



Alcolizer technology AlcoCONNECT Data Management System User Manual

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AlcoCONNECT Data Management System User Manual



Disclaimer – External Documents note to reader

The BAC or BrAC readings obtained by correct use of this device is only considered accurate at the time of testing. Great care has been taken to ensure the accuracy of each reading.

Neither the manufacturer, the distributor, nor the owner accepts liability or responsibility due to any action or claim

arising from the reading produced by this device, whether used correctly or incorrectly.

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Introduction

Alcolizer Technology is the largest supplier of alcohol instruments to Australian law enforcement and industry. Over 20 million tests are conducted annually using our Australian made alcohol breath testing equipment.

The Alcolizer AlcoCONNECT™ Data Management (AlcoCONNECT) system combines Alcolizer's innovative testing technology with state-of-the-art business solutions. It is the ideal tool for Safety and Business Managers seeking real time, analysed test results from across your business.

Our Alcolizer AlcoCONNECT Dashboard of results gives an easy to review analysis of your test data by number of tests, site location, time of day, test results and employee details.

Drug and Alcohol tests are listed separately, and data can be divided by sites or business units. Drill down into data on the Dashboard for instant access to the original alcohol, drug screen and confirmatory toxicology results.



Features

- Secure cloud-based test results storage
- Dashboard user interface for at-a-glance results accessibility and database creation
- Automatic service and technical issues alerts delivered directly to Alcolizer
- Customised messaging on screen

- Instant access from anywhere in the world
- Remote monitoring
- Real time alerts

Setting Up AlcoCONNECT for Your Company

Contact your sales representative to receive a copy of the form required to set up your company in AlcoCONNECT.

1. All companies should have at least 2 authorised company contacts. Security is paramount and Alcolizer will only make changes with the approval of an authorised company contact.
2. Once your Company Contact login(s) are set up, you can login and add Company, Users, Sites, and Staff.
3. Alcolizer will assign devices to your company. These should then be assigned to the correct site.

Accessing AlcoCONNECT

AlcoCONNECT is accessible at <https://cloud.alcolizer.com>.

Accessing AlcoCONNECT requires an email address, password, and 2-factor authentication to login.

Initial User Account Setup

When your account is setup, you will receive an email that contains a link to set your password. Follow the link to set your new password.



Set Password

Email: joe.bloggs@acme.com.au

The password must be between 8 and 32 characters and include at least one of each of these characters:


- lowercase
- uppercase
- number
- special: (!@#\$%^&*()_-=+[]{};<.>~)

New Password:

Password Confirmation:

Logging In

1. Enter your email address and password.



AlcoCONNECT

Sign in

Email address: georgia@alcolizer.com

Password: *****

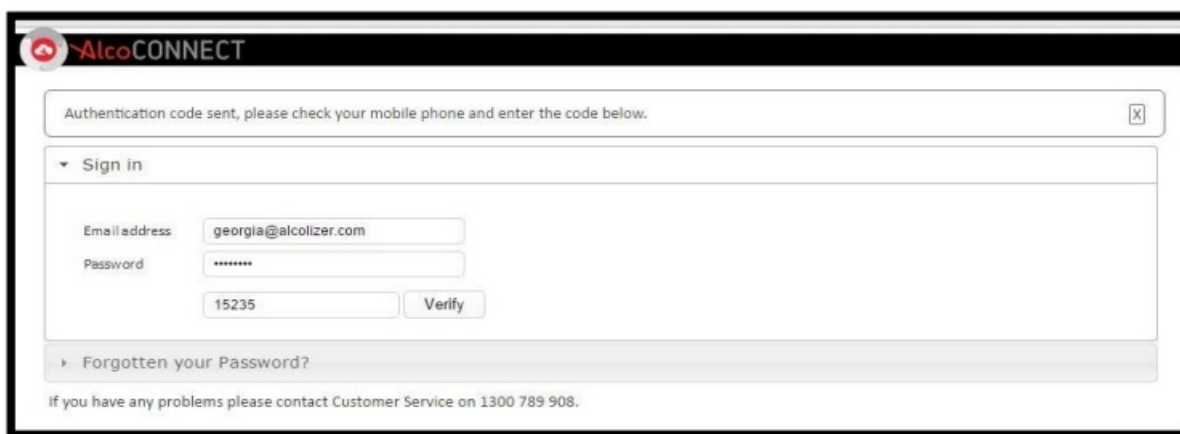
Sign-in

Forgotten your Password?

If you have any problems please contact Customer Service on 1300 789 908.

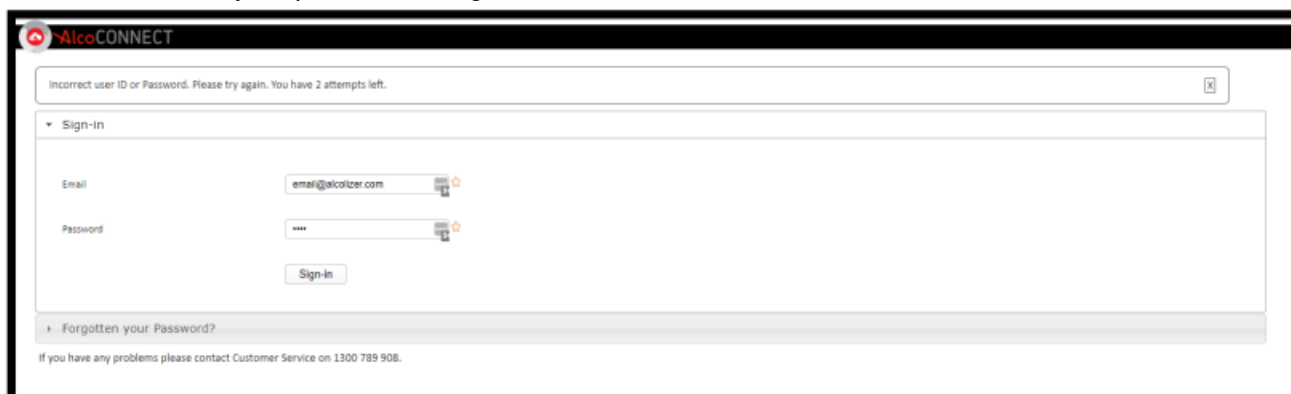
2. Enter your two-factor authentication code. There are two options for receiving this authentication code:

- SMS: AlcoCONNECT will send an authentication code to your mobile phone.
- App: Enter a code from an authenticator app such as Google Authenticator. Possible authenticator apps include:
 - o https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_AU
 - o <https://itunes.apple.com/au/app/google-authenticator/id388497605?mt=8>
 - o <https://www.microsoft.com/en-au/p/authenticator/9nblggh08h5>

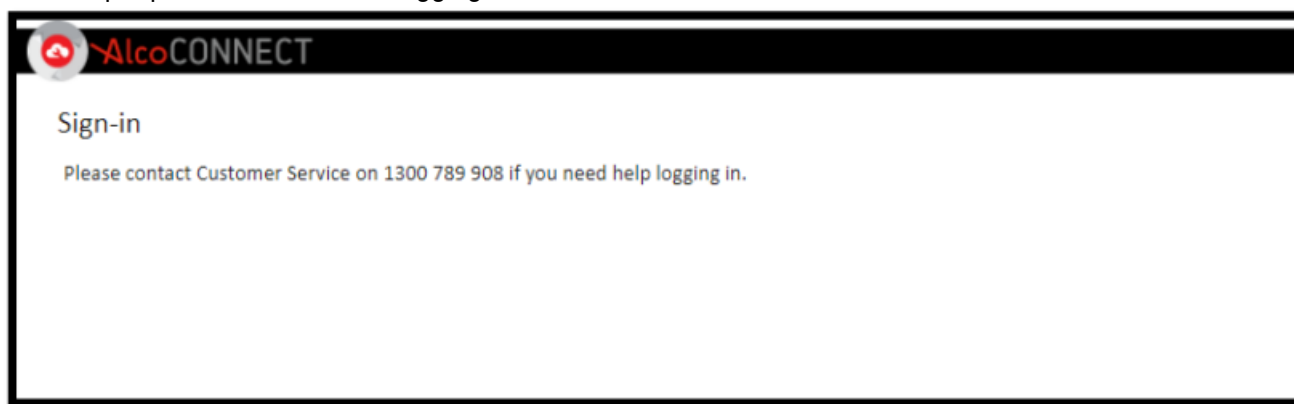


Login Lockout

In the event you enter your credentials wrong five times in a row, your access to AlcoCONNECT will be locked. You will need to reset your password using the instructions in Reset Password section.



