

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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1 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.



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2 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

3 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.

4 Accessing AlcoCONNECT

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

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

4.1 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

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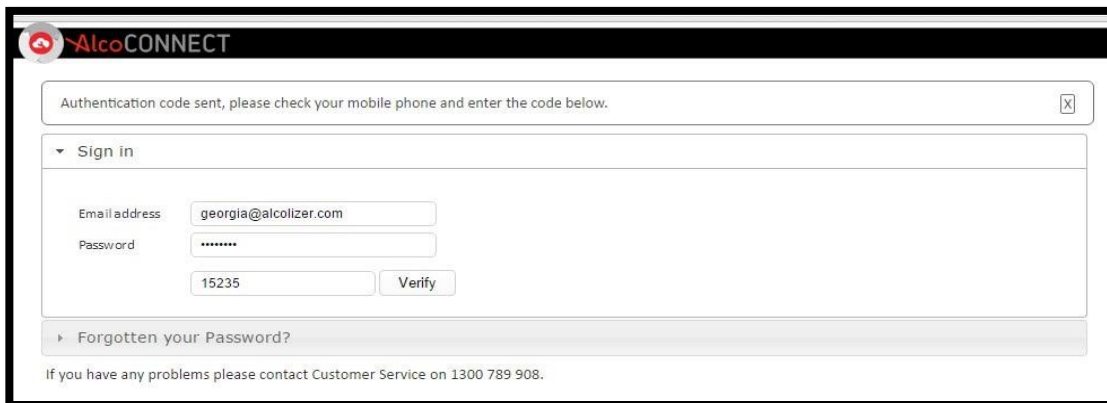
4.2 Logging In

- 1) Enter your email address and password.



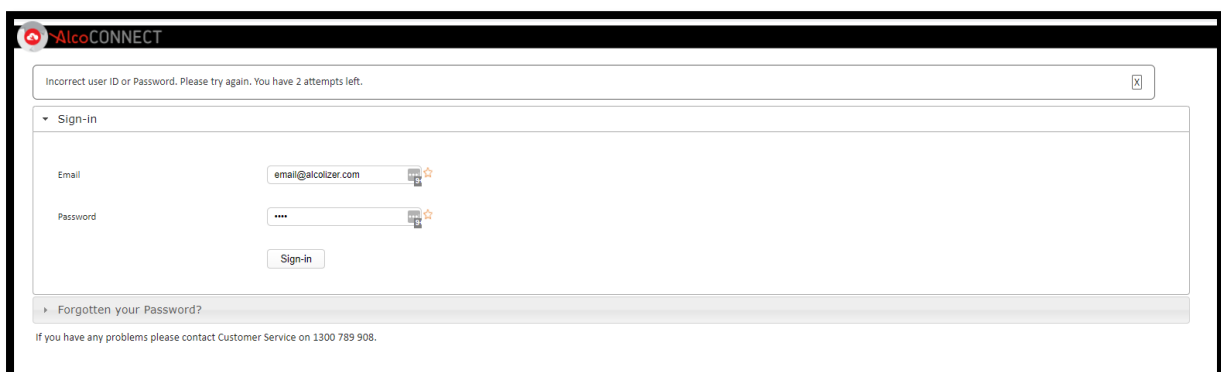
- 2) Enter your two-factor authentication code. There are two options for receiving this authentication code:

- **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:
 - https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_AU
 - <https://itunes.apple.com/au/app/google-authenticator/id388497605?mt=8>
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>



4.3 Login Lockout

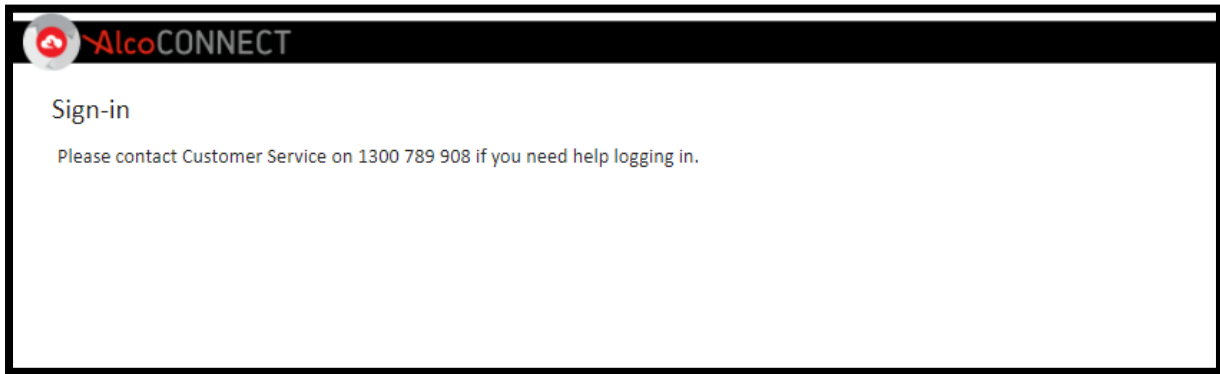
In the event you enter your credentials wrong five times in a row, your access to AlcoCONNECT will be locked. You will need to reset your password using the instructions in [Reset Password](#) section.



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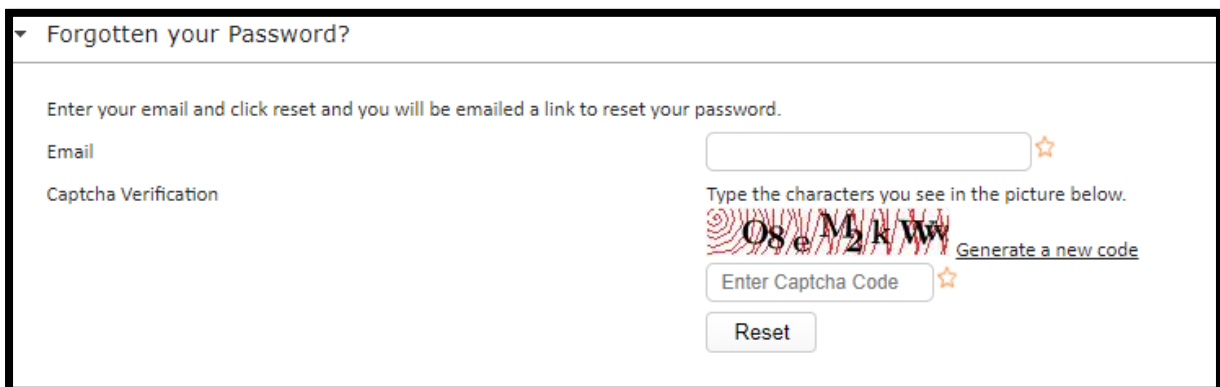
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If you see the below message, one of your authorised company contacts will need to contact Customer Service before you can log in again. An authorised company contact should email Customer Service the email addresses/people who had trouble logging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



4.4 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.
 - Your new password will be emailed to you. When you login, you will be required to change this password for security reasons.



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

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Reset 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

5 Navigation

5.1 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.



