



COMPLETE TESTING SOLUTIONS

Where A Negative Is A Positive



i3screen™

Tutorial



i3screen™

- i3screen is a great way to go paperless and enjoy the benefits of faster, more efficient drug testing results.
- Let's begin with the basics...

Open i3screen

- ▶ Open any of the following browsers:
 - ▶ Google Chrome
 - ▶ Mozilla Firefox
 - ▶ Microsoft IE8+
 - ▶ You may also use your cell phone browser when your on the go!

- ▶ Go to: <https://i3screen.net/login.php>

Your login screen will look like this:



i3screen™ innovative
information
intelligence

This is a password protected website.

If you are a current i3Screen user, please sign in.

[Forgot Password?](#)

This site is a secure, easy-to-use, customizable web application that is compatible with the following browsers:

 Mozilla Firefox	 Google Chrome	 Microsoft IE8+
--	---	---

If you are unable to login, you may call 877-585-7366 for assistance or contact Customer Service at customer@i3screen.com

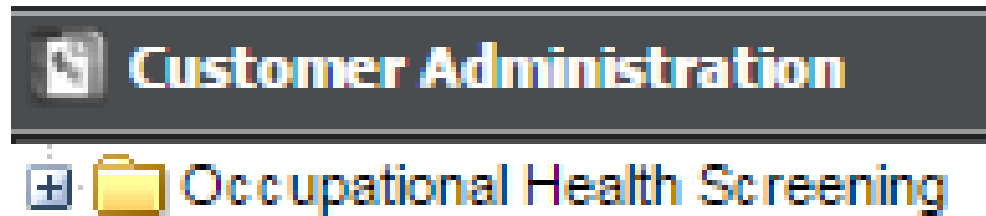
Copyright © 2016. All rights reserved.

Enter your username
and password

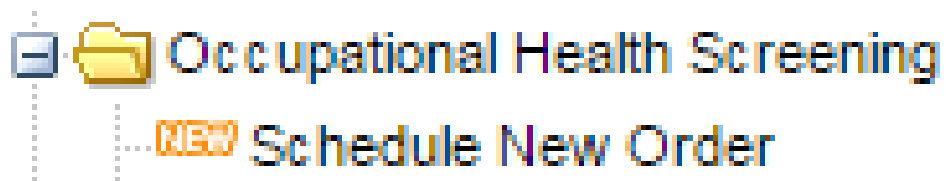
Then click 'Login'

If you haven't received your login credentials yet,
watch for it in email.

- On the left side of your screen under Customer Administration
 - Open the Occupational Health Screening folder by clicking on the + sign.



- Here you will be given the option to schedule a new order



The new order is
also known as:

The Donor Pass

Order Information

Use this form to Add Contact/User Information. **All required fields are in bold.**

Company Location

COMPLETE TESTING SOLUTIONS

Packages

5 PANEL URINE

Reason for Test

FOLLOW-UP
JOB TRANSFER
OTHER
PERIODIC
PERIODIC MEDICAL
POCT RANDOM
POST-ACCIDENT
PRE-EMPLOYMENT
PRE-SITE ACCESS
PROBATION
PROMOTION
RANDOM
RE-CERTIFICATION
REASONABLE SUSPICION/CAUSE
RETURN TO DUTY

Choose your
company
location.

Choose what
package you
would like.

Then choose
the reason for
testing.

Click next on the bottom right side to continue...



Enter the donor's information...

Participant

First Name:	Middle Name:	Last Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
SSN/EID:	DOB:	Email:	CC:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:	Phone 2:	Location Code:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Federal Agency:	Observed Collection Required:		
<input type="text"/>	<input type="text"/>		

- ▶ The fields highlighted in yellow are required.
- ▶ The field highlighted in purple is available if you would like to email the donor pass to your employee.

Participant Address

- ▶ This section auto populates your company address.
- ▶ It should only be changed if you have multiple locations and wish to choose a different site.

