



Workforce

Using the Workforce Randomization Module

Randoms & Consortiums

Welcome to Workforce!

This training document will illustrate how to use Randoms and Consortiums in Workforce.

Section 1 will cover Stand-alone Random Testing Pools:

- [Creating a Stand-alone Random Pool](#)
- [Tests Performed for Missed Periods](#)
- [Adding a Roster to a Pool](#)
- [Running a Random Selection](#)
- [Order Random Tests](#)
- [Excuse from Random Selection](#)
- [Running an Excuse Report](#)
- [Cancel Random Run](#)
- [Closing the Program Interval](#)



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Welcome to Workforce!

Section 2 will focus on Random Testing within a Consortium:

- [Creating a Consortium](#)
- [View and Edit Consortia](#)
- [Add Consortium Members](#)
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Creating A Stand-alone Random Pool

Create Random Stand-alone Pool

A Stand-alone pool can run random testing within a single company.

The pool can be set up by a Portal Admin and managed from the Portal or Company Admin level. Companies must already set up in Workforce. See the **Workforce Administration** guide for more information on adding companies in Workforce.

First, navigate to the company portal.

Locate the **Portals** menu and search for the company’s name. Click on the Company name. Once you are in the Company portal, you will see the portal name displayed in the top right corner.

Home

Result Exceptions 135

Randomization

Portals

Order

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Results

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Administration

ABC TPA Services, Inc. Account

Pools

Personnel

All

Search

	POOL NAME	POOL I	ERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	110299 Prod	110299				11/20/2024	
☐	104623 Prod	104623		WK47-24	11/20/2024		
☐	KCPK NON-DOT	KCPK N		Nov-24			
☐	108536 Prod	108536 P	Weekly	WK40-24			
☐	PHSMA POOL	PHSMA	Monthly			09/16/2024	

Truck Demo

Sales Demo

WF2.0 Demo Account

Team Demo Company

Demo Company, Inc.

FF Support Demo Co...

PJJ Demo Account

Kims Demo Company

WATCH

RESOLVE

CUSTOMIZE

EXPORT CSV

CLEAR FILTERS

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CLINIC

UPDATED BY

UPDATE DATE

REASON FOR TES

Run Pools

Create New Pool

Download Template

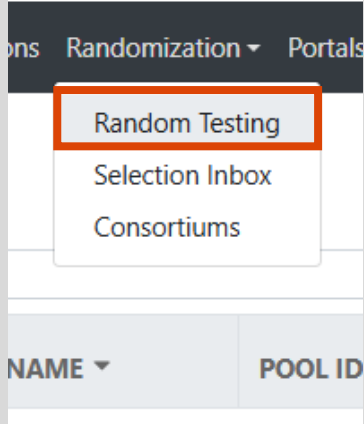
Export CSV

Demo Company, Inc. Account

Create Random Stand-alone Pool

Locate the Randomization menu.

From the menu, select **Random Testing**. On the Random Testing page, select **Create New Pool**.



Home Randomization Portals Order Site Search Results Reports Administration

Demo Company, Inc. Account

Pools Personnel

All Search CLEAR

CREATE NEW POOL DOWNLOAD TEMPLATE EXPORT CSV

☐	POOL NAME	POOL ID	SELECTION INTERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	2024 Import Test	2024Import	Monthly	Nov-24	07/23/2024		
☐	Walter test	66666	Quarterly	Q4-24	05/14/2024		
☐	Kim Test456	test456	Quarterly				
☐	Kim Test Pool 123	KTP123	Monthly	Nov-24	01/17/2024		
☐	TestKD Pool	TestKD	Quarterly				
☐	DemoCompA	DCOA	Quarterly	Q3-23	10/10/2023		

Create Random Stand-alone Pool

Results Reports

SELECTION

Monthly

Quarterly

Quarterly

Monthly

Quarterly

Quarterly

Quarterly

Quarterly

Monthly

Weekly

Create New Pool

Company *

Demo Company, Inc.

Pool Name *

TestDemo Pool

Pool ID *

TDPool

Federally Regulated *

Select

Selection Interval *

Select

Pool Calculation Type *

Select

Drug *

Alcohol *

Select your Lab *

Select

Panel *

Select

Pool Membership Type *

File Import

Pool Report ID Type *

SSN

WHO CAN RUN POOL

☒ Company Administrator Only ☐ Portal Administrator Only

CANCEL

SUBMIT

Choose the **Pool Name** and **Pool ID**.

Federally Regulated: Yes or No? If Yes, select the appropriate **Regulatory Mode(s)**. Select as many as apply.

Create Random Stand-alone Pool

Create New Pool [X]

Company * Demo Company, Inc.

Pool Name * TestDemo Pool

Pool ID * TDPool

Federally Regulated * Yes

Regulatory Mode(s) * FMCSA x

Selection Interval * Quarterly

Pool Calculation Type * Select

Drug * Select

Alcohol * Annual Percentage

Select your Lab * Select

Panel * Select

Pool Membership Type * File Import

Pool Report ID Type * SSN

WHO CAN RUN POOL ☒ Company Administrator ☐ Portal Administrator Only

Selection Interval: How often will a testing pool be run? Monthly and Quarterly are the most common.

Pool Calculation Type:

Annual Percentage: A chosen percentage of pool members will be tested each year.

Fixed Number of Selections for Program Year: A specific number of pool members will be tested each year.

Create Random Stand-alone Pool

Search Results Reports ▾

DL ID ▾ SELECTION

4Import	Monthly
66	Quarterly
456	Quarterly
123	Monthly
KD	Quarterly
DA	Quarterly
25	Quarterly
moA	Quarterly
	Monthly
tivate1	Weekly

Create New Pool

×

Company *

Demo Company, Inc.

Pool Name *

TestDemo Pool

Pool ID *

TDPool

Federally Regulated *

Yes ▾

Regulatory Mode(s) *

FMCSA ×

Selection Interval *

Quarterly ▾

Pool Calculation Type *

Annual Percentage ▾

Drug *

55 %

Alcohol *

15 %

Select your Lab *

Select ▾

Panel *

Select ▾

Pool Membership Type *

File Import ▾

Pool Report ID Type *

SSN ▾

WHO CAN RUN POOL

☒ Company Administrator Only ☐ Portal Administrator Only

Choose Percentage or Number of Tests Per Year:

Drug: In this example, 55% of pool members will be drug tested each year.

Alcohol: In this example, 15% of pool members will be alcohol tested each year.

Create Random Stand-alone Pool

Create New Pool ×

Company * Demo Company, Inc.

Pool Name * TestDemo Pool

Pool ID * TDPool

Federally Regulated * Yes

Regulatory Mode(s) * FMCSA ×

Selection Interval * Quarterly

Pool Calculation Type * Annual Percentage

Drug * 55 %

Alcohol * 15 %

Select your Lab * Select

Panel * Select

Pool Membership Type * CRL/CRL.FFOX.DOTTEST-Undefined

Pool Report ID Type * CRL/CRL.SALV.REF1-Undefined

WHO CAN RUN POOL CRL/P3T.CHM1.REF1-Undefined

CRL/QZZ.CHEM.REF1-Undefined

CRL/QZZ.CHM1.REF1-Undefined

CRL/QZZ.DOT1.REF1-Undefined

CRL/QZZ.FFP1.REF1-Undefined

CRL/QZZ.NON1.REF1-Undefined

CRL/QZZ.SAL1.REF1-Undefined

The difference in setting up a standalone company-specific pool and a Consortium is that you must select a lab account that will be associated.

Create Random Stand-alone Pool

Results Reports

Company * Demo Company, Inc.

Pool Name * TestDemo Pool

Pool ID * TDPool

Federally Regulated * Yes

Regulatory Mode(s): * FMCSA x

Selection Interval * Quarterly

Pool Calculation Type * Annual Percentage

Drug * 55 %

Alcohol * 15 %

Select your Lab * CRL/QZZ.DOT1.REF1-Undefined

Panel * W215/FEDERAL

Pool Membership Type * File Import

Pool Report ID Type * SSN

WHO CAN RUN POOL ☒ Company Administrator Only ☐ Portal Administrator Only

CANCEL SUBMIT

Specify the **Panel** that will be used, the **Pool Membership Type** and **Pool Report ID Type**.

Pool Membership Type: How will pool members be added?

File Import: Add members from an imported roster list.

Criteria: Pool members are added from existing personnel files in the system based on criteria.

Create Random Stand-alone Pool

Results Reports

SELECT

Monthly

Quarterly

Quarterly

Quarterly

Monthly

Quarterly

Quarterly

Quarterly

Quarterly

Quarterly

Monthly

Weekly

Company *

Demo Company, Inc.

Pool Name *

TestDemo Pool

Pool ID *

TDPool

Federally Regulated *

Yes

Regulatory Mode(s): *

FMCSA x

Selection Interval *

Quarterly

Pool Calculation Type *

Annual Percentage

Drug *

55 %

Alcohol *

15 %

Select your Lab *

CRL/QZZ.DOT1.REF1-Undefined

Panel *

W215/FEDERAL

Pool Membership Type *

File Import

Pool Report ID Type *

SSN

WHO CAN RUN POOL

☒ Company Administrator Only

☐ Portal Administrator Only

CANCEL SUBMIT

Choose the **Pool Report ID Type**.

Pool Report ID Type:
What type of ID number will be used for pool members?

Click **Submit** once selections have been made.

View Random Pool

Now that the pool has been set up, you can view it on the Random Testing page.