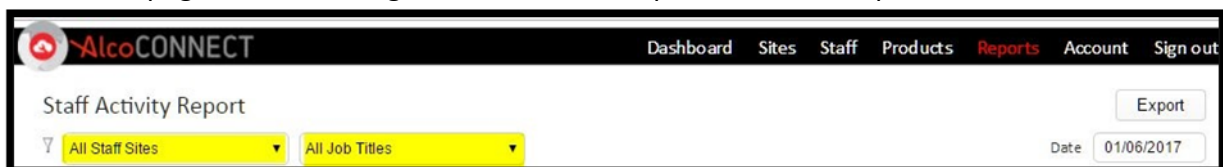
5.2 Searching

- A list of results can be filtered by searching, the search box is shown next to other filtering selections.
- The list of results will update as you type. There is no need to click any on screen buttons or press enter.



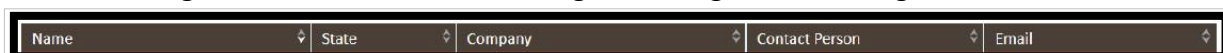
5.3 Filtering

- 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.



5.4 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.



5.5 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.

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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)

5.1 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)	15/06/2023
Page 1 of 1 (1 row)				

6 Dashboard

6.1 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.

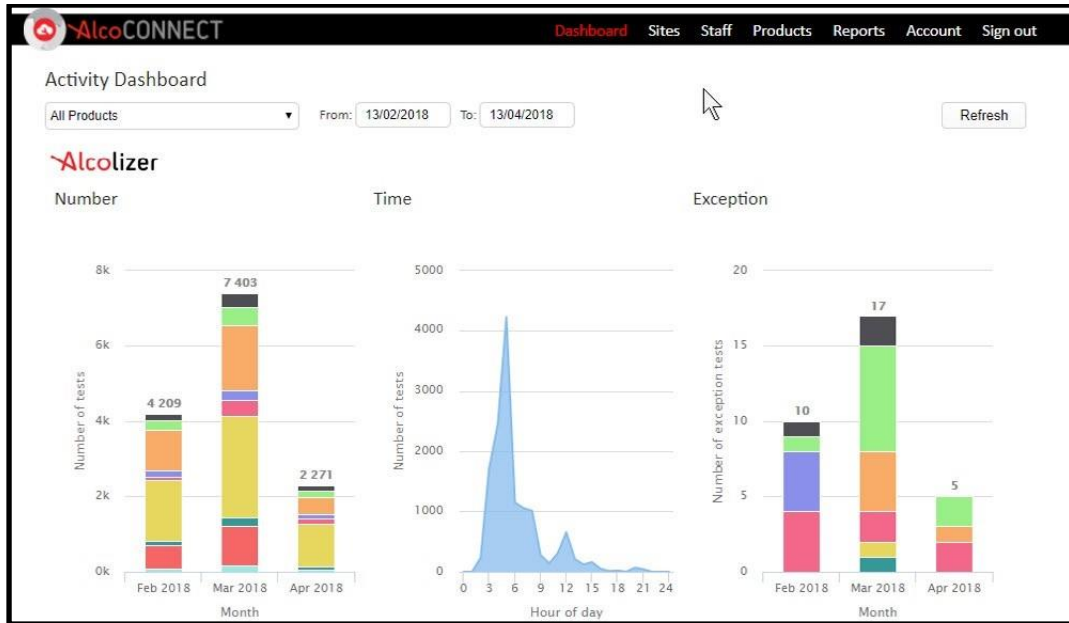
6.1.1 Alcolizer Graphs

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.

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

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

Activity Record

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

Three camera images showing the employee performing the test.

6.1.2 Druglizer Graphs

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

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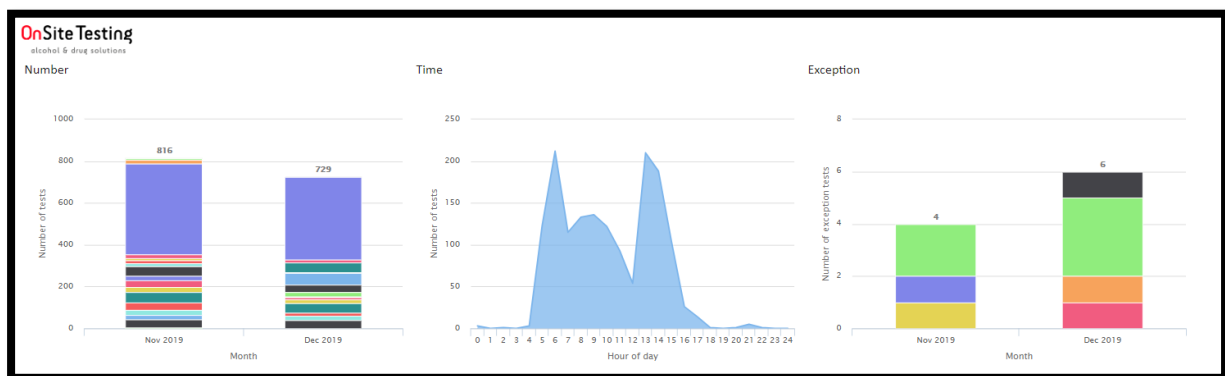
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There are three (3) graphs provided which are in the same format as the Alcolizer Graphs described above. Clicking on the Number and Exception graph column will open the Druglizer Activity List, similar to how Alcolizer Graphs operate.

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.

The screenshot shows the 'AlcoCONNECT' interface with a navigation bar (Dashboard, Sites, Staff, Products, Reports, Account, Sign out) and an 'Activities' section. It includes filters for 'Negative' and 'Unconfirmed' tests, and date range selectors (From 27/03/2023 To 31/03/2023). Below the filters is a table with the following data:

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.

6.2 Map

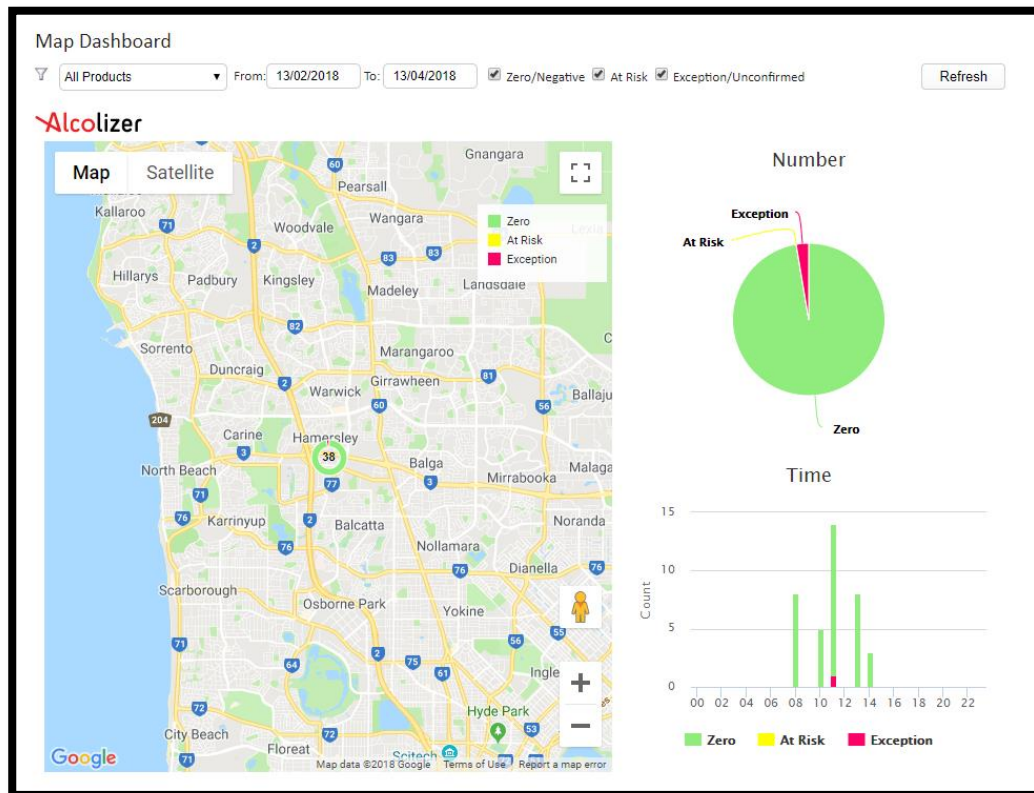
The Map Dashboard provides summaries of readings data mapped to location and broken down by result categories of Zero, At Risk and Exception. You can access these graphs by clicking on the Map Graph button.

