



DAMSTRA

CONNECT + PROTECT YOUR WORLD



EPP – D&A – Testing Schedule

PRODUCT: Workforce Management

VERSION:

AUTHOR: J-pee De Guzman

APPROVED BY:

The drug and alcohol schedule – Create New Schedule page is accessed via left side navigation menu by clicking Worksite → Access Requirements → Drug & Alcohol Schedule → Testing Schedule.

The screenshot displays the 'Drug & alcohol schedule' interface. At the top, there are three tabs: 'Tests to complete' (203), 'Testing schedules' (73), and 'Change history'. The 'Testing schedules' tab is active and highlighted with a red box. Below the tabs, there is a 'Testing schedules' section with a 'Create new schedule' button. A search and filter bar is present, including a 'Filter by status' dropdown and a 'More filters' button. Below the search bar, there are status indicators for 'Attended' and 'Disabled, pending or ended'. The main content area shows a table of testing schedules with columns for Terminal, Status, Recurring, Schedule to run, People to be tested, and Maximum tests. Two rows are visible, both with a status of 'Active'. The first row has a maximum of 6 tests, and the second row has a maximum of 2 tests. Each row has an 'Edit' button and a menu icon.

| Terminal | Status | Recurring | Schedule to run | People to be tested | Maximum tests |
|----------|--------|---|----------------------------------|--|---------------|
| | Active | On the 4th of every month Ending after [17 Aug 2023] | 17 Aug 2023 6:31 am - 8:15 am | • Permanent - 25 • Contractor - 25 • Visitor - 0 • Staff member - 0 | 6 |
| | Active | On the 4th of every month Ending after [17 Aug 2023] | 17 Aug 2023 5:00 am - 7:00 am | • Permanent - 25 • Contractor - 25 • Visitor - 0 • Staff member - 0 | 2 |

The testing schedule page allows users to view and manage the drug and alcohol schedule. Worksite users with the required permission can perform the following actions:

View drug and alcohol schedules with the following information:

- Terminal
- Status
- Recurring
- Schedule to run
- People to be tested
- Maximum tests
- [Edit](#) testing schedules

Edit schedule



ⓘ If a schedule is edited too close to when it's due to start, it may not sync to the terminal in time

Schedules are synced to terminals once a day, overnight for the following day. If you are editing a schedule due to start today or tomorrow, and need your changes to be pushed through immediately, please email service@damstratechnology.com

Where

Worksite
%

Terminal

All terminals x

When

Schedule date

Tue, 15 May 2018

Start time

End time

--:--

--:--

Worksite's time zone

Worksite's time zone

Recurring schedule?

Yes

People to be tested

Daily Monthly

Who can be selected to be tested

Type

Anyone Select crews or departments

Schedule to

Employees currently in specific crews
 Employees currently in specific departments

If selecting multiple crews/departments, the schedule looks for those who are part of any of the crews/departments not all of the crews/departments

Crews

Management x

Executive Leadership Team x

Chance of a permanent being selected to test when logging on

100 %

Permanent refer to any employee listed as a permanent in Damstra

Chance of a contractor being selected to test when logging on

100 %

Selection details

Maximum number of tests possible in the set time period

100

tests

[Back](#)

[Update](#)

- to view schedule history or delete schedule