Participant Address

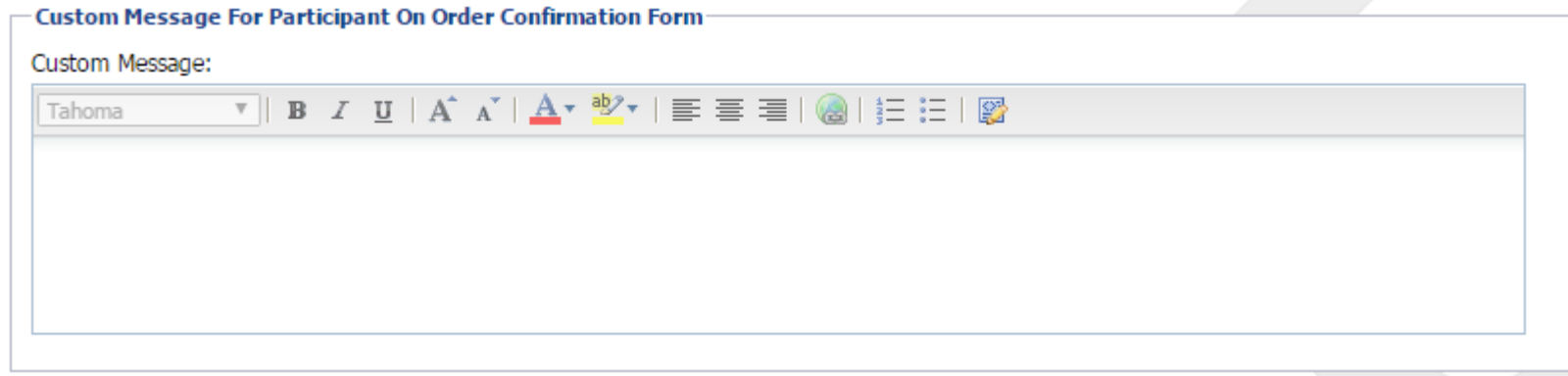
Branch Address: 1425 WEST ELLIOT ROAD, GILBERT, AZ 85233

Participant Address:

Address: Address 2:

City: State: Zip:

Custom Message for donor...



Custom Message For Participant On Order Confirmation Form

Custom Message:

Tahoma

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Font Size (A+ A-), Text Color (A), Background Color (ab), Bulleted List, Numbered List, Indent, Link, Unlink, and Insert Image.

Large empty text area for entering the custom message.

- ▶ At this time you can enter a message for your donor.
 - ▶ This may include directions for after testing.
 - ▶ A message to come back to the facility when testing is complete .
 - ▶ Or a welcome message
 - ▶ The choice is yours ...

Handling options...

Order Handling Options

- Complete Order No Special Handling Options Needed
- Complete Order and Send Email of Order Details to Participant (email address required)
- Send link to Participant to Complete Order and Choose Location (email address required)

< Previous

Next >

Here is the option to email your participant or send them a link to the order.

If you select No Special Handling options, you will be given the opportunity to print it later.

Choose next when you're ready.

Choose the collection site nearest you...

Choose Collection Site


Please use the form to choose a collection site. **Required.**

Starting Locations

Branch Address: 1425 WEST ELLIOT ROAD, GILBERT, AZ 85233

Address: Address 2:

City: State: Zip:

 **If you wish to edit your starting location, please enter a new address above and click "Add Location."**

Preferred Network

	Lab	Site Name	City	Distance	Hours	Directions	Type	Paper Forms Required
<input checked="" type="checkbox"/>	i3screen	COMPLETE TESTING SOLUTIONS, LLC GILBERT	GILBERT	0 miles	Hours	Directions	THIRD	Yes
<input type="checkbox"/>	i3screen	CTS TEMPE	Tempe	7.69 miles	Hours	Directions	THIRD	Yes

Using the preferred network on the bottom half of the page will save you time and money.

*More collections sites to be added in the near future.

Schedule Test Date...

Schedule Test Date

Please use the date picker below to schedule a participant test date. **Required.**

Test Date

June 2016						
S	M	T	W	T	F	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	17	X
X	20	21	22	23	24	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

Most facilities have dedicated drug testing hours. Please ensure you provide adequate time to test during these dedicated hours. If you have questions regarding those hours please reach out to the testing facility.

