





Drug & Alcohol Screening

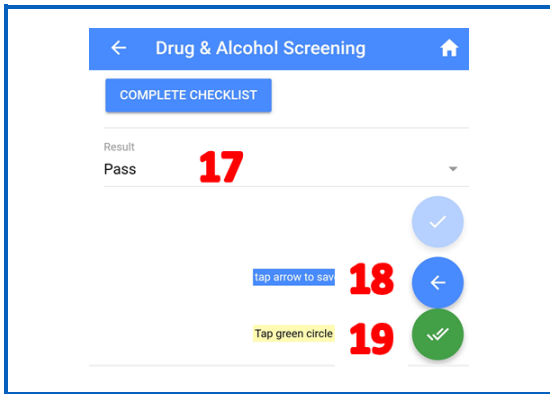
On the Home Screen:

1. Click on the task – this will take you straight to step #5.
2. Or from the main menu select Registers, Drug & Alcohol Screening.
3. Click on the task you wish to complete.
4. Or click  to create a new one.


5. Today's date will populate – change as required.
6. This will populate with the person logged on, if someone else will be completing the task, change as required.
7. Select the form to be completed – see notes.
8. Select the Screening Type - both options can be selected.
9. Select the purpose.
10. Add Customer, Worksite & Job no if required.


11. Select Employee or Contractor.
12. Select a Staff Member or type in a name for the Contractor. At this stage you can go to step #13 & save.
13. Click  if you have assigned the task to another "Supervisor" or wish to fill out the checklist later.
14. Click **COMPLETE CHECKLIST** to fill in the form.

15. Fill in all the details in the form.
16. Click **COMPLETE** when done.



17. Select a Result

18. Click  to save and return. This will allow you to come back and enter more data into the form if required.

19. Click  to Sign Off and complete the task. This will close the task and remove it from the mobile app.

NOTES:

- Completed tasks can be viewed in the web app [Registers/ Injury & Health Management/ Drug & Alcohol Screening](#) including viewing completed forms.
- Only Templates with type “Drug & Alcohol Screening” that are locked will display in #7 above.