Click on the Pool Name to see the Pool details or to make any changes or work with the new pool.

ons Randomization Portals

Random Testing

Selection Inbox

Consortiums

NAME POOL ID

CRL Workforce

formfox

Home Randomization Portals Order Site Search Results Reports Administration Demo Company, Inc. Account

Pools Personnel

All Search CLEAR CREATE NEW POOL DOWNLOAD TEMPLATE EXPORT CSV

☐	POOL NAME	POOL ID	SELECTION INTERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	TestDemo Pool	TDPool	Quarterly			11/21/2024	
☐	2024 Import Test	2024Import	Monthly	Nov-24	07/23/2024		
☐	Walter test	66666	Quarterly	Q4-24	05/14/2024		
☐	Kim Test456	test456	Quarterly				

Successful Creation of Randoms

Tests Performed for Missed Periods

Click General Information to see pool details.

Note, after creation and prior to the first selection being done, administrators have the ability to add tests performed for missed periods. Click **Total tests performed for missed periods** and make the appropriate selections.

POOL DETAILS

TESTDEMO POOL (TDPool)

STATISTICS HISTORY **GENERAL INFORMATION** POOL MEMBERS RUN RANDOM PERSONNEL IMPORT CLOSE PROGRAM INTERVAL

MODIFY POOL CONFIGURATION

COMPANY

POOL NAME

POOL ID

PROGRAM INTERVAL

FEDERALLY REGULATED

REGULATORY MODE(S)

SELECTION INTERVAL

POOL CALCULATION TYPE

DRUG

ALCOHOL

DEFAULT LABORATORY ACCOUNT

PANEL

POOL MEMBERSHIP TYPE

POOL REPORT ID TYPE *

WHO CAN RUN POOL

Demo Company, Inc.

TestDemo Pool

Total tests performed for missed periods

Missing Periods

If one or more periods have been missed for this pool group. Please choose one of the following options.

☒ Allow Workforce to make up required tests for missed periods.

☐ Enter total number of tests already performed for the missed periods for this pool group.

Total # of drug tests completed *

Total # of alcohol tests completed *

Average pool size during the missed periods *

When choosing this option the total number of tests and average pool size should be entered prior to running the first random selection. These values are necessary for RedArrow to calculate the proper number of selections and provide accurate statistics. If the actual numbers are unknown, then estimated values should be entered when creating the pool. The pool detail form provides a link ("Total tests performed for missed periods") so that these values can be updated later.

CANCEL SAVE

Add Roster to Pool

Click **Personnel Import** to add members to the Pool.

Click **Choose File** to upload a CSV file of Pool Members. The CSV roster should include First Name, Last Name, ID, Regulatory Mode, and Employee Category.
Click **Next**.

POOL DETAILS

TESTDEMO POOL (TDPool)

STATISTICS HISTORY GENERAL INFORMATION POOL MEMBERS RUN RANDOM PERSONNEL IMPORT CLOSE PROGRAM INTERVAL

UPLOAD FILE

Company: Demo Company, Inc.

Import CSV File

Upload file: Choose File No file chosen

☒ File has header row

RESET NEXT

Map CSV columns to fields.

Use the drop-down arrow next to each column header to map each to a field. Required information must be mapped to a column. Skip any columns you do not wish to import. Once imported, members can be viewed under the **Pool Members** tab.

POOL DETAILS

TESTDEMO POOL (TDPool)

STATISTICS
HISTORY
GENERAL INFORMATION
POOL MEMBERS
RUN RANDOM
PERSONNEL IMPORT
CLOSE PROGRAM INTERVAL

FIELD MAPPINGS FOR: Demo Company, Inc.

Company Primary ID Type: EmployerID
Pool Primary ID Type: SSN

Skipped Field	Skipped Field	Skipped Field	Skipped Field	Skipped Field	Skipped Field	Skipped Field	Skipped Field	Skipped Field
Map Field #1	EID	Mode	Category	MANAGER				
Set this field as skipped	TESTER	Amy	7773		FTA	V/E MAINT	CRL QA	
Required	TESTER	Alcario	4822	MANAGER	FTA	V/E MAINT	CRL QA	
First Name	TESTER	Alex	2950		FTA	V/E MAINT	CRL QA	
Last Name	TESTER	Carl	5793		FTA	V/E MAINT	CRL QA	
SSN	TESTER	Farrell	5167		FTA	V/E MAINT	CRL QA	
Regulatory Mode	TESTER	Marcos	3802		FTA	V/E MAINT	CRL QA	
Employee Category	TESTER	Jeff	7559	MANAGER	FTA	VEH OPER	CRL QA	
IDFields	TESTER	Rodale	9884		FTA	VEH OPER	CRL QA	
Alt ID	TESTER	Jack	1601		FTA	VEH OPER	CRL QA	
Driver License	TESTER	Roy	2066		FTA	VEH OPER	CRL QA	
Employer ID	TESTER	William	4654		FTA	VEH OPER	CRL QA	
Other	TESTER	Delia	4928	MANAGER	FTA	VEH OPER	CRL QA	
Company Code	TESTER	Logan	4862		FTA	VEH CNTRL	CRL QA	
Driver License State of Issuance								
Address Line 1								
Address Line 2								

Add Roster to Pool

Check for errors.

After all columns have been mapped, click **Submit for Validation**. Any fields with an error or required fields unmapped will return an error. Click **Back**, correct the mapping, and **Submit for Validation** again.

TESTER75	TESTER75	75	FOXU00822	FMCSA	DRIVER		OCCUPATION 75	KIM
TESTER76	TESTER76	76	22334455	FMCSA	DRIVER		OCCUPATION 76	KIM
TESTER77	TESTER77	77	FOXU00836	FMCSA	DRIVER		OCCUPATION 77	KIM
TESTER78	TESTER78	78	FOXU00836	FMCSA	DRIVER	MANAGER	OCCUPATION 78	KIM

BACK

SUBMIT FOR VALIDATION

IMPORT FILE VALIDATION FOR:

Import file validation: (78 of 78 have errors)

Line #	Validation errors and warnings	Last Name	First Name	Alt ID	Regulatory Mode	Employee Category	Manager
2	Errors: Field 'Company Code': Company Code is empty;	TESTER1	TESTER1	1	FMCSA	DRIVER	
3	Errors: Field 'Company Code': Company Code is empty;	TESTER2	TESTER2	2	FMCSA	DRIVER	
4	Errors: Field 'Company Code': Company Code is empty;	TESTER3	TESTER3	3	FMCSA	DRIVER	MANAGER
5	Errors: Field 'Company Code': Company Code is empty;	TESTER4	TESTER4	4	FMCSA	DRIVER	MANAGER

Add Roster to Pool

Confirm the records import.

Once the import is error-free, click **Import**. Click **Confirm** to finalize the Roster Import. The system may take a minute to process the import. You will see a green success message once the Records import.

IMPORT FILE VALIDATION FOR:

Import file validation: (0 of 78 have errors)

BACK

CANCEL

IMPORT

Consortium 2025	2025	Monthly	12/18/2024
Kim Test Consortium	testum1	Quarterly	11/21/2024
Roach Consortium	ROACON	Monthly	09/18/2024
100524 Prod	100504P	Weekly	
test report	tc2024	Quarterly	04/09/2024

IMPORT CONFIRMATION

!

You are about to submit 78 of 78 records for import. You will receive a message once the process is complete.

CANCEL

CONFIRM

✓

Records imported successfully.

Pool History can be viewed from the Pool Details Page.

From the **Pool Details** page, select the **History** tab. Data from the current year will be listed under Testing Period Breakdown. Click the drop-down arrow to view data for previous years.

POOL DETAILS

2024 IMPORT TEST (2024Import)

STATISTICS **HISTORY** GENERAL INFORMATION POOL MEMBERS RUN RANDOM PERSONNEL IMPORT CLOSE PROGRAM INTERVAL

PROGRAM YEAR:

2024

 PROGRAM START DATE: 01/01/2024 PROGRAM END DATE: 12/31/2024

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS PEND COLL		TESTS INCMPL		TESTS COMPLETED	
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL
Jul-24	1	07/23/2024	1	1	0	0	1	1	0	0	0	0
Nov-24	1	11/12/2024	1	1	0	0	1	1	0	0	0	0

TESTING TOTALS

PROGRAM YEAR-TO-DATE:

TARGET DRUG: 20%
ACTUAL DRUG: 0

TOTAL # TESTS REQUIRED: 2
TOTAL ESTIMATED COMPLETE: 0
DIFFERENCE: 2
TARGET ALCOHOL: 15%
ACTUAL ALCOHOL: 0

DemoCompA DCOA Quarterly Q3-23 10/10/2023

Run Random Selection

Under Pool Details, locate the Run Random tab.

Tests Required for Selection will be automatically calculated based on the percentages used to set up the pool. Administrators can increase the selection by editing the Actual to Select number.

Click Run Selection.

POOL DETAILS

2024 IMPORT TEST (2024Import)

STATISTICS

HISTORY

GENERAL INFORMATION

POOL MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

User not Authorized to run randoms for this pool.

TESTS REQUIRED FOR SELECTION

DRUG	1	ACTUAL TO SELECT	1
ALCOHOL	1	ACTUAL TO SELECT	1

To skip any period, enter zero for Actual To Select

Running selection for period Dec-24

RUN SELECTION

Run Random Selection

Export the Random Selection List.

Once the random selection has been made, you can print or export the selection list. You can also print notification letters for individual employees.

POOL DETAILS

2024 IMPORT TEST (2024Import)

STATISTICS

HISTORY

GENERAL INFORMATION

POOL MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

[Run Excused Report](#)

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE
Nov-24	1
Jul-24	1

TESTING TOTALS

CURRENT POOL

AVERAGE POOL SIZE

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0.2

0.4

0.6

0.8

1.0

1.2

1.4

1.6

1.8

2.0

● DRUG

● ALCOHOL

STATUS

ACTION

Cancel

15%

0%

RANDOM SELECTION LIST

2024 Import Test

11/01/2024 - 11/30/2024

EXPORT

PRINT

PRINT NOTIFICATION LETTERS

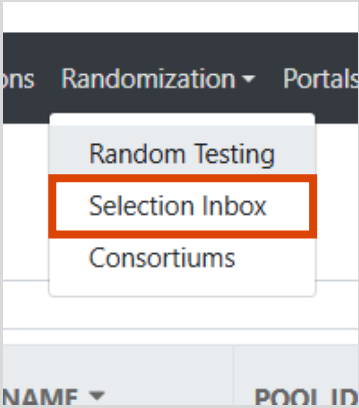
COMPANY	PRIMARY ID	NAME	SELECTION DATE	TEST FOR	COMPLETED DATE
Demo Company, Inc. (0088976755)	660606660	Parr, Catherine	11/12/2024 20:12	D,A	

CLOSE

View Selection Inbox

After a selection has been made, everything can be managed from the Selection Inbox.

