



D A M S T R A

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# AOD Testing Manual

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

## Introduction

Damstra Technology has added functionality to the TWMS which enables you to manage and schedule drug testing for your worksite/s.

**Important:** To be able to use this function you must have the appropriate access rights within your TWMS user login access. The applicable access rights required are at least View Level 1 use access, and the below tick box is selected within the Access Rights Tab.

This person can control on-Site Drug Tests, and view/update attendees.

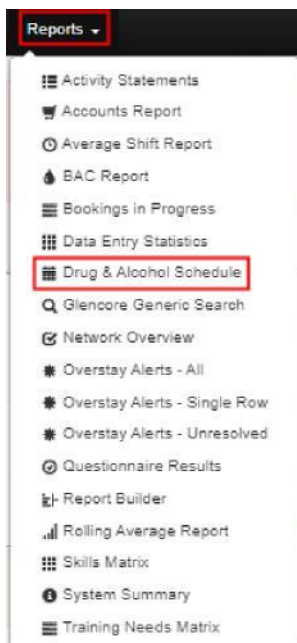
## Creating a Drug & Alcohol Schedule

Within the TWMS software, there is a function for creating and setting up a schedule of when Drug & Alcohol testing will occur on your worksite.



Drug & Alcohol Schedules **must** be created at a **minimum of one (1) day** prior to when they are required. Once a schedule is created, the new scheduled times and settings will populate the terminals during the overnight update and automatically switch on the drug testing function, when required. Once the time scheduled has passed, the drug testing selection function will automatically switch off at the terminal.

1. When logged into the TWMS, go to the **Reports** dropdown menu. Locate and click on the option **Drug & Alcohol Schedule**.



2. Click the **Add New Schedule** button

3. Enter the required details within the following fields to create a new Drug Testing Slot within your schedule.

- a) **Site** - Choose from the dropdown list the worksite you would like to apply this scheduled timeslot to. Once changed, click the blue Select Site button at the end to confirm your selection. If no change is required, move on to the next field.

**Site:**  

- b) **Terminals** – Tick the boxes alongside the terminals you would like to include.

**Terminals**

- All Terminals
- DMS OFFICE 16EBF5 created by Plugin(DMS OFFICE 16EBF5)
- DMS OFFICE 86733D created by Plugin(DMS OFFICE 86733D)
- Cailin - WFH(DMS Office CailinHome)
- Demo(DMS OFFICE DEMO)
- Demo 1(DMS OFFICE DEMO1)
- Demo 2(DMS OFFICE DEMO2)
- Demo 3(DMS OFFICE DEMO3)
- Demo 4(DMS OFFICE DEMO4)
- Demo Visitor(DMS OFFICE DEMO-VISITOR-UNIT)
- Front Desk(DMS OFFICE FRNTDSK)
- Helpdesk(DMS OFFICE HELPDESK)
- Intouch(DMS OFFICE INTOUCH)
- Front Foyer(DMS OFFICE IT-OFFICE1)
- IT Test(DMS office it-test)
- IT Test(DMS OFFICE IT-test%)
- IT Test(DMS OFFICE IT-test%%)
- IT Test(DMS OFFICE IT-test%%%)
- Serban Test terminal(dms office it-test2)
- IT Test 4(dms office it-test4)
- IT Test 5(DMS OFFICE IT-Test5)

- c) **Date** – Enter the date.
- d) **Start Time** – Enter the time the Drug Testing should begin on the chosen date
- e) **End Time** – Enter the time the Drug testing should finish on the chosen date.
- f) **Recurrence** – Choose how often you would like this to recur.  
Choose either:
- *Do not repeat*
  - *Daily*
  - *Weekly or*
  - *Monthly*

**Date**


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**Start Time**

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**End Time**

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**Recurrence**  

- g) **Crew** – Tick the boxes alongside the crews you would like to include.

**Crew**

- All Crews
- ADMIN and Support
- B Crew 4
- Client Relationship Officers
- Helpdesk Dept
- IT Support
- Management
- Onsite crew

h) **Departments** – Tick the boxes alongside the departments you would like to include.

**Departments**

- All Departments
- CRM- Day
- CRM-Afternoon
- Domestic Gas
- Electricity
- Fin Goods – CRM
- Fin Goods – Pasta and Sce
- In Goods-CRM
- In Goods-Pasta and Sce
- In House Lunch
- Industrial Gas
- Lab-QRO
- Maint-Eng
- Pasta & Sce-Aft
- Pasta & Sce-Day
- Sanitation
- Stores
- Travel

i) **Capacity** - Enter the maximum number of people that can be selected to be the drug tested within this timeframe.

**Capacity**  people



The desired Capacity (3i) **must** be equal to / or greater than the number of Terminals (3b) chosen.

For best results, a whole divisible number should be used as: Capacity (3i), over Terminals (3b).

j) Enter the percentage of **Permanents, Contractors, Visitors** and **All People** that are required to be selected within each free text entry field alongside the relevant heading.

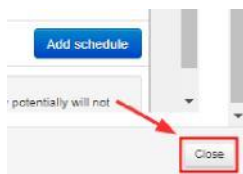
**Chance of being selected (%)**

Permanents: 0	Contractors: 0
Visitors: 0	Staff: 0

4. Once all fields are populated, click the **Add Schedule** button in the bottom right corner to confirm. The page will load as the details are confirmed within the system.

**Add schedule**

5. Click the **Close** button in the bottom right-hand corner to return to the main scheduling page.



Back on the main AOD scheduling page, the new entry will appear within the scheduling register.

To edit a scheduled timeslot, click the **Edit Schedule** button at the end of the row within the register and follow the prompts onscreen.

Mine	Capacity	Start Date/Time	End Time	View Schedule
DMS OFFICE	4	11/04/2022 12:00:00 PM	12:10 PM	<a href="#">Edit Schedule</a>