If you see the below message, one of your authorised company contacts will need to contact Customer Service before you can log in again. An authorised company contact should email Customer Service the email addresses/people who had trouble logging in if known.



Reset Password

- If you forget your password, you can reset it by clicking on the 'Forgotten your Password' section. Enter your email address and the displayed Captcha code and you will be emailed a link to reset your password.
- If you are unable to reset your password, anyone with a Customer Contact or Customer Admin login should be


able to reset it for you.

▼ Forgotten your Password?

Enter your email and click reset and you will be emailed a link to reset your password.

Email

Captcha Verification Type the characters you see in the picture below.

 [Generate a new code](#)

Enter Captcha Code

Follow the link in the email and enter a new password.

Reset Password

Email

The password must be between 8 and 32 characters and include at least one of each of these characters:

- lowercase
- uppercase
- number
- special: (!@#\$%^&*()_+=+{};<.>~)

New Password

Password Confirmation

Navigation

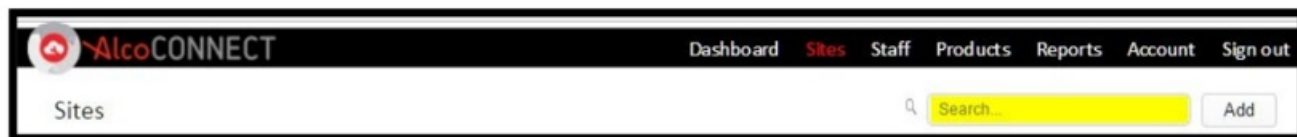
AlcoCONNECT Menu

The AlcoCONNECT Menu is always shown at the top of the screen when you are logged in. The items listed in your menu change based on your user type. This user guide displays the menu a Manager user will see.



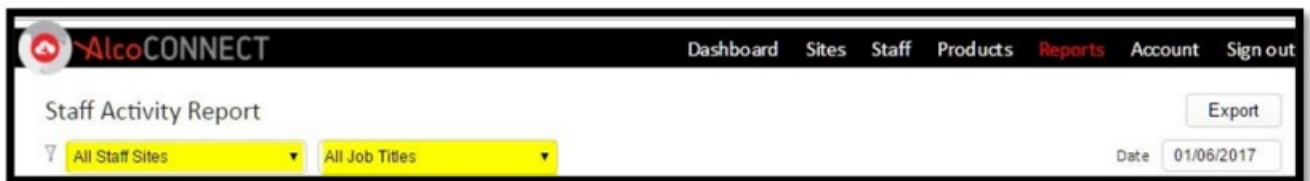
Searching

- A list of results can be filtered by searching, the search box is shown directly below the AlcoCONNECT Menu to the right of the screen.
- The list of results will update as you type. There is no need to click any on screen buttons or press enter.



Filtering

- Results can be filtered by selection, you will see one or more drop down lists below the page title. Selecting an item from a drop-down list will update the list of results.



The interface shows the 'AlcoCONNECT' logo on the left. On the right, there are navigation links: Dashboard, Sites, Staff, Products, Reports (highlighted in red), Account, and Sign out. Below the navigation bar, the title 'Staff Activity Report' is displayed. To the right of the title is an 'Export' button. Below the title, there are two dropdown menus: 'All Staff Sites' and 'All Job Titles'. On the far right, there is a 'Date' field showing '01/06/2017'.

Sort in Order

- Items can be sorted in order by a column, then arrows will be shown next to each column title that can be ordered.
- One arrow will be highlighted to show how the list is currently ordered.
- Clicking on a sortable column heading will change the ordering of the list.



A row of column headers with sortable arrows: Name, State, Company, Contact Person, and Email. Each header has a small upward and downward arrow icon next to it.

Pages of Data

- Large volumes of results can be sorted by moving through the pages of data by clicking the arrows or numbers at the bottom left of the list of data.

| | | | | | | | |
|--------------|----------|-----|------------|----------|---------------|----------|---------------------------|
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 13:27:17 | 0.000 g/100mL | 22750064 | |
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 13:42:18 | 0.000 g/100mL | 22750064 | |
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 14:48:39 | 0.000 g/100mL | 22750064 | |
| 1 | 2 | 3 | 4 | 5 | > | >> | Page 1 of 425 (8487 rows) |

- At the bottom right of the list of data is information on how many pages of data there is and how many rows of data.

| | | | | | | | |
|--------------|----------|-----|------------|----------|---------------|----------|---------------------------|
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 13:27:17 | 0.000 g/100mL | 22750064 | |
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 13:42:18 | 0.000 g/100mL | 22750064 | |
| Alcolizer HQ | Brisbane | WM4 | 06/05/2016 | 14:48:39 | 0.000 g/100mL | 22750064 | |
| 1 | 2 | 3 | 4 | 5 | > | >> | Page 1 of 425 (8487 rows) |

Change Log

- A record is kept of most changes made in AlcoCONNECT. It shows what was changed, what it was changed from and to, who made the change and what date they made the change.
- A record of who created the initial record is also stored.
- This feature is being introduced gradually, so some actions are not recorded in the on-screen log yet.

| Column | Old Value | New Value | Who | When |
|---------------------|-----------|--------------|-----------------------|------------|
| phone | | 1300 789 908 | AlcoCONNECT Admin (T) | 15/06/2013 |
| Page 1 of 1 (1 row) | | | | |

Dashboard

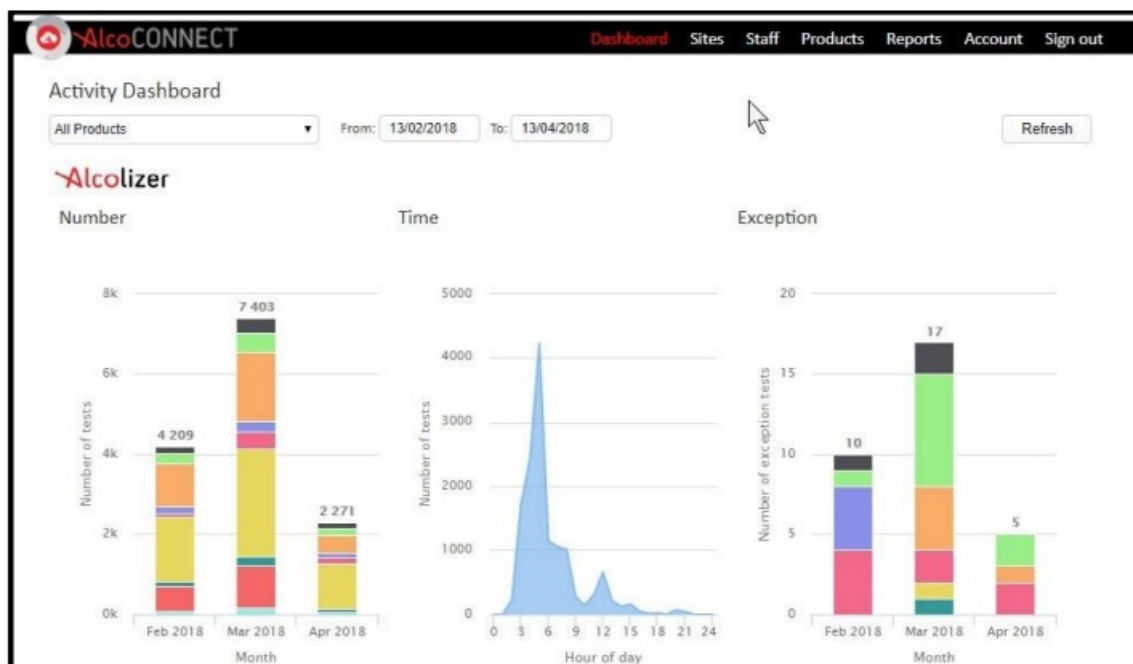
Activity

The Activity Dashboard provides instant access to key information as a series of graphs and summaries. Dashboard graphs can be filtered by site and/or product, and date range.

