

User Guide

Safety | Drug & Alcohol

If you need a random sample of people to perform a Drug and Alcohol test against, Onsite Track Easy has a function that randomizes the people selected. The below feature will take a random sample from the pool of people you select and generate a PDF document you can print out. Many configurable options allow you to tailor the sample selection to your choosing.

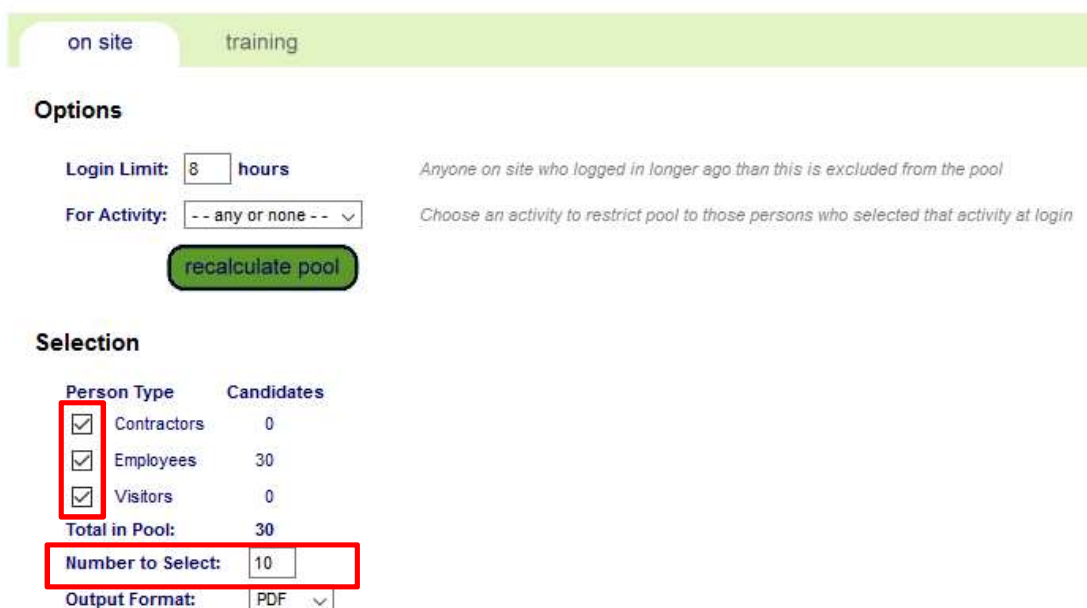
STEP ONE | Getting a Drug and Alcohol Testing Pool

In the Site Level, under the Safety Tab, click Drug & Alcohol Testing



STEP TWO | Selection Variables

Choose the type of person and the number that you want to select from that group of people.



The screenshot shows two sections of a configuration interface. The top section, 'Options', has a tab bar with 'on site' selected and 'training' visible. Below the tabs are two input fields: 'Login Limit: 8 hours' and 'For Activity: -- any or none --'. A green button labeled 'recalculate pool' is positioned below these fields. The bottom section, 'Selection', contains a table with two columns: 'Person Type' and 'Candidates'. The table lists 'Contractors' (0), 'Employees' (30), and 'Visitors' (0). Below the table, there is a 'Total in Pool: 30' label, a 'Number to Select: 10' input field, and an 'Output Format: PDF' dropdown menu. Red boxes highlight the checkboxes for 'Contractors', 'Employees', and 'Visitors', the 'Number to Select' input field, and the 'Output Format' dropdown.

Person Type	Candidates
<input checked="" type="checkbox"/> Contractors	0
<input checked="" type="checkbox"/> Employees	30
<input checked="" type="checkbox"/> Visitors	0

Total in Pool: 30

Number to Select: 10

Output Format: PDF

STEP THREE | Selection

Click Make Selection.



This will then generate a PDF document that has randomly chosen the number of selectees requested from the available pool. While the document is printable only, It can be saved to your computer. This does not block or interact in any way with the people selected.

This report is essentially randomly selecting people to test, based upon your requirements, which then someone will need to manually chase up. It does not block them or log anyone out. Its purely a report generating tool.

For reference, the report will display these columns:

Logpoint TimeIn Name OnsiteID CompanyName Person Type Activity Notes