



**DOD Drug Testing Program  
Client Collection Software  
(DTP-CCS)  
Users Guide**

**VERSION 5.4**

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## 1.0           **HARDWARE REQUIREMENTS**

Before attempting to install the DOD Drug Testing Program (DTP), ensure that your system meets the following minimum requirements:

- Pentium 200 MHz Processor
- Laser Printer
- 64 MB RAM
- 100 MB of free Hard Disk space
- Windows XP, Vista, or Win-7 Operating Systems.

Currently the only printers that are known not to work are HP LaserJet II and all dot-matrix printers.

**\*\*IMPORTANT\*\*** Prior to install and before using the program, ensure that you read this user's manual. This will greatly enhance your understanding of this program during both the installation process and subsequent usage.

## 2.0 PROGRAM INSTALLATION OVERVIEW

The DOD Drug Testing Program version 5.4 can be installed on the same system that is currently running version 5.2.6.1 or 5.2.4.

### 2.1 Parameters

All parameters set in the previous 5.2.6.1 or 5.2.4 version software will be incorporated into the new 5.4 version software.

However, if this is the first install of the DTP program on a PC the user will be required to setup the parameters. A Setup Wizard will assist the user with the setup of these parameters.

### 2.2 Rosters

All member rosters in the previous version software will be incorporated into the new version software.

If this is the first install of the DTP program the user will be required to import the roster data. A Setup Wizard will guide the user through the roster import function.

### 2.3 History Data

All history data in the previous 5.2.6.1 or 5.2.4 version software will be incorporated into the new 5.4 version software.

### 2.4 The Setup Wizard

The Setup Wizard was designed to walk a first time user through the process of configuring the program. A user may dismiss the Setup Wizard at any time by clicking the *Finish* button. However, **it is Highly Recommended that a user completes the Setup Wizard**, when installing the software for the first time. Clicking the *Cancel* button before finishing the Setup will close the Setup Wizard, but it will reappear the next time you start DTP. If you don't want the Setup Wizard to appear again, you must click the *Finish* button.

### 3.0 DTP PROGRAM INSTALLATION (INSTALL WIZARD)

NOTE: YOU MUST HAVE FULL ADMINISTRATIVE RIGHTS TO YOUR WORKSTATION TO INSTALL OR UNINSTALL THE DTP.

IF THE DTP HAS ALREADY BEEN INSTALLED ON YOUR WORKSTATION, and **you are getting errors** when you try to use it, you will NEED TO **UNINSTALL** the drug testing program, **DELETE THE FOLDER** "C:\Users\Public\DTP and/or "C:\Users\Public\DOD Drug Testing Program" from the workstation, and **THEN install** the DTP using the instructions below.

**Make a backup of your data and history** using the System Utilities / Backup and Restore function. Store your backup on a different location than your workstation, such as a secure network drive or CD/DVD.

**If you use notification letters and are updating to MS Office 2010**, there is a procedure to save and convert your letters at the end of this document.

**Download** the correct Drug Testing Program setup file **to your desktop** for your service from the DOD Drug Testing website (FTDTL), or your service Drug Testing website:

Army: <http://acsap.army.mil/sso/pages/public/freq-downloads.jsp> , DTP Full v5.4

Air Force: <https://iftdtl.amedd.army.mil/> , DTP/NDSP Portal, DTP v5.4 All Service

Marine Corps: <http://iftdtl.amedd.army.mil/> , DTP/NDSP Portal, DTP v5.4 All Service

Locate the folder in which the DTP program was downloaded and double-click the executable (DTP\_v54f\_setup.exe) file.

Continue to the next section for the Installation Wizard.

### 3.1 Welcome Screen (Install Wizard)

The Install Wizards “Welcome” screen is the first screen displayed after the DTP files have been downloaded and the install began. The next several sections of this user’s manual will walk the user through the setup process using the Install Wizard.

**NOTE:** The Install Wizard is only run when the DTP program is initially installed (first time) on a user PC.

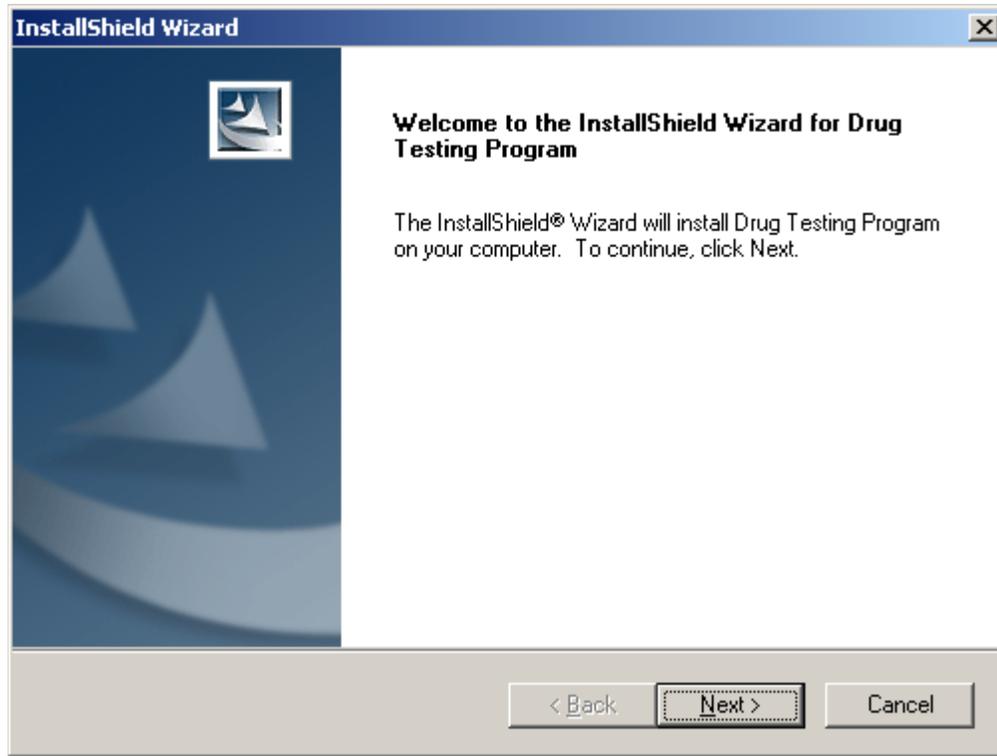
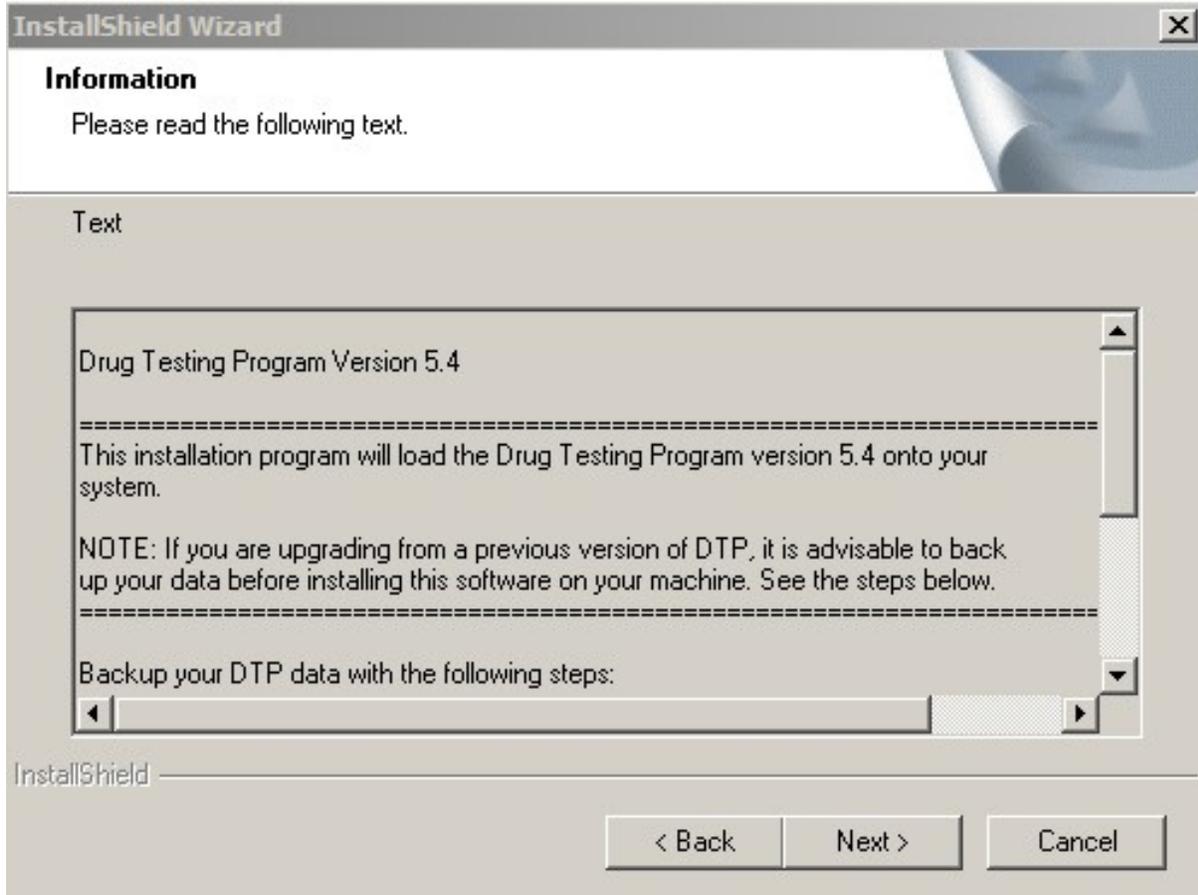


