



DAMSTRA

CONNECT + PROTECT YOUR WORLD



EPP – D&A – Create New Schedule

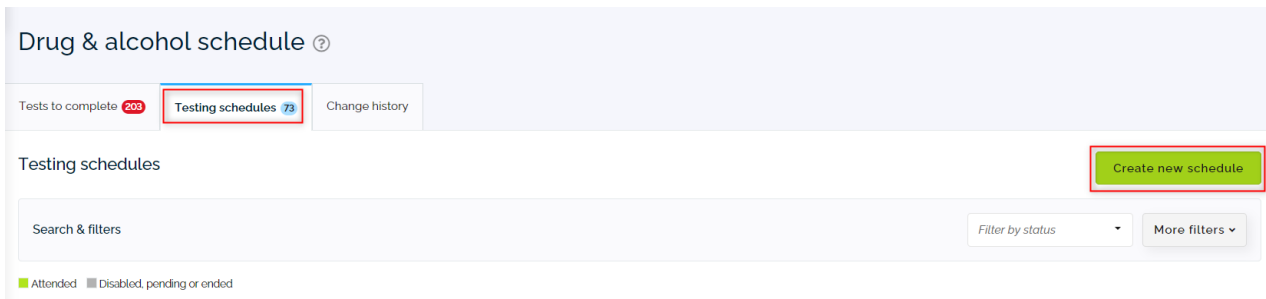
PRODUCT: Workforce Management

VERSION:


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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** → **Create New Schedule**.



This section allows users with the required permissions to create a new drug and alcohol schedule by following the below process:

1. Where?
2. When?
3. Who can be selected to be tested?
4. Selection Details
5. 

Create new schedule



ⓘ If a schedule is created 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 creating 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

Select terminals

When

Schedule date

Select a date

Start time

--:-- --

Worksite's time zone

End time

--:-- --

Worksite's time zone

Recurring schedule?

No

Who can be selected to be tested

Type

Anyone Select crews or departments

Chance of a **permanent** being selected to test when logging on

%

Permanent refer to any employee listed as a permanent in Damstra

Chance of a **contractor** being selected to test when logging on

%

Chance of a **visitor** being selected to test when logging on

%

Chance of a **staff member** being selected to test when logging on

%

Staff member refers to anyone logging in at a terminal who selects the 'Staff member' option from the visitor log in options

Selection details

Maximum number of tests possible in the set time period

tests

[Back](#)

Create schedule

All newly created schedules can be accessed via the testing schedules tab located on the drug and alcohol schedule page.