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.

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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.

6.3 OnSite Testing Dashboard

This dashboard only appears if you are performing your own Drug & Alcohol testing with the OnSite Testing app.

The OnSite Testing Dashboard allows you to record the result of any laboratory testing of samples and view any incomplete forms to find out why they have not been fully accepted by AlcoCONNECT.

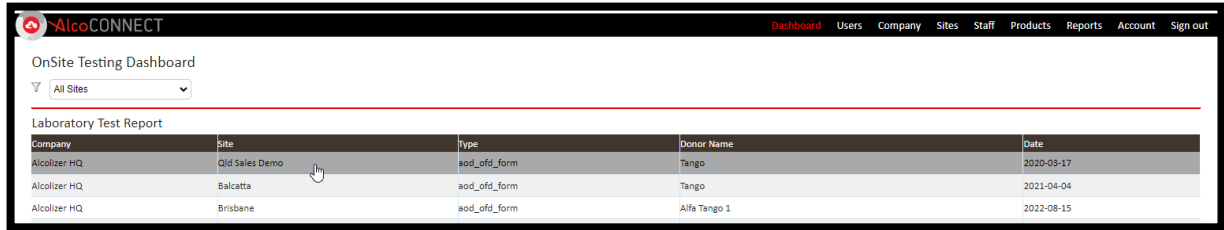
6.3.1 Laboratory Testing

If an unconfirmed drug test results is sent to a laboratory for confirmation testing, then a PDF of the lab test results can be linked to the test record.

Click on a row in the Laboratory Test Report section.

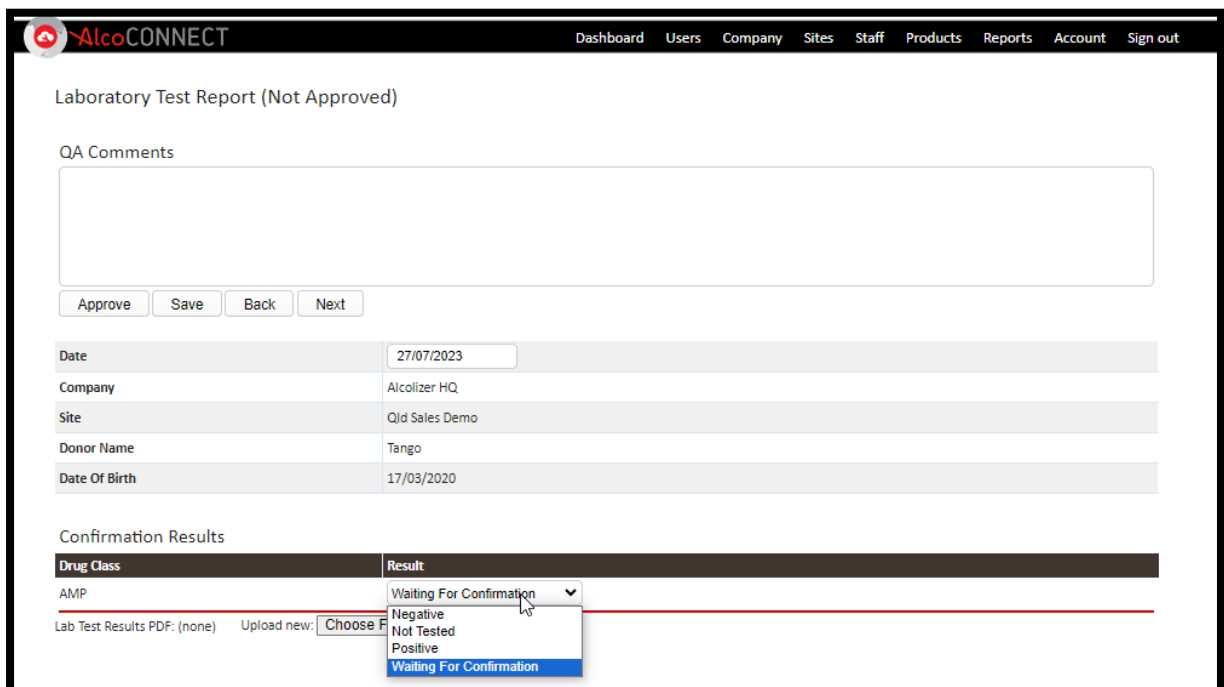
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This will open a form to save the laboratory test and record the result.

1. Enter any comments if required.
2. Change the date if required. This is set to today's date by default.
3. Choose a result from the drop-down list.
4. If desired, you can upload a PDF of the laboratory results.
5. Click on Save if the record is not finalised.
6. Click on Approve to finalise the report.



6.3.2 Incomplete Testing Session

If the testing session is unable to sync, but does not appear here then check the following:

- Technician initials in the app. These must match the technician initials that appear in AlcoCONNECT. Log in and click on Account to view your technician initials. If you cannot see these, you are not set up to use the app.
- Company Name. The company name must match exactly what is in AlcoCONNECT. Check with the person who manages AlcoCONNECT for your company.
- Site Name. The site name must match exactly what is in AlcoCONNECT and the user must have access to that site.

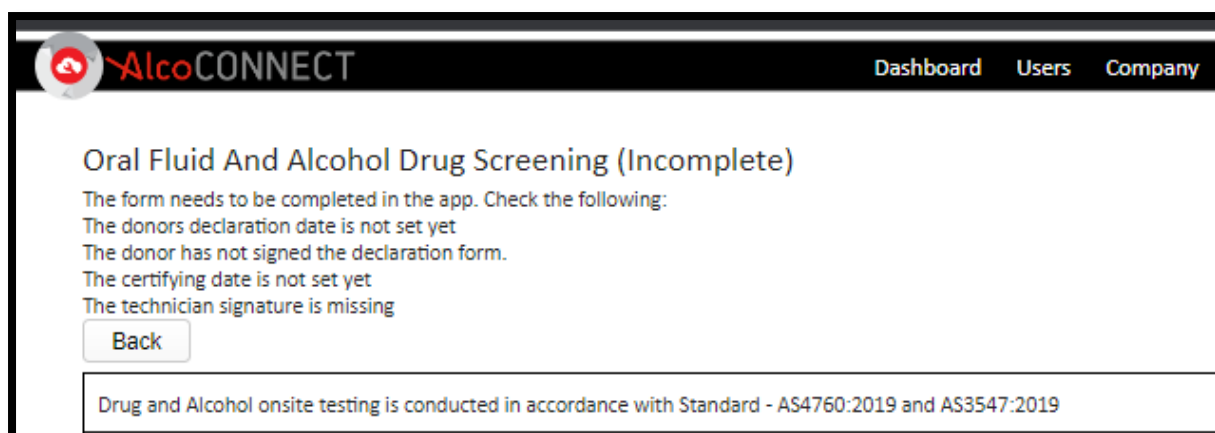
A testing session will appear here if it is incomplete and unable to be completely synced to AlcoCONNECT.

