



# BAT Certification Notification

June 13<sup>th</sup>, 2019 Release

# Overview

After interviewing several site administrators, FormFox has made enhancements regarding how we handle BAT certifications. First and foremost, for this functionality to take effect at your site, it is important that you enter BAT certification data for each of your certified technicians. For any technician that has a certification date entered in FormFox, we will begin notifying the technician 30 days prior to the certification expiration. Technicians will be instructed to contact their site administrators to get their certifications updated. In addition to this, site administrators will have the option to disable technicians with an expired certification from completing BATs in FormFox until their certification is updated.

The following slides will give you more details on these enhancements.

# Site Admins: How to add BAT Certifications

**NEW USER DETAILS**

Last Login: \_\_\_\_\_

• Login Name  Availability

• Firstname

• Last Name

Middle Initial

Employee ID

IP restriction

• Email

• Language English

• Profile

FormFox Inactive

Training Mode  Expert View

Allow POCT  POCT Training

Reset Password

Disable BAT when Certificate expires

Lab Level Definitions

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

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

Approved

Site admins can add and update BAT certifications for their certified technicians in this section of the 'User Details.'

Site admins will also have the option to disable technicians when their certification expires. Checking this box will disable the technician's access to the BAT workflow until their certification is updated. Selecting this option is up to the site admin's discretion.

# BAT Notifications

Technicians will see this notification starting 30 days prior to the entered certification's expiration. They are instructed to contact their site administrator regarding recertification.



**UPDATE BAT CERTIFICATION**

Your BAT Certification will expire on 3/1/ 2019.  
Please contact your site administrator.

Close

Technicians will see this notification when the certification has expired.



**EXPIRED BAT CERTIFICATION**

Your BAT certification has expired.  
Please contact your site administrator for assistance.

Close

Technicians will see this notification when their certification data has been updated in FormFox.



**YOUR BAT CERTIFICATION HAS BEEN UPDATED**

Your BAT Certification has been updated.

Close

Questions?

Please contact the FormFox Technical Support team for additional assistance.

877-376-3691 opt. 1  
[support@formfox.com](mailto:support@formfox.com)

Hours of Operation: 6 AM – 6 PM MDT