



PROCESS AND PROCEDURES

REPORTING PROCEDURES

REPORTING PROCEDURES (ON DEMAND)

Overview

Through WIN's DrugPak software we are able to offer flexible reporting options to meet your specific needs. Our internet-based reporting option (ON DEMAND) offers you the greatest security and functionality. We highly recommend that you utilize this option if at all possible.

FAQ's

What is ON DEMAND?

ON DEMAND is a web-based program that gives you 24-hour access to your drug testing program information. It is password protected and gives you access anywhere you have access to the internet.

What can be accomplished with ON DEMAND?

ON DEMAND provides access to test results, monitoring of random selections, updating of participant lists, creating of custom reports, historical data and more. A more detailed, yet partial listing of those options made available via ON DEMAND are:

- Test results are immediately available upon completion of MRO review.
 - Result letters and reports can be either stored or printed.
 - Custom report generation based on multiple criteria.
 - Store and track a range of participant (employee) information; name, address, phone, drivers license number and expiration date, physical examination expiration, and many more.
 - Records are safely maintained in an encrypted format behind a secure network firewall.
 - Easily retrieve and view a history of all tests associated with a given employee.
 - Print a list of all pending random tests to be completed.
 - Locate a collection site and print a map with directions from your location.
 - Request that WIN cancel a random test and assign an alternate in their place (prevent "incomplete" test charges).
 - Updating participant lists and the Random Roster.
 - Filter access amongst users within your company. Jane in HR may see all pre-employment tests, while Jack in shipping should only have access to negative test results for his department.
 - As it only requires a PC with internet access, with no additional programs to either download or install.
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Question: How can I gain access to On Demand, or have information faxed or emailed to me?

Indicate that option on the, "Client Information Sheet" or "Updated Contact Status Form" located in the *Forms Section* of this material, for the respective contact electing such reporting methods.

Question: How can I receive my random selections and/or other correspondence by fax or e-mail?

Indicate that option on the, "Client Information Sheet" or "Updated Contact Status Form" located in the *Forms Section* of this material, for the respective contact electing such reporting methods.

Question: Can you stratify test results to be sent to multiple contacts based on individual criteria?

Yes. Our system allows us to establish separate users for a single account, and then, to establish reporting filters whereby they would only receive results for those authorized instances of your choosing.

Question: What are some of the criteria which can be used to stratify this multi-level reporting?

While there are innumerable criteria which could be employed, the most common filters we are asked to employ are based on test type (i.e. pre-employment, random, etc.), DOT or Non-DOT, and by disposition (i.e. negative, positive, etc.)

Does WIN offer e-mail reporting?

Yes, WIN can set up reports to be sent by e-mail.