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Incomplete Forms							
Company	Site	Type	Alcohol Tested	Oral Fluid Tested	Urine Tested	Technician	Date
Alcolizer HQ	Perth	Summary	No	No	No	NFX	30-12-2019
		OFD		Unconfirmed		November	23-12-2019

Click on each row and at the top of the form a list of any issues with the form will be displayed. Each of these must be completed in the app before the form will be accepted as complete by AlcoCONNECT.



7 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.

8 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.

8.1 Login Customisation

A user login can be customised by the following:

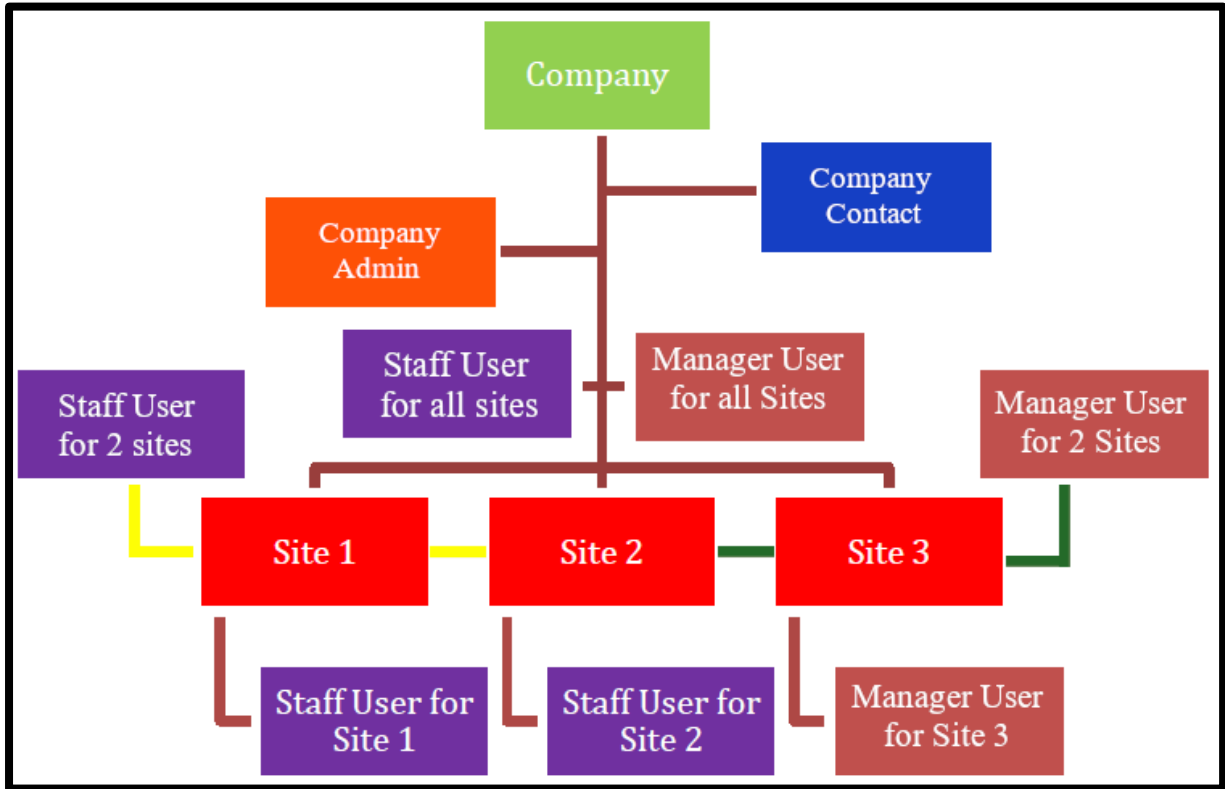
- User Types
- Site Restriction
- Report Access

8.1.1 User Types

Different user types have different levels of access within AlcoCONNECT.

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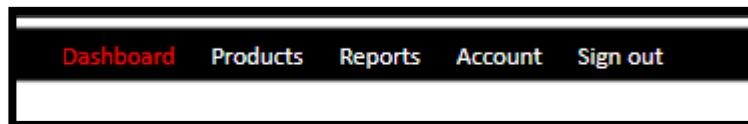
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8.1.1.1 Staff User

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:

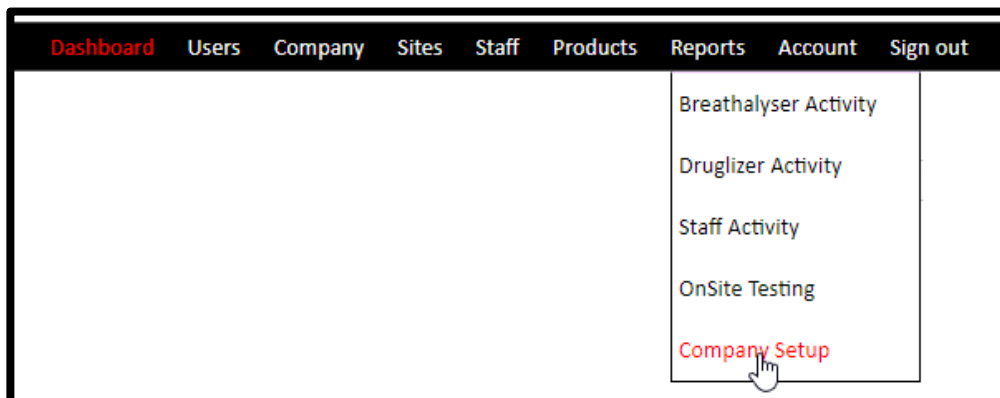
- Create and edit sites.
 - Note if a manager has a site restriction, they cannot add sites.
- Add and maintain staff details.
- Manage WM4/Centurion configuration.
- View the OnSite Testing Dashboard (if applicable).



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.

