



DAMSTRA

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# EPP – D&A - Test to Complete

**PRODUCT:** Workforce Management

**VERSION:**

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**APPROVED BY:**

The drug and alcohol schedule – Test to Complete page is accessed via left side navigation menu by clicking **Worksite** → **Access Requirements** → **Drug & Alcohol Schedule**.

The screenshot shows the 'Drug & alcohol schedule' page. At the top, there are tabs for 'Tests to complete' (active), 'Testing schedules', and 'Change history'. Below the tabs is a 'Search & filters' section with a search bar and dropdown menus for 'Filter by company' and 'Filter by crew'. A note states: 'Below is the list of all people currently selected for D & A tests. Any person that has been selected more than 24 hours ago will not be shown. List will auto-refresh in 04:51'. A 'Refresh now' button is present. The main content is a table with columns: 'Person selected', 'Company', 'Crews', 'Department', and 'Selected for test'. Each row includes a 'Complete test' button.

Person selected	Company	Crews	Department	Selected for test	
[Surname], First ID: 123456	[Company name]	No crews	[Department name]	12 Aug. 2019 - 10:04am	<a href="#">Complete test</a>
[Surname], First Visitor	[Company name]	[Crew name]	No department	12 Aug. 2019 - 10:04am	<a href="#">Complete test</a>
	[Company name]	<ul style="list-style-type: none"><li>[Crew name]</li><li>[Crew name]</li><li>[Crew name]</li><li>[Crew name]</li><li>+ 12 more</li></ul>	[Department name]	12 Aug. 2019 - 10:04am	<a href="#">Complete test</a>

This section allows users with the required permissions to view the list of all people currently selected for D&A tests.

1. Once tests have been completed, worksite users are able to upload test results by selecting the [Complete test](#) button.
2. Fill out all the required information.

The 'Complete test' form includes the following fields:

- Type:** Radio buttons for 'Drugs' and 'Alcohol'.
- Result:** Radio buttons for 'Negative' and 'Non-negative'.
- Upload attachment (optional):** A dashed box with the text 'Drop file here or click to upload'.
- Additional notes (optional):** A text input field.
- Buttons:** 'Back' and 'Complete test'.