

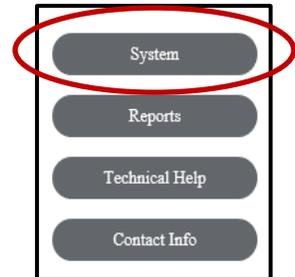
Administrators – User Setup

If you need additional assistance, please contact the FormFox Technical Support team at 877-376-3691 opt. 1 or the FormFox Implementation team at 877-376-3691 opt. 7.

Note: You will need to be using a computer (desktop or laptop) to make these changes. Administrator access is not available on the iPad at this time.

1. Access 'System' in FormFox (**Site Administrator Only**)

- Click the 'System' button located in the lower left-hand side of the screen.
- You will be prompted to enter your password. This will be the same password used to log into FormFox.
- Click 'Submit.'



The "User Setup" button will be located on the left-hand side of the webpage.



2. Add New Users

User Set Up

If you would like to add a new User, click the Add New User button. If you would like to view detail about an existing user, click on the login name.

To search for an existing user, enter any of the criteria below and click on the Search button.

Search where

Equal to

Include Inactive Users

Ensure a login doesn't already exist for the user by selecting the login name, first name, or last name and entering the user's name into the 'Equal to' field. Click "Search." You can also just click "Search" without selecting a criterion if you would like to display a current listing of all active users. If you would like to include inactive users in your search, mark the "include inactive users" box before clicking the "Search" button. (This will include users that may have locked themselves out of their accounts due to too many failed logins.)

Click on the 'Add New User' button to create a new user login. Complete the form from top to bottom, making sure any field marked with a red asterisk has been filled out. Administrators can always return to this window and edit the information at any time. Add specific sites to the user's profile by clicking on the 'Approved Sites' button.

If the collector needs access to all locations, mark the top box next to the 'Site' label.



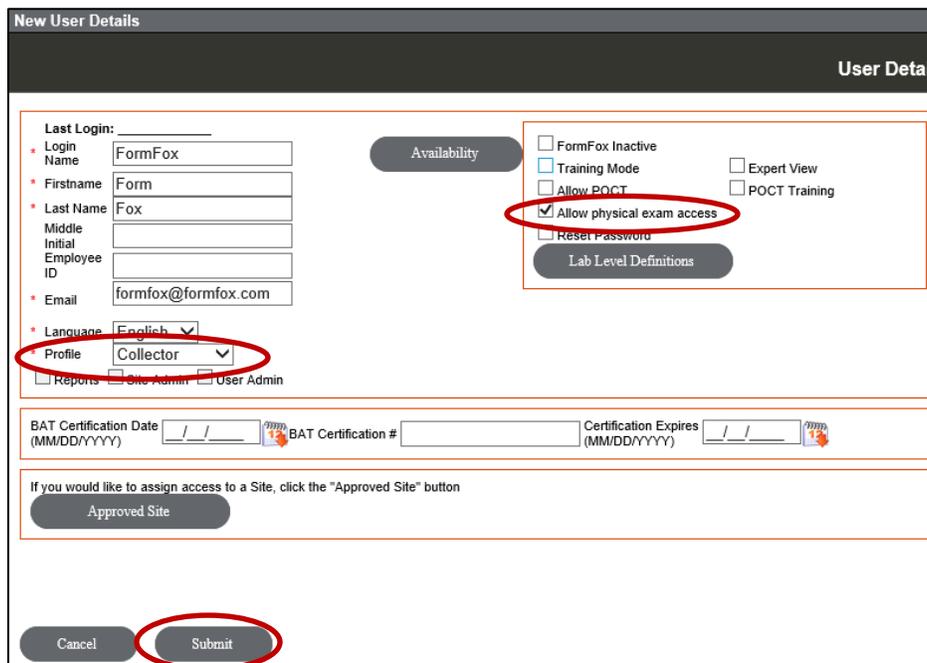
A screenshot of a form section showing three checkboxes. The top checkbox is labeled 'Site' and is checked. Below it are two unchecked checkboxes labeled 'FormFox Demo Account' and 'FormFox Mock Collection Account'. Red arrows point to the 'Site' checkbox and the 'FormFox Mock Collection Account' checkbox.

Mark the specific locations if the collector only needs access to a few sites.

3. Select user assignment preferences from the dropdown menu.

For MSS (DOT ePhysicals Medical Support Staff):

- Profile Type: Collector
- 'Allow Physical Exam Access'



A screenshot of the 'New User Details' form. The form is titled 'New User Details' and 'User Detail'. It contains several fields and sections:

- Last Login:** A text input field.
- Login Name:** FormFox
- Firstname:** Form
- Last Name:** Fox
- Middle Initial:** Empty
- Employee ID:** Empty
- Email:** formfox@formfox.com
- Language:** English (dropdown)
- Profile:** Collector (dropdown, circled in red)
- Repons:** Site Admin, User Admin (checkboxes)
- Availability:** A button.
- FormFox Inactive:** Unchecked checkbox
- Training Mode:** Unchecked checkbox
- Expert View:** Unchecked checkbox
- Allow POCT:** Unchecked checkbox
- POCT Training:** Unchecked checkbox
- Allow physical exam access:** Checked checkbox (circled in red)
- Reset Password:** Unchecked checkbox
- Lab Level Definitions:** A button.
- BAT Certification Date (MM/DD/YYYY):** Empty
- BAT Certification #:** Empty
- Certification Expires (MM/DD/YYYY):** Empty
- Approved Site:** A button.
- Cancel:** A button.
- Submit:** A button (circled in red).