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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

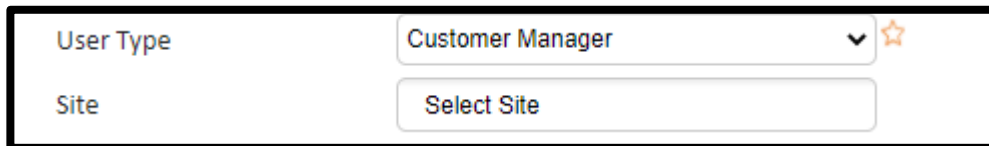
Each company should have **at least** two company contacts. The company contact is someone in your organisation who is authorised to make or request changes to your AlcoCONNECT setup. Each designated company contact will get a Company Contact login to make it easier to view and manage your AlcoCONNECT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

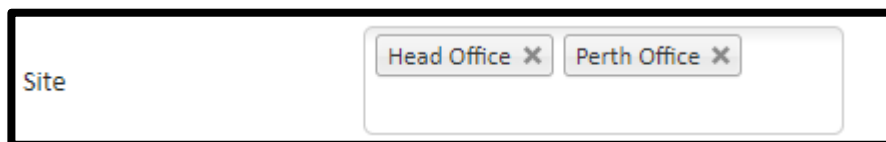
If a login should be able to see all devices that are associated with your company, leave the site restriction empty as shown below. This will allow the person to see devices that are not yet assigned to a site.



The screenshot shows a form with two fields. The first field is labeled 'User Type' and has a dropdown menu with 'Customer Manager' selected. The second field is labeled 'Site' and has a text input with 'Select Site' inside.

8.1.2.2 Site Restriction

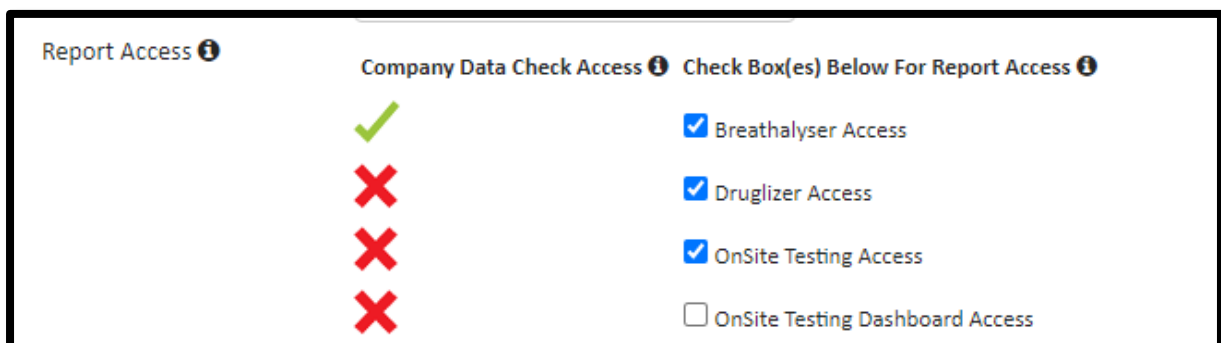
A login can be restricted to one or more sites. As soon as a login has a site restriction, they will not be able to add or delete sites.



The screenshot shows a form with a 'Site' label and a multi-select dropdown menu. The dropdown menu contains two items: 'Head Office' and 'Perth Office', both with an 'X' icon next to them, indicating they are selected.

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.



The screenshot shows a configuration interface for 'Report Access'. It includes a table with columns for 'Company Data Check Access' and 'Check Box(es) Below For Report Access'. The 'Company Data Check Access' column has a green checkmark for the first row and red X marks for the next three rows. The 'Check Box(es) Below For Report Access' column has checkboxes for 'Breathalyser Access', 'Druglizer Access', 'OnSite Testing Access', and 'OnSite Testing Dashboard Access', all of which are checked.

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.

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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

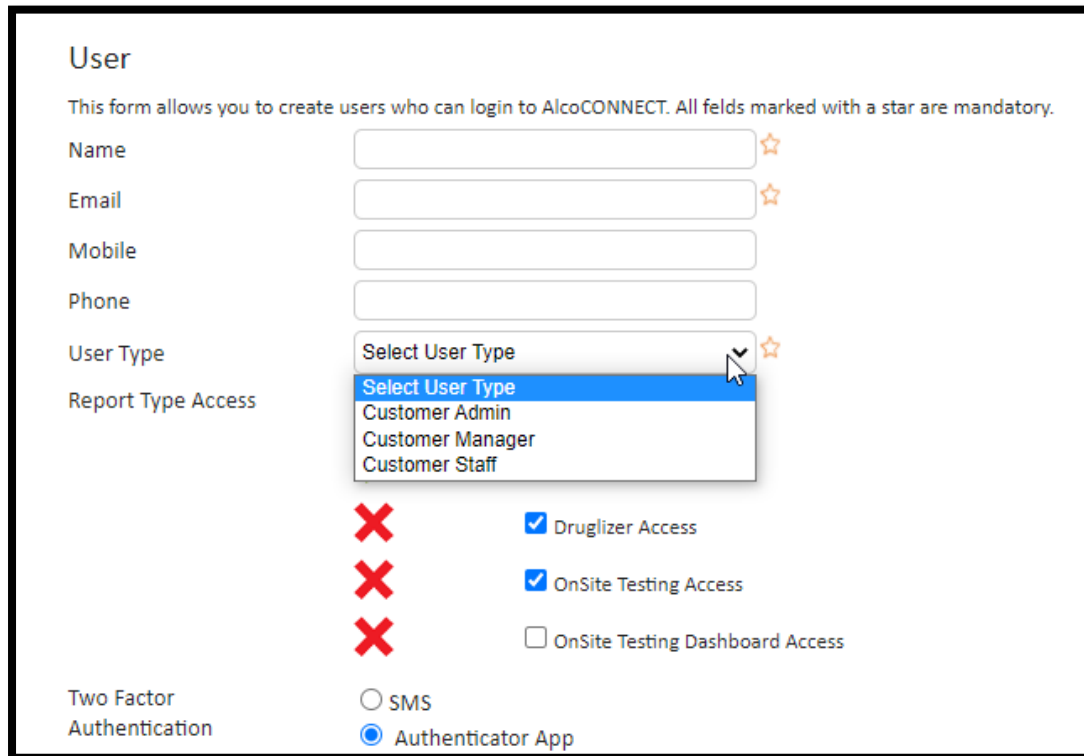
Enabling gives the login access to view the Onsite Testing Dashboard. This is only relevant if you are performing your own OnSite Testing and need to check why a testing session is not syncing fully to AlcoCONNECT.

8.2 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.

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8.3 View and Edit A User

View and edit users as follows:

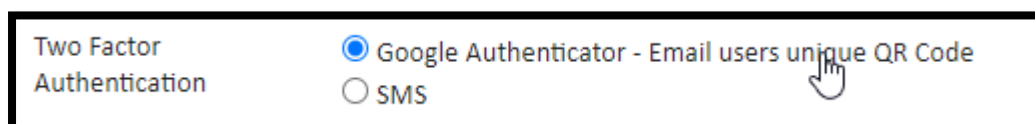
- Click on Users in the main menu to open the Users list.
- Click on the user's row in the User list. This will open the selected user in the User Details screen where you can view and edit user information.
- Make any required changes.
- Click the Save button at the top right of the screen to save data. 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.



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.

