

Randomized Drug Testing

*****IMPORTANT***:**

- 1) First go into **Admin -> Dashboard -> User Roles**.

- 2) **Select the Roles** to which you want to add permissions to the Randomized Drug Testing table and **select View, Edit, Add and/or Delete**.
 - **If you give them Add permissions ONLY, they will have a button on their Dashboard to manually add non-recurring tests for 1 person at a time** (like when someone comes into the program after your automatic drug test runs, and you need to add some tests for the month until the automatic process runs again).

 - **If they have View, Edit or Delete permissions, they will have a button that lets them see the entire Randomized Drug Testing Table** (including future tests).

 - **If they have NO PERMISSIONS, they will have no Dashboard Buttons and will NOT be able to see the Table.** They will **only see incomplete Drug Tests on their Dashboard up to today's date** and manually mark each one Negative, Positive or Other.

- 3) **OPTIONAL: Go into the Menu -> To Do permissions and select Add Randomized Drug Test – Manual** (this is not really necessary, since people who have Drug Test permissions will have this button on their dashboard, but you can still add this shortcut)

Automated Drug Tests:

Go to Admin Dashboard -> Automated Randomized Drug Testing

You can:

- 1) turn the automatic process on or off
- 2) view, add, edit or delete Automatic (repeating) Randomized Drug Test processes

On the View page, you can review and delete a testing process.

The screenshot shows the 'Randomized Drug Testing' view page. On the left is a navigation menu with 'Automated Randomized Drug Testing' highlighted. The main content area has a toggle switch for 'Turn On/Off Randomized Drug Testing' which is currently turned on. Below the toggle are buttons for 'View', 'Add', and 'Cronjobs'. A table displays one testing process with the following details:

ID	Interval Days	No of Tests	Starting Date	Contact Type	Allowed Staff	Timezone	Time	Action
10	7	2	07/21/2025	Client Transitional Client	Penny Haynes Ronnie Haynes	America/New_York	03:00 am	Delete

On the Add page, you can set up a testing process.

The screenshot shows the 'Add Randomize Drug Test' form. It includes the following fields and options:

- Buttons: View, Add, Cronjobs
- Form Title: Add Randomize Drug Test
- Interval (Number of Days): 30
- Quantity (Number of Tests): 1
- Starting Date of Tests on: 07/22/2025
- Multi-Select of Staff Members who will be performing the tests on their Dashboard: Penny Sue Haynes, Ronnie Eugene Haynes
- CONTACT TYPES (Client, Transitional Client, Staff, etc.): Staff, Transitional Client
- Time Zone: (UTC-04:00) America/New_York
- Time: 03:00 AM
- Submit button

On the Cronjobs page, you can edit or delete the testing process.

Randomized Drug Testing

This Randomization will run on the FIRST DATE you select at the time you select, and then again the day AFTER your time period ends, if you randomize for 7 days at a time, then it will randomize again on the 8th, 15th, 22nd day from your FIRST DATE.

Turn On/Off Randomized Drug Testing

[View](#) [Add](#) [Cronjobs](#)

Cronjobs

Key	Time	Day	Action
2541835665	03:05 am	*/14	Edit Delete
2899932456	03:00 am	*/28	Edit Delete
1057493025	03:10 am	*/14	Edit Delete

[Edit Cronjob](#)

Interval (Number of Days)

Quantity (Number of Tests per Interval)

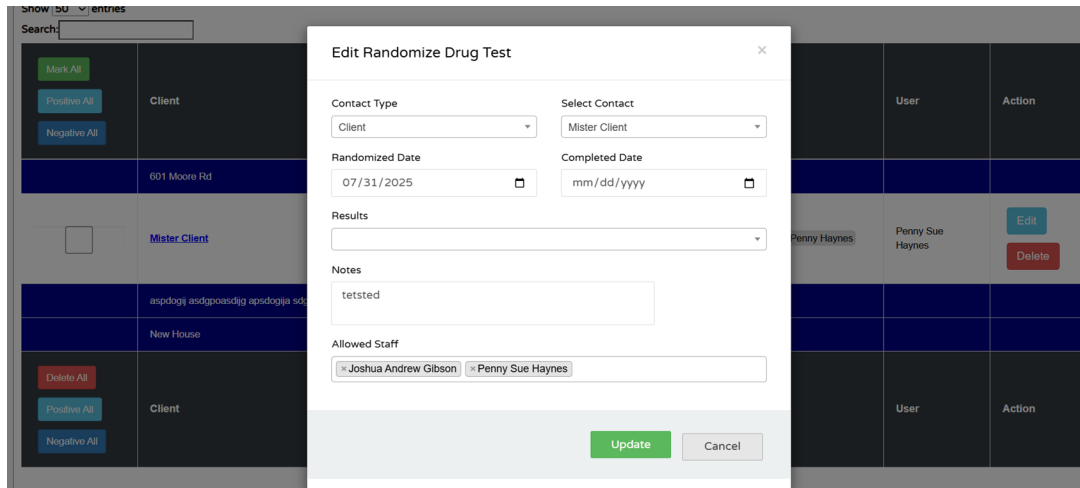
Time Zone

Time

Allowed Staff

Please note that when you change any information for an automatic randomized drug testing process, those changes will only affect **drug tests that will be created when the process runs next time**. It will NOT affect existing drug tests already in the table.

What this means is that if you have staff leave or new staff join you, you will not be able to do a mass update to remove them from or add them to the existing drug tests in the table. You would have to use the Edit form on each test to make any changes.