Figure 3-2 Welcome Screen

Click 'Next' to continue with the installation process.

## Drug Testing and Client Collection Program

The installation process lists the drug testing program information, and **IF YOU ARE UPGRADING** advises that you **back up your DTP** data before the upgrade process begins. Click “Next”



### 3.2 Branch of Service Selection (Install Wizard)

The next screen to appear will prompt the user to choose the default branch of service.

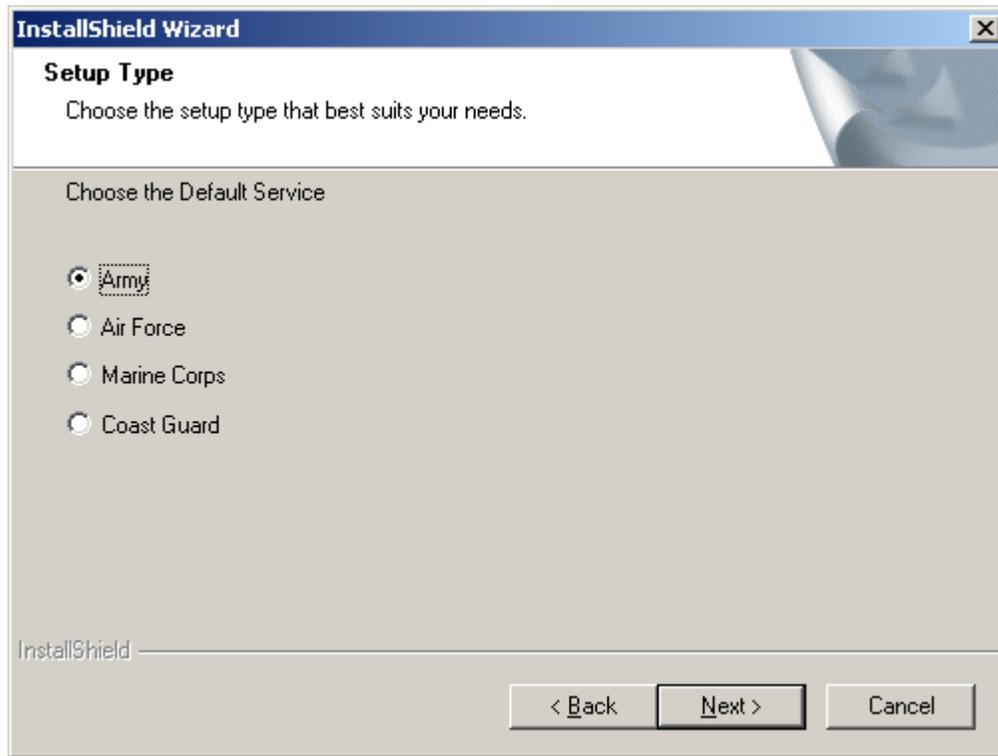


Figure 3-3 Select Branch of Service

The Drug Testing Program Software was designed for use by all branches of military service.

The install program will customize the application to the particular branch of service selected on this screen.

Select your branch of service and Click 'Next' to continue the installation.

### 3.3 Destination of Program Selection (Install Wizard)

The Choose Destination screen shown below will allow the user to change the default destination of the program files.

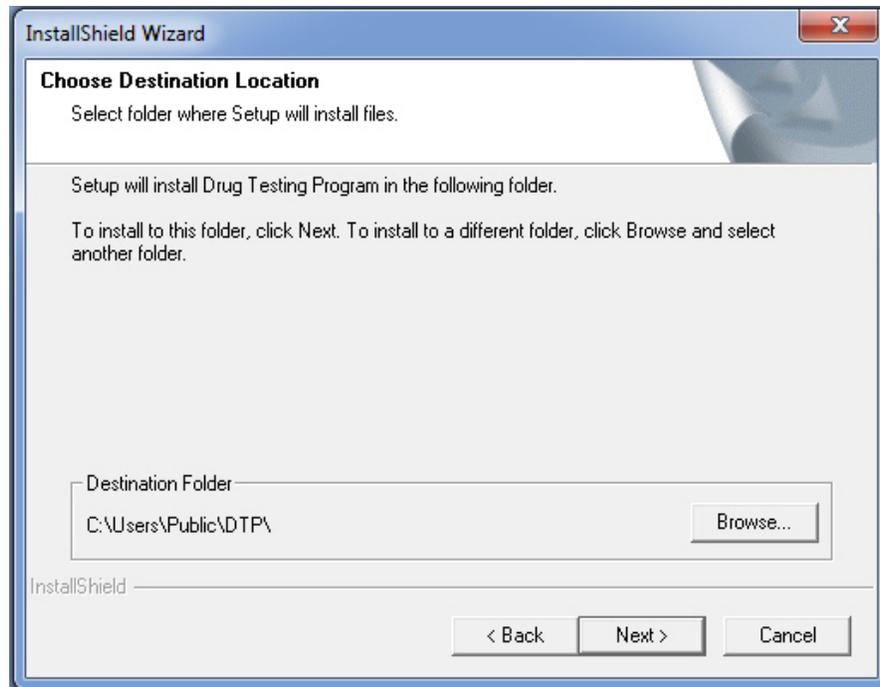


Figure 3-4 Choose Destination Location

By default the files will be installed into the C:\Users\Public\DTP directory. If you wish to place the files on a drive or in a directory other than the default, click on the browse button, and select a new destination.

