



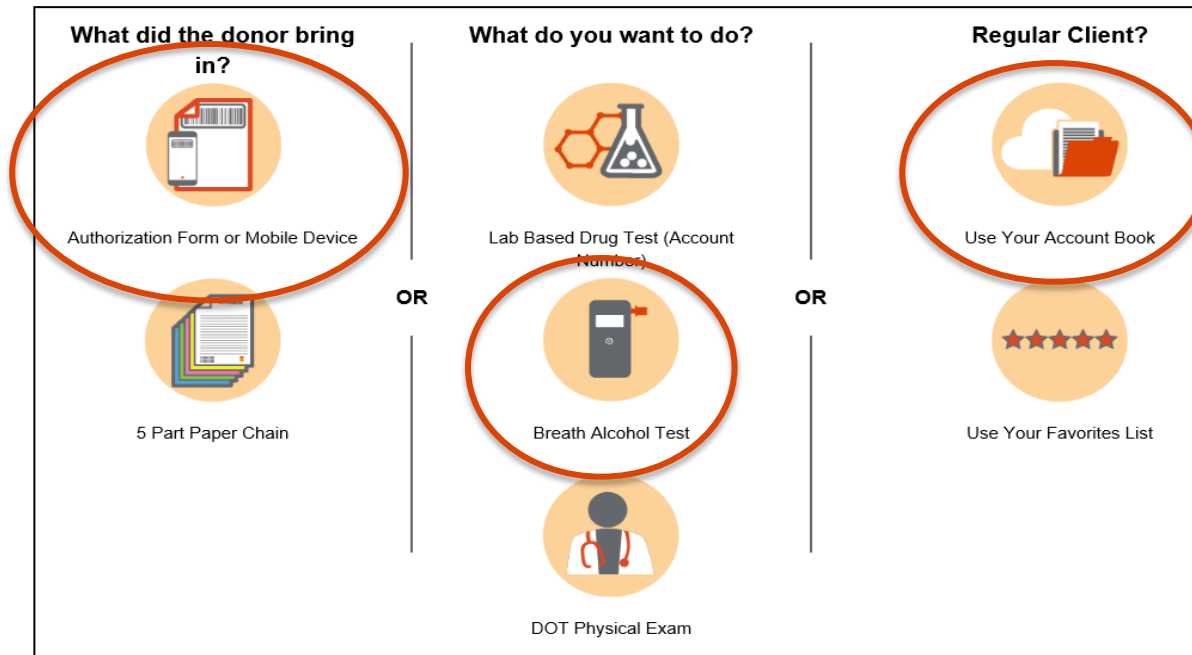
Workflow Solutions
Simple, Secure, Fast

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.

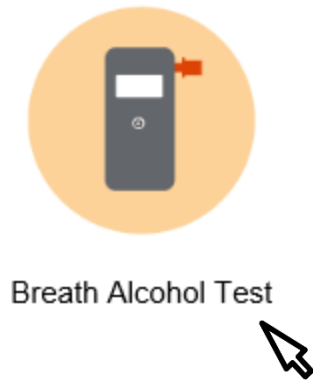
1. If the driver arrives with a printed authorization form or with the authorization barcode on a mobile device, use the 'Authorization Form or Mobile Device' button.
2. If the driver doesn't have an authorization form/barcode, you can begin a non-DOT BAT from scratch using the **Breath Alcohol Test** 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.




'Breath Alcohol Test' Button Functionality

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.



Locate Donor Test

Donor	SSN	▼	999999999
Donor First Name	Snow		
Donor Middle Initial			
Donor Last Name	White		
Donor Date Of Birth (MM/DD/YYYY)	01/05/1992		
<input type="button" value="Search"/>			



A scheduled test was not found using the search criteria you entered.
If you want to create a new test, click the Create New Test button.

<input type="button" value="Create new Test"/>	<input type="button" value="Search"/>
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'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.

Company Information

Before Starting this Alcohol test we need to gather information about the company this work is for.

Employer Information
Fields marked with an asterisk * are required fields

* Company Name	<input type="text"/>		
* Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Country	United States of America ▾		
* City	<input type="text"/>	* State	Alabama ▾
Phone (10 digits only)	<input type="text"/>	Fax (10 digits only)	<input type="text"/>
DER Name	<input type="text"/>	DER Phone Number	<input type="text"/>

Complete Step 1 and Capture the Donor's Signature. Click the 'Next' button to continue.



STEP 1: ENTER DONOR INFORMATION

Enter the donor and test information in the fields below

Fields marked with an asterisk * are required fields.

* Donor	SSN <input type="text" value="999999999"/>	* Date of Birth: (MM/DD/YYYY)	<input type="text" value="01/05/1992"/>	Date Arrived: (Military time HH:MM)	<input type="text" value="03/30/2018"/> <input type="text" value="15:22"/>
* Donor First Name	<input type="text" value="Snow"/>	Donor Middle Initial	<input type="text"/>	* Donor Last Name	<input type="text" value="White"/>
* Donor Evening Phone No.	<input type="text" value="1234567890"/> <small>(10 digits or 'np' only)</small>	* Donor Daytime Phone No.	<input type="text" value="1234567890"/> <small>(10 digits or 'np' only)</small>		

* Donor Verified by: Photo ID Employer Representative Other

* Reason For Test:

DER Name DER Phone Number

Click the Capture Donor Signature button, instruct the Donor to read the Donor release statement and confirm by signing the signature pad.

