

ALCOBLOC™ DATA SERVER

QUICK START GUIDE


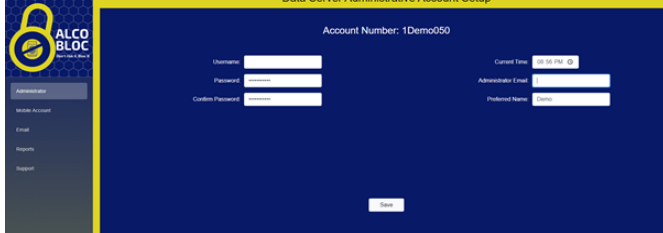
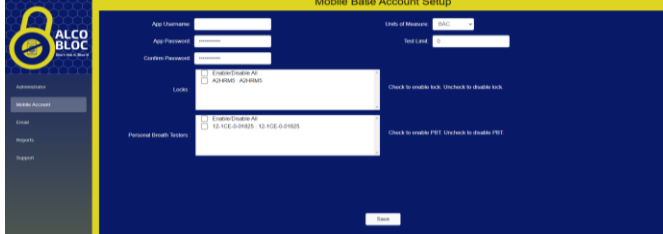

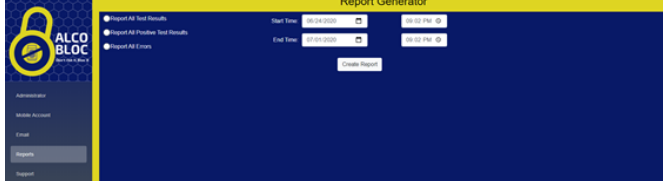
Access to Data Server will allow you to personalize and adjust your license(s), making the data collected on the tests taken, more user friendly.

There are 3 Levels of Licenses, Basic (Personal Consumer), Intermediate (Small Business Owner) and Advanced (Large Organization). Below you will see how to maneuver within these three levels. Depending on the License Level purchased, you will be assigned to one of these three levels. Please make sure you refer to the correct level of license you have purchased to avoid any confusion.

Personal/Basic Level

	<p>Initial Entry Screen for Administrator</p> <p>This Welcome Screen can be updated and personalized by clicking on “Administrator”.</p>
	<p>Administrator Screen</p> <p>Allows you to customize data server account login name and password, and set the time for your location. Make sure to save all changes.</p>
	<p>Mobile Account Set Up</p> <p>This screen is where the portable testers, locks and unit of measure are enabled, disabled and set up for this personal account. Here you set the login name and password to be used by the mobile app in order to log in to AlcoBloc™.</p>
	<p>Email Setup</p> <p>Allows you to configure the email address and frequency of emailed reports received once tests are taken. Make sure to save all changes</p>

Intermediate/Small Business Owner – this level has all characteristics of the **Basic Level** however a small business owner might like to have increased emails and access to reports of tests taken.

	<p>Initial Entry Screen for Administrator</p> <p>This Welcome Screen can be updated and personalized by clicking on “Administrator”. Notice that Reports option have now been added to this Level</p>
	<p>Administrator Screen</p> <p>Allows you to customize, name, date and greeting, make sure to save all changes.</p>
	<p>Account Set Up</p> <p>This screen is where the portable testers, locks and unit of measure are set up as they are enabled, disabled and assigned.</p>
	<p>Email Setup</p> <p>Allows you to configure up to 5 emails, such as manager, HR Dept. Frequency of emails received once tests are taken is setup here. Make sure to save all changes</p>
	<p>Report Generator Setup</p> <p>Reports may be needed for internal HR files, or record keeping.</p>

Advanced/Large Organization – this top-level license has all characteristics of the previous levels but with even more features for the large company that needs to monitor several pieces of equipment and unlimited number of employees with access to this equipment.

	<p>Initial Entry Screen for Administrator</p> <p>This Welcome Screen can be updated and personalized by clicking on “Administrator”. Note Subaccounts is added in this License Level</p>
	<p>Administrator Screen</p> <p>Allows you to customize, name, date and greeting, make sure to save all changes.</p>
	<p>BASE Account Set Up</p> <p>This screen is where the portable testers, locks and unit of measure are enabled, disabled and set up for this personal account. Subaccount user names and passwords can be configured by Administrator here.</p>
	<p>SUBACCOUNT Set Up</p> <p>Setting Up Company SUB Accounts, when multiple subscriptions have been purchased. This screen allows you to personalize each account level and set access to portable testers and locks for each individual subscription. Make sure to save all changes made.</p>
	<p>Email Setup</p> <p>Allows you to configure up to 5 emails, such as manger, HR Dept. Frequency of emails received once tests are taken is setup here. Make sure to save all changes</p>
	<p>Report Generator Setup</p> <p>Reports for internal HR files/record keeping, etc. Notice ability to enable or disable all subscribers that are currently active.</p>