For Examiners (DOT ePhysicals – Must have National Registry Number)

- Profile Type: Examiner
- ‘Allow Physical Exam Access’
- Add National Registry #, Examiner Type, Medical License/Certificate #, Issuing State, and Expiration Date
 - Click the ‘Add New’ button after you add the Medical License/Certificate# to save the medical license information just entered
 - Add all Medical Licenses for the states the Provider is licensed for.

New User Details
User Detail

Last Login: _____

* Login Name:

* Firstname:

* Last Name:

Middle Initial:

Employee ID:

Phone:

* Email:

* Language:

* Profile:

Availability

FormFox Inactive

Training Mode

Allow POCT

Allow physical exam access

Reset Password

Lab Level Definitions

National Registry #:

Examiner Type:

- MD
- DO
- Physician Assistant
- Chiropractor
- Advanced Practice Nurse
- Other Practitioner

BAT Certification Date (MM/DD/YYYY): BAT Certification #: Certification Expires (MM/DD/YYYY):

Delete	Medical License/Certificate#	Issuing State	Expiration Date
<input type="checkbox"/>	UT12345	UT	3/28/2025
	<input type="text"/>	Alabama	<input type="text"/>

Delete

If you would like to assign access to a Site, click the "Approved Site" button

For Collectors:

- Profile Type: Collector
- Add Approved Sites

The screenshot shows the 'New User Details' form for a user profile. The 'Profile' dropdown menu is set to 'Collector' and is circled in red. Other fields include 'Login Name' (FormFox), 'First Name' (Form), 'Last Name' (Fox), 'Email' (formfox@formfox.com), and 'Language' (English). There are also checkboxes for 'FormFox Inactive', 'Training Mode', 'Allow POCT', 'Allow physical exam access', and 'Reset Password'. A button labeled 'Approved Site' is visible at the bottom.

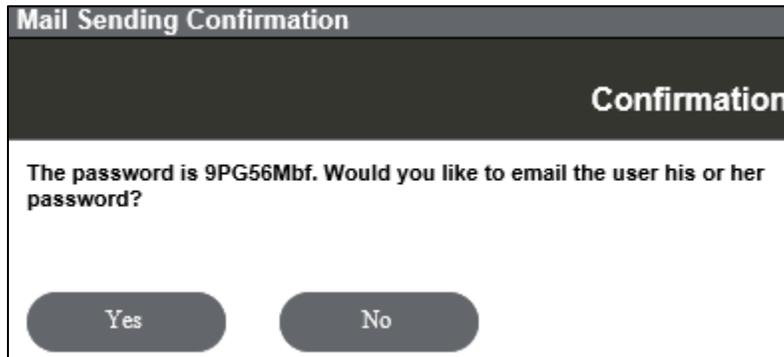
For Administrators:

- Profile Type: Administrator
 - Add Approved Sites
- *Administrators can access the Administrator portion of FormFox (User Setup, Site Setup, and Label Inventory Access) in addition to complete drug test events.

The screenshot shows the 'New User Details' form for a user profile. The 'Profile' dropdown menu is set to 'Administrator' and is circled in red. Other fields include 'Login Name' (FormFox), 'First Name' (Form), 'Last Name' (Fox), 'Email' (formfox@formfox.com), and 'Language' (English). There are also checkboxes for 'FormFox Inactive', 'Training Mode', 'Allow POCT', 'Allow physical exam access', and 'Reset Password'. A button labeled 'Approved Site' is visible at the bottom.

4. Temporary Passwords

After you click the 'submit' button at the bottom of the 'User Details' window, a 'Mail Sending Confirmation' will appear with a temporary password. If you would like to send the temporary password directly to the email on file, click 'Yes.' If you will be providing the temporary password to the collector via a different method, please click 'no.'



The dialog box has a title bar 'Mail Sending Confirmation' and a sub-header 'Confirmation'. The main text asks: 'The password is 9PG56Mbf. Would you like to email the user his or her password?'. At the bottom, there are two buttons: 'Yes' and 'No'.

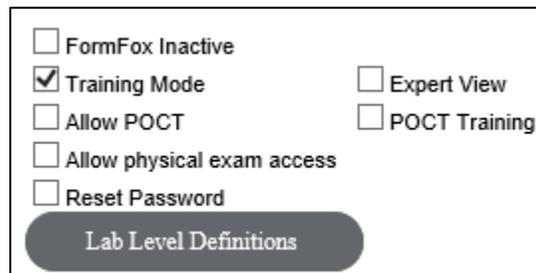
Collectors will be prompted to change their password during initial logins.

FormFox Passwords are case-sensitive

User Setup Tips

Every new user profile will automatically default to 'Training Mode.' Being in 'Training Mode' allows new collectors to play around in the system without any repercussions; especially if the collection site itself is 'live' in the FormFox Network. (No mock collections will be distributed to downstream constituencies if 'Training Mode' is enabled for the user.)

Administrators can take collectors out of 'Training Mode' by removing the checkmark in the 'Training Mode' field and clicking the 'Submit' button.



The dialog box contains several checkboxes: 'FormFox Inactive', 'Training Mode' (checked), 'Allow POCT', 'Allow physical exam access', 'Reset Password', 'Expert View', and 'POCT Training'. At the bottom is a button labeled 'Lab Level Definitions'.

If a collector has too many failed login attempts, the 'FormFox Inactive' box will automatically be enabled. Administrators can re-enable the user's account by removing the checkbox from the 'FormFox Inactive' box and clicking the 'submit' button. If the collector has forgotten his/her password, check the box for 'Reset Password' and click the 'Submit' button. A pop-up window with a new temporary password will appear at this time.