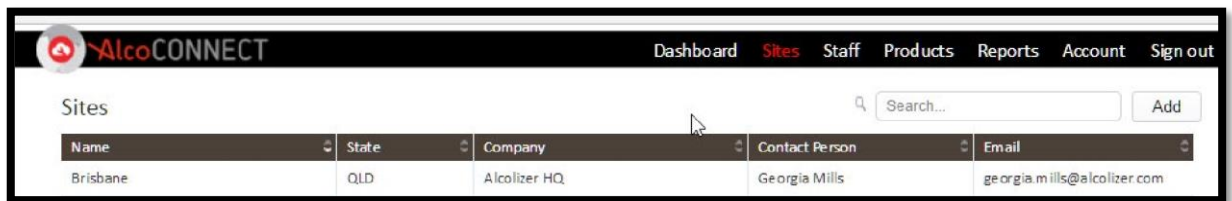
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Two Factor Authentication	<input checked="" type="radio"/> SMS
	<input type="radio"/> Authenticator App
Status	<input type="radio"/> Active
	<input checked="" type="radio"/> Inactive

9 Sites

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



9.1 Adding a Site

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

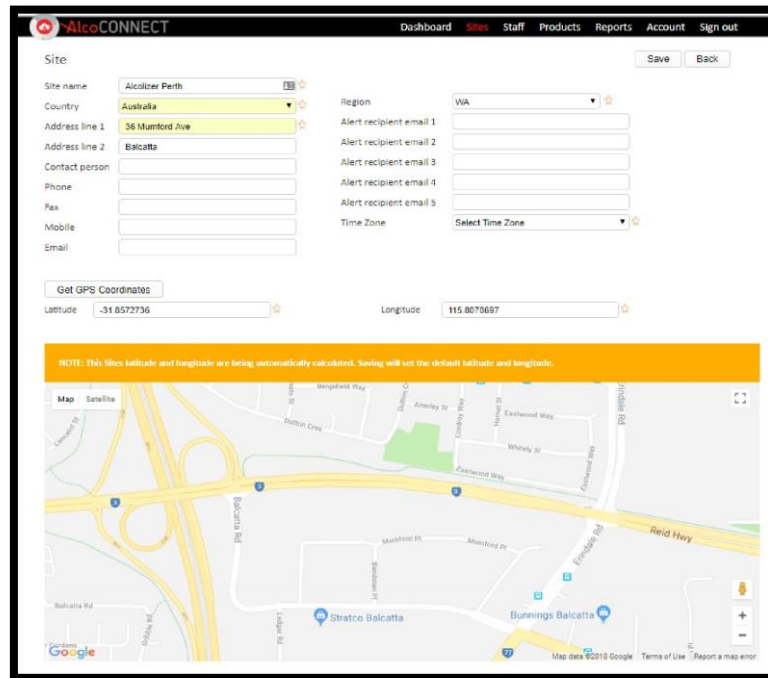


2. Enter the Site information. Note, required fields are indicated with a star.
3. The Time Zone field needs to be set to the local time for a true reflection of test time.
4. Once saved, you can send a test email to all emails associated with the Site to make sure all emails are correct. Click on 'Test 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.

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9.2 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.

9.3 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.

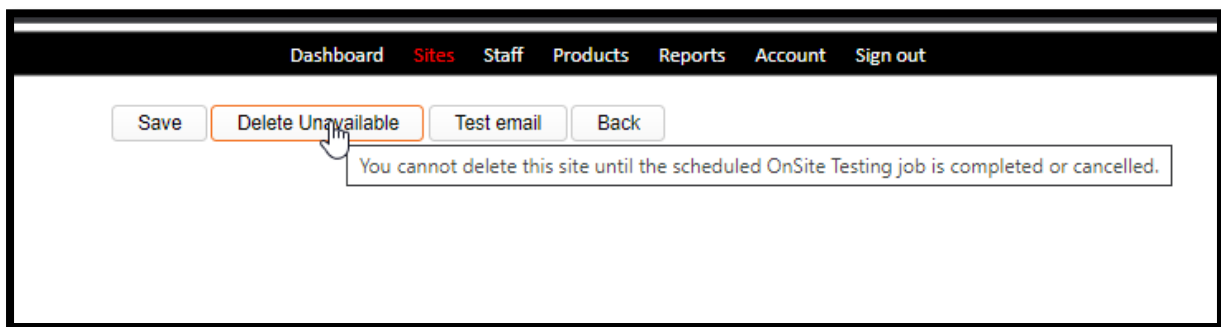
NOTE: deleting a site does not delete any associated data. EG all products and associated test records are kept. It does however remove access to any OnSite Testing Job Card details. This may impact your OnSite Testing in the future.

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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.

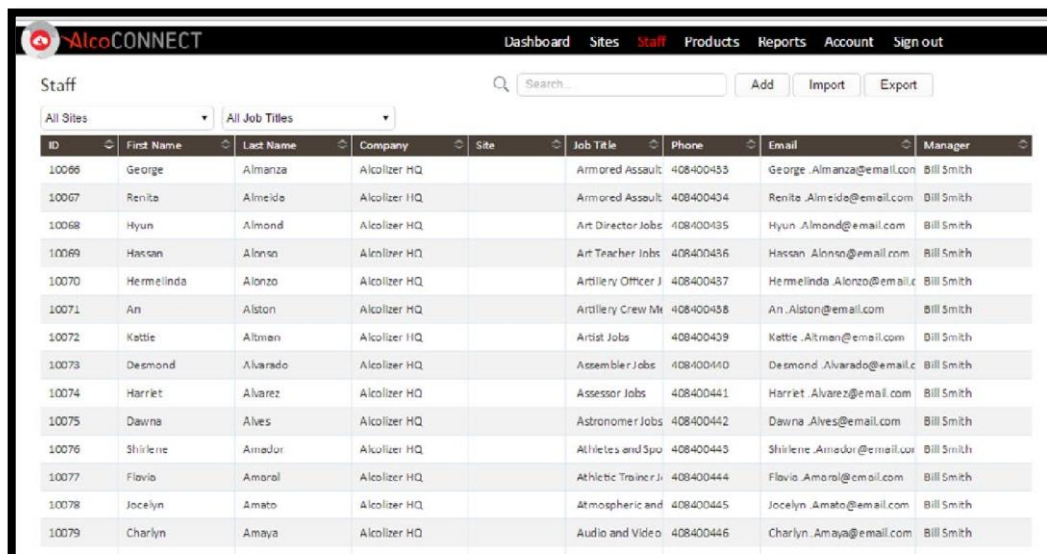


9.4 Send A Test Alert Email

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.

