

Checking Randoms Selection

Step 1



On the menu on the left side...

- HOME
- INBOX
- MESSAGING
- REPORTS
- HEALTH-eSCREEN SERVICES
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

go to 'Order Home'...

- HOME
- INBOX
- MESSAGING
- REPORTS
- ADMINISTRATION
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ORDER SUPPLIES**
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

Step 2

You will now see this screen...

(You may have less inboxes).

RESULTS

Positive	0
Negative	314
Other	11
Pending	114
New Total	439

HEALTH-eSCREEN

Cancelled	0
Completed	1
Past Due	0
No Show	3
Pending	0
Total	5

RANDOMS

Requires Action	876
Scheduled	42
Completed	242
Marked Unavailable	286

MESSAGES

Unread High-Priority Message(s)	0
Unread Message(s)	0
Total Message(s)	4

Step 3

Click on 'Requires Action' under RANDOMS inbox

RESULTS

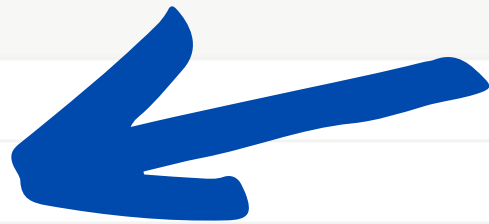
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MESSAGES

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Step 4

Here you will see all drivers selected for Randoms. You can check if the driver needs just a drug test, or both drug & alcohol test.

INBOX

RESULTS HEALTH-eSCREEN SERVICES RANDOMS

SHOW ALL RANDOMS REFRESH

DONOR	CLIENT	CLIENT NAME	POOL	REGULATION	TEST TYPE	DONOR ID	STATUS	START DATE TIME	END DATE TIME	DATE ADDED	CUSTOM FIELD
MICHAEL			Master Med FMCSA Consortium	DOT-FMCSA	Drug & Alcohol		Requires Action	4/1/2022	7/1/2022	4/1/2022	
ABID			Master Med FMCSA Consortium	DOT-FMCSA	Drug		Requires Action	4/1/2022	7/1/2022	4/1/2022	
ABID			Master Med FMCSA Consortium	DOT-FMCSA	Drug & Alcohol		Requires Action	4/1/2022	7/1/2022	4/1/2022	
SALAH			Master Med FMCSA Consortium	DOT-FMCSA	Drug		Requires Action	4/1/2022	7/1/2022	4/1/2022	

***If drivers are selected that no longer work for the company, you have to terminate them and remove them from the pool. (You can email med@safetypartners.org with driver list updates as well).**