6.1.1 Alcolizer Graphs

The Alcolizer graphs provides summaries of test data logged by breath testing devices. There are three (3) graphs provided.

- Number – the number of tests by month, grouped by Site.
- Time – the number of tests and time of testing.
- Exception – the number of exception test results by month grouped by Site. An exception is a breath test result where the received test result was above the company's cut off limit at the time it was received.



- Click on a graph column, to see the activity list for more detail.

The Activities table displays a list of test results. The table has the following columns: Staff ID, Staff Name, Site, Product, Date, Time, Result, Serial, and Location. The data is filtered for Perth and All Machines, with checkboxes for Zero, At Risk, and Exception.

| Staff ID | Staff Name | Site | Product | Date | Time | Result | Serial | Location |
|----------|------------------|-------|---------|------------|----------|-------------------|----------|----------|
| 4444 | Invalid Staff ID | Perth | WM4 | 15-05-2023 | 13:05:23 | 0.000 g/210L B:AC | 22760011 | |
| 3333 | Joe Bloggs | Perth | WM4 | 15-06-2023 | 13:07:09 | 0.000 g/210L B:AC | 22760011 | |

- Clicking on an entry in the Activity List will open the Reading screen where you can view the details of the test and image of the employee. Images will only be available if your machine has a camera installed.

The Activity Record screen displays the details of a specific test result. The screen is divided into several sections:

- The breath test result as it was displayed:**
 - Result: 0.000 g/100ml BAC
 - Date and Time: 25-10-2017 14:19:31
 - Log Record ID: 9439
- Machine Identification:**
 - Serial Number: 90123456
 - Product: WM4 Balcatta
 - Description: Balcatta
 - Assembly Code: AS-00003-04
 - Software Version: ac-12.1
- Staff:**
 - Staff ID: 1248
 - Name: Jan Bloggs
 - Job Title: Driver
 - Phone: 1300 789 908
- Images:** Three small images showing the employee (Jan Bloggs) during the test.

6.1.2 Druglizer Graphs

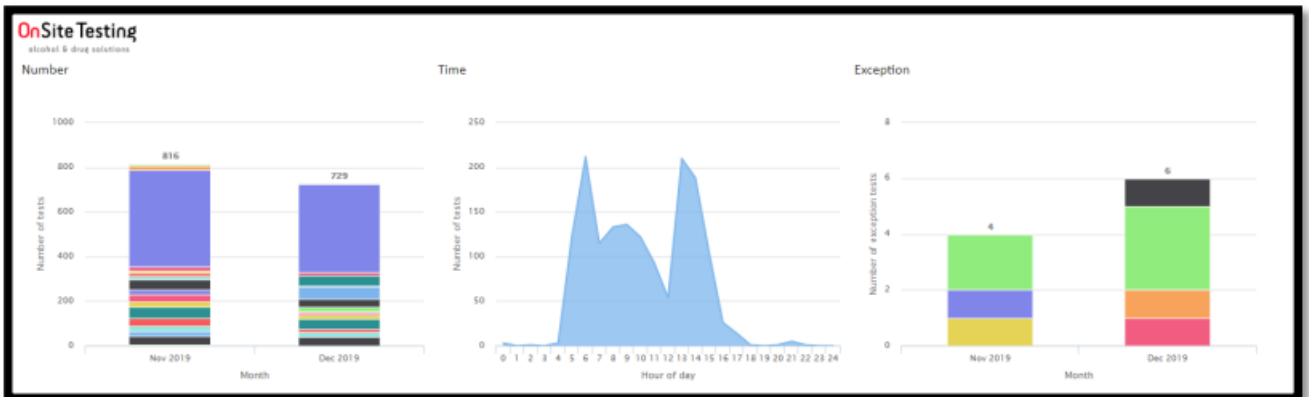
The Druglizer graphs provide summaries of readings data logged by Druglizer devices.

There are three (3) graphs provided which are in the same format as the Alcolizer Graphs described above. Clicking on the Number and Exception graph column will open the Druglizer Activity List, similar to how Alcolizer Graphs operate.

6.1.3 OnSite Testing Graphs

The OnSite Testing graphs provide summaries of readings data logged from AOD OnSite Testing. There are three (3) graphs provided.

- Number – the number of tests by month, grouped by Site.
- Time – the number of tests and time of testing.
- Exception – the number of exception test results by month grouped by Site. An exception is an unconfirmed drug test result.



- Click on a graph column to see the activity list for more detail.

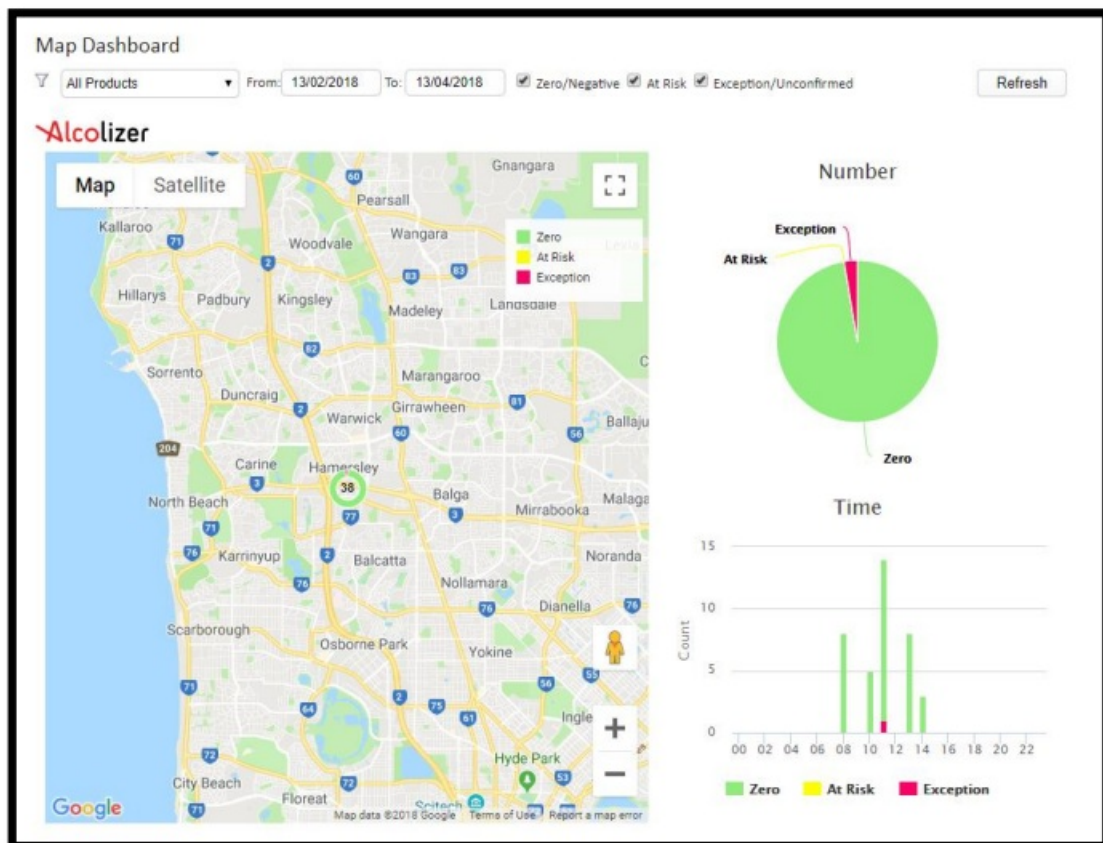
| AlcoCONNECT | | | | | | | |
|--|--------------|---|------------|--------|------------|--------------------|------------------|
| | | Dashboard Sites Staff Products Reports Account Sign out | | | | | |
| Activities | | Export Back | | | | | |
| <input checked="" type="checkbox"/> Negative <input checked="" type="checkbox"/> Unconfirmed | | From 27/03/2023 To 31/03/2023 | | | | | |
| Date | Client | Site | Name | Job | DOB | Breath Test Result | Drug Test Result |
| 27/03/2023 | Alcolizer HQ | Perth | John Smith | Driver | 27/03/2004 | | Negative |
| 27/03/2023 | Alcolizer HQ | Perth | November | Tester | 27/03/2016 | | Negative |

- Clicking on an entry in the activity list will open the Activities screen where you can view the details of the test.

