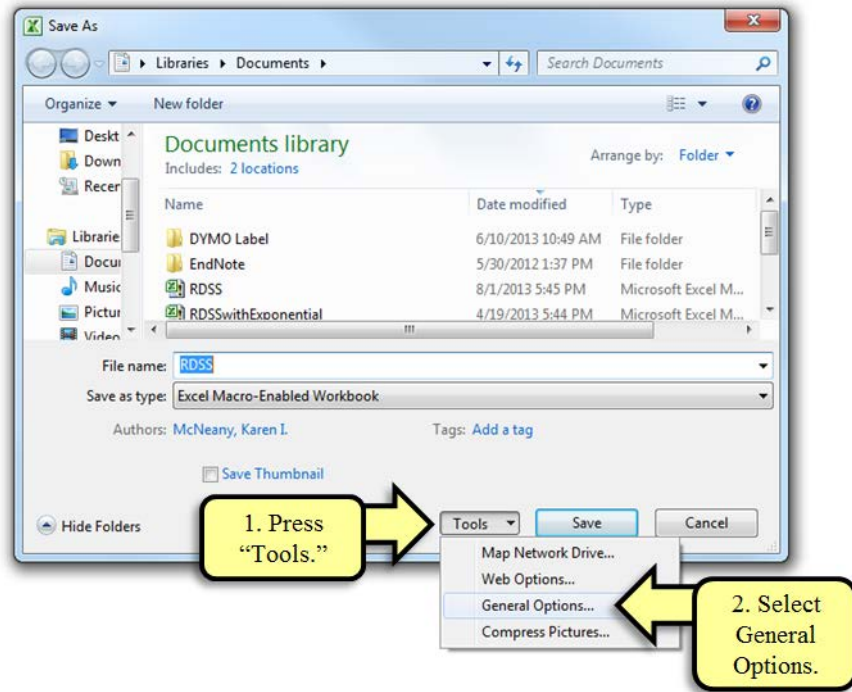
### 9.1 MAIN RDSS PASSWORD

To change the main password that opens the RDSS program, the administrator should click the “Save” button at the top of the Homepage, as shown in Fig. 74.



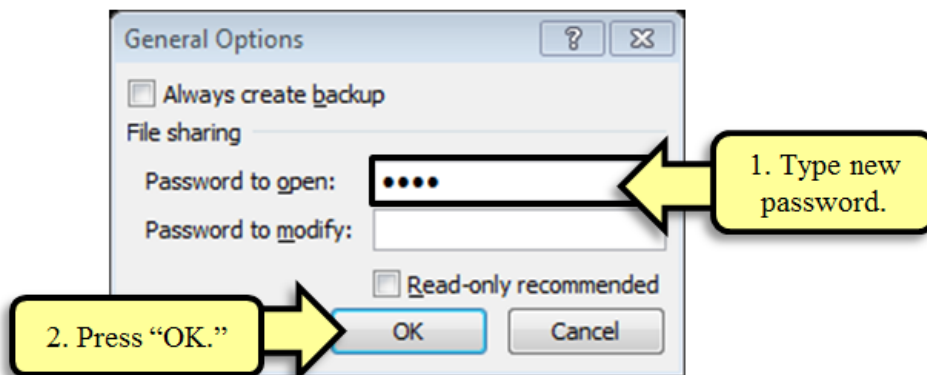
**Fig. 74. “Save” Button.**

After the administrator pushes the “Save” button, the Save Dialog opens. Once in the Save Dialog, the administrator should select the “Tools” dropdown menu and then choose “General Options.” This step is shown in Fig. 75.