10 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	408400453	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	Hassan	Alonso	Alcolizer HQ		Art Teacher Jobs	408400436	Hassan.Alonso@email.com	Bill Smith
10070	Hermelinda	Alonzo	Alcolizer HQ		Artillery Officer J	408400437	Hermelinda.Alonzo@email.com	Bill Smith
10071	An	Alston	Alcolizer HQ		Artillery Crew Me	408400438	An.Alston@email.com	Bill Smith
10072	Kettie	Altman	Alcolizer HQ		Artist Jobs	408400439	Kettie.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	Dawna	Alves	Alcolizer HQ		Astronomer Jobs	408400442	Dawna.Alves@email.com	Bill Smith
10076	Shirlene	Amador	Alcolizer HQ		Athletes and Spo	408400443	Shirlene.Amador@email.com	Bill Smith
10077	Flavia	Amorol	Alcolizer HQ		Athletic Trainer J	408400444	Flavia.Amorol@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

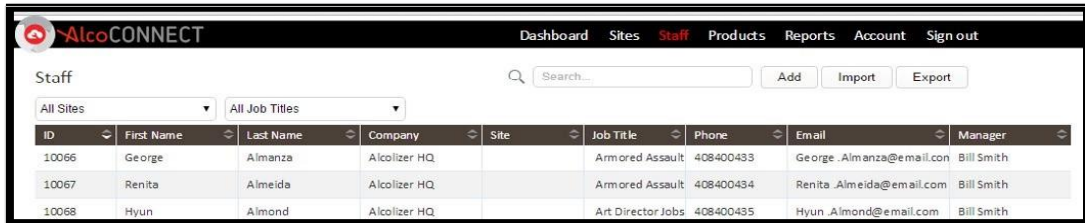
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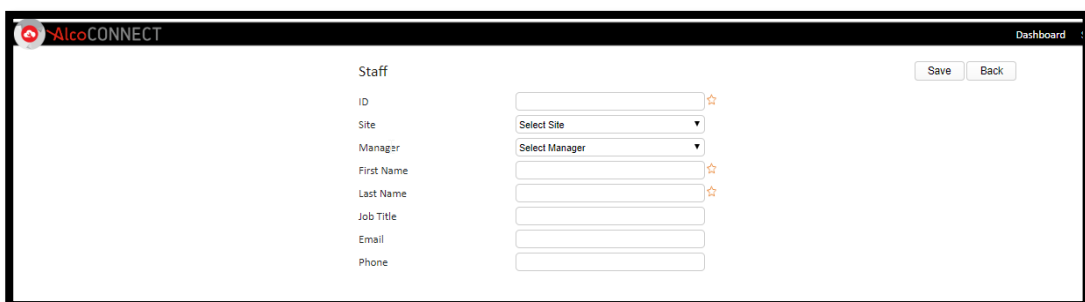
10.1 Adding New Staff

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.



2. Enter 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.
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.

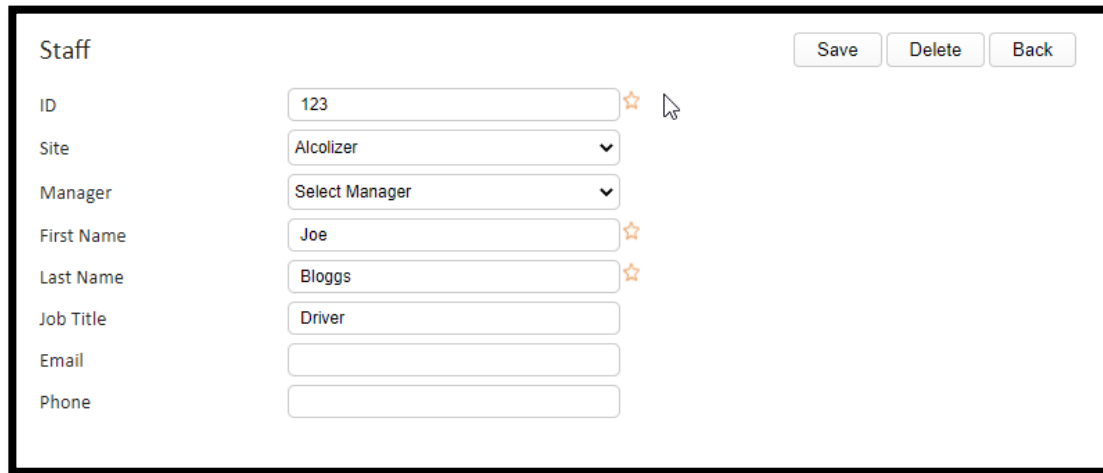
10.2 View and Update Staff Details

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.

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10.3 Delete A Staff Member

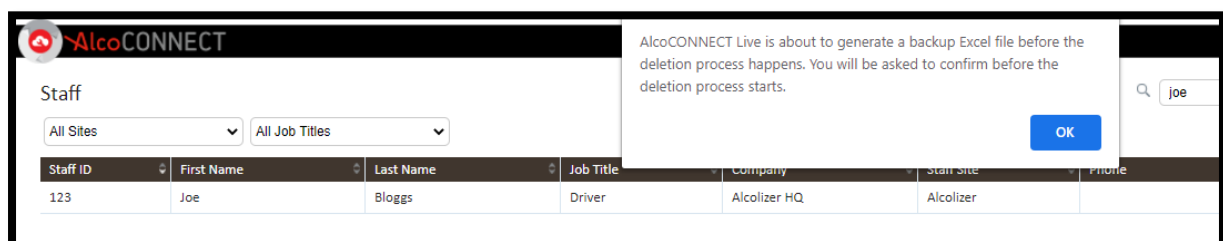
To delete a staff member.

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.

10.4 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.

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10.5 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		
222	Jane	Smith	Driver	Alcolizer Technology	Perth Office		jane.driver@alcolizer.com	Joe	Bloggs

Choose file No file chosen

- 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.

10.6 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.

10.7 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.

Activities

Perth All Machines Zero At Risk Exception

From 04/12/2020 To 04/12/2020

Staff ID	Staff Name	Site	Product	Date	Time	BAC	Serial	Location
	Not Recorded	Perth	WM4	04-12-2020	15:40:48	0.000 g/100mL	22760011	
1122rftty	Invalid Staff ID	Perth	WM4	04-12-2020	15:41:38	0.000 g/100mL	22760011	
3333	Joe Bloggs	Perth	WM4	04-12-2020	15:42:02	0.000 g/100mL	22760011	

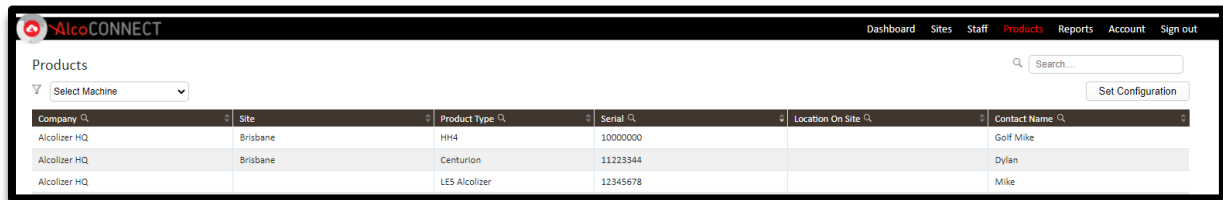
Page 1 of 1 (3 rows)

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11 Products

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.