Map

The Map Dashboard provides summaries of readings data mapped to location and broken down by result categories of Zero, At Risk and Exception. You can access these graphs by clicking on the Map Graph button. There are three (3) graphs provided:

- Number – the number of readings in each result category.
- Time – the number of readings in each result category by time taken.
- Map – the number of readings in each result category mapped to location.



The report can be restricted to mapping only selected categories. Click through to the activity list for more details on the pie and map graph.

Company

Access to the company section is restricted to Company Contact and Company Admin user logins. Company Contact users can adjust all details related to your company profile except for company name. Contact your sales representative to receive a copy of the form required to modify these details in AlcoCONNECT.

Users

Access to the user section is restricted to Company Contact and Company Admin user logins. If you do not see 'Users' in the top of the menu, you do not have access to manage users.

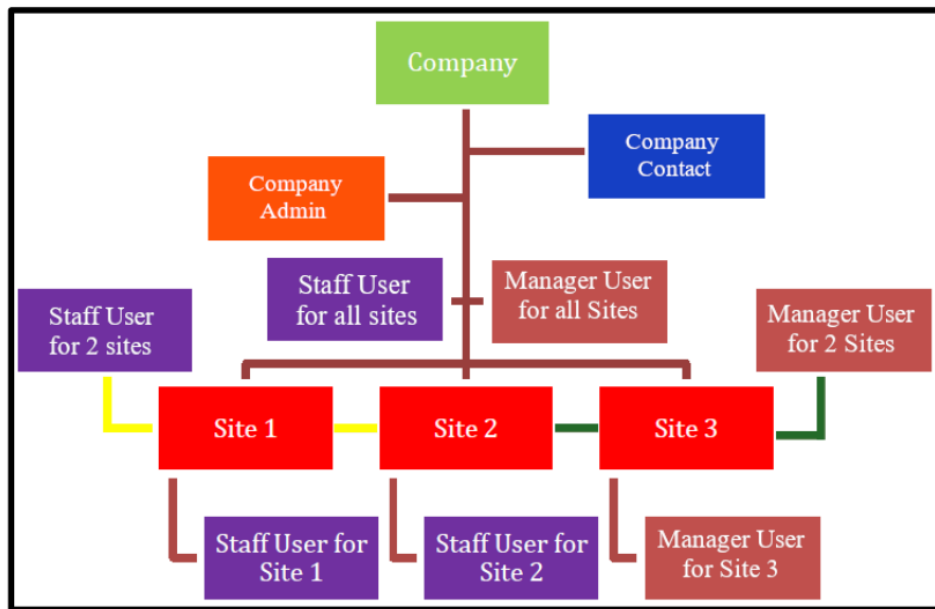
Login Customisation

A user login can be customised by the following:

- User Types
- Site Restriction
- Report Access

8.1.1 User Types

Different user types have different levels of access within AlcoCONNECT.

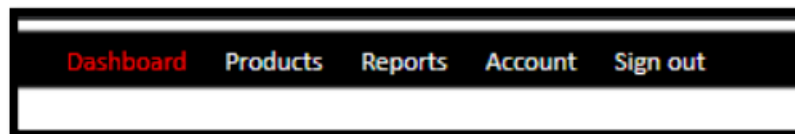


8.1.1.1 Staff User

A Staff User can

- Edit device details.
- Move devices between sites.
- View testing records and results.
- Export testing records and results.
- Set up periodic emailed reports.

NOTE a user cannot access site or staff details.



8.1.1.2 Manager

A Manager user type has all the access capabilities of a Staff User plus they can:

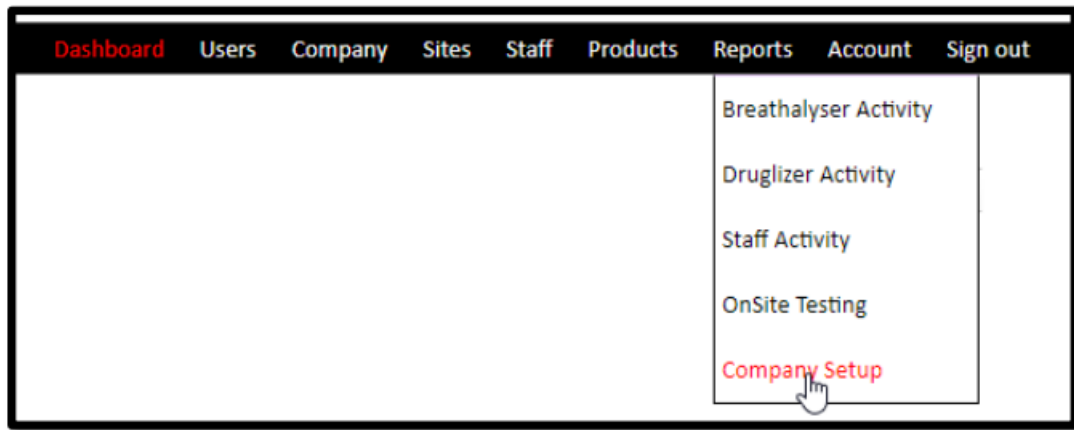
- Create and edit sites.
- Note if a manager has a site restriction, they cannot add sites.
- Add and maintain staff details.
- Manage WM4/Centurion configuration.
- View the OnSite Testing Dashboard (if applicable).



8.1.1.3 Company Admin

A Company Admin user type has all the access capabilities of a Manager user, plus they can:

- Add new Manager and Staff users.
- View the company setup.



8.1.1.4 Company Contact

Your first Company Contact user can only be created by Alcolizer. After that Company Contacts can maintain Company Contacts.

A Company Contact user type has all the access capabilities of a Company Admin plus they can:

- Add new Company Contact and Company Admin users Each company should have at least two company contacts. The company contact is someone in your organisation who is authorised to make or request changes to your AlcoCONNECT setup. Each designated company contact will get a Company Contact login to make it easier to view and manage your AlcoCONNECT setup.

8.1.2 Site Restriction

Site restriction does not apply to Company Contact and Company Admin user types. They will always see all devices.

8.1.2.1 No Site Restriction

If a login should be able to see all devices that are associated with your company, leave the site restriction empty as shown below. This will allow the person to see devices that are not yet assigned to a site.

User Type: Customer Manager

Site: Select Site

8.1.2.2 Site Restriction

A login can be restricted to one or more sites. As soon as a login has a site restriction, they will not be able to add or delete sites.

Site: Head Office X Perth Office X

8.1.3 Report Access

You can choose to grant access to various sections of the portal for each user. A green tick indicates that your company has relevant data in AlcoCONNECT. If you tick Report Access when your company does not have any relevant data, the reports will not be displayed in AlcoCONNECT until data exists.

| Report Access ⓘ | Company Data Check Access ⓘ | Check Box(es) Below For Report Access ⓘ |
|-----------------|-----------------------------|---|
| | | <input checked="" type="checkbox"/> Breathalyser Access |
| | | <input checked="" type="checkbox"/> Druglizer Access |
| | | <input checked="" type="checkbox"/> OnSite Testing Access |
| | | <input type="checkbox"/> OnSite Testing Dashboard Access |

8.1.3.1 Breathalyser Access

Enabling gives the login access to view breathalyser data on the Dashboards and the Breathalyser and Staff Activity reports.

8.1.3.2 Druglizer Access

Enabling gives the login access to view Druglizer data on the Dashboards and the Druglizer report.

8.1.3.3 OnSite Testing Access

Enabling gives the login access to view Drug and Alcohol Onsite Testing data on the Activity Dashboard and the OnSite Testing report.

8.1.3.4 OnSite Testing Dashboard Access

Enabling gives the login access to view the Onsite Testing Dashboard. This is only relevant if you are performing your own OnSite Testing and need to check why a testing session is not syncing fully to AlcoCONNECT.