**NOTE:** It is Highly Recommended to accept the default folder location. This will ensure files are maintained in a specific location avoiding any conflicts should updates or upgrades be installed at a later date.

Click on “Next” to continue the installation.

### 3.4 Set Up, Type (Install Wizard)

The “Setup Type” screen allows a user to choose between loading the entire program, or specific components.

**NOTE:** It is Highly Recommended to select the Typical Set-up unless otherwise instructed by the DTP support team. The “Typical” selection is the program default selection and automatically chosen during install.

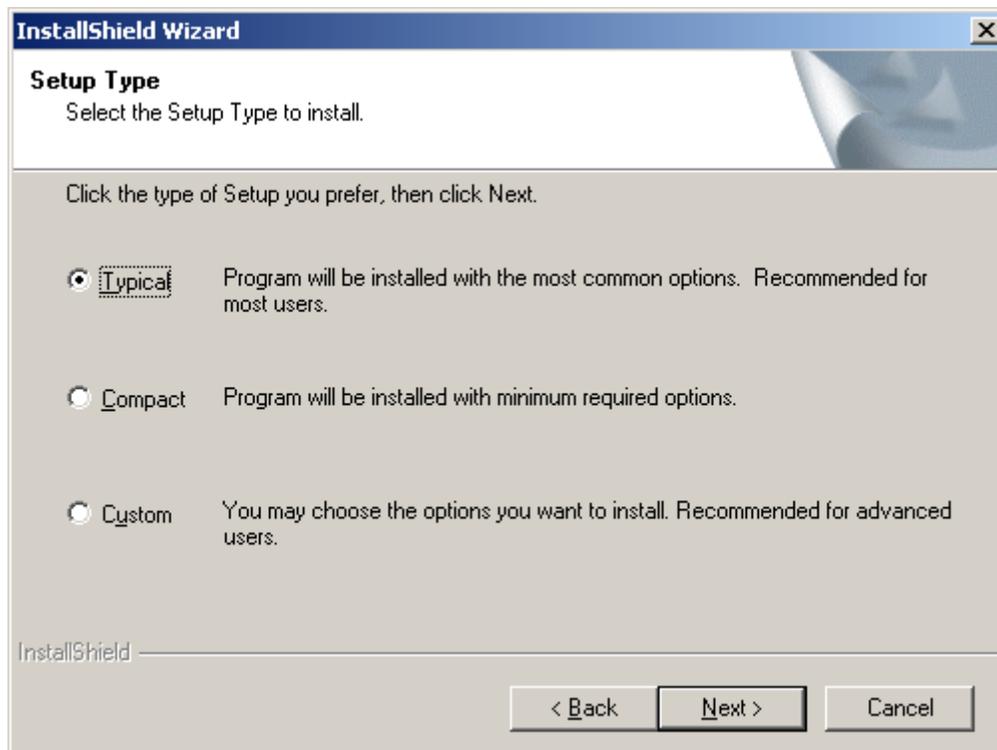


Figure 3-5 Choose Setup Type

Should for any reason a selection other than Typical be selected contact the DTP support team for guidance. Select “Next” to continue.

### 3.5 Review Settings (Install Wizard)

The “Start Coping Files” screen allows the user to review settings prior to copying files.

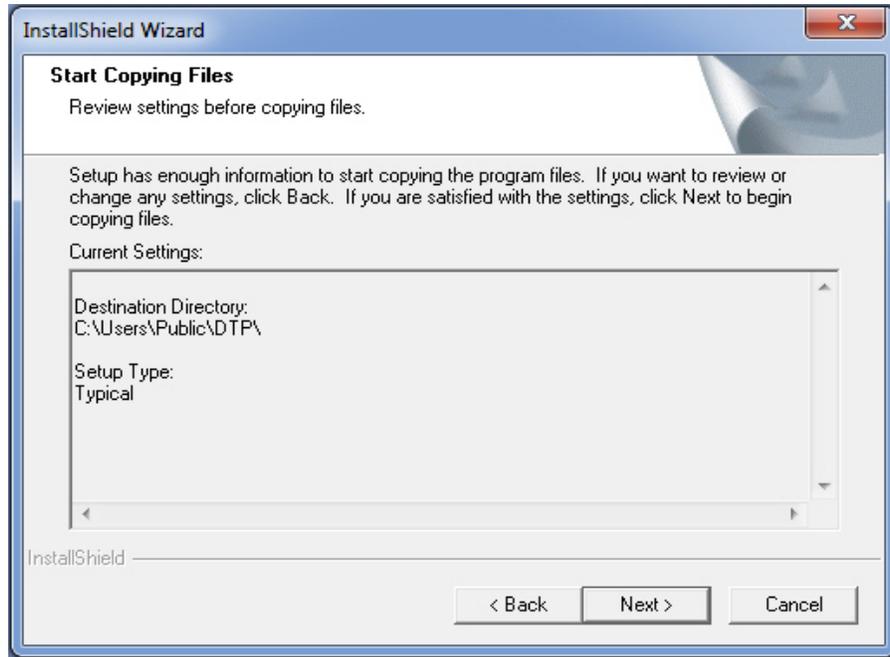


Figure 3-6 Select Program Folder

Review the destination folder into which the files will be copied and review the setup type. Should changes need to be made, click the “Back” button and the user can back up to each previous screen and make changes.

Make note of the information displayed on this screen and then click ‘Next’ to continue the installation.

At this point the installer will start copying files to the destination directory.

### 3.6 Service Types (Install Wizard)

Once all files have been copied, the installation program will prompt the user to select what service type their organization is affiliated with. You may choose between Active Duty, Guard, Reserves, or Civilian.

Click 'Ok' to continue.

You will then see a message instructing the user that the installation program is configuring the DTP program files.



Figure 3-7 Service Types

The next and final screen of the install wizard (Not shown) simply informs the user that the install has been completed. The user will select "Finish" and the program is now installed. When the install is completed the system will place two icons (shown below) on the desktop.



The system administrator must also set the permissions for the C:\Users\Public\DTP directory by right-clicking on the directory, and adding a "Users" group in the Security tab. The "Users" group will need to have the "Full Control" option for the DTP directory in order for the data tables to function as expected.

## 4.0 DTP PROGRAM SETUP (SETUP WIZARD)

The Setup Wizard is similar to the Install Wizard in that the screens will guide the first time user through the setup of the system parameters. Parameters include, new users, test parameters, testing pools, importing rosters and setting non-working days.

**NOTE:** The setup wizard will only run when DTP is initially installed. If a user already has the previous version software installed and then installs 5.4 the install wizard will not run. This is because the 5.4 conversion program will automatically convert all previously set parameters, testing data, rosters, and settings into 5.4. This conversion is done automatically and requires no interaction by the user.

