## User Guide

## Selections | Selection Types

## **STEP ONE |** Adding Selection Types

Safety Selection types help separate the types of test a site might do.

In the Site Level, under the Safety Tab, click selection types

	safety	report	5
	drug & alcohol		
	report location		
	selections		
] In	selection type	5	

## Click Add

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Safety Selection Types			
Search:	search	Include Inactive	add



Name your selection type

Add a description. This description will be displayed on the logpoint when someone is selected. Enter the description you wish to inform the selected cardholder about.

Add Sele	ction Type	
Name:	Drug and Alcohol Testing	
Description:	This test is used for the detection of employees under the influence of illegal and illicit drug or alcohol	
Active:		
cancel	save	

Click SAVE when done to save this as a type that can be selected when creating Safety Selections.

