

Checking Randoms Selection

# Step 1



On the menu on the left side...

- HOME
- INBOX
- MESSAGING
- REPORTS
- HEALTH-eSCREEN SERVICES
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

go to 'Order Home'...

- HOME
- INBOX
- MESSAGING
- REPORTS
- ADMINISTRATION
- SCHEDULING
- HELP
- DOCUMENTS
- RANDOMS
- ORDER SUPPLIES**
- ACCOUNT INFORMATION
- USER SETTINGS
- LOG OFF

# Step 2

You will now see this screen...

(You may have less inboxes).

## RESULTS

Positive	0
Negative	314
Other	11
Pending	114
New Total	439

## RANDOMS

Requires Action	876
Scheduled	42
Completed	242
Marked Unavailable	286

## HEALTH-eSCREEN

Cancelled	0
Completed	1
Past Due	0
No Show	3
Pending	0
Total	5

## MESSAGES

Unread High-Priority Message(s)	0
Unread Message(s)	0
Total Message(s)	4

# Step 3

Click on 'Requires Action' under RANDOMS inbox

## RESULTS

Positive	0
Negative	314
Other	11
Pending	114
New Total	439

## HEALTH-eSCREEN

Cancelled	0
Completed	1
Past Due	0
No Show	3
Pending	0
Total	5

## RANDOMS

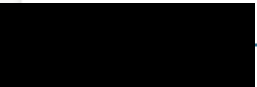
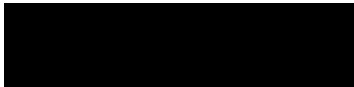
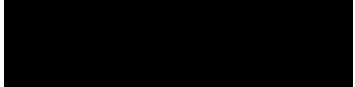
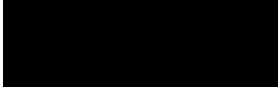
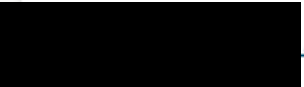
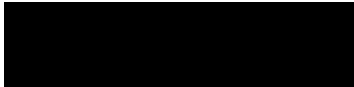
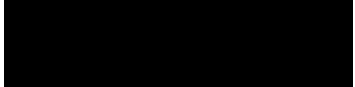



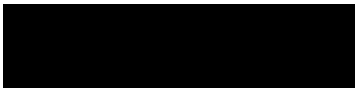
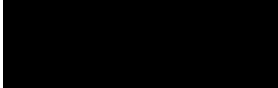




Requires Action	876
Scheduled	42
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Marked Unavailable	286

## MESSAGES

Unread High-Priority Message(s)	0
Unread Message(s)	0
Total Message(s)	4

# Step 4

Here you will see all drivers selected for Randoms. You can check if the driver needs just a drug test, or both drug & alcohol test.

INBOX											
RESULTS   HEALTH-eSCREEN SERVICES <u>RANDOMS</u>											
								SHOW ALL RANDOMS	REFRESH		
DONOR	CLIENT	CLIENT NAME	POOL	REGULATION	TEST TYPE	DONOR ID	STATUS	START DATE TIME	END DATE TIME	DATE ADDED	CUSTOM FIELD
 <a href="#">MICHAEL</a>			Master Med FMCSA Consortium	DOT-FMCSA	Drug & Alcohol		Requires Action	4/1/2022	7/1/2022	4/1/2022	
 <a href="#">ABID</a>			Master Med FMCSA Consortium	DOT-FMCSA	Drug		Requires Action	4/1/2022	7/1/2022	4/1/2022	
 <a href="#">ABID</a>			Master Med FMCSA Consortium	DOT-FMCSA	Drug & Alcohol		Requires Action	4/1/2022	7/1/2022	4/1/2022	
 <a href="#">SALAH</a>			Master Med FMCSA Consortium	DOT-FMCSA	Drug		Requires Action	4/1/2022	7/1/2022	4/1/2022	

**\*If drivers are selected that no longer work for the company, you have to terminate them and remove them from the pool. (You can email [med@safetypartners.org](mailto:med@safetypartners.org) with driver list updates as well).**