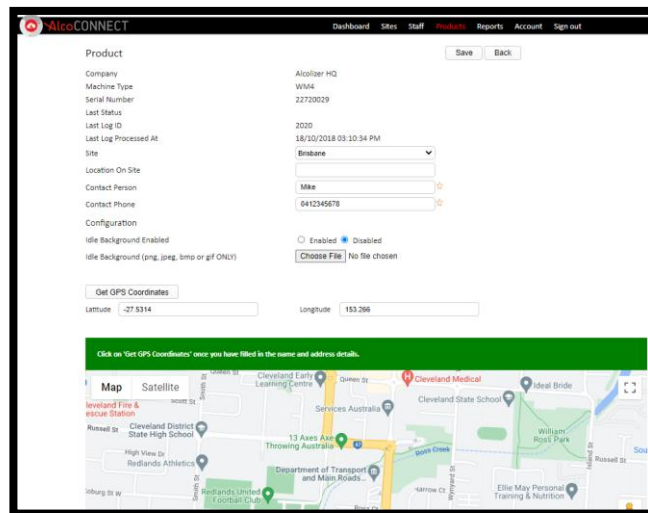
Company	Site	Product Type	Serial	Location On Site	Contact Name
Alcolizer HQ	Brisbane	HH4	10000000		Golf Mike
Alcolizer HQ	Brisbane	Centurion	11223344		Dylan
Alcolizer HQ		LES Alcolizer	12345678		Mike

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 form showing fields for Company (Alcolizer HQ), Machine Type (HM4), Serial Number (22720029), Last Status, Last Log ID (2020), Last Log Processed At (18/10/2018 05:10:34 PM), Site (Brisbane), Location On Site, Contact Person (Mike), Contact Phone (0412345678), Configuration (Idle Background Enabled/Disabled), and a map for GPS coordinates (Latitude: -27.5314, Longitude: 153.296).

12 Reports

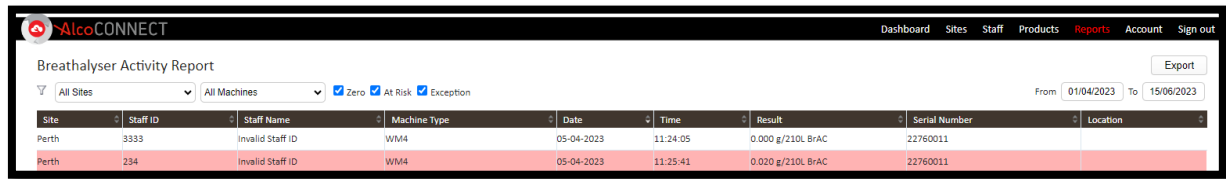
- Reports can be viewed on screen or exported to Excel.
- Click the dropdown menu on Reports to select the required report.

12.1 Breathalyser Activity Report

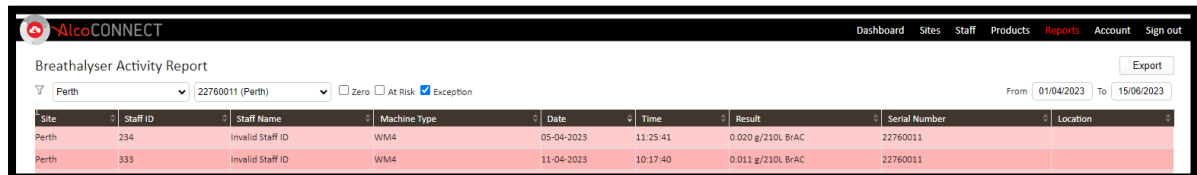
- This report lists all breath tests in a selected date range.
- It can be filtered to only show those results above the set limit (Exceptions).

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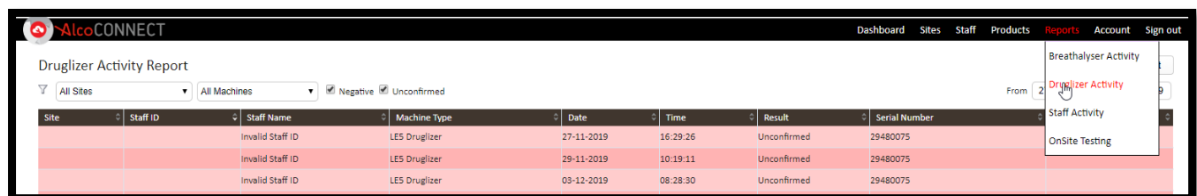
- You can filter the report by selecting the site, product, result type and date range for reporting period.



- Exceptions are highlighted in a pink colour.

12.2 Druglizer Activity Report

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



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



12.3 Staff Activity Report

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



- 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.

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ID	First Name	Last Name	Job Title	Staff Site	Date	Time	Product	Machine Site	Serial	Result	Manager
3112	Jane	Smith		Brisbane							
3333	Joe	Bloggs		Perth	15-06-2023	13:07:09	WM4	Perth	22760011	0.000 g/210L BRAC	
3456	John	Smith	Service Technician	Alcolizer HQ							Jane Smith

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

12.4 OnSite Testing Report

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

Date	Type/Client	Site	Name	Job	DOB	Breath Test Result	Drug Test Result
04/06/2023	COR Alcolizer HQ	Perth					
01/06/2023	OFD	Perth	Test Positive	Test	01/06/2023	0.000 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 April 2022 (NE-3.28.0 release) and is not applicable to lab test reports completed before this release.

Drug Class	Result
AMP	Negative

Lab Test Results PDF: [Download](#)

12.5 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.

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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

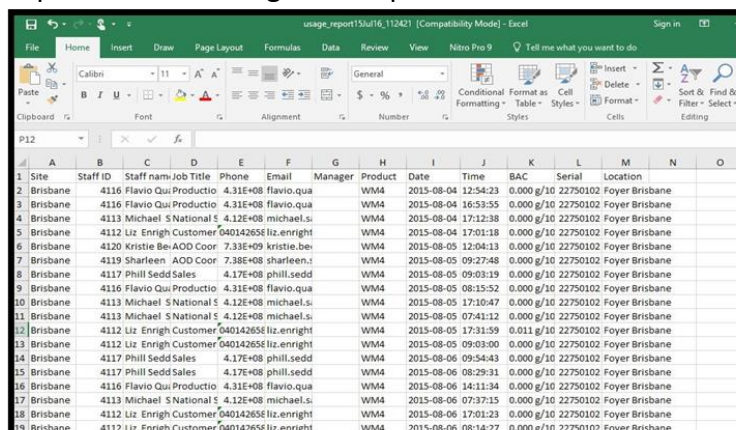
Machine	Machine Type	Site	Contact Person	Phone	Last Serviced	Last Log Processed At
31234567	WM4	Head Office	John Smith	0428 551 111	29-07-2020	04-12-2020

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

12.6 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'.



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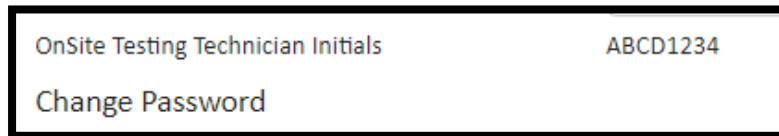
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13 Account

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

13.1 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.

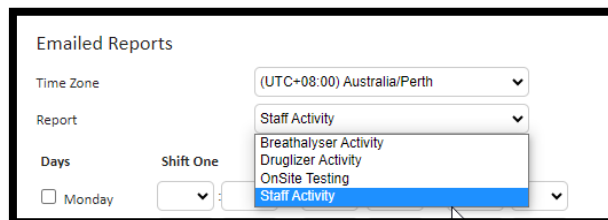


OnSite Testing Technician Initials ABCD1234

Change Password

13.2 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: [Dropdown]

- 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			

14 Support

Under support you can find a quick user guide to getting up and running with AlcoCONNECT. If you need more information, you can also check the User Manual. This is linked at the bottom of the AlcoCONNECT portal.