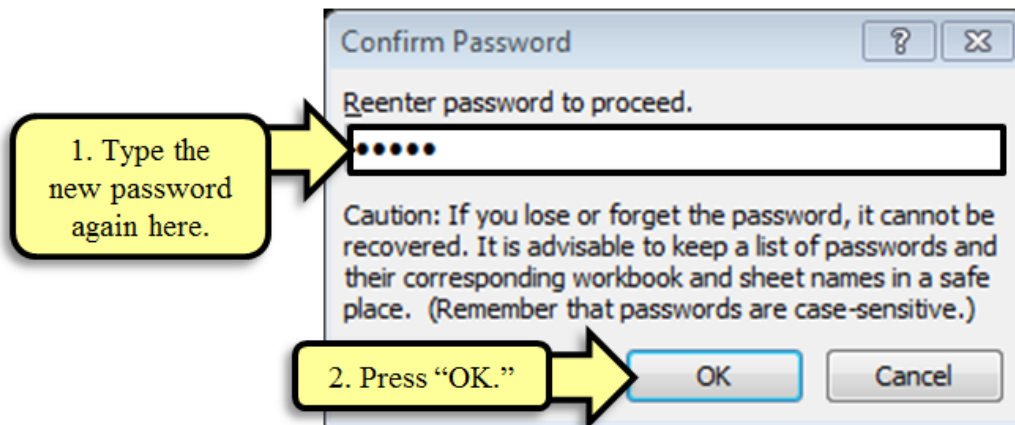
**Fig. 75. Save Dialog.**

Selecting “General Options” will bring up the General Options Window, as displayed in Fig. 76.



**Fig. 76. General Options Window.**

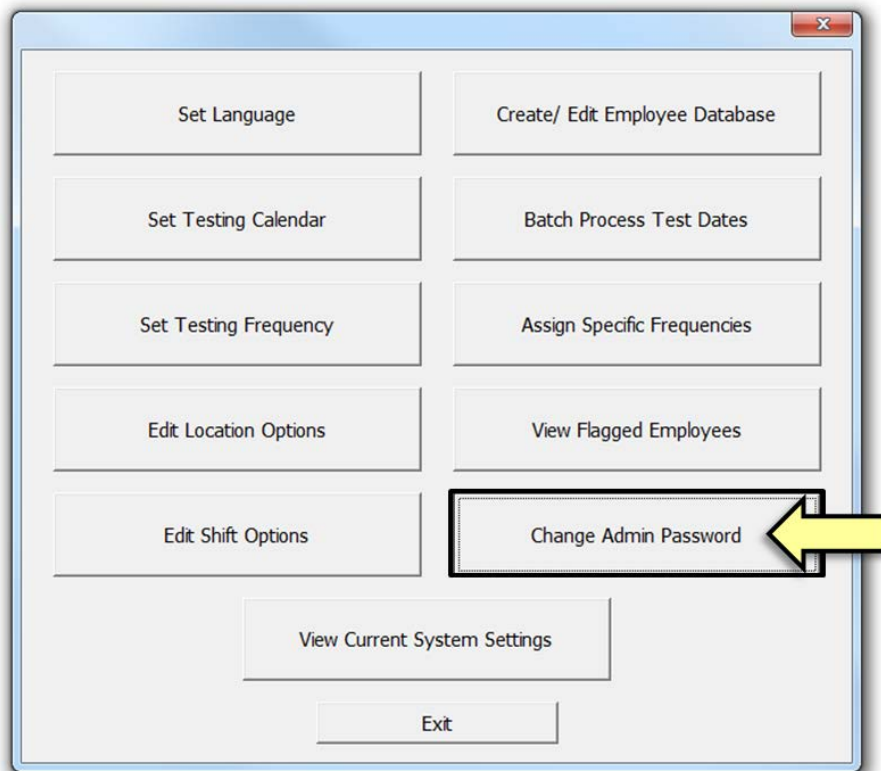
While the General Options Window is open, the administrator can enter a new main password. He/she then confirms the new password in the Password Confirmation Window (see Fig. 77). **NOTE: There is no way to recover the password if lost, so it should be recorded in a safe place.**