If the version 5.4 program is being loaded for the first time, the Welcome screen below is the first screen the user will see when the Setup Wizard begins.

If you are not able to see any buttons other than part of the "Next", "Finish", and "Cancel", click on the top-right "Full Screen" button, and you will be able to see the entire page.

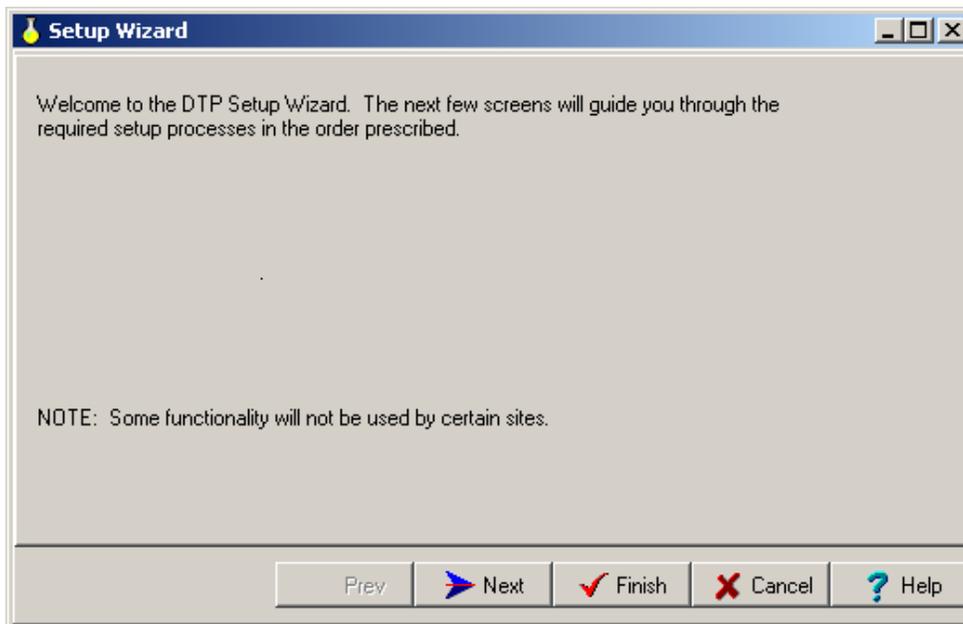


Figure 4-1 Welcome Screen (Setup Wizard)

If this is the first time to install and run the DTP program it is Highly Recommended to complete the Setup Wizard. This ensures the correct parameters are configured for each testing site.

Select "Next" on the screen to continue the setup.

#### 4.1 Create Users (Setup Wizard)

This screen allows a site to create the user accounts for employees who will be responsible for using the Drug Testing Program.



Figure 4-2 Create Users (Setup Wizard)

As noted on the screen above it is not advisable to use the Admin account for daily processing. Each individual user should have their own account.

The Admin account is only for the person who will have administrative control over the program, this person will be responsible for adding users, loading updates and setting or changing parameters.

Select the "Create Users" tab to display the User Maintenance screen and begin setting up user accounts.

## 4.2 User Maintenance (Setup Wizard)

The User Maintenance screen will display the user accounts by user ID and Full Name. It provides options for adding, modifying, deleting and locking user accounts.

Select this tool to display the screen shown below.

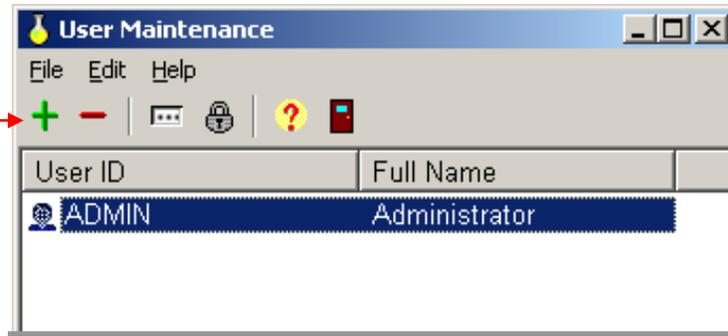


Figure 4-3 User Maintenance Screen

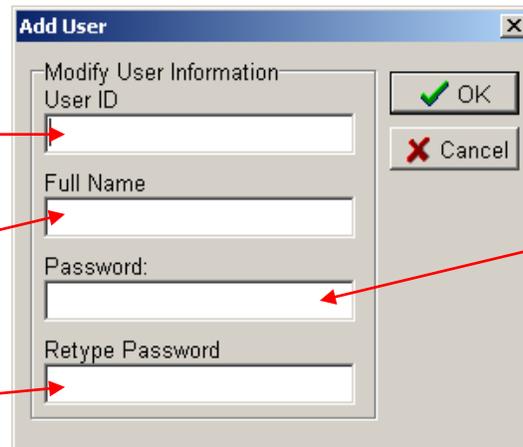
The options available on the User Maintenance screen are listed below:

**Add User Button:** This is the Plus Sign on the toolbar. Selecting this tool displays the "Add User" screen below.

Add user ID here there are no character requirements

Full name of the user

Re-enter password and click OK.



Password must be at least 8 characters two of which must be numbers or special characters.

Figure 4-4 Add Users

**Delete Button:** This button will delete a user account from the screen.

**Change User Information Button:** Displays a user information screen for modifying user data. If account is locked only admin can modify.

**Lock Button:** This will lock a specific user's account data. Only the Admin person can lock and unlock an account. Note: the User Maintenance screen is available to all users once the program is installed.

Close the User Maintenance screen and select next on the Setup Wizard.

### 4.3 Setup System Parameters (Setup Wizard)

Setup your system parameters to coincide with the drug testing policies set forth by your specific branch of service and testing site. After parameters are set they can be modified at any time by selecting the System Utility button on the Main screen.

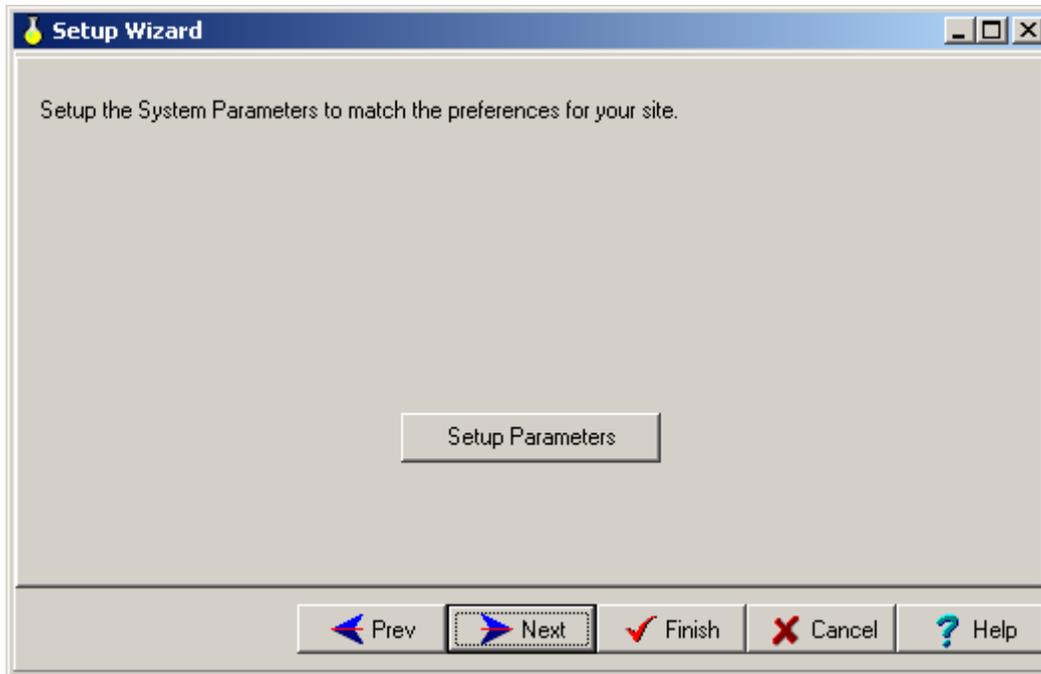


Figure 4-5 Setup Parameters

The System Parameters screen provides options when configuring the DTP program for different operating environments. The parameters have been designed to accommodate all branches of military and their specific requirements.

