

## Adding a Breath Alcohol Test Device

The screenshot shows the 'Choose a Location' page in the FormFox interface. At the top, there is a header with the FormFox logo and the slogan 'SIMPLIFYING THE COLLECTION PROCESS'. Below the header, there is a 'SITE SELECTION' sidebar on the left with a 'User Name' field containing 'CollectorJordan'. The main content area is titled 'Choose a Location' and contains a checkbox for 'During this session I will be performing mobile collections.' and a 'Submit' button. Below this, there is a red text prompt: 'Did you know that you can search for pre-orders using the search function under the "Pending List" and "Search" options?' followed by instructions: 'Simply choose your location above and select "Pending List" or "Search" located on the left menu bar to search for a donor by first or last name.'

The admin begins first by logging into FormFox.com from a desktop computer and choosing a location from the dropdown menu. If the admin user does not work at more than one location, FormFox will skip this step and bring the user to the landing page.

Once logged into FormFox, the admin user must click the "System" tab located in the bottom left hand corner of the landing page.

The screenshot shows the FormFox landing page. The header is the same as in the previous screenshot. The main content area is titled 'Start Collection Using...' and features several buttons: 'Account Number', 'Custody and Control Form', 'Authorization Barcode', 'Account Book', and 'Favorites'. On the right side, there is a 'Login Info' section with user details. Below this is a 'FormFox Message Board' section with a 'NEW FAVORITES LIST COMING APRIL 27, 2017!' announcement. At the bottom left, there is a sidebar with a 'System' tab highlighted in a red box. The 'System' tab is located in the bottom left hand corner of the landing page.

The screenshot shows a 'Check password' dialog box. It has a title bar that says 'Check password' and a subtitle 'Please retype your password'. There is a 'Password' input field with a masked password '\*\*\*\*\*'. Below the input field are two buttons: 'Back' and 'Submit'.

The user will be asked to verify their password and hit submit. If you type your password incorrectly, FormFox will take you back to the previous page, click 'System' again to reattempt.

**SYSTEM**

Site Admin  
User Setup  
Batch Print  
System Audit Trail  
Scanner Setup  
My Account Book Site  
Site Inventory  
Change Password  
Home

**Master Account Information**

Account Name (D) Compliance Information Systems (DEMO) [Price Sheets](#) [Billing Information](#)  
 Country United States of America  
 Address 1414 S Main St  
 State Utah City SLC Zip 84115  
 Fax 8014660095 Phone 8014619600  
 Email support@eventest.net

**Define Collection Site Organization**

If you would like to use a term other than 'Sites' for your collection sites, please enter it here:

If you would like to organize your Collection Sites, please define the number of levels of the organization you would like to use (maximum of 4):

Please define the names of your organizational levels:  
 Level 1   
 Level 2   
 Level 3

Add company logo

**Manage Collection Site Organization**

If you would like to add a new Organizational Level or Site, please make a selection from the Add New drop down. You can also search for an exist Site by entering Search criteria and clicking on the Search button.  
 Search where  Equal to

Add New:

(D) Compliance Information Systems (DEMO)

- TTTTTT
- Account book site
- American Mobile Drug Testing
- Andrea's Site
- Apple Test Site
- Canada site
- Compliance Info Test Site
- Compliance Information Systems - IX123456
- CRL site
- DOT Form (PSC)
- DOT Physical Test Site

The 'Master Account Information' page, will have all sites that the admin user has access to available at the bottom of the screen underneath the header 'Manage Collection Site Organization' in green letters.

To access the site details, click on the site name in green. If there are multiple sites performing BATs through FormFox the admin will need to update each site individually.

Once the site is selected, click the 'Add Devices' button listed under Services Available to begin adding your device.

**Enter your Site Demographics.**

SitesName Kali's Playground  
 Code FF00085650  
 Address 1414 S. Main  
 City Salt Lake City  
 State Utah Zip 84102  
 Country United States of America  
 Time Zone Mountain Standard Time  
 Phone 8014619620 Fax  
 Email khodgson@formfox.com

RP Name  RP eMail

Parking Considerations   
 Appointment Required  Mobile Collections Performed

**FormFox options**

Application  
 Use Account Book [\(What is this?\)](#)  
 Use Reader Software

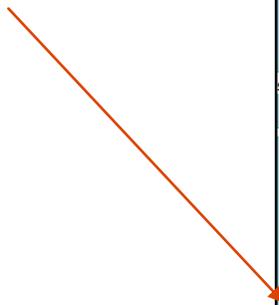
Hardware  
 Use Barcode Scanner  Use Topez Signature Pad [\(What is this?\)](#)  
 Use ePad Signature Pad [\(What is this?\)](#)  
 Use iPad