From the Randomization menu, click **Selection Inbox**. The Selection Inbox will have the status and information for each individual selected in the random run.



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Account

Select

Search

Q

CLEAR

CUSTOMIZE

EXPORT CSV

CLEAR FILTERS

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE	EMPLOYEE CATEGORY
PENDING	*****1111	Tester, Tom	Lab Based Urine Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener
			Alcohol Breath Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener

Total records: 2

Order Random Test

Orders can be started from the Selection Inbox.
From the **Selection Inbox**, locate the employee and click on the **Status**.

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Example Company Inc Account

Select

Search

Q

CLEAR

CUSTOMIZE

EXPORT CSV

CLEAR FILTERS

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE	EMPLOYEE CATEGORY
PENDING	*****1111	Tester, Tom	Lab Based Urine Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener
			Alcohol Breath Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener

Total records: 2

An order form will open and you will proceed with ordering the test as usual. After the order is placed, the status will change to **Ordered**.

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Result Exceptions 1

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Select

Search

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY
ORDERED [Set to PENDING]	*****1111	Tester, Tom	Lab Based Urine Test	121187CQ	Q2-26	Example Company Inc
			Alcohol Breath Test	121187CQ	Q2-26	Example Company Inc

Total records: 2

Home

Result Exceptions 1

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ORDER FORM

1

2

3

Do you want to order for?

An Individual

COMPANY

Example Company Inc

LOCATION

Enter the Location name

REASON *

Random

PLEASE SELECT SERVICES:

DRUG TEST

LAB ACCOUNT *

CRL/QZZ.DOT1.REF1-Undefined

REGULATED TESTING (DOT) (Urine)

REGULATED TESTING (DOT) (Oral)

NON-REGULATED DRUG TESTING (Urine)

NON-REGULATED DRUG TESTING (Oral)

POINT OF CARE TESTING (POCT)

FLY TESTING (FLY)

Excuse From Selection

If you need to excuse an individual, you can do so in the Selection Inbox. From the Selection Inbox, find the employee and click on the Created Date. If the test has already been ordered, first click Set to Pending under the Status.

ORDERED

[Set to PENDING]

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Example Company IncAccount

SelectSearch

CLEAR

CUSTOMIZEEXPORT CSVCLEAR FILTERS

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE	EMPLOYEE CATEGORY
PENDING	*****1111	Tester, Tom	Lab Based Urine Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener
			Alcohol Breath Test	121187CQ	Q2-26	Example Company Inc	TRUE	04/15/2026				FAA	Aviation Screener

Use the dialog box to either Excuse and choose an alternate or simply Excuse the donor. Select the reason from the dropdown. If necessary, comment on the reason. If you choose to alternate, a new person will be selected and both will be reflected in the Selection Inbox.

STATUS	PERSONNEL ID
EXCUSED	*****1111
PENDING ALT	*****zd1

EXCUSE EVENTS

You have selected to excuse Tom Tester from taking a pending Lab Based Urine Test. Doing so will remove this event from being tested for the associated pool and will affect the minimum required events to be completed for this selection period. You are required to provide reason for excusal.

You have the option to excuse the donor from testing or excusing the donor and selecting an alternate donor from the current selection period.

Clicking "Excuse" will mark the scheduling event status as "Excused", will add the comments to the scheduling notes and will remove the event from the Random Selection Inbox grid. Excused events can be filtered from the Results grid.

Clicking "Excuse + Alternate" will excuse the current donor (same as above) and add an alternate donor to the Inbox grid with a status of "Pending ALT". Alternates can be scheduled for testing in the same way as "Pending".

Please note that alternates will be created with same event types as the excused record. (i.e. If a drug and alcohol were excused, then a drug and alcohol will be created for the alternate donor.)

EXCUSE + ALTERNATE

EXCUSE

Unavailable to Test/Other

Comment (required)

CANCEL

EXCUSE + ALTERNATE

EXCUSE

Run Excused Report

For auditing purposes, you can run an Excused Report.

From the **Pool Details** page, select the **Statistics** tab. Click **Run Excused Report** from the top, just above **Testing Period Breakdown**.

POOL DETAILS

2024 IMPORT TEST (2024Import)

STATISTICS

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CLOSE PROGRAM INTERVAL

Run Excused Report

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
Nov-24	1	11/12/2024	1	1	0	0	0	0		✕ Cancel
Jul-24	1	07/23/2024	1	1	0	0	0	0		

TESTING TOTALS

CURRENT POOL

AVERAGE POOL SIZE

1

1

DRUG SPECIMEN PERCENTAGE

20%

0%

ALCOHOL SPECIMEN PERCENTAGE

15%

0%

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0

2

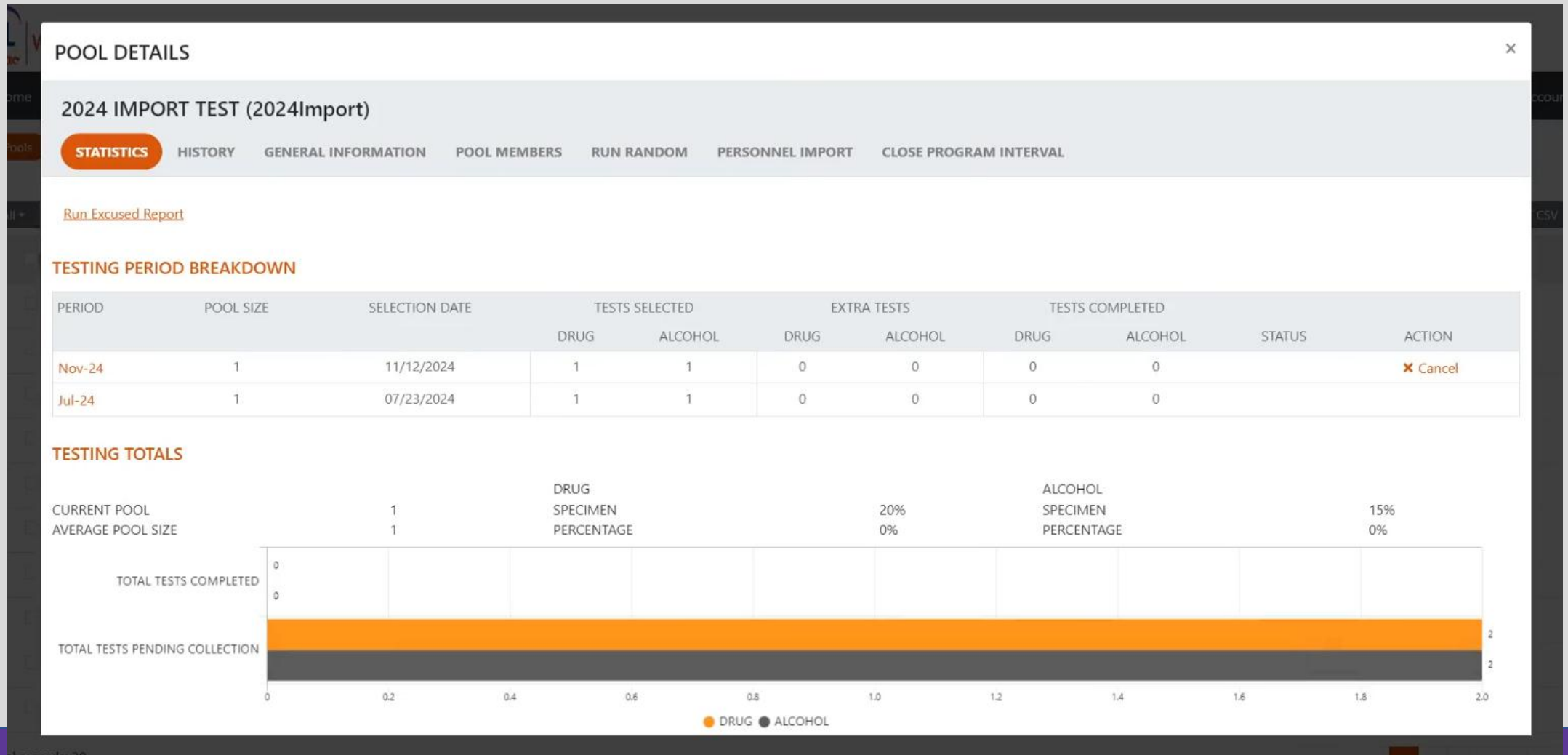
2

00.20.40.60.81.01.21.41.61.82.0

● DRUG ● ALCOHOL

As testing is completed, the pool statistics will be updated.

From the **Pool Details** page, select the **Statistics** tab.



Cancel Random Run

Admins can cancel a random selection that has not been ordered.

From the **Pool Details** page, select the **Statistics** tab. Click **Cancel** next to the appropriate period. Once canceled, you have the option to **Re-Run** the selection later.

Admins can cancel a random selection that has not been ordered.

From the **Pool Details** page, select the **Statistics** tab. Click **Cancel** next to the appropriate period. Once canceled, you have the option to **Re-Run** the selection later.