Add A User

- Click on Users tab in main menu.
- Select the Add button in the top right of the page.
- Complete at least the required fields.
- Select the appropriate User Type.
- If the user is to have access to all machines associated with the company, leave the Site field empty.
- Select which Report Acces the person will have .
- The email and mobile phone numbers will be used for communication, so make sure they are correct.
- There are 2 options for Two Factory Authentication:
- SMS – this uses an external provider to send an SMS code to a mobile phone.
- Authenticator App –
 1. A unique QR code is created for each user.
 2. Scanning this code authorises the authenticator app to create codes that can be used for 2fa. This can be more reliable when a mobile network is not reliable.
- An automatic welcome email will be sent which provides the user with a link to set up their own password. If you selected Authenticator App, extra information about setting up an Authenticator app is sent in the email.

User

This form allows you to create users who can login to AlcoCONNECT. All fields marked with a star are mandatory.

Name ☆

Email ☆

Mobile

Phone

User Type ☆

Report Type Access

Select User Type

Select User Type

Customer Admin

Customer Manager

Customer Staff

✗

✗

✗

☒ Druglizer Access

☒ OnSite Testing Access

☐ OnSite Testing Dashboard Access

Two Factor Authentication

☐ SMS

☒ Authenticator App

View and Edit A User

View and edit users as follows:

- Click on Users in the main menu to open the Users list.
- Click on the user's row in the User list. This will open the selected user in the User Details screen where you can view and edit user information.
- Make any required changes.
- Click the Save button at the top right of the screen to save data. The user details will be saved, and a message displayed at the top of the screen reporting success, or an error message if there was a problem.

8.3.1 Changing Password

You will need to enter the same password twice. Check that the password matches the displayed password requirements. When you save the form, the user will be emailed their new password direct. The email contains advice to reset their password when they login.

8.3.2 Resending A QR Code

If a user is using an Authenticator app, then there will be an email link that will email the QR code to the users email address.

Two Factor Authentication

☒ Google Authenticator - Email users unique QR Code

☐ SMS

8.3.3 Set A User to Inactive

Setting a user to inactive stops that user from logging in and receiving automated reports. It does not remove the email from any alert recipient emails lists. This needs to be done separately if required.

Change the Status from Active to Inactive.

| | |
|---------------------------|---|
| Two Factor Authentication | <input checked="" type="radio"/> SMS |
| | <input type="radio"/> Authenticator App |
| Status | <input type="radio"/> Active |
| | <input checked="" type="radio"/> Inactive |

Sites

Click Sites in the main menu to open the Site list.

| AlcoCONNECT | | | | |
|---|-------|--------------|----------------|-----------------------------|
| Dashboard Sites Staff Products Reports Account Sign out | | | | |
| Sites <input type="text" value="Search..."/> <input type="button" value="Add"/> | | | | |
| Name | State | Company | Contact Person | Email |
| Brisbane | QLD | Alcolizer HQ | Georgia Mills | georgia.mills@alcolizer.com |

Adding a Site

1. Select the add button near the search field to add a new site. Complete the site details and save.

| | | | | |
|---|--|--|--|--|
| AlcoCONNECT | | | | |
| Dashboard Sites Staff Products Reports Account Sign out | | | | |
| Sites <input type="text" value="Search..."/> <input type="button" value="Add"/> | | | | |

2. Enter the Site information. Note, required fields are indicated with a star.
3. The Time Zone field needs to be set to the local time for a true reflection of test time.
4. Once saved, you can send a test email to all emails associated with the Site to make sure all emails are correct. Click on 'Test Email' and emails will be sent.
5. GPS coordinates are required to allow Wall Mount and Centurion data to be shown on the Map Dashboard. You can enter this manually if the coordinates cannot be determined via clicking the Get GPS Coordinates button.

| | | | |
|--|-----------------|---|------------------|
| AlcoCONNECT | | Dashboard Sites Staff Products Reports Account Sign out | |
| Site <input type="button" value="Save"/> <input type="button" value="Back"/> | | | |
| Site name | Alcolizer Perth | Region | VIA |
| Country | Australia | Alert recipient email 1 | |
| Address line 1 | 36 Mumford Ave | Alert recipient email 2 | |
| Address line 2 | Balcatta | Alert recipient email 3 | |
| Contact person | | Alert recipient email 4 | |
| Phone | | Alert recipient email 5 | |
| Fax | | Time Zone | Select Time Zone |
| Mobile | | | |
| Email | | | |
| <input type="button" value="Get GPS Coordinates"/> | | | |
| Latitude | -31.857736 | Longitude | 115.8070887 |
| <p>NOTE: This sites latitude and longitude are being automatically calculated. Saving will set the default latitude and longitude.</p> | | | |

View and Update Site Details

1. Click on the site record in the site list. This will open the selected site record where you can update the site information. Note, required fields are indicated with a star.
2. Click the Save button at the top right of the screen to save the data. The site details will be saved, and a message displayed at the top of the screen reporting success, or an error message if there were any problems (i.e. missing required fields).
3. Click the Back button to return to the site list.

Delete a Site

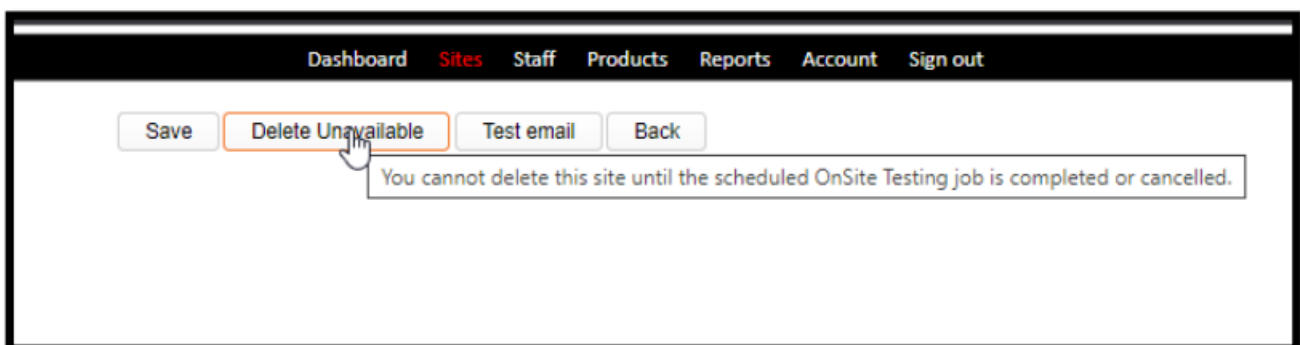
NOTE: if your AlcoCONNECT portal system uses OnSite Testing data it is not advisable to delete any sites.

1. Before deleting a site, check which users might have that site assigned to them and adjust if required. If you don't have permission to adjust users, you will need to contact the person who manages your AlcoCONNECT portal for your company.
2. Click on the site record in the site list. This will open the selected site record.
3. Click on the Delete button.
4. You will be prompted to confirm the deletion. Click OK to delete or Cancel to keep the site.
5. Click the Back button to return to the site list.

NOTE: deleting a site does not delete any associated data. EG all products and associated test records are kept. It does however remove access to any OnSite Testing Job Card details. This may impact your OnSite Testing in the future.



If you use our OnSite Testing services, you will find that when a testing job is scheduled you will not be able to delete this site. You will need to contact Alcolizer to cancel any scheduled jobs. It is not advisable to delete sites that are associated with OnSite Testing.



Send A Test Alert Email

1. Click on the site record in the site list. This will open the selected site record.
2. Click on the Test email button.
3. An email will be sent to the site contact and all alert recipient emails.