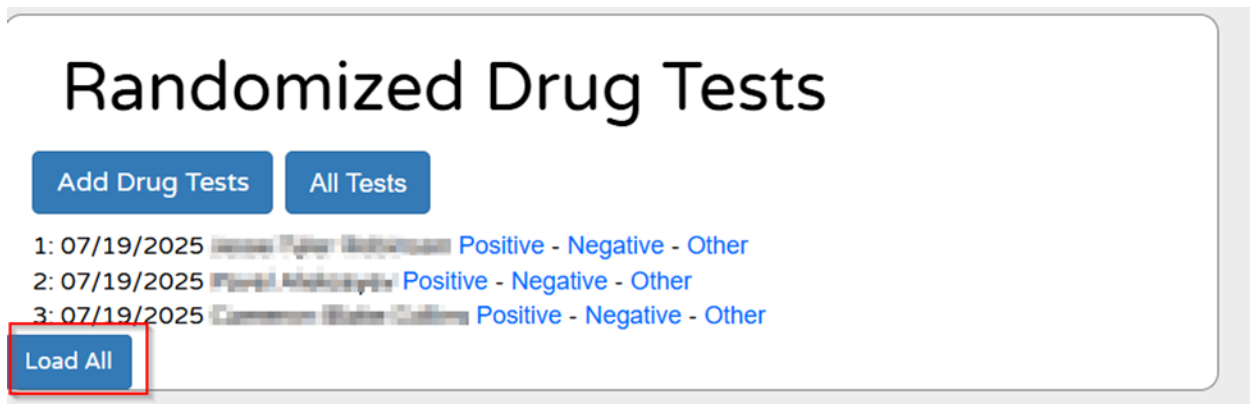


Viewing the Tests

To view the tests, Staff members who have been given access to the tests can go to their main Dashboard and see the incomplete test assignments **up to that day**. Press Load All to see all incomplete tests up to today.

You can assign different Viewing Staff for different tests. For example, you may have some Staff that oversee other Staff, and you want them to see Staff testing dates. However, other Staff may only see Client tests. This is determined by who you allow to view the set of tests you set up in the cron job or the manual test.

Also remember that the **User Role permissions** will determine which buttons, if any, show up on their dashboard.



Randomized Drug Tests

Add Drug Tests

All Tests

- 1: 07/19/2025 Angel M. Rodriguez Positive - Negative - Other
- 2: 07/19/2025 Jeffrey Myles Foster Positive - Negative - Other
- 3: 07/19/2025 Terry Renee Jordan Positive - Negative - Other
- 4: 07/19/2025 John Carl Cox Positive - Negative - Other
- 5: 07/19/2025 Cameron Blake Collins Positive - Negative - Other
- 6: 07/19/2025 David Anderson Positive - Negative - Other
- 7: 07/19/2025 David Tyler Robinson Positive - Negative - Other
- 8: 07/19/2025 Jordan Alan Bentley Positive - Negative - Other
- 9: 07/19/2025 Raymond Marvin Brown Positive - Negative - Other
- 10: 07/19/2025 Kevin Lewis Giddens Positive - Negative - Other
- 11: 07/19/2025 Timothy Arnold Positive - Negative - Other
- 12: 07/19/2025 William Troy Carter Positive - Negative - Other
- 13: 07/19/2025 Robert William Mank Positive - Negative - Other
- 14: 07/19/2025 Alana Clara Positive - Negative - Other
- 15: 07/20/2025 Lynn Susan James Positive - Negative - Other
- 16: 07/20/2025 John Carl Cox Positive - Negative - Other
- 17: 07/20/2025 Cameron Blake Collins Positive - Negative - Other

They can mark them Positive, Negative or Other.

Positive and **Negative** automatically add today's date as the completed date.

Other opens up a form so you can enter notes and a different completed date into the test.

ADD DRUG TESTS button: You can manually add a series of tests for people who may come into the program before your next automated process runs.

Add Randomize Drug Test ×

The Add Randomized Drug Tests is for manually adding randomized drug tests for

- 1) New clients that are not yet included in the automatic randomized table.
- 2) Clients who need more randomized tests than your automatic randomizer generates.
- 3) Any other exceptions to your automatic randomizer rules.

Contact Type	Select Contact
<input type="text" value="Staff"/>	<input type="text" value="Penny Sue Haynes"/>
Number of Tests	Interval # of Days
<input type="text" value="1"/>	<input type="text" value="7"/>
Start Date	
<input type="text" value="08/01/2025"/>	
Allowed Staff	
<input type="text" value="× Ronnie Eugene Haynes"/>	

Approved Staff (based on their User Role permissions) can also **view, filter and export the entire table of upcoming incomplete (or completed) tests, edit them, and mark multiple tests completed** at one time (Positive or Negative).

Add Randomized Drug Tests

The Add Randomized Drug Tests Button is for manually adding randomized drug tests for

- 1) New clients that are not yet included in the automatic randomized table.
- 2) Clients who need more randomized tests than your automatic randomizer generates.
- 3) Any other exceptions to your automatic randomizer rules.

Filter By Contact: All | Filter By Unit: All | Phase: All | Start Date: mm/dd/yyyy | End Date: mm/dd/yyyy | Filter Incomplete: | Search

PDF | XLS | Print

Show 50 entries

Search:

	Client	Randomized Date	Completed Date	Results	Notes	Staff	Action
<input type="checkbox"/>	Mister Client	07/19/2025				Penny Sue Haynes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Approved Staff can also delete INCOMPLETE tests (as in the case of a client leaving an incomplete test assigned). You cannot delete a COMPLETED test. However, you can edit them.