User Guide

Safety | Selections

Safety Selections are used to run random selections of Contractors and Employees for a specified event. Safety Selections are used at logpoints/kiosk to randomly select those cardholders and inform them they need to proceed to a specified testing location. Once a person is selected for a Safety Selection, they are blocked from logging onto site until they have been cleared.

STEP ONE | Creating Safety SelectionsIn the Site Level, under the Safety Tab, click Selections



Click add





STEP TWO | Modifying the Safety Selection

Enter the details you require for the Safety Selection and the logpoints it will be run on. The logpoints must be online for them to be selectable.

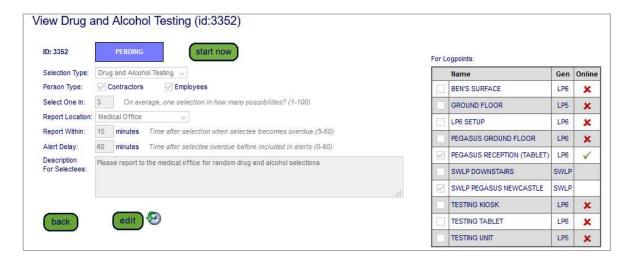
Once details and logpoints selected, click Save

Selection Type:	Drug and Alcohol Testing 🗸	For L	ogpoints:						
Person Type:	✓ Contractors ✓ Employees		Name		Online				
Select One In:	3 On average, one selection in how many possibilities? (1-100)		BEN'S SURFACE	LP6	×				
Report Location:	Medical Office		GROUND FLOOR	LP5	×				
Report Within:	minutes Time after selection when selectee becomes overdue (5-60)	П	LP6 SETUP	LP6	×				
Alert Delay:	minutes Time after selectee overdue before included in alerts (0-60)		PEGASUS GROUND FLOOR	LP6	×				
Description For Selectees:	Please report to the medical office for random drug and alcohol selections		PEGASUS RECEPTION (TABLET)	LP6	1				
			SWLP DOWNSTAIRS	SWLP					
	<u> </u>		SWLP PEGASUS NEWCASTLE	SWLP					
Connect	Conta		TESTING KIOSK	LP6	×				
cancel	save		TESTING TABLET	LP6	×				
		7-7	TESTING UNIT	LP5	×				

NOTE: "Select One in" will roll a random chance EVERY time a cardholder goes to sign into a Logpoint. E.G Select One in 3 means that every cardholder has a 33% change of getting selected for a Safety Selection

NOTE: The Report Within field will block the cardholders access from site if they do not report to the specified report location and are processed.

Click start now to Prepare the Safety Selection





Enter the finish date and time of the safety selection and click Save.



STEP THREE | Processing Safety Selection Selectees

As cardholders are selected at Logpoints they will appear under the running selection. Below shows a running selection, Safety Lifting Test. Clicking on the green text will open this running selection.

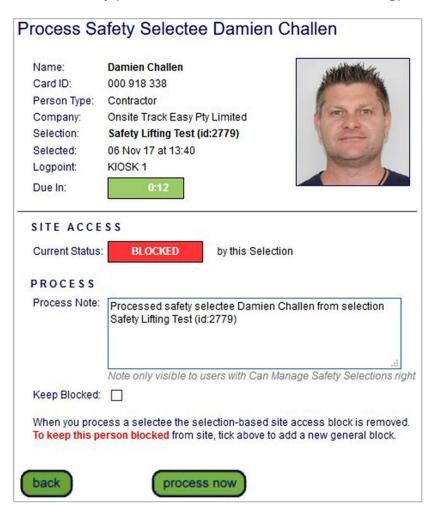




Here we can see Damien Challen has been selected at a Logpoint to report to the required safety location. He currently has 13 minutes to report the required location.

SELECTEES 1/1											
1 To Do Click	name to proc	ess selectee									
Name	Card ID	Person Type	Company	Due in H:M	Selected	Logpoint					
Damien Challen	000 918 338	Contractor	Onsite Track Easy Pty Limited	0:13	06 Nov 17 at 13:40	KIOSK 1					

To process a Safety Selectee, click on the green name and you will be prompted with the below information. He can now be processed or continue to be blocked. If successfully processed, he can now return to the logpoint and continue to log in.



NOTE: Once selected for a Safety Selection, that same cardholder will never be reselected until a NEW Safety Selection is created and started. This safety Lifting Test Selection has an ID of 2779. Damien Challen will no longer be tested until a NEW safety selection is configured and started.