Select the "Setup Parameters" button to begin setup.

### 4.3.1 System Parameters Screen

The “System Parameters” screen consists of 4 tabs, each represent specific testing parameters. They are explained in the following paragraphs.

Audit Log    Testing    Service    Reports

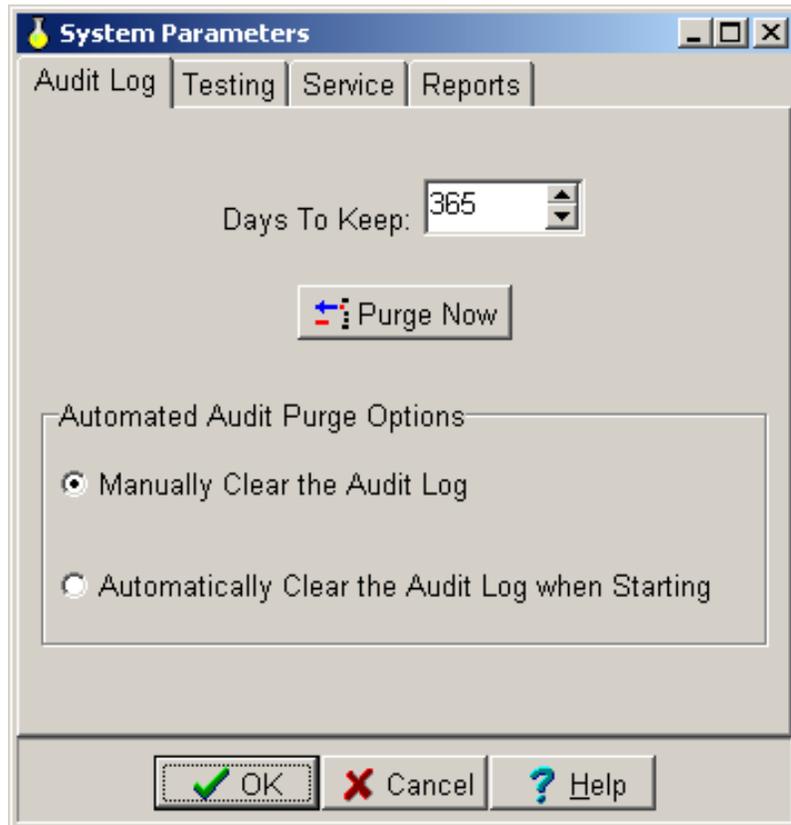


Figure 4-6 System Parameters Screen

### 4.3.2 Audit Log

Every time a significant action is performed in DTP, a record is created consisting of user name and action performed, and a date/time stamp. This file can grow to be very large and should be periodically purged. This option gives the user control of how often the Audit Log purges itself of data.

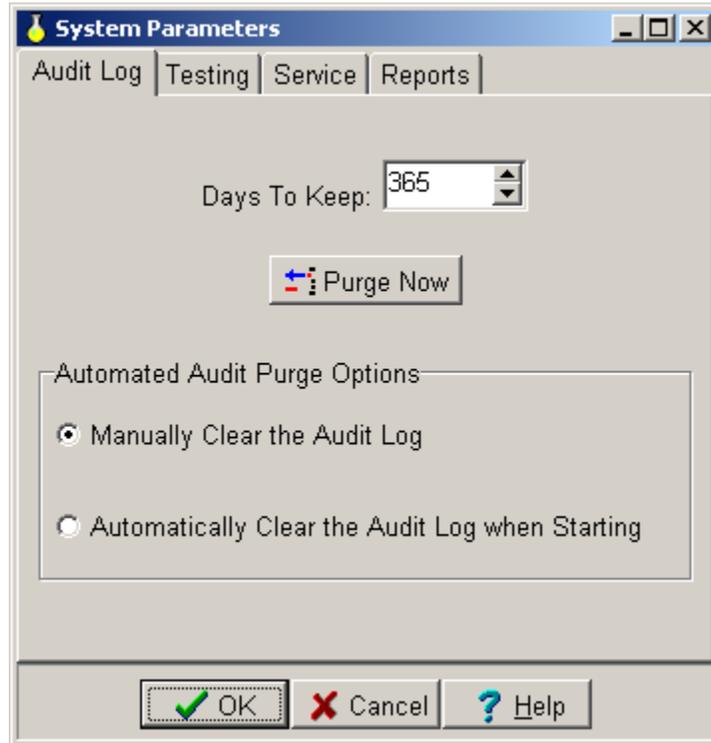


Figure 4-7 System Parameters, Audit Log

**Days To Keep** Enter the number of days for which you would like the audit log to maintain records. Days to retain depend on individual site requirements. It is recommended to use the “365” option.

**Purge Now** The Audit Log can be manually cleared at any time by clicking the “Purge Now” button. When this button is pressed ALL Audit log records older than the “Days To Keep” are deleted. It is recommended to select the “Automatic...” button.

**Automated Audit Purge Options** This option allows a user to set the DTP program to automatically delete Audit Log files after a specified time period. With this option selected, each time the program starts, DTP will delete any Audit Log records older than the number of days specified. If this option is not selected, the only way to clear the Audit Log is by manually pressing the “Purge Now” button.

### 4.3.3 Testing Options

The options on the Testing Tab determine how selections are made, how many members are selected from a pool and at what point in the testing process the forms are printed. These options once set may be changed at a later date to coincide with a specific test or site requirements.

#### 4.3.3.1 Testing Day Selection

- a. **Manually Choose Testing Days:** This option allows the site to decide what days are testing days.
  
- b. **Computer Chooses Random Testing Days:** With this option DTP will randomly determine testing days for your command. With this option enabled DTP will determine if “Today is a Testing Day”. This is determined each time the Conduct Random Testing button is selected. If not a testing day the user is notified and testing is not allowed for the selected pool. This option adds another level of randomization to the testing process because no one, including the tester, will know when testing will be conducted until the DTP program declares the day a testing day.

**NOTE:** In order for this option to be effective, a site will need to click the ‘Conduct Random Testing’ button on the main menu **every day for each pool**.

If your command's policy is to conduct random testing at the Commander's discretion, then leave (Computer Chooses Random Days) unchecked.