Staff

- Click Staff in the main menu to open the Staff list.

| ID | First Name | Last Name | Company | Site | Job Title | Phone | Email | Manager |
|-------|------------|-----------|--------------|------|---------------------|-----------|-----------------------------|------------|
| 10066 | George | Almanza | Alcolizer HQ | | Armored Assault | 408400433 | George.Almanza@email.com | Bill Smith |
| 10067 | Renita | Almeida | Alcolizer HQ | | Armored Assault | 408400434 | Renita.Almeida@email.com | Bill Smith |
| 10068 | Hyun | Almond | Alcolizer HQ | | Art Director Jobs | 408400435 | Hyun.Almond@email.com | Bill Smith |
| 10069 | Harcen | Alonso | Alcolizer HQ | | Art Teacher Jobs | 408400436 | Harcen.Alonso@email.com | Bill Smith |
| 10070 | Hermelinda | Alonso | Alcolizer HQ | | Artillery Officer J | 408400437 | Hermelinda.Alonso@email.com | Bill Smith |
| 10071 | An | Alston | Alcolizer HQ | | Artillery Crew Me | 408400438 | An.Alston@email.com | Bill Smith |
| 10072 | Kattie | Altman | Alcolizer HQ | | Artist Jobs | 408400439 | Kattie.Altman@email.com | Bill Smith |
| 10073 | Desmond | Alvarado | Alcolizer HQ | | Assembler Jobs | 408400440 | Desmond.Alvarado@email.com | Bill Smith |
| 10074 | Harriet | Alvarez | Alcolizer HQ | | Assessor Jobs | 408400441 | Harriet.Alvarez@email.com | Bill Smith |
| 10075 | Dawnie | Aives | Alcolizer HQ | | Astronomer Jobs | 408400442 | Dawnie.Aives@email.com | Bill Smith |
| 10076 | Shirlene | Amador | Alcolizer HQ | | Athletes and Spo | 408400443 | Shirlene.Amador@email.com | Bill Smith |
| 10077 | Flavia | Amaral | Alcolizer HQ | | Athletic Trainer J | 408400444 | Flavia.Amaral@email.com | Bill Smith |
| 10078 | Jocelyn | Amato | Alcolizer HQ | | Atmospheric and | 408400445 | Jocelyn.Amato@email.com | Bill Smith |
| 10079 | Charlyn | Amaya | Alcolizer HQ | | Audio and Video | 408400446 | Charlyn.Amaya@email.com | Bill Smith |

Adding New Staff

Staff members can be added individually or imported from an excel list.

1. To add a staff member individually, from the Staff screen select the Add button near the Search field at the top right of the staff list.

| ID | First Name | Last Name | Company | Site | Job Title | Phone | Email | Manager |
|-------|------------|-----------|--------------|------|-------------------|-----------|--------------------------|------------|
| 10066 | George | Almanza | Alcolizer HQ | | Armored Assault | 408400433 | George.Almanza@email.com | Bill Smith |
| 10067 | Renita | Almeida | Alcolizer HQ | | Armored Assault | 408400434 | Renita.Almeida@email.com | Bill Smith |
| 10068 | Hyun | Almond | Alcolizer HQ | | Art Director Jobs | 408400435 | Hyun.Almond@email.com | Bill Smith |

2. Enter the Staff information. Note, required fields are indicated with a star.

Staff

Save Back

ID ☆

Site Select Site

Manager Select Manager

First Name ☆

Last Name ☆

Job Title

Email

Phone

3. Click the Save button at the top right of the screen to save the data.
4. The staff details will be saved, and a message displayed at the top of the screen reporting success, or an error message if there are any problems (i.e. missing required fields).
5. Select the Back button to return to the staff list.

View and Update Staff Details

To view and update staff details.

1. Click on Staff in the main menu to open the Staff List.
2. Click on the Staff record in the Staff List. This will open the selected staff record in the Staff Details screen where you can update the staff information. Note, required fields are indicated with a star.

3. Click the Save button at the top right of the screen to save the data. The staff details will be saved, and a message displayed at the top of the screen reporting success, or an error message if there were any problems (i.e. missing required fields).
4. Click the Back button to return to the Staff List.

To view and update staff details.

1. Click on Staff in the main menu to open the Staff List.
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3. Click the Save button at the top right of the screen to save the data. The staff details will be saved, and a message displayed at the top of the screen reporting success, or an error message if there were any problems (i.e. missing required fields).
4. Click the Back button to return to the Staff List.

Staff

Save Delete Back

ID 123 *

Site Alcolizer

Manager Select Manager

First Name Joe *

Last Name Bloggs *

Job Title Driver

Email

Phone

Delete A Staff Member

To delete a staff member.

1. Click on Staff in the main menu to open the Staff List.
2. Click on the Staff record in the Staff List. This will open the selected staff record.
3. Click the Delete button at the top right of the screen to delete the staff member.
4. You will be prompted to confirm that you would like to delete the staff member.
Click OK to delete or Cancel to keep.
5. You will be returned to the Staff List.

NOTE: Deleting a staff member does not delete any breath tests performed by that staff member. Any tests that used that staff ID will show up as an Invalid Staff ID in reports.

Deleting Multiple Staff Members

1. Click on Staff in the main menu to open the Staff List.
2. Filter the results to show only the staff members you want to delete.
3. Click the Delete button at the top right of the screen to delete these staff members.
4. A pop up will appear telling you that a backup Excel file will be created and downloaded for you. Click OK.
5. Check that the file has downloaded. You should keep this file as a backup in case you need to reimport the

deleted staff.

6. You will be prompted to confirm that you would like to delete the staff members.

Click OK to delete or Cancel to keep.

7. You will be returned to the Staff List

| Staff ID | First Name | Last Name | Job Title | Company | Staff Site | Phone |
|----------|------------|-----------|-----------|--------------|------------|-------|
| 123 | Joe | Bloggs | Driver | Alcolizer HQ | Alcolizer | |

NOTE: Deleting a staff member does not delete any breath tests performed by that staff member. Any tests that used that staff ID will show up as an Invalid Staff ID in reports.

Importing Staff Details

- When importing staff details from an excel file it is important that you prepare the file and follow the instructions.
- The order of the columns MUST be the same as described in the import instructions.

Staff Import

Instructions

1. The file must be .xls
2. Each entry must be on its own line.
3. The header row must be in the import file.
4. The order of the columns/header row MUST be like this: ID, First Name, Last Name, Job Title, Company, Staff Site, Phone, Email, Manager First Name, Manager Last Name.
5. Company details cannot be changed. They will be ignored.
6. You cannot add a new Staff Site with this form. The Site must already exist for the Company.
7. Manager Information
 - The Managers name will be displayed in any relevant Exception Alert emails sent from AlcoCONNECT Live.
 - The Manager will not be emailed, unless their email is listed in the Alert recipients list for the relevant site or company.

Example File Layout

| ID | First Name | Last Name | Job Title | Company | Staff Site | Phone | Email | Manager First Name | Manager Last Name |
|-----|------------|-----------|--------------|----------------------|--------------|-------|---------------------------|--------------------|-------------------|
| 123 | Joe | Bloggs | Area Manager | Alcolizer Technology | Perth Office | | joe.bloggs@alcolizer.com | Joe | Bloggs |
| 222 | Jane | Smith | Driver | Alcolizer Technology | Perth Office | | jane.driver@alcolizer.com | | |

Choose file No file chosen Import

- Select Choose File to add the import file, then select Import.
- On Completion, AlcoCONNECT will report the number of records inserted, updated or in error.

Exporting Staff

To export staff details, from the Staff screen select Export. This will export all the staff records in the staff list to an excel spreadsheet.

Staff Details Appearing In Reports

If you don't require a staff ID to be entered when a test is performed, then your results will appear as shown in the first row in the Activities screen shot below. Reports will show that no staff ID was recorded when the test appears in reports.

If a staff ID was entered, but it doesn't match any staff IDs you have recorded then your results will appear as shown in the second row in the Activities screen shot below. The unknown staff ID will be shown with the words 'Invalid Staff ID'.

If the staff ID that was entered matches one of your entered staff IDs, the staff members name will be as shown in the third row in the Activities screen shot below.

| Staff ID | Staff Name | Site | Product | Date | Time | BAC | Serial | Location |
|-----------|------------------|-------|---------|------------|----------|---------------|----------|----------|
| | Not recorded | Perth | WMA | 04-12-2020 | 15:40:48 | 0.000 g/100mL | 22760011 | |
| 11220rthv | Invalid Staff ID | Perth | WMA | 04-12-2020 | 15:41:38 | 0.000 g/100mL | 22760011 | |
| 9999 | Joe Bloggs | Perth | WMA | 04-12-2020 | 15:42:02 | 0.000 g/100mL | 22760011 | |

Page 1 of 1 (3 rows)

The products screen lists all the Alcolizer devices that you have linked to AlcoCONNECT. Click Products in the main menu to open the Products List.