Example Sample your scheduled order will expire on:

Friday, June 24, 2016 at 11:59 pm Pacific Time

- ▶ Choose the testing date you would like.
- ▶ Click on the date on the calendar.
- ▶ Then click next ...

Confirm your order...

Confirm Information | Order

Please confirm order information. If information is correct, click Order. If the information is not correct, use the Previous button to go back and change information.



<u>Order Information</u>	<u>Participant Information</u>
Order Reason: POST-ACCIDENT	First Name: Example
Package: 5 PANEL INSTANT SCREEN	Middle Name:
Company Location: COMPLETE TESTING SOLUTIONS DEMO ACCOUNT	Last Name: Sample
Owner Company Location:	SSN: D12341234
Date: Jun Fri 17 2016	DOB: 1998-01-01
Collection Site: COMPLETE TESTING SOLUTIONS, LLC GILBERT	Email:
Collection Site Address: 1425 W ELLIOT RD GILBERT, AZ 85233	CC:
Location Code:	Phone 1: 480-568-8222
Federal Agency:	Phone 2:
Observed Collection Required: No	Address 1: 1425 West Elliot Road
	Address 2:
	City: Gilbert
	State: AZ
	Zip: 85233

- ▶ Confirm the order is accurate.
 - ▶ If you need to make corrections, you can select previous to go back.
- ▶ If everything looks good, click 'submit order'.

Pop up...

Order Details


printdonorpass.php 1 / 1

 **ORDER CONFIRMATION** 

**PLEASE TAKE THIS PAGE WITH YOU TO THE SPECIMEN COLLECTION SITE.
YOU WILL BE REQUIRED TO PRESENT A GOVERNMENT ISSUED PHOTO ID.**

If you are not able to print this, make sure to record the following order / registration number and bring it with you to your selected collection site.
Your order / registration will expire on June 24, 2016, at 11:59 PM Pacific Time.

TEST / SERVICES INFORMATION:

Service: POCT NONDOT	Panel Code: IS5-MB	Order/Registration Number:
Account Number:		
Order Number: 2016061715927	Test Reason: POST-ACCIDENT	*2016061715927*
Lab Name: i3screen		

COLLECTION SITE:

**PLEASE CALL THE COLLECTION SITE TO CONFIRM OPERATIONAL HOURS.
ARRIVE ONE HOUR BEFORE CLOSING TIME TO ENSURE TESTING CAN BE COMPLETED.**

COMPLETE TESTING SOLUTIONS, LLC 1425 W ELLIOT RD SUITE 209 GILBERT, AZ 85233 PH: 480-568-8220 FX: 480-383-6269	Sunday Open Close Lunch	Monday Closed 4:00 PM Open	Tuesday 8:00 AM 4:00 PM Open	Wednesday 8:00 AM 4:00 PM Open	Thursday 8:00 AM 4:00 PM Open	Friday 8:00 AM 4:00 PM Open	Saturday Closed 4:00 PM Closed
--	---	--	--	--	---	---	--

CLIENT / EMPLOYER INFORMATION:

COMPLETE TESTING SOLUTIONS - MRO
COMPLETE TESTING SOLUTIONS DEMO ACCOUNT
1425 West Elliot Road STE 206
Gilbert, AZ 85233
Phone: Fax:
Account #:

DONOR / PARTICIPANT INFORMATION:

Example Sample - *****1234

Close

- After ‘submit order’ is selected, a pop up will appear.
- It can be saved to your files or printed out at this time.

Thank you for participating in training

for  i3screen™



COMPLETE TESTING SOLUTIONS

Where A Negative Is A Positive

End of slide show

For questions or comments, please contact us
at any of the methods below:

- ▶ Direct: (480) 568-8222
- ▶ Toll Free: (844) 208-5088
- ▶ Fax: (480) 383-6269
- ▶ Email: service@ctsdrugtesting.com