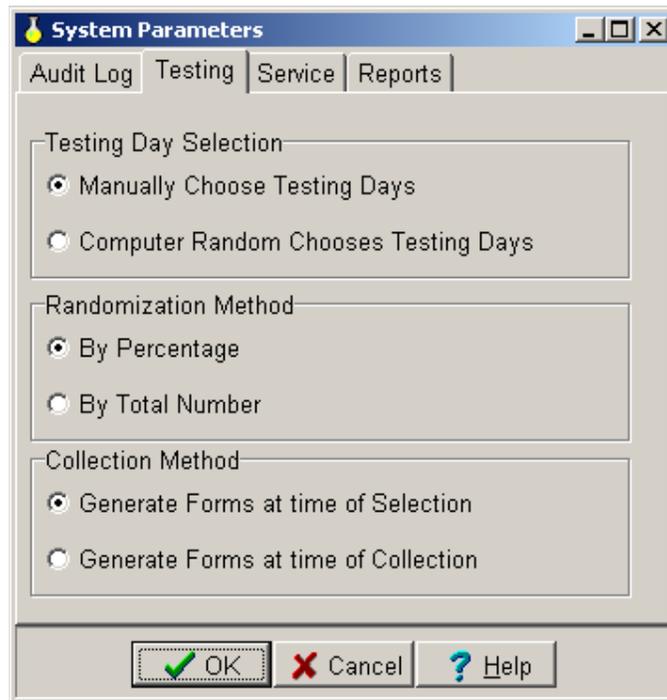


Figure 4-8 System parameters, Testing Options

#### 4.3.3.2 Randomization Method

There are two methods of randomization used by DTP to select personnel for random testing. The “**Selection By Percentage**” method selects personnel based on a monthly percentage. The selection “**By Total Number**” method chooses an exact number of personnel each time random testing is conducted. These options are set according to site requirements.

##### **Percentage**

The percentage method means if 10% is the value entered then each member in the selected pool has a 10 % probability of being selected. It does not mean that 10 % of the pool is selected.

**Count** (Default Test) This is the exact number of members randomly selected for testing.

After selecting the randomization method here at this screen the actual percentage or count values are entered on the Pool Maintenance screen in the “Per Month Testing Info.” Block.

**NOTE:** The percentage or total count value will re-appear on the Pool Management screen each time a New Pool is created saving the user the trouble of having to re-enter the data every time a new pool is created.

#### 4.3.3.3 Collection Method

The Collection Method refers to; at what time in the selection process a user would like to collect forms. This is determined by how a particular service chooses to perform their collections and if computers are available at the collection site.

The method **Print Forms At Collection (PFAC)** allows DD Form 2624s and bottle labels to be printed at the testing site as personnel arrive for collection. A printer must be available at the testing site. This option can greatly reduce the amount of forensic corrections made to forms due to “No-shows.”

The method **Print Forms at Time of Selection (PFAS)** allows a user to preprint all forms before conducting collections.

A couple scenarios for the (PFAS) collection method are: a user does not have a computer or printing capabilities at the collection site so forms and labels are pre-printed in advance at a location where the DTP software is installed or someone who will not be present on collection day can print all forms and labels and pass them to someone who will be present on collection day.

#### 4.3.4 Service Graphics and Lab Address Selection

The Service Tab of the System Parameters screen allows a user to set the default graphic on the Main Start-Up Screen.

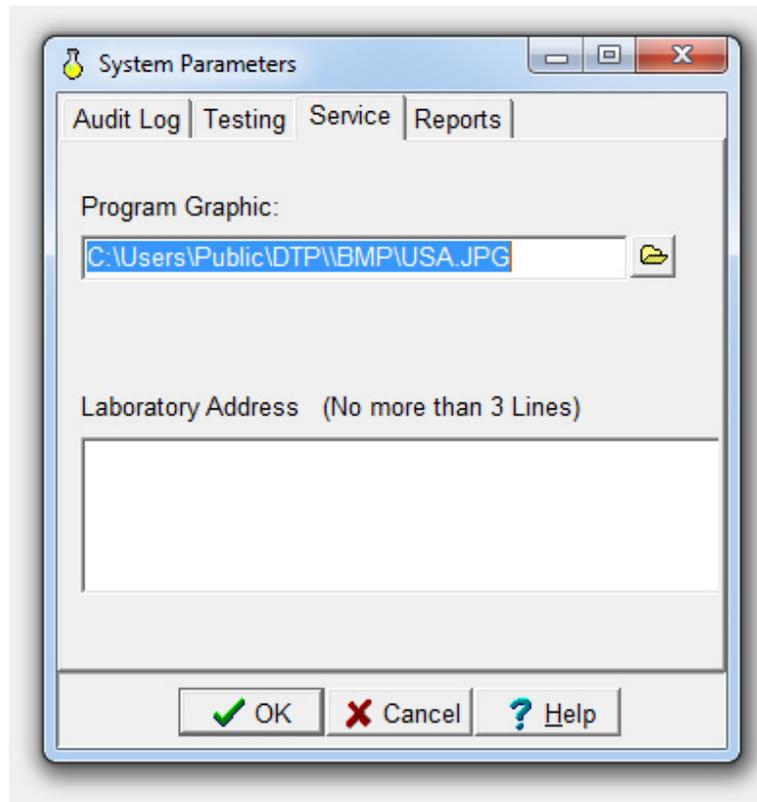


Figure 4-9 System Parameters, Service Options

**Program Graphic** If you have your own service graphic that you would like to have displayed at program start up, you may add it here by clicking the folder button and browsing for your graphic file.

**Laboratory Address** DTP will print the lab address on the front of the DD Form 2624 if the address is specified in this block. You may enter three lines of text to representing the address in this block.

### 4.3.5 Report Options

The Reports option allows users to set parameters which are specific to their requirements such as grouping, future collect dates, previews and sorting requirements.

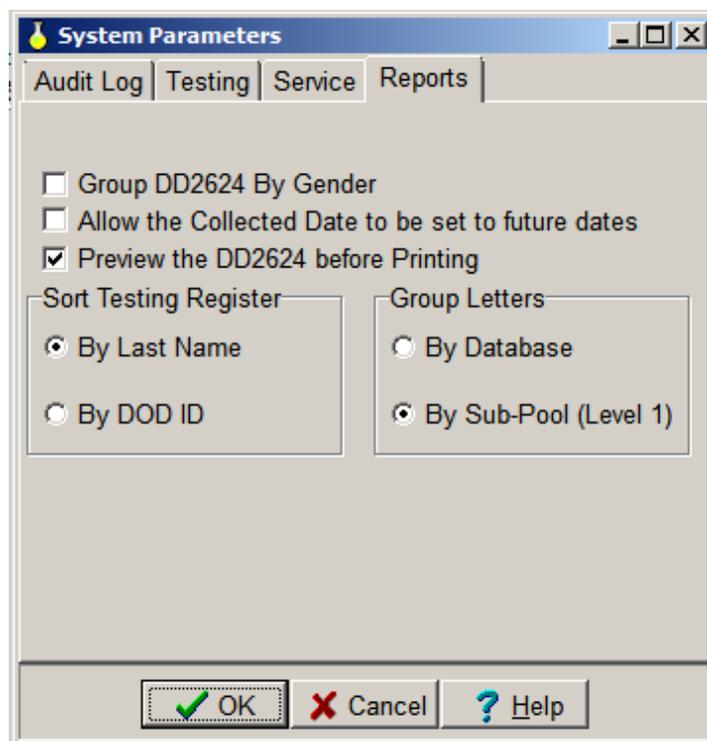


Figure 4-10 System Parameters, Report Options

The Reports page of the System Parameters screen provides the following options:

**Group DD2624 By Gender** This option will maintain males and females on separate DD Form 2624's.

**Allow Collected Date To Be Set To Future Dates** Ordinarily; an individual would be tested on the same day he or she was selected for testing. This option is provided primarily for guard and reserve units who must select personnel for testing before drill weekends. This option should be set in accordance with your command or service regulations.