POOL DETAILS

2024 IMPORT TEST (2024Import)

STATISTICS

HISTORY

GENERAL INFORMATION

POOL MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

[Run Excused Report](#)

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
Nov-24	1	11/12/2024	1	1	0	0	0	0		✕ Cancel
Jul-24	1	07/23/2024	1	1	0	0	0	0		

TESTING TOTALS

CURRENT POOL	1	DRUG SPECIMEN	20%	ALCOHOL SPECIMEN	15%
AVERAGE POOL SIZE	1	PERCENTAGE	0%	PERCENTAGE	0%

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0

2

2

0

0.2

0.4

0.6

0.8

1.0

1.2

1.4

1.6

1.8

2.0

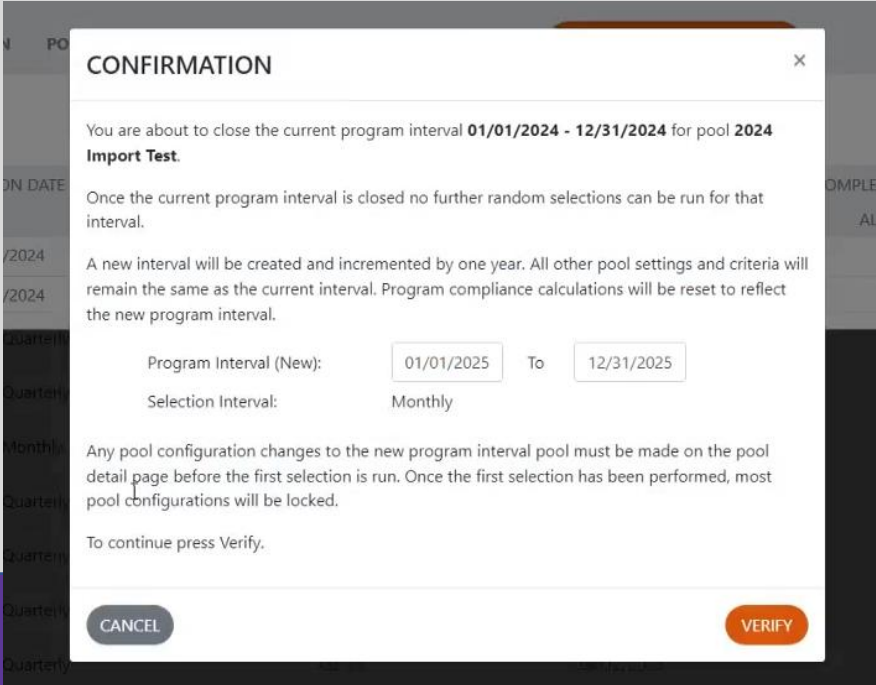
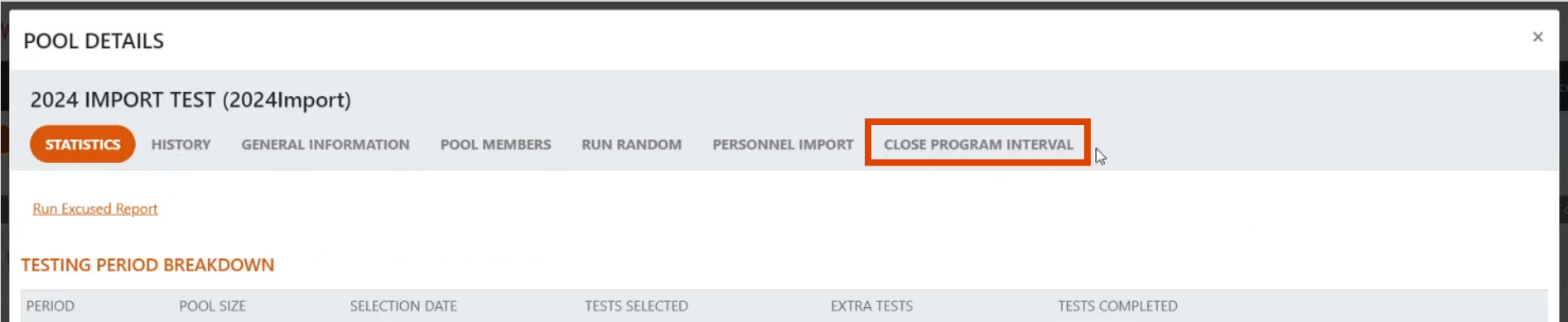
● DRUG

● ALCOHOL

Close Program Interval

Upon completion of testing for the calendar year, the program interval should be closed.

From the **Pool Details** page, select the **Close Program Interval** tab. Confirm the information and click **Verify**. The current year interval will be closed and a new interval for the following year will be created.





Workforce

Random Testing with Consortiums

Consortiums

Randomization ▾ Portals ▾

Random Testing

Selection Inbox

Consortiums

The Consortiums Randomization Module is used for setting up a random pool containing multiple companies. Setup must be done on the Master Portal Level.

Log in to your Workforce account and navigate to the **Randomization** tab, then select **Consortiums**.



Home Result Exceptions 135 Randomization ▾ Portals ▾ Order Site Search Results Reports ▾ Administration ▾

ABC TPA Services, Inc. Account ▾

☐ Show Archived Orders

Select ▾ Search



CLEAR

WATCH

RESOLVE

CUSTOMIZE

EXPORT CSV

CLEAR FILTERS

☐	WATCH	ID NUMBER ▾	NAME ▾	SERVICE ▾	SAMPLE RESULT ▾	STATUS	COMPANY ▾	eDocs	REGULATED ▾	AUTHORIZATION ID ▾	SAM
☐		*****9999 CL	Moes, Shane	Lab Based Urine Test		3 Collected In Process	New Test Company 1		Yes	96290517	NS11
☐		*****jd1 EmployerID	Donor1, John	Lab Based Urine Test		2 Site Selected	Demo Company, Inc.		No	81221803	Not I
☐		*****9878 SSN	Meeps, Harold	Lab Based Urine Test		2 Site Selected	Harry's Fish Shack		No	80755092	Not I
☐		*****4404 CL	Land, Mary	Lab Based Urine Test		2 Site Selected	CRL Test 91373		Yes	81240175	Not I

The Consortium Pools page displays any existing consortiums.

To set up a new Consortium, select **Create New Consortium**.



Workforce

[Home](#) [Result Exceptions 135](#) [Randomization](#) [Portals](#) [Order](#) [Site Search](#) [Results](#) [Reports](#) [Administration](#)

ABC TPA Services, Inc. [Account](#)

Consortium Pools

Consortium Personnel

All

Search

Q

CLEAR

RUN CONSORTIUMS

CREATE NEW CONSORTIUM

EXPORT CSV

☐	CONSORTIUM NAME	POOL ID	SELECTION INTERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	Roach Consortium	ROACON	Monthly			09/18/2024	
☐	100504 Prod	100504P	Weekly	WK46-24 (Canceled)			
☐	test cons 2024	tc2024	Quarterly			04/09/2024	
☐	Test Consortium QA	TCONQA	Quarterly	Q2-24			

Order Site Search Results Reports Administration

Create New Consortium

Pool Name * Test Consortium

Pool ID * TestCnsrt1

Federally Regulated * Select

Selection Interval * Select

Pool Calculation Type * Select

Drug *

Alcohol *

Panel Code *

Pool Membership Type * Criteria

Include companies with no selection ☐

Pool Report ID Type * SSN

CANCEL SUBMIT

Fill out the New Consortium Form

Pool Name: What should the pool be called?

Pool ID: How the pool will be listed.
(10 character limit)

Federally Regulated: Yes or No?
If Yes, select the appropriate Regulatory Mode(s).
Select as many as apply.

Federally Regulated * Yes

Regulatory Mode(s): * Select

Selection Interval * FAA
FMCSA

Pool Calculation Type * FRA
FTA
HHS
NRC
PHMSA

Drug *

Alcohol *

Panel Code * USCG

OrderSite SetupPool SetupReporting SetupAdditional Setup

POOL ID ▼

Create New Consortium

×

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

▼

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Select

▼

Pool Calculation Type *

Select

Weekly

Monthly

Quarterly

Drug *

Alcohol *

Panel Code *

Pool Membership Type *

Criteria

▼

Include companies with no selection

☐

Pool Report ID Type *

SSN

▼

CANCEL

SUBMIT

Selection Interval: How often will a testing pool be run? Monthly and Quarterly are the most common.

Order

Site S

Pool Name

Pool ID

OL ID

Create New Consortium

×

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

▼

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Quarterly

▼

Pool Calculation Type *

Select

▼

Drug *

Select

Alcohol *

Annual Percentage

Fixed Number of Selections for Program Year

Panel Code *

Pool Membership Type *

Criteria

▼

Include companies with no selection

☐

Pool Report ID Type *

SSN

▼

CANCEL

SUBMIT

Pool Calculation Type:

Annual Percentage: A chosen percentage of pool members will be tested each year.

Fixed Number of Selections for Program Year: A specific number of pool members will be tested each year.

Consortium Setup

Order

Site

Pool

Report

Dashboard

POOL ID

DATE READY TO

help? Email wor

×

Create New Consortium

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

▼

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Quarterly

▼

Pool Calculation Type *

Annual Percentage

▼

Drug *

55

%

Alcohol *

15

%

Panel Code *

Pool Membership Type *

Criteria

▼

Include companies with no selection

☐

Pool Report ID Type *

SSN

▼

CANCEL

SUBMIT

Choose Percentage or Number of Tests Per Year:

Drug: In this example, 55% of pool members will be drug tested each year.

Alcohol: In this example, 15% of pool members will be alcohol tested each year.

Order Site S...

Pool ID

DATE READY T

help? Email wo

RUN CONSO

Create New Consortium

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

Regulatory Mode(s): *

FMCSA x

Selection Interval *

Quarterly

Pool Calculation Type *

Annual Percentage

Drug *

55

%

Alcohol *

15

%

Panel Code *

30C7

Pool Membership Type *

Select

Include companies with no selection

☐

Pool Report ID Type *

SSN

CANCEL

SUBMIT

Type in the Panel Code:

Fill in the Panel Code for the test panel to be run on pool members.