Confirm above information and press Next

Complete Step 2. Click the 'Submit' button prior to capturing the technician's signature.

STEP 2

White, Snow
999999999
FormFox BAT Co.
1414 S Main Street
Salt Lake City, UT 84115

Screening Test

Technician STT

* Device Breath Saliva Alcohol

* Test Device: * Reading Date/Time (Military time HH:MM)

* Test#: * Screen Level:

Remarks:

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

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.

White, Snow
999999999
FormFox BAT Co.
1414 S Main Street
Salt Lake City, UT 84115

STEP 2

Screening Test

Technician STT

* Device Breath Saliva Alcohol

* Test Device: * Reading Date/Time (Military time HH:MM)

System BAT Device 03/30/2018 15:28

* Test#: * Screen Level:

Submit Refuse / Unable

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.

15 minutes wait? Yes No Start Timer

* Test Device: * Reading Date/Time (Military time HH:MM)

System BAT Device 03/30/2018 15:46

* Test#: * Confirmation Level:

Submit Confirmation Refuse / Unable

Remarks:

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

Print Report Print ATF

Back

Print Report

Print ATF

ALL THE PAMDAS COLLECTION SIT
123 Pamda Avenue
Pamdaville, UT 55555
(123)456-7890

3/30/2018

Forensic Alcohol Testing Report

--Confidential--

To: FormFox BAT Co.
1414 S Main Street
Salt Lake City, UT, 84115

This is a notification of a controlled substance test on:

Individual Tested:	Snow White	Reason For Test:	Pre-Employment
Personnel ID:	*****9999	Technician:	STT
Date Reported:	03/30/2018	Federally Regulated:	No
Collection Site:	ALL THE PAMDAS COLLECTIO		

Screening Result:

Status:	Completed	Date Collected:	03/30/2018
Sample Type:	Breath	Time Tested:	15:28
Level:	0.02	Test #:	15

Confirmation Result:

Status:	Completed	Date Collected:	03/30/2018
Sample Type:	Breath	Time Tested:	15:46
Level:	0	Test #:	15

Result Disposition ***** Negative *****

Comments:

Alcohol Testing Form (Non-DOT)

STEP 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

A: Employee Name Snow White
(Print) (First, MI, Last)

B: SSN or Employee ID No. ID: 999999999
ID: 999999999

C: Employer Name FormFox BAT Co.
Street 1414 S Main Street
City, State, Zip Salt Lake City, UT 84115
DER Name and Telephone No. _____
DER Name DER (Area Code & Phone Number)

C: Reason for Test: Pre-Employment

STEP 2: TO BE COMPLETED BY EMPLOYEE

I certify that I am about to submit to alcohol testing and that the identifying information provided on the form is true and correct.

Snow White 03/30/2018
Signature of Employee Date Month / Day / Year

STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

I certify that I have conducted alcohol testing on the above named individual, that I am qualified to operate the testing device(s) identified, and that the results are as recorded.

TECHNICIAN: BAT STT DEVICE: SALIVA BREATH* 15-Minute Wait: Yes No

SCREENING TEST: (For BREATH DEVICE* write in the space below only if the testing device is not designed to print)

<u>15</u>	<u>System BAT Device</u>	
<small>Test #</small>	<small>Testing Device Name</small>	<small>Device Serial # OR Lot # & Exp. Date</small>
	<u>03/30/2018 15:46</u>	<u>0</u>
<small>Activation Time</small>	<small>Reading Time</small>	<small>Result</small>

CONFIRMATION TEST: Results MUST be affixed to each copy of this form or printed directly onto the form.

REMARKS:

ALL THE PAMDAS COLLECTION SITE 123 Pamda Avenue
Alcohol Technician's Company Pamdaville, UT 55555
Pamda Collector (123)456-7890
(Print Alcohol Technician's Name (First, MI, Last)) Snow White
Company, City, State, Zip 1414 S Main Street
Phone Number (Area Code & Number) 03/30/2018
Signature of Alcohol Technician Snow White Date Month / Day / Year

STEP 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS POSITIVE

I certify that I have submitted to the alcohol test, the results of which are accurately recorded on this form. I understand that I must not drive, perform safety-sensitive duties, or operate heavy equipment because the results are .02 or greater.

_____ 03/30/2018
Signature of Employee Date Month / Day / Year

Print Screening Results Here or Affix with Tamper Evident Tape
Screen result: 0.02

Print Confirmation Results Here or Affix with Tamper Evident Tape
Confirmation result: 0

Print Additional Results Here or Affix with Tamper Evident Tape

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.