**Preview DD2624 Before Printing** Allows DD2624 form to be previewed before they are sent to the printer.

**Sort Testing Register** The Testing Register is automatically sorted by UIC (Navy) BAC (Army) BIC (Air Force) or RUC/MCC (Marines). The Testing Register can also be sorted by; Last Name or DOD ID depending on the option selected.

## Drug Testing and Client Collection Program

### Group Letters

**By Database** This option will generate a single commanders letter addressed to the commanding officer in charge of the global database. Listing all members selected for testing from the global database.

**By Sub Pool** This option will generate a letter for each Commander of each individual pool and sub-pool. Each letter will list the individuals selected from that pool.

Once all the parameters have been set the next screen in the Setup Wizard will be the Setup Pools screen.

## 5.0 SETUP POOLS (SETUP WIZARD)

The Setup Pools screen will assist the user in setting up the member pools. Selecting the Setup Pools button will display the Pool Maintenance screen from which pools are created.



Figure 5-1 Setup Pools (Setup Wizard)

### 5.1 Pool Maintenance

If a user is loading DTP 5.2 for the first time the Pool Maintenance screen will guide the user in setting up the pools. If version 5.0 Build 6 or 5.1 is already installed and a user is upgrading to 5.2 the user will not see this Setup Wizard. However, regardless of which version a user is running the Pool Maintenance screen is always available for modifying pool information or adding and deleting pools. Select the Pool Maintenance screen from the main menu.

#### 5.1.1 What is a Pool?

Before setting up your pool structure, it is important to understand the definition of a pool and how the Drug Testing Program uses pools. A “Pool” is basically a specific group of personnel. Normally a pool is simply an organization such as, a battalion, a squadron, or a detachment etc. Some organizations using the DTP program may want to maintain different testing groups, for example, a reserve unit which contains both active duty and reserve personnel. In this case the concept of a pool can be expanded to include an Active Personnel Pool and a Reserve Personnel Pool. Pools can be very flexible depending upon a service’s requirements and needs.

### 5.1.2 Adding New Pools

The Pool Maintenance screen allows pools and subordinate pools to be added and deleted. New databases may also be added and deleted. Members can be added to new pools or current pools and to new or current databases. Pool information can be entered for any new pool or edited for existing pools. Keep in mind that you can import organizations into the DTP program so you may not need to set up all of your organizations initially.

The Pools in the DTP mimic the command structure of the military using a tree type organizational structure. Each Pool can contain any number of subordinate pools, which in turn can contain their own subordinate pools and so on.

Pool information (Percentage and Count values) for a new pool will default to the values set at install with the Setup Wizard ([Review Section 4.3.3.2](#)). However, pool information can be modified for new pools and existing pools at the Pool Maintenance screen.

### 5.1.3 Print Roster Structure

Select the Print Roster Structure button from the toolbar. The Print Preview screen is displayed listing all pools and sub-pools and their associated member count. This list can be reviewed and printed.

### 5.1.4 Add Members Button

The Add Members button located on the toolbar displays the “Modify Roster” screen. The Modify Roster screen allows members to be added, deleted and rosters imported and exported to selected pools. You can add new members that do not already reside within the current database or move current members between pools.

This Modify Roster screen is explained in detail in [Section 21.0](#).

**NOTE:** The current pools displayed are determined by the database selected for testing. The current database is always displayed at the bottom of the main screen for quick reference. To access other pools/members who may reside in other databases go to the “Main Menu” select “File” in the drop-down menu then select the “Change Pools” option. This will allow you to select a different database or a single pool, which will be shown at the bottom of the main screen.

### 5.1.5 Pool Information Fields

The Pool Maintenance screen below shows the Global Pool, Sub Pools and their Subordinate Pools. By selecting a pool the screen will display the pool information for the selected pool.

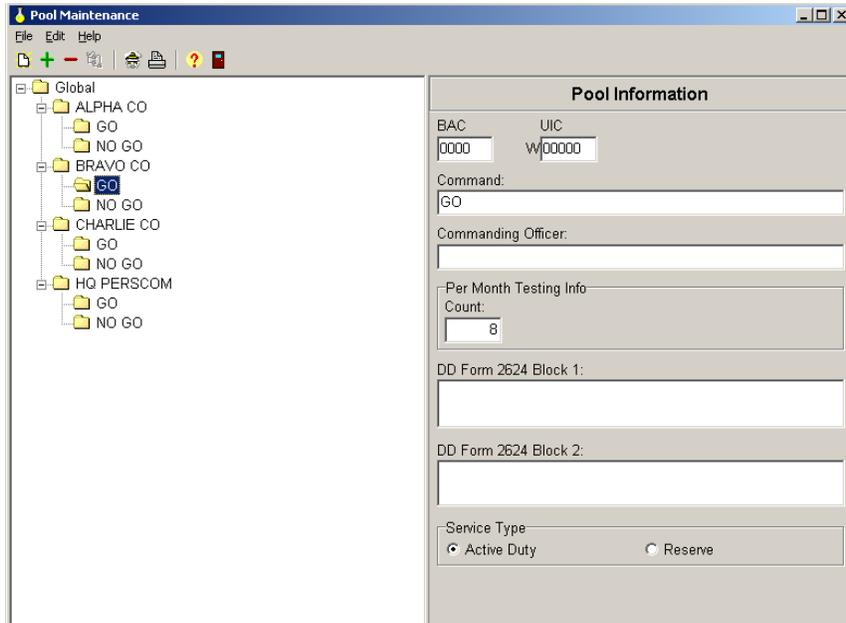


Figure 5-2 Pool Maintenance

**BAC/UIC** This field is the Base Area Code or Unit Identification Code entry depends on your Branch of Service.

**Command** (Optional Field) displays the UIC or BAC command.

**Commanding Officer** (Optional Field) displays the UIC or BAC Commanding Officer.

**Per Month Testing Information** Enter the desired selection percentage or count here. This is the percentage that a member will be selected for testing not the percentage of members selected. Total Number is the total number of members selected for testing. The values entered here should be consistent with the Randomization Method you set on the Systems Parameters/Testing screen.

**DD2624 Block 1** The data entered into this edit box will be printed in Block 1 on the DD2624.

**DD2624 Block 2** The data entered into this edit box will be printed in Block 2 on the DD2624.

**Service Type** Specify whether the pool is active duty or reserve.

## 6.0 IMPORT ROSTER (SETUP WIZARD)

The next step in the setup wizard will guide the user through the process of importing rosters into the DTP program.