The panel code must be set up on each company account included within the Consortium.

Consortium Setup

Order Site Search Products Reports Administration

Create New Consortium

Pool Name * Test Consortium

Pool ID * TestCnsrt1

Federally Regulated * Yes

Regulatory Mode(s): * FMCSA x

Selection Interval * Quarterly

Pool Calculation Type * Annual Percentage

Drug * 55 %

Alcohol * 15 %

Panel Code * 30C7

Pool Membership Type *
Select
Select
File Import
Criteria

Include companies with no selection

Pool Report ID Type * SSN

CANCEL SUBMIT

Pool Membership Type:
How will pool members be added?

File Import: Add members from an imported roster list.

Criteria: Pool members are added from existing personnel files in the system based on criteria.

Order

Site

Search

Results

Dashboard

Administration

Create New Consortium

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

POOL ID ▾

Federally Regulated *

Yes

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Quarterly

Pool Calculation Type *

Annual Percentage

Drug *

55

%

Alcohol *

15

%

Panel Code *

30C7

Pool Membership Type *

File Import

Include companies with no selection

☒

Pool Report ID Type *

SSN

CANCEL

SUBMIT

Include Companies with no Selection: Do you want to include companies in the consortium data, even if they do not have a selection scheduled?

Consortium Setup

Order Site

Create New Consortium

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Quarterly

Pool Calculation Type *

Annual Percentage

Drug *

55

%

Alcohol *

15

%

Panel Code *

30C7

Pool Membership Type *

File Import

Include companies with no selection

☐

Pool Report ID Type *

DriverID

SSN

EmployerID

DriverID

AlternatelID

Pool Report ID Type:
What type of ID number will be used for pool members?

Note: Imported roster lists must include this ID type for each person listed. Also, each company included in the consortium must be set up to use this ID type in Workforce.

Consortium Setup

Order Site

Create New Consortium

Pool Name *

Test Consortium

Pool ID *

TestCnsrt1

Federally Regulated *

Yes

Regulatory Mode(s): *

FMCSA ×

Selection Interval *

Quarterly

Pool Calculation Type *

Annual Percentage

Drug *

55

%

Alcohol *

15

%

Panel Code *

30C7

Pool Membership Type *

File Import

Include companies with no selection

☐

Pool Report ID Type *

DriverID

CANCEL

SUBMIT

Submit: Click submit to create the new consortium.

The new consortium has been added to the Consortiums page.

Click on the consortium name to see the new consortium and the consortium details.



Workforce

Home

Result Exceptions 135

Randomization

Portals

Order

Site Search

Results

Reports

Administration

ABC TPA Services, Inc. Account

Consortium Pools

Consortium Personnel

All

Search

Q

CLEAR

RUN CONSORTIUMS

CREATE NEW CONSORTIUM

EXPORT CSV

☐	CONSORTIUM NAME	POOL ID	SELECTION INTERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	Test Consortium	TestCnsrt1	Quarterly			12/10/2024	

Total records: 1

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V 3.14.4h

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If you need to edit any of the setup information:

Click **General Information**.

CONSORTIUM DETAILS

TEST CONSORTIUM (TestCnsrt1)

STATISTICS

GENERAL INFORMATION

CONSORTIUM MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

[Run Excused Report](#)

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
NO DATA FOUND										

TESTING TOTALS

CURRENT POOL	0	DRUG SPECIMEN PERCENTAGE	55%	ALCOHOL SPECIMEN PERCENTAGE	15%
AVERAGE POOL SIZE	0	DRUG SPECIMEN PERCENTAGE	0%	ALCOHOL SPECIMEN PERCENTAGE	0%

ESTIMATED TESTS REQUIRED

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0

0

0

0

0

0

0

0

0

0.1

0.2

0.3

0.4

0.5

0.6

0.7

0.8

0.9

1.0

● DRUG

● ALCOHOL

If you need to edit any of the setup information:

Click the edit icon.

CONSORTIUM DETAILS

TEST CONSORTIUM (TestCnsrt1)

STATISTICSGENERAL INFORMATIONCONSORTIUM MEMBERSRUN RANDOMPERSONNEL IMPORTCLOSE PROGRAM INTERVAL

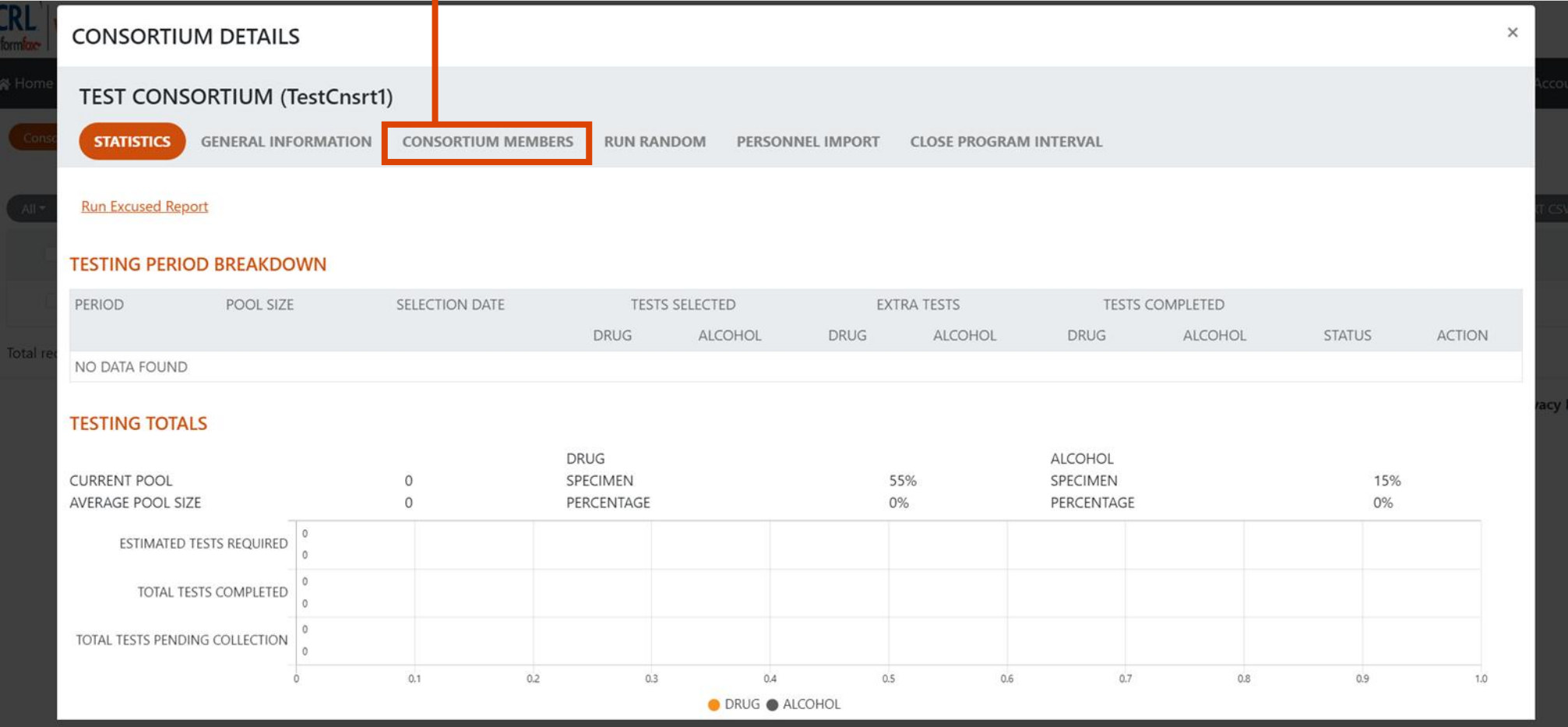
MODIFY POOL CONFIGURATION

Total tests performed for missed periods

POOL NAME	Test Consortium		
POOL ID	TestCnsrt1		
PROGRAM INTERVAL	01/01/2024	To	12/31/2024
FEDERALLY REGULATED	Yes		
REGULATORY MODE(S)	FMCSA		
SELECTION INTERVAL	Quarterly		
POOL CALCULATION TYPE	Annual Percentage		
DRUG	55%		
ALCOHOL	15%		
PANEL CODE	30C7		
POOL MEMBERSHIP TYPE	File Import		
INCLUDE COMPANIES WITH NO SELECTIONS	No		
POOL REPORT ID TYPE *	DriverID		
WHO CAN RUN POOL	Portal Administrator Only		

The next step is to add companies to the Consortium :

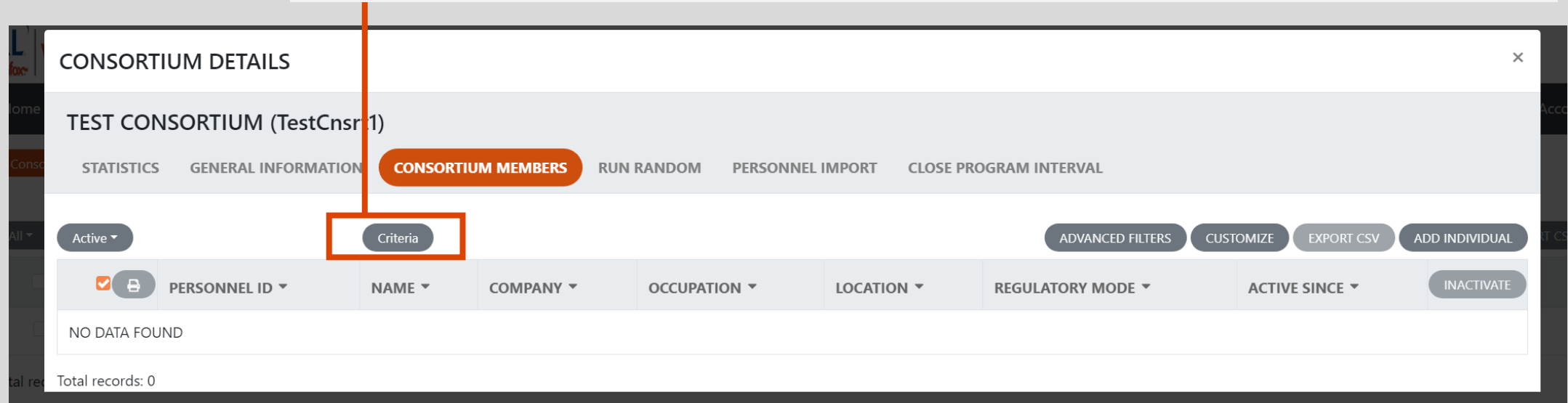
From the Consortium Details page, select **Consortium Members**.