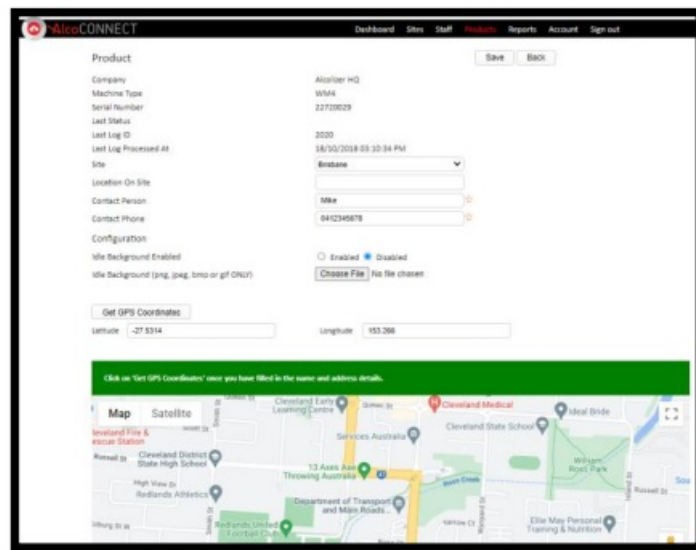
| Company | Site | Product Type | Serial | Location On Site | Contact Name |
|--------------|----------|---------------|----------|------------------|--------------|
| Alcolizer HQ | Brisbane | HH4 | 10000000 | | Golf Mike |
| Alcolizer HQ | Brisbane | Centurion | 11223344 | | Dylan |
| Alcolizer HQ | | LTS Alcolizer | 12345678 | | Mike |

Depending on your access level, you can set the following details for each product by selecting the product from the list:

- Site
- Location on site
- Contact name
- Contact Number
- Click Get GPS Coordinates for exact location

Depending on the software installed on your device(s), you may see a recalibration or service due date. You need to have either FM-20.0 or BK-20.0 installed on devices to see this. Over time all devices will be updated to this firmware version.

Once you have updated the details click the save button



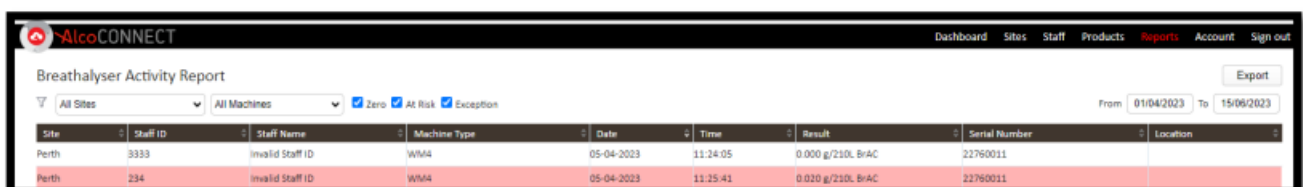
Product configuration page showing details for a device. Fields include Company (Alcolizer HQ), Machine Type (WH4), Serial Number (22700029), Last Status (2020), Last Log ID (18/10/2018 09:20:04 PM), Last Log Processed At (Brisbane), Site (Brisbane), Location On Site (Mike), Contact Person (Mike), Contact Phone (0412345678), and Configuration (Site Background Enabled, Disabled, Choose File). A 'Get GPS Coordinates' button is present, and a map shows the location.

12 Reports

- Reports can be viewed on screen or exported to Excel.
- Click the dropdown menu on Reports to select the required report.

Breathalyser Activity Report

- This report lists all breath tests in a selected date range.
- It can be filtered to only show those results above the set limit (Exceptions).



| Site | Staff ID | Staff Name | Machine Type | Date | Time | Result | Serial Number | Location |
|-------|----------|------------------|--------------|------------|----------|-------------------|---------------|----------|
| Perth | 3333 | Invalid Staff ID | WH4 | 05-04-2023 | 11:24:05 | 0.000 g/210L BrAC | 22760011 | |
| Perth | 234 | Invalid Staff ID | WH4 | 05-04-2023 | 11:25:41 | 0.020 g/210L BrAC | 22760011 | |

- You can filter the report by selecting the site, product, result type and date range for reporting period

| Site | Staff ID | Staff Name | Machine Type | Date | Time | Result | Serial Number | Location |
|-------|----------|------------------|--------------|------------|----------|------------------|---------------|----------|
| Perth | 234 | Invalid Staff ID | WM4 | 05-04-2023 | 11:25:41 | 0.020 g/210L BAC | 22760011 | |
| Perth | 333 | Invalid Staff ID | WM4 | 11-04-2023 | 10:17:40 | 0.011 g/210L BAC | 22760011 | |

- Exceptions are highlighted in a pink colour.

Druglizer Activity Report

This report lists all drug tests in a selected date range.

| Site | Staff ID | Staff Name | Machine Type | Date | Time | Result | Serial Number | Location |
|------|----------|------------------|---------------|------------|----------|-------------|---------------|----------|
| | | Invalid Staff ID | LES Druglizer | 27-11-2019 | 16:29:26 | Unconfirmed | 29480075 | |
| | | Invalid Staff ID | LES Druglizer | 29-11-2019 | 10:19:11 | Unconfirmed | 29480075 | |
| | | Invalid Staff ID | LES Druglizer | 09-12-2019 | 08:28:30 | Unconfirmed | 29480075 | |

- Filtering reports is achieved by selecting the site, product, result type (Negative, or Unconfirmed) and date range for reporting period

| Site | Staff ID | Staff Name | Machine Type | Date | Time | Result | Serial Number | Location |
|------|----------|------------------|---------------|------------|----------|-------------|---------------|----------|
| | | Invalid Staff ID | LES Druglizer | 27-11-2019 | 16:29:26 | Unconfirmed | 29480075 | |
| | | Invalid Staff ID | LES Druglizer | 29-11-2019 | 10:19:11 | Unconfirmed | 29480075 | |
| | | Invalid Staff ID | LES Druglizer | 09-12-2019 | 08:28:30 | Unconfirmed | 29480075 | |

Staff Activity Report

This report provides a list of all staff and shows which staff have given a sample on the selected date.

| ID | First Name | Last Name | Job Title | Staff Site | Date | Time | Product | Machine Site | Serial | Result | Manager |
|------|------------|-----------|--------------------|--------------|------------|----------|---------|--------------|----------|------------------|------------|
| 5112 | Jane | Smith | | Brisbane | | | | | | | |
| 3333 | Joe | Bloggs | | | 15-06-2023 | 13:07:09 | WM4 | Perth | 22760011 | 0.000 g/210L BAC | |
| 3456 | John | Smith | Service Technician | Alcoholer HQ | | | | | | | Jane Smith |

- Filtering the report can be achieved by selecting the staff site, job title and a single date. Note, this is the site that a staff member is assigned to, and not the site that a testing device is assigned to.

| ID | First Name | Last Name | Job Title | Staff Site | Date | Time | Product | Machine Site | Serial | Result | Manager |
|------|------------|-----------|--------------------|--------------|------------|----------|---------|--------------|----------|------------------|------------|
| 5112 | Jane | Smith | | Brisbane | | | | | | | |
| 3333 | Joe | Bloggs | | | 15-06-2023 | 13:07:09 | WM4 | Perth | 22760011 | 0.000 g/210L BAC | |
| 3456 | John | Smith | Service Technician | Alcoholer HQ | | | | | | | Jane Smith |

- Staff who have not provided a sample are highlighted in pink.
- OnSite Testing Report

This report gives you information on any AOD tests run in a selected date range.

| AlcoCONNECT | | | | | | | |
|-----------------------|------------------|-------|---------------|------|------------|--------------------|------------------|
| OnSite Testing Report | | | | | | | |
| Date | Type/Client | Site | Name | Job | DOB | Breath Test Result | Drug Test Result |
| 01/06/2023 | COR Alcolizer HQ | Perth | | | | | |
| 01/06/2023 | OPD | Perth | Test Positive | Test | 01/06/2023 | 0.00 g/210L | Unconfirmed |
| 01/06/2023 | LTR | | Test Positive | N/A | 01/06/2023 | N/A | Positive |

If an unconfirmed drug test results is sent to a laboratory for confirmation testing, then a PDF of the lab test results can be recorded with the test record. This feature was implemented in NE-3.28.0 release and is not applicable to lab test reports completed before this release.

| Confirmation Results | |
|--|----------|
| Drug Class | Result |
| AMP | Negative |
| Lab Test Results PDF: Download | |

Company Setup

This report allows company contacts and company admin users to view your company's AlcoCONNECT setup. This report provides the below information:

- Company level email alert recipients
- Sites and number of machines linked to each site
- Machine details including site and date of last log processed
- User details including site access and the last date each user logged in

You will be able to click on the company name, site machine and most user rows to update your data. Please contact Alcolizer if you are a designated company contact and do not have access to this report.