**Fig. 77. Password Confirmation Window.**

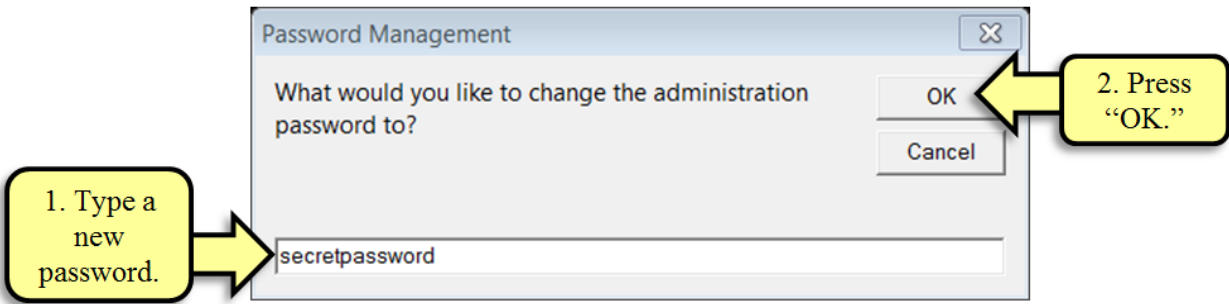
## 9.2 ADMINISTRATION PASSWORD

The system administrator can easily change the administration password by pressing the “Change Admin Password” button from the Administration menu, as shown in Fig. 78.



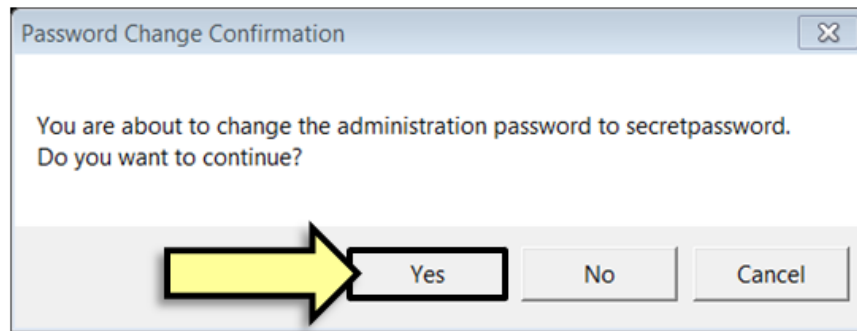
**Fig. 78. “Change Admin Password” Button.**

By selecting the “Change Admin Password” button, the administrator brings up the “Password Management” prompt, where he/she can enter a new password. After entering the new password, the administrator should select “OK,” as seen in Fig. 79.



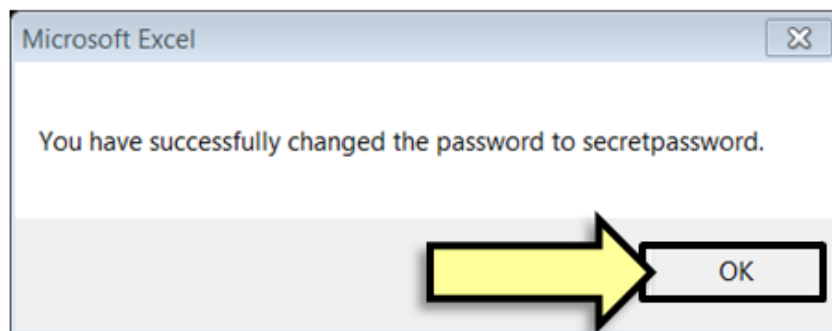
**Fig. 79. Password Management Prompt.**

After the administrator presses “OK,” a confirmation window will appear. If the new password appears correctly, the administrator should press the “Yes” button, which will store the new password and complete the process (see Fig. 80).



**Fig. 80. Password Change Confirmation Prompt.**

A window will appear at the end of the process showing that the password change was successful, as shown in Fig. 81.



**Fig. 81. Successful Password Change Message.**