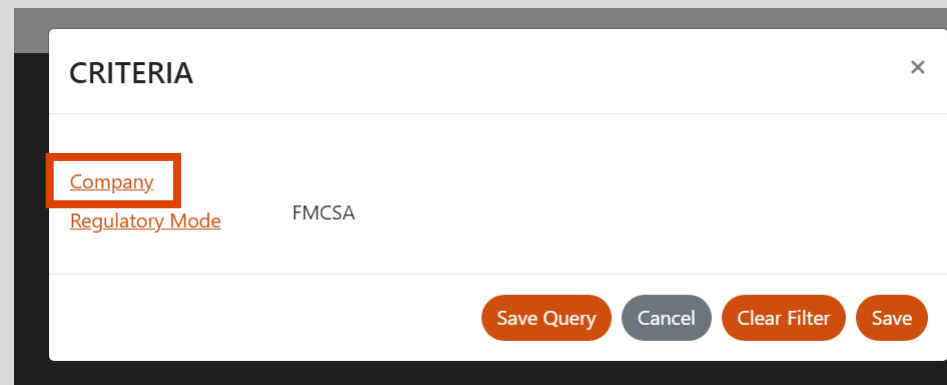
Add Consortium Members

The next step is to add companies to the Consortium :

From the Consortium Members page, select **Criteria** and **Company** from pop up window.



The screenshot shows the 'CONSORTIUM DETAILS' window for 'TEST CONSORTIUM (TestCnsr1)'. The 'CONSORTIUM MEMBERS' tab is selected and highlighted with an orange box. Below the tabs, there is a filter bar with 'Active' and 'Criteria' buttons. The 'Criteria' button is also highlighted with an orange box. Below the filter bar, there is a table with columns: PERSONNEL ID, NAME, COMPANY, OCCUPATION, LOCATION, REGULATORY MODE, and ACTIVE SINCE. The table is currently empty, showing 'NO DATA FOUND'. At the bottom, it says 'Total records: 0'.



The screenshot shows the 'CRITERIA' pop-up window. The 'Company' field is highlighted with an orange box. Below it, the 'Regulatory Mode' is set to 'FMCSA'. At the bottom, there are four buttons: 'Save Query', 'Cancel', 'Clear Filter', and 'Save'.

Companies set up within the portal will be listed.

Companies that do not have the correct criteria will be greyed out and the error listed in parentheses. Eligible companies will be listed in black. Select each company and use the > arrow to move it to **Selected Criteria**. Once you have made your selections, click **Save**.

CONSORTIUM DETAILS

KIM TEST CONSORTIUM (testl

STATISTICSGENERAL INFORMATION

Active ▾

PERSONNEL ID ▾

NO DATA FOUND

Total records: 0

10050411000	100504P
10050412000	1c2024
10050413000	CONQA
10050414000	100504
10050415000	Weekh
10050416000	WK11-24

COMPANIES

Possible Criteria

Hank's Waffle ouse (No LabAccounts)

Happily Ever After Transit (No LabAccounts)

Harry's Fish Shack

Hook Test Co (No LabAccounts)

Hook Test Co 2 (No LabAccounts)

Jack's Trucking

>>

>

<

<<

Selected Criteria

Cancel

Save

Criteria

Saved Queries

Company

Save Query

Cancel

Clear Filter

Save

Add Individual Consortium Member

To add an induvial consortium member:

From the Consortium details page, select **Add Individual**. Search for the person via ID or other criteria. If not found, click **Add**.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICSGENERAL INFORMATIONCONSORTIUM MEMBERSRUN RANDOMPERSONNEL IMPORTCLOSE PROGRAM INTERVAL

ActiveCriteriaADVANCED FILTERSCUSTOMIZEEXPORT CSVADD INDIVIDUAL

	PERSONNEL ID	NAME	COMPANY	OCCUPATION	LOCATION	REGULATORY MODE	ACTIVE SINCE	INACTIVATE
☐	77	TESTER77, TESTER77	Tiki Tom's Margaritas			FMCSA		☐
☐	76	TESTER76, TESTER76	Mary's Malt Shop			FMCSA		☐
☐	75	TESTER75, TESTER75	Victor's Pizza			FMCSA		☐
☐	74	TESTER74, TE						☐
☐	73	TESTER73, TE						☐

ADD INDIVIDUAL

Check For Existing Personnel

Alternate ID1999

CANCELADD

Person is not found. Please add new person

Add employee information:

Add information for the employee and click **Save**.

ADD INDIVIDUAL

Create and Add New Pool Member

ID *

1999

FIRST NAME *

LAST NAME *

COMPANY *

REGION

None

LOCATION

None

REGULATORY MODE

FMCSA

CATEGORY

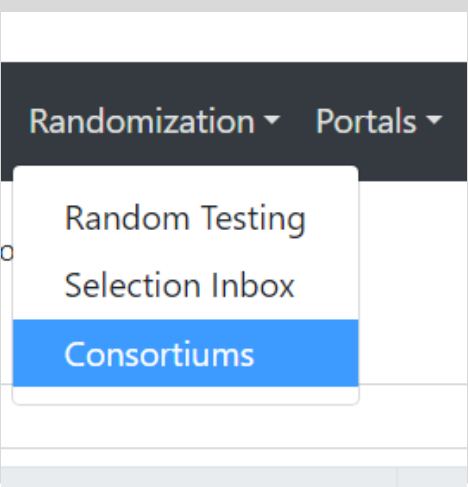
Select

CANCEL

SAVE



Add Consortium
Personnel List



Before making a random selection, first add a roster to the consortium:

Navigate to the **Randomization** tab, then select **Consortiums**.
Select the Consortium Name.

**Workforce**

HomeResult Exceptions 146RandomizationPortalsOrderSite SearchResultsReportsAdministrationABC TPA Services, Inc. Account

Consortium PoolsConsortium Personnel

AllSearchCLEAR

RUN CONSORTIUMSCREATE NEW CONSORTIUMEXPORT CSV

☐	CONSORTIUM NAME	POOL ID	SELECTION INTERVAL	LAST SELECTION	LAST UPDATE	DATE READY TO RUN	READY TO RUN
☐	DOT Trucking Consortium	DOTTRUC	Monthly	Jan-25			
☐	Consortium 2025	2025	Monthly			12/18/2024	
☐	Kim Test Consortium	testkim1	Quarterly			11/21/2024	
☐	Roach Consortium	ROACON	Monthly			09/18/2024	
☐	100504 Prod	100504P	Weekly	WK46-24 (Canceled)			
☐	test consort	tc2024	Quarterly			04/09/2024	

Add Consortium
Personnel List

From Consortium Details, click Personnel Import to add a roster.

Click **Choose File** to upload a CSV file. The CSV roster should include First Name, Last Name, ID, Regulatory Mode, and Employee Category.
Click **Next**.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICS

GENERAL INFORMATION

CONSORTIUM MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

UPLOAD FILE

Import CSV File

Upload file:

Choose File

No file chosen

☒ File has header row

RESET

NEXT

Roach Consortium

ROACON

Monthly

09/18/2024

Add Consortium
Personnel List

Map CSV columns to fields.

Use the drop-down arrow next to each column header to map each to a field. Required information must be mapped to a column. Skip any columns you do not wish to import. Once imported, members can be viewed under the **Consortium Members** tab.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICS

GENERAL INFORMATION

CONSORTIUM MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

FIELD MAPPINGS FOR:

Company Primary ID Type: Unknown

Pool Primary ID Type: AlternateID

Last Name	First Name	Alt ID	Skipped Field	Regulatory Mode	Employee Category	Skipped Field	Skipped Field	Skipped Field
First Name	Last Name	DONOR ID	Company Code	REG MODE	CATEGORY			
TESTER1	TESTER1	1	FOXU00040	FMCSA	DRIVER			
TESTER2	TESTER2	2	8897678876	FMCSA	DRIVER			
TESTER3	TESTER3	3	JOESHOE	FMCSA	DRIVER			
TESTER4	TESTER4	4	FOXU00702	FMCSA	DRIVER			
TESTER5	TESTER5	5	5555566666	FMCSA	DRIVER			
TESTER6	TESTER6	6	FOXU00714	FMCSA	DRIVER			
TESTER7	TESTER7	7	JOESHOE	FMCSA	DRIVER			
TESTER8	TESTER8	8	FOXU00820	FMCSA	DRIVER			
TESTER9	TESTER9	9	FOXU00822	FMCSA	DRIVER			
TESTER10	TESTER10	10	22334455	FMCSA	DRIVER			
TESTER11	TESTER11	11	FOXU00836	FMCSA	DRIVER			
TESTER12	TESTER12	12	FOXU00040	FMCSA	DRIVER			
TESTER13	TESTER13	13	8897678876	FMCSA	DRIVER			
TESTER14	TESTER14	14	JOESHOE	FMCSA	DRIVER			
TESTER15	TESTER15	15	FOXU00702	FMCSA	DRIVER			

Skipped Field

Cell Phone

City

Country

Date of Birth

Hire Date

Termination Date

Email Address

Gender

Home Phone

Inactive

Reason For Inactivation

Location

Occupation Code

Province

Region

Alt Employee Category

Alt Regulatory Mode

Pre-Employment Test on File

State

	Code	SUP F NAME
1	KIM	
2	KIM	
3	KIM	
4	KIM	
5	KIM	
6	KIM	
7	KIM	
8	KIM	
9	KIM	
10	KIM	
11	MELISSA	
12	MELISSA	
13	MELISSA	
14	MELISSA	
15	MELISSA	

Add Consortium Personnel List

Check for errors.