ACME

| Address | Contact Person | Alert Recipients |
|---------------|----------------------|------------------|
| 480 Main Road | Joe Bloggs | hr@acme.com |
| 4001 | joe.bloggs@acme.com | |
| QLD | Phone: 1300 2263 267 | |
| Australia | Mobile:0412345678 | |
| | Fax: | |

Sites

| Site | Contact Person | Email | Machines |
|-------------|----------------|----------------------|----------|
| Head Office | Jane Bloggs | jane.bloggs@acme.com | 1 |

Machines

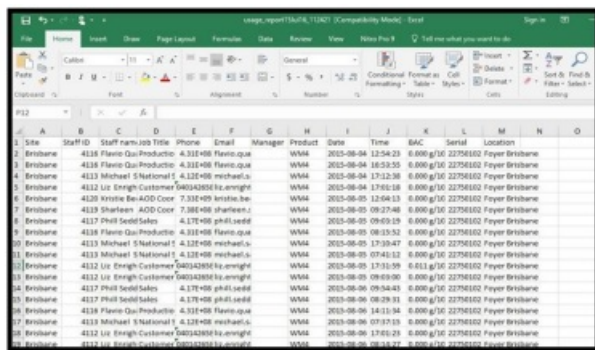
| Machine | Machine Type | Site | Contact Person | Phone | Last Serviced | Last Log Processed At |
|----------|--------------|-------------|----------------|--------------|---------------|-----------------------|
| 31234567 | WM4 | Head Office | John Smith | 0428 551 111 | 29-07-2020 | 04-12-2020 |

Users

| Name | Email | User Type | Company | Site | Last Logged In |
|-------------|---------------------|------------------|---------|-------------|----------------|
| Joe Bloggs | joebloggs@acme.com | Company Contact | Acme | | 21-11-2020 |
| Jane Bloggs | janebloggs@acme.com | Customer Manager | Acme | Head Office | 11-12-2020 |
| John Smith | johnsmigh@acme.com | Customer Staff | Acme | Head Office | 29-11-2020 |

Export

Select the Export button to export a report to Microsoft Excel. The Company Setup report cannot be exported. You can only export up to 10,000 rows. If you try and export more than 10,000 rows the 'Export' button changes to 'Export Unavailable'



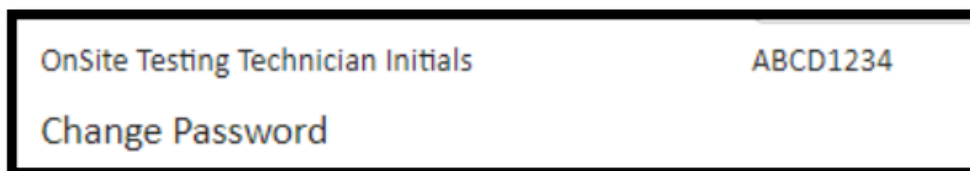
| Staff ID | Staff Name | Title | Phone | Email | Manager | Product | Date | Time | MAC | Serial | Location |
|----------|------------|---------------|----------|------------|---------|------------|----------|-------|------|----------|----------------|
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-04 | 12:54:23 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-04 | 16:53:55 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4133 | Michael | S National | 4.33E+08 | michael.s | WMA | 2015-08-04 | 17:12:36 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4132 | Liv | Engh Customer | 50034200 | lu.enright | WMA | 2015-08-04 | 17:10:18 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Kristie | Be-AOD Coord | 7.33E+09 | kristie.be | WMA | 2015-08-05 | 12:04:13 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4133 | Shariann | AOD Coord | 7.38E+08 | shariann.z | WMA | 2015-08-05 | 09:27:48 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4132 | Phil | Send Sales | 4.33E+08 | phil.send | WMA | 2015-08-05 | 09:09:19 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-05 | 08:15:52 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4133 | Michael | S National | 4.33E+08 | michael.s | WMA | 2015-08-05 | 17:30:47 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4133 | Michael | S National | 4.33E+08 | michael.s | WMA | 2015-08-05 | 07:40:12 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4132 | Liv | Engh Customer | 50034200 | lu.enright | WMA | 2015-08-05 | 17:10:39 | 6.013 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-05 | 09:09:00 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4137 | Phil | Send Sales | 4.33E+08 | phil.send | WMA | 2015-08-06 | 09:54:01 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-06 | 08:29:51 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-06 | 14:11:54 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4133 | Michael | S National | 4.33E+08 | michael.s | WMA | 2015-08-06 | 07:37:15 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4132 | Liv | Engh Customer | 50034200 | lu.enright | WMA | 2015-08-06 | 17:01:10 | 6.000 | g/70 | 22706002 | Foyer Brisbane |
| 4138 | Flavio | Qui-Productio | 4.33E+08 | flavio.que | WMA | 2015-08-06 | 08:15:47 | 6.000 | g/70 | 22706002 | Foyer Brisbane |

13 Account

Under the account section you can set your contact details and change your password.

Authorised OnSite Testing Technicians

If you are set up as an authorised OnSite Testing (AOD) Technician in AlcoCONNECT, your Technician Initials will be displayed. These need to be entered into the OnSite Testing App to be able to sync your test data to AlcoCONNECT.

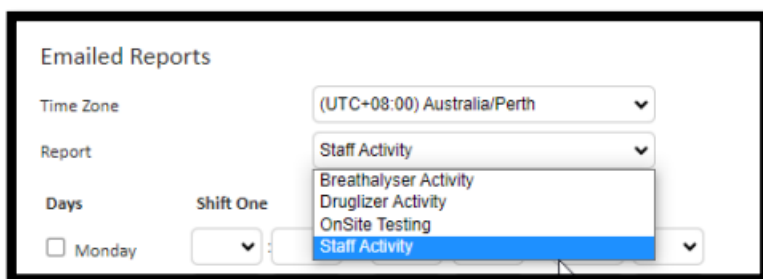


OnSite Testing Technician Initials ABCD1234

Change Password

Configure Emailed Reports

- The Breathalyser Activity, Druglizer Activity, Onsite Testing and Staff Activity Reports can be emailed to you up to 3 times a day.
- You must select your Time Zone, so the email is received at the right time.
- Select which report you would like to configure using the drop down menu



Emailed Reports

Time Zone (UTC+08:00) Australia/Perth

Report Staff Activity

Days Monday

Shift One

Breathalyser Activity

Druglizer Activity

OnSite Testing

Staff Activity

- Then select the days and times you would like to receive the report emailed
- Click the Save button

Emailed Reports

Time Zone

(UTC+08:00) Australia/Perth


Report

Staff Activity

| Days | Shift One | Shift Two | Shift Three |
|--|-----------|-----------|-------------|
| <input checked="" type="checkbox"/> Monday | 06 00 | 12 00 | 18 00 |
| <input type="checkbox"/> Tuesday | | | |
| <input type="checkbox"/> Wednesday | | | |
| <input type="checkbox"/> Thursday | | | |
| <input type="checkbox"/> Friday | | | |
| <input type="checkbox"/> Saturday | | | |
| <input type="checkbox"/> Sunday | | | |

Document status: ISSUED
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Version: 12
Uncontrolled document when printed

Documents / Resources

| | |
|--|---|
|  | Alcolizer technology AlcoCONNECT Data Management System [pdf] User Manual AlcoCONNECT, AlcoCONNECT Data Management System, Data Management System, Manag ement System |
|--|---|

References

-  [Microsoft Apps](#)

Manuals+.