Workflow Solutions
Simple, Secure, Fast

ePad Mock Collection
Instructions

2. Select the ‘Lab Based Drug Test’ icon from your FormFox homepage.
Select one of the highlighted laboratories for the mock collection:

- Quest Diagnostics
- CRL
- Psychemedics

Enter the test account for the laboratory you selected in the Step 3 in the laboratory account number text field.

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Non-DOT Account</th>
<th>DOT Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quest Diagnostics</td>
<td>15076615</td>
<td>15076619</td>
</tr>
<tr>
<td>CRL</td>
<td>CRL.FFOX.NONTEST</td>
<td>CRL.FFOX.DOTTEST</td>
</tr>
<tr>
<td>Psychemedics</td>
<td>10026594</td>
<td></td>
</tr>
</tbody>
</table>

**LOCATE DONOR TEST**

Please Scan or Enter LABORATORY ACCOUNT NUMBER

[Lookup Account]
5. Fill out the donor information with false information and click the ‘Search’ button.

6. Click the ‘Create New Test’ button to continue into the FormFox workflow.

A scheduled test was not found using the search criteria you entered. Start a new test by clicking 'Create New Test'.
Complete the steps in the workflow with fake donor information until you get to the 'Donor Certification Statement and Signature' page.
Use a label from your inventory and enter the barcode into the Specimen ID field(s).
*You can use this opportunity to test your barcode scanner.

Click on the ‘Donor Certification Statement & Signature’ button to test your ePad’s signature capability within the FormFox software.

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**Collector:** Scan or enter the barcode information from each specimen bottle.

<table>
<thead>
<tr>
<th>Specimen ID bottle</th>
<th>Barcode Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>******</td>
</tr>
<tr>
<td>B</td>
<td>AA03990123</td>
</tr>
</tbody>
</table>

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**Donor:** Verify all information and sign certification statement.

**Donor Information**
- Name: Mickey Mouse
- Date of Birth: 1/5/1992
- ID: SSN 999999999
- Day phone: 123-456-7890
- Evening phone: 123-456-7890

**Employer Information**
- CRL LAB ACC# ___________
- COMPANY ________________
- Phone: ________________
- FAX: ________________

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**Test Information**
- Reason for test: PRE-EMPLOYMENT
- Testing Authority: FMCSA
- Test panel: (W215) FEDERAL
- Is temperature between 90 and 100°F? yes
- Actual specimen collection: Split
- Observed?: no
- Remarks:

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**Show donor the Instructions / Privacy Act Statement**

Click 'Back' to return to Collection Step 2, or 'Next' to continue.
If you get an ‘Error init device’ message (A) after clicking the ‘Donor Certification Statement & Signature’ button, return to the ePad Installation Tutorial and follow the troubleshooting instructions.

If you are able to capture a signature (B), your ePad has been successfully installed. Complete the mock collection, making sure you can capture the collector’s signature and print out the CCF. Remember to click the ‘Finish’ button at the end of the collection.
Need Troubleshooting Assistance?

FormFox Technical Support
877-376-3691 opt. 1
support@formfox.com