After all columns have been mapped, click **Submit for Validation**. Any fields with an error or unmapped required fields will return an error. Click **Back**, correct the mapping, and **Submit for Validation** again.

TESTER75	TESTER75	75	FOXU00822	FMCSA	DRIVER		OCCUPATION 75	KIM
TESTER76	TESTER76	76	22334455	FMCSA	DRIVER		OCCUPATION 76	KIM
TESTER77	TESTER77	77	FOXU00836	FMCSA	DRIVER		OCCUPATION 77	KIM
TESTER78	TESTER78	78	FOXU00836	FMCSA	DRIVER	MANAGER	OCCUPATION 78	KIM

BACK

SUBMIT FOR VALIDATION

IMPORT FILE VALIDATION FOR:

Import file validation: (78 of 78 have errors)

Line #	Validation errors and warnings	Last Name	First Name	Alt ID	Regulatory Mode	Employee Category	Manager
2	Errors: Field 'Company Code': Company Code is empty;	TESTER1	TESTER1	1	FMCSA	DRIVER	
3	Errors: Field 'Company Code': Company Code is empty;	TESTER2	TESTER2	2	FMCSA	DRIVER	
4	Errors: Field 'Company Code': Company Code is empty;	TESTER3	TESTER3	3	FMCSA	DRIVER	MANAGER
5	Errors: Field 'Company Code': Company Code is empty;	TESTER4	TESTER4	4	FMCSA	DRIVER	MANAGER

Confirm the records import.

Once the import is error-free, click **Import**. Click **Confirm** to finalize the Roster Import. The system may take a minute to process the import. You will see a green success message once the Records import.

IMPORT FILE VALIDATION FOR:

Import file validation: (0 of 78 have errors)

Consortium 2025

2025

Monthly

12/18/2024

Kim Test Consortium

testum1

Quarterly

11/21/2024

Roach Consortium

ROACON

Monthly

09/18/2024

100524 Prod

100504P

Weekly

test report

tc2024

Quarterly

04/09/2024

IMPORT CONFIRMATION

!

You are about to submit 78 of 78 records for import. You will receive a message once the process is complete.

CANCEL

CONFIRM

BACK

CANCEL

IMPORT

✓

Records imported successfully.

Verify the records import.

Verify that the number of records shown is the same as the number of records imported, both on the **Statistics** tab and the **Consortium Members** tab.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICS

GENERAL INFORMATION

CONSORTIUM MEMBERS

RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

[Run Excused Report](#)

[Pool Audit Details](#)

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
NO DATA FOUND										

TESTING TOTALS

CURRENT POOL	78	DRUG TEST PROGRAM TARGET	55%	ALCOHOL TEST PROGRAM TARGET	15%
AVERAGE POOL SIZE	78	DRUG TEST PROGRAM ACTUAL	0%	ALCOHOL TEST PROGRAM ACTUAL	0%

ESTIMATED TESTS REQUIRED

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0

0

0

5

10

15

20

25

30

35

40

45

43

12

● DRUG ● ALCOHOL

☐	61	TESTER61, TESTER61	Sales Demo			FMCSA	☐
☐	60	TESTER60, TESTER60	Jack's Trucking			FMCSA	☐
☐	59	TESTER59, TESTER59	Fancy Pants Apparel			FMCSA	☐

Total records: 78

First Previous 1 2 3 Next Last

Verify the records import.

Verify that the number of records shown is the same as the number of records imported, both on the **Statistics** tab and the **Consortium Members** tab.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICS

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RUN RANDOM

PERSONNEL IMPORT

CLOSE PROGRAM INTERVAL

[Run Excused Report](#)

[Pool Audit Details](#)

TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
NO DATA FOUND										

TESTING TOTALS

CURRENT POOL	78	DRUG TEST PROGRAM TARGET	55%	ALCOHOL TEST PROGRAM TARGET	15%
AVERAGE POOL SIZE	78	DRUG TEST PROGRAM ACTUAL	0%	ALCOHOL TEST PROGRAM ACTUAL	0%

ESTIMATED TESTS REQUIRED

TOTAL TESTS COMPLETED

TOTAL TESTS PENDING COLLECTION

0

0

0

0

5

10

15

20

25

30

35

40

45

● DRUG ● ALCOHOL

☐

61

TESTER61, TESTER61

Sales Demo

FMCSA

☐

☐

60

TESTER60, TESTER60

Jack's Trucking

FMCSA

☐

☐

59

TESTER59, TESTER59

Fancy Pants Apparel

FMCSA

☐

Total records: 78

First

Previous

1

2

3

Next

Last

55

Run Random Selection for a Consortium

Under Consortium Details, locate the Run Random tab.

Tests Required for Selection will be automatically calculated based on the percentages used to set up the consortium. Administrators can increase the selection by editing the **Actual to Select** number.
Click **Run Selection**. Click **Confirm**.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICSGENERAL INFORMATIONCONSORTIUM MEMBERSRUN RANDOMPERSONNEL IMPORTCLOSE PROGRAM INTERVAL

TESTS REQUIRED FOR SELECTION

DRUG	13	ACTUAL TO SELECT	13
ALCOHOL	4	ACTUAL TO SELECT	4

To skip any period, enter zero for Actual To Select
Running selection for period Q1-2025

RUN SELECTION

CONFIRM RUN RANDOM

Are you sure you want to run random selection process?

CANCELCONFIRM

Run Random Selection for a Consortium

A confirmation will show Random Selection complete.

Print the Random Selection Master List by clicking on the link. You can print or export the selection list. You can also print notification letters for individual employees. Select **Finish**.

CONSORTIUM DETAILS

TEST CONSORT (tc2024)

STATISTICSGENERAL INFORMATIONCONSORTIUM MEMBERSRUN RANDOMPERSONNEL IMPORTCLOSE PROGRAM INTERVAL

Random Selection complete!

You may [Print the Random Selection Master List](#) for the selected tests or press finish to complete the selection process and report the selections.

The following reporting of this selection process will be performed:

COMPANIES	EMAIL	FAX	FORMFOX	CISNET	LAST UPDATE
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Kim Test Consortiumtestkim1Quarterly

RANDOM SELECTION LIST

test consort

01/01/2025 - 03/31/2025

EXPORTPRINTPRINT NOTIFICATION LETTERS

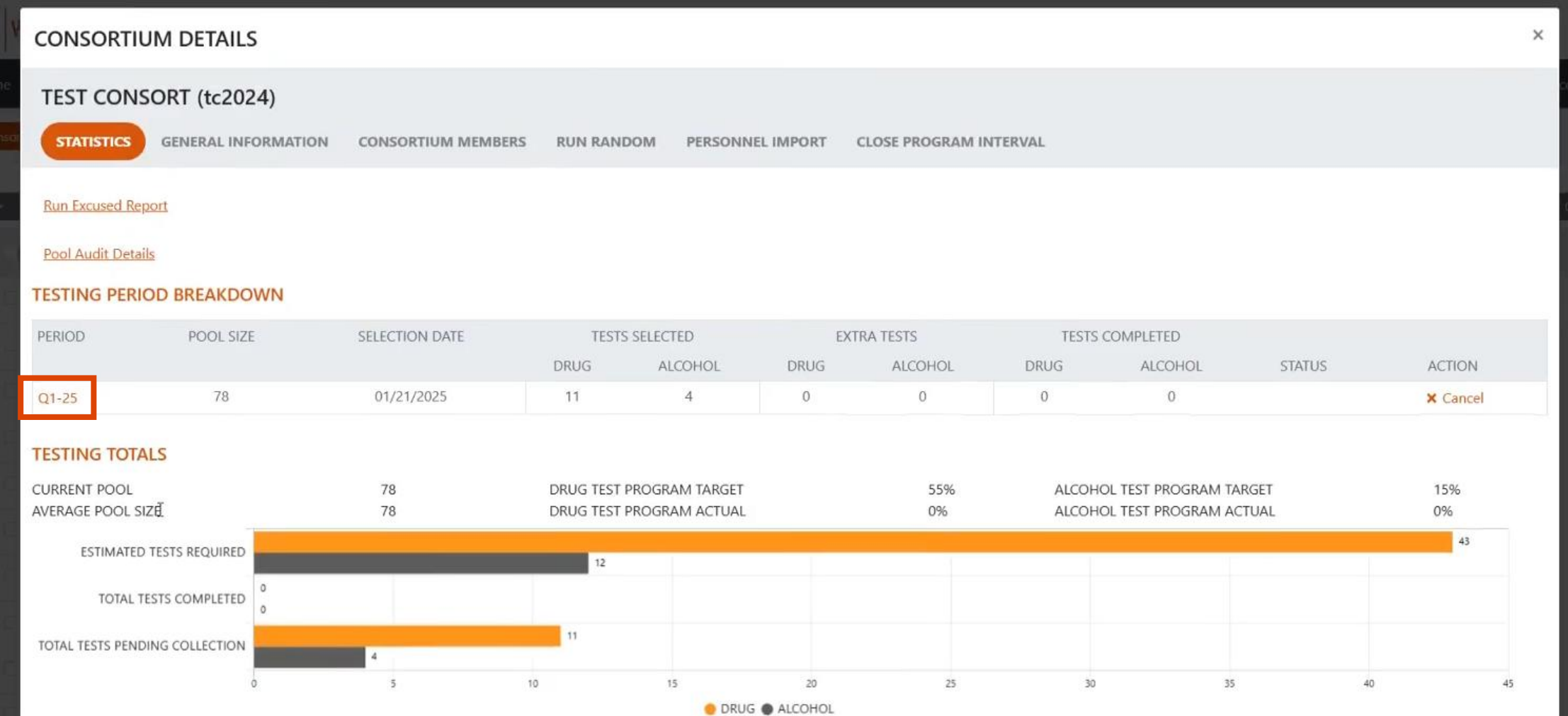
COMPANY	PRIMARY ID	NAME	SELECTION DATE	TEST FOR	COMPLETED DATE
Joe's Shoes (JOESHOE)	58	TESTER58, TESTER58	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	3	TESTER3, TESTER3	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	7	TESTER7, TESTER7	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	47	TESTER47, TESTER47	01/21/2025 10:12	D	
Johnson Brothers (8897678876)	24	TESTER24, TESTER24	01/21/2025 10:12	U	
Mary's Malt Shop (22334455)	21	TESTER21, TESTER21	01/21/2025 10:12	D	
Mary's Malt Shop (22334455)	54	TESTER54, TESTER54	01/21/2025 10:12	D	
Mary's Malt Shop (22334455)	32	TESTER32, TESTER32	01/21/2025 10:12	D	
Sales Demo (FOXU00714)	61	TESTER61, TESTER61	01/21/2025 10:12	D,A	
Tiki Tom's Margaritas (FOXU00836)	78	TESTER78, TESTER78	01/21/2025 10:12	D	
Victor's Pizza (FOXU00822)	75	TESTER75, TESTER75	01/21/2025 10:12	D	

