Workflow Solutions
Simple, Secure, Fast

FormFox Step-by-Step Guide
for
Non-DOT Breath Alcohol Tests
Beginning a non-DOT BAT on FormFox

There are three ways to begin a non-DOT BAT on FormFox.

1. If the driver arrives with a printed authorization form or with the authorization barcode on a mobile device, use the ‘Authorization Form or Mobile Device’ button.
2. If the driver doesn’t have an authorization form/barcode, you can begin a non-DOT BAT from scratch using the Breath Alcohol Test button. (New Functionality)
3. If you’ve set up the driver’s employer in your Account Book, you can use the Account Book button to begin the exam.
Click on the ‘Breath Alcohol Test’ button on the home page and enter the donor’s information on the next page. Click ‘Search.’ FormFox will search the system for any pre-ordered exams before showing the ‘Create new Test’ button.

Click ‘Create new Test’ to begin the Breath Alcohol Test.
‘Breath Alcohol Test’ Button Functionality

Fill out the Company Information. Fields marked with an asterisk are required. Click the ‘Submit’ button when complete. This information will print out on the final Report/ATF at the end of the collection.
Complete Step 1 and Capture the Donor’s Signature. Click the ‘Next’ button to continue.
Complete Step 2. Click the ‘Submit’ button prior to capturing the technician’s signature.

**STEP 2**

**Screening Test**
- Technician STT
- Device: Breath, Saliva Alcohol
- Test Device: System BAT Device
- Reading Date/Time: 03/30/2018, 15:28
- Test#: 15
- Screen Level: 0.00

**Remarks:**

Click the Capture Technician Signature button, read the collector statement and confirm by signing the signature pad.

**Print Report**  **Print ATF**
If a Confirmation Test is required, a new section will appear in Step 2. Enter the BAT results and click the ‘Submit Confirmation’ to continue. Capture the Technician’s Signature.

**STEP 2**

**Screening Test**
- Technician: STT
- Test Type: Breath
- Test Date/Time: 03/30/2018 15:28

**Confirmation Test**
- Instruct the donor not to eat, drink or put anything in their mouth during the waiting period. Keep donor under observation. If the donor has not followed this instruction indicate in the remarks.
- Test Device: System BAT Device
- Test Date/Time: 03/30/2018 15:46
- Confirmation Level: 0.00

*Remarks:

*Click the Capture Technician Signature button, read the collector statement and confirm by signing the signature pod.*

*Print Report*  *Print ATP*
You will need to at least open the ‘ATF’ in order to see the ‘Finish’ button at the end of the collection. Print out the reports if needed.
New ‘Breath Alcohol Test’ button Functionality

Automatic reporting is currently unavailable if the test event is started by the ‘Breath Alcohol Test’ button. Reports and ATFs will need to be manually distributed to downstream recipients at this time.

*The functionality to add reporting profiles will be available in the near future. Automatic reporting will still occur for BAT events that were started either by an Authorization Form or an Account Book entry.

Click the ‘Finish’ button to complete the BAT.