**Supported Forms**

Standard Form Fox Form  Plain Paper Forms

Active	Description	Note
<input checked="" type="checkbox"/>	DOT Urine Collection	
<input type="checkbox"/>	Breath Alcohol Test	
<input checked="" type="checkbox"/>	Non-DOT Urine Collection	
<input type="checkbox"/>	Saliva Alcohol Testing	
<input checked="" type="checkbox"/>	Instant Drug Test	
<input checked="" type="checkbox"/>	DOT Physical Examinations	

[Add devices](#)



**Add Devices**

**Site Details**

Please enter any Test Devices that you would like to have appear as options when performing an Instant Test.

**\*All fields are required**

- \* Device Name
- \* Device Description
- \* Device Type

Name	Description
K2	K2/Spice Test Card
Phoenix6.0	Phoenix 12140038
Andrea's c	Device added through admin UI
New UI dev	Added through UI on 12/28/2016
MKE-12	MKE-12 panel reader

FormFox Inc. © 2017

Start filling out the form by selecting a device type from the dropdown menu.

Then, in the Device Name field, the admin can enter in a brief identifier for that device. The device name will not appear in the FormFox alcohol wizard or print on the ATF, this is simply an identifier for the list that gets generated below.

The Device Description field will be what displays to the collector in the FormFox wizard along with the device serial number. This is also the name that will print on the ATF.

Once the device information has been completed, click the submit button to add the device to your location. If needed, repeat the process with any additional alcohol devices at the facility.

Once selected, the add device link will display a list of all the existing site devices. You can enter a new device by filling in the boxes at the top of the screen.

**Add Devices**

**Site Details**

Please enter any Test Devices that you would like to have appear as options when performing an Instant Test.

**\*All fields are required**

- \* Device Name
- \* Device Description
- \* Device Type  \* Serial Number

This value cannot be blank.

Name	Description
K2	K2/Spice Test Card
Phoenix6.0	Phoenix 12140038
Andrea's c	Device added through admin UI
New UI dev	Added through UI on 12/28/2016
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**Add Devices**

**Site Details**

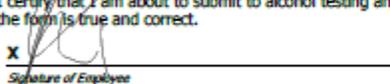
Please enter any Test Devices that you would like to have appear as options when performing an Instant Test.

**\*All fields are required**

- \* Device Name
- \* Device Description
- \* Device Type  \* Serial Number

Name	Description
K2	K2/Spice Test Card
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MKE-12	MKE-12 panel reader
Short Name	What displays in BAT Wizard

When an alcohol test is completed in FormFox using the device you've added into FormFox—we populate the device description and the serial numbers onto the Alcohol Testing Form.

Alcohol Testing Form (Non-DOT)		
<b>STEP 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN</b>		
A: Employee Name	John Doe <small>(Print) (First, MI, Last)</small>	
B: SSN or Employee ID No.	ID: test	
C: Employer Name	Kali Testing Company	
Street	620 My Desk	
City, State, Zip	CIS, UT 55555	
DER Name and Telephone No.	DER Name DER (Area Code & Phone Number)	
C: Reason for Test: Reasonable Suspicion/Cause		
<b>STEP 2: TO BE COMPLETED BY EMPLOYEE</b>		
I certify that I am about to submit to alcohol testing and that the identifying information provided on the form is true and correct.		
X		06/21/2017 <small>Date Month / Day / Year</small>
<small>Signature of Employee</small>		
<b>STEP 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN</b>		
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: <input checked="" type="checkbox"/> BAT <input type="checkbox"/> STT    DEVICE: <input type="checkbox"/> SALIVA <input checked="" type="checkbox"/> BREATH*    15-Minute Wait: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SCREENING TEST: <small>(For BREATH DEVICE* write in the space below <u>only</u> if the testing device is <u>not</u> designed to print)</small>		
1782	What displays in BAT	999999999
<small>Test #</small>	<small>Testing Device Name</small>	<small>Device Serial # OR Lot # &amp; Exp. Date</small>
	06/21/2017 01:27	1
<small>Activation Time</small>	<small>Reading Time</small>	<small>Result</small>
CONFIRMATION TEST: Results <b>MUST</b> be affixed to each copy of this form or printed directly onto the form.		
REMARKS:		

*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: 1