CLOSE

FINISH

The selection can also be viewed on the Consortium Details page.

Select the **Statistics** tab and Click on the **Period**.



Order Random Tests

Testing orders can be started from the Selection Inbox.
From the **Selection Inbox**, locate the employee and click on the **Status**.

Home Result Exceptions 146 Randomization Portals Order Site Search Results Reports Administration ABC TPA Services, Inc. Account

Select Search CLEAR

CUSTOMIZE EXPORT CSV CLEAR FILTERS

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE
PENDING	*****21	TESTER21, TESTER21	Lab Based Urine Test	test consort	Q1-25	Mary's Malt Shop	TRUE	01/21/2025				FMCSA
PENDING	*****24	TESTER24, TESTER24	Lab Based Urine Test	test consort	Q1-25	Johnson Brothers	TRUE	01/21/2025				FMCSA
PENDING	*****3	TESTER3, TESTER3	Lab Based Urine Test	test consort	Q1-25	Joe's Shoes	TRUE	01/21/2025				FMCSA
			Alcohol Breath Test	test consort	Q1-25	Joe's Shoes	TRUE	01/21/2025				FMCSA

An order form will open and you will proceed with ordering the test as usual. The donor information and test panel will automatically be set per the consortium setup and random selection.
For more help with ordering, see the **Workforce Ordering Guide**.
After the order is placed, the status will change to **Ordered**. The **Authorization ID** and Test **Site** will be shown.

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE
PENDING	*****21	TESTER21, TESTER21	Lab Based Urine Test	test consort	Q1-25	Mary's Malt Shop	TRUE	01/21/2025				FMCSA
ORDERED [Set to PENDING]	*****24	TESTER24, TESTER24	Lab Based Urine Test	test consort	Q1-25	Johnson Brothers	TRUE	01/21/2025		98800694	CRL/FF Test Clinic Only- DO NOT USE	FMCSA

Excuse From Selection in a Consortium

Like a stand-alone pool, admins can excuse an individual. From the **Selection Inbox**, find the employee and click on the **Created Date**. If the test has already been ordered, first click **Set to Pending** under the **Status**.

ORDERED

[Set to PENDING]

Home Result Exceptions 146 Randomization Portals Order Site Search Results Reports Administration

ABC TPA Services, Inc. Account

Select Search CLEAR CUSTOMIZE EXPORT CSV CLEAR FILTERS

STATUS	PERSONNEL ID	NAME	SERVICE	POOL	SELECTION	COMPANY	REGULATED	CREATED	NOTIFIED	AUTHORIZATION ID	SITE	REGULATORY MODE
PENDING	*****21	TESTER21, TESTER21	Lab Based Urine Test	test consort	Q1-25	Mary's Malt Shop	TRUE	01/21/2025				FMCSA
PENDING	*****24	TESTER24, TESTER24	Lab Based Urine Test	test consort	Q1-25	Johnson Brothers	TRUE	01/21/2025				FMCSA

Use the dialog box to either Excuse and choose an alternate or simply Excuse the donor. Select the reason from the dropdown. If necessary, comment on the reason. If you choose to alternate, a new person will be selected and both will be reflected in the Selection Inbox.

STATUS	PERSONNEL ID
EXCUSED	*****1111
PENDING ALT	*****zd1

EXCUSE EVENTS

You have selected to excuse TESTER24 TESTER24 from taking a pending Lab Based Urine Test. Doing so will remove this event from being tested for the associated pool and will affect the minimum required events to be completed for this selection period. You are required to provide reason for excusal.

You have the option to excuse the donor from testing or excusing the donor and selecting an alternate donor from the current selection period.

Clicking "Excuse" will mark the scheduling event status as "Excused", will add the comments to the scheduling notes and will remove the event from the Random Selection Inbox grid. Excused events can be filtered from the Results grid.

Clicking "Excuse + Alternate" will excuse the current donor (same as above) and add an alternate donor to the Inbox grid with a status of "Pending ALT". Alternates can be scheduled for testing in the same way as "Pending".

Please note that alternates will be created with same event types as the excused record. (i.e. If a drug and alcohol were excused, then a drug and alcohol will be created for the alternate donor.)

EXCUSE + ALTERNATE

EXCUSE

LOA until end of Period

CANCEL

EXCUSE + ALTERNATE

EXCUSE

Excuse From Selection in a Consortium

View the breakdown with the excused and alternate selected.

From the **Consortium Details** page, click on the **Statistics** tab. Click on the **Period** link. The excused employee will be marked with an “x”. The new alternate will be marked with a “+”.

RANDOM SELECTION LIST

test consort

01/01/2025 - 03/31/2025

EXPORT

PRINT

PRINT NOTIFICATION LETTERS

COMPANY	PRIMARY ID	NAME	SELECTION DATE	TEST FOR	COMPLETED DATE
Joe's Shoes (JOESHOE)	58	TESTER58, TESTER58	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	3	TESTER3, TESTER3	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	7	TESTER7, TESTER7	01/21/2025 10:12	D,A	
Joe's Shoes (JOESHOE)	47	TESTER47, TESTER47	01/21/2025 10:12	D	
Johnson Brothers (8897678876)	24	TESTER24, TESTER24	01/21/2025 10:12	D(X)	
Mary's Malt Shop (22334455)	21	TESTER21, TESTER21	01/21/2025 10:12	D	
Mary's Malt Shop (22334455)	54	TESTER54, TESTER54	01/21/2025 10:12	D	
Mary's Malt Shop (22334455)	32	TESTER32, TESTER32	01/21/2025 10:12	D	
Sales Demo (FOXU00714)	61	TESTER61, TESTER61	01/21/2025 10:12	D,A	
Tiki Tom's Margaritas (FOXU00836)	78	TESTER78, TESTER78	01/21/2025 10:12	D	
Victor's Pizza (FOXU00822)	75	TESTER75, TESTER75	01/21/2025 10:12	D	
Johnson Brothers (8897678876)	68	TESTER68, TESTER68	01/21/2025 10:12	D(+)	

CLOSE

Cancel Random Run
for a Consortium

Admins can cancel a random selection that has not been ordered.

From the **Consortium Details** page, select the **Statistics** tab. Click **Cancel** next to the appropriate period. Once canceled, you have the option to **Re-Run** the selection later.

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TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
Q1-25	78	01/21/2025	12	4	0	0	0	0		✕ Cancel

TESTING TOTALS

CURRENT POOL78

DRUG TEST PROGRAM TARGET55%

ALCOHOL TEST PROGRAM TARGET15%

AVERAGE POOL SIZE78

DRUG TEST PROGRAM ACTUAL0%

ALCOHOL TEST PROGRAM ACTUAL0%

ESTIMATED TESTS REQUIRED

043

TOTAL TESTS COMPLETED

00

TOTAL TESTS PENDING COLLECTION

011

051015202530354045

● DRUG ● ALCOHOL

CANCEL CONFIRMATION

!

You are about to cancel an active Selection.

This cannot be undone. Are you sure you want to proceed?

No, do not cancel selection

Yes, cancel selection

Re-run Random for a Consortium

To re-run a random selection, click re-run from the Statistics tab.

Confirm the Tests Required for Selection for the period. Click Run.

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TESTING PERIOD BREAKDOWN

PERIOD	POOL SIZE	SELECTION DATE	TESTS SELECTED		EXTRA TESTS		TESTS COMPLETED		STATUS	ACTION
			DRUG	ALCOHOL	DRUG	ALCOHOL	DRUG	ALCOHOL		
Q1-25	0	01/21/2025	0	0	0	0	0	0	Canceled	 Re-run

TESTING TOTALS

CURRENT POOL	78	DRUG TEST PROGRAM TARGET	55%	ALCOHOL TEST PROGRAM TARGET	15%
AVERAGE POOL SIZE	78	DRUG TEST PROGRAM ACTUAL	0%	ALCOHOL TEST PROGRAM ACTUAL	0%

ESTIMATED TESTS REQUIRED

TOTAL TESTS COMPLETED

0

12

11

43

5

10

15

20

25

30

35

40

45

● DRUG

● ALCOHOL

TESTS REQUIRED FOR SELECTION Q1-25

DRUG 9

ALCOHOL 3

ACTUAL TO SELECT

9

ACTUAL TO SELECT

3

Cancel

Run