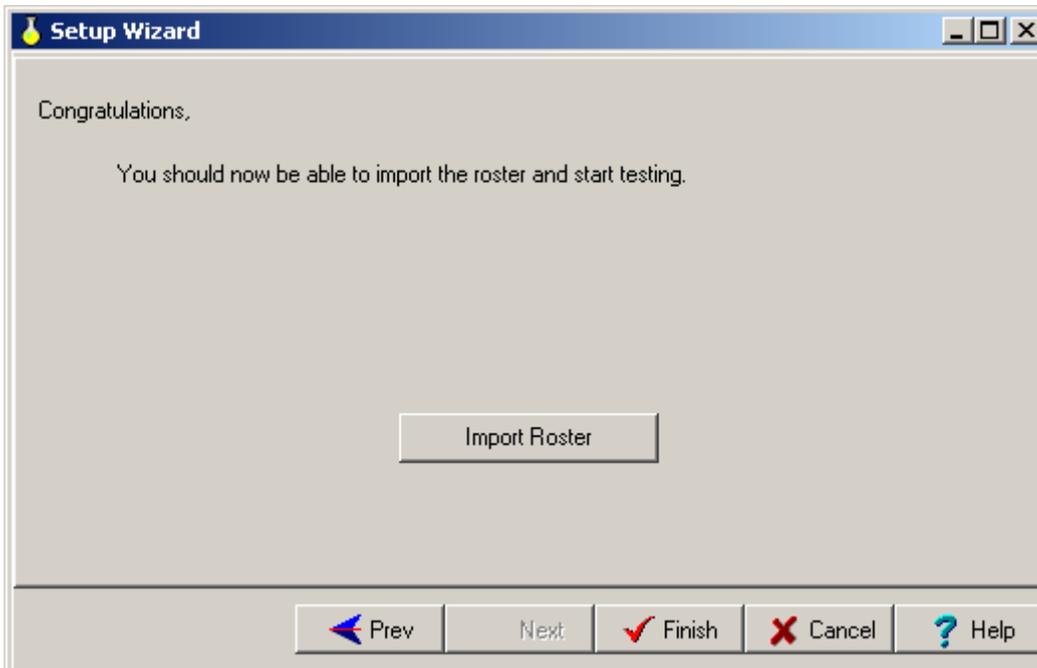


Figure 6-1 Import Wizard

### 6.1 Import Personnel

The last step in the Setup Wizard is to import a personnel roster. Click the “Import Roster” button to start the import wizard.

The Import Wizard is a utility that allows you to import your testing register from a variety of sources. These include *ASCII Comma Delimited*, *Tab Delimited*, and *Fixed Field Text* files, as well as *Microsoft Access*, *Excel*, and *dBase*.

**\*IMPORTANT: If you need to exit the Setup Wizard before the import is completed DO NOT click Finish. Instead click Cancel** as this way when you return to the DTP program, the Setup Wizard will continue to run. The user can skip through the Setup Wizard screens until they reach the Import Wizard and continue with the import and setup. Selecting Finish terminates the setup wizard.

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## 6.2 Select File Type (Setup Wizard)

The first step in importing a roster is to select the type of file that you are importing. Once you have specified a file type, as displayed on the screen below, click “Next” to continue.

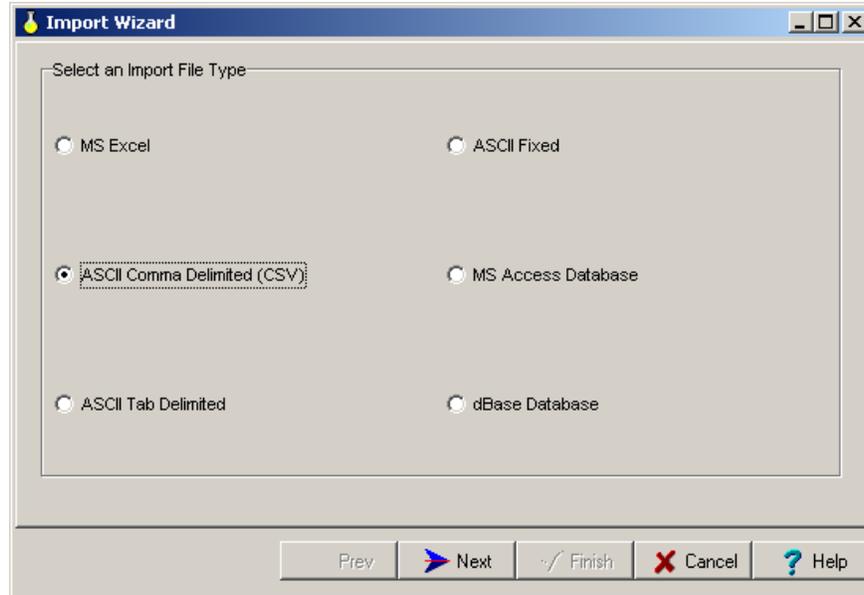


Figure 6-2 Import Wizard Start Page

The familiar Windows “Open File” dialog box will appear. Navigate to the import file’s drive/directory and select the file and click Open.

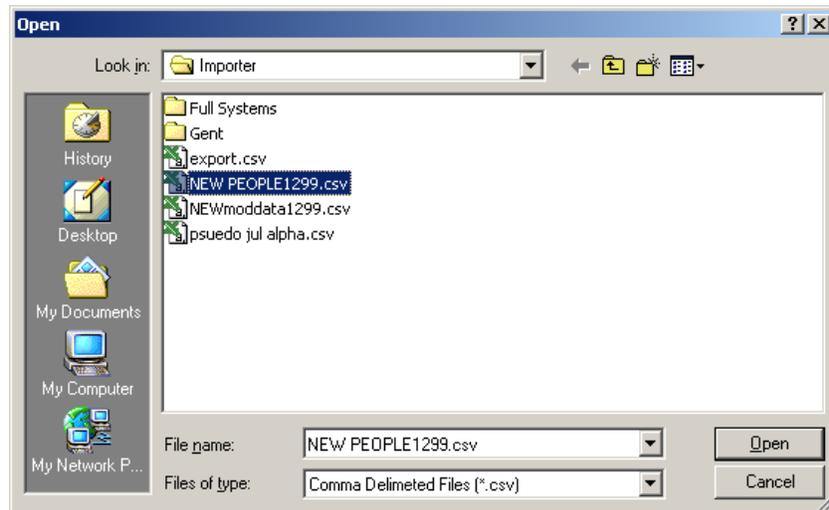


Figure 6-3 “Browse For File” Screen

### 6.3 Fixed Field File

If you are importing a fixed field file, the screen depicted in Figure 6-4 will appear. (If you are importing a different file type you may skip to the next step.) An ASCII fixed field file is a text file where each field is of fixed length. One drawback to these types of files is that it is not easy to determine where the field positions begin. DTP makes a best guess at where the field positions are located, but you will need to check this information.

As depicted in Figure 6-4, DTP inserts a line where it has determined each field position starts. (**Note that no line is required for the beginning of the file.**) If any of these lines are incorrect you will have to “move them.” You may remove a line by clicking on the line, or insert a line by clicking on the position where you would like the line to be inserted. Use the scroll bars to look at the entire file to ensure that the field positions are properly marked. Once you have determined that the field positions are correct, click the ‘Next’ button to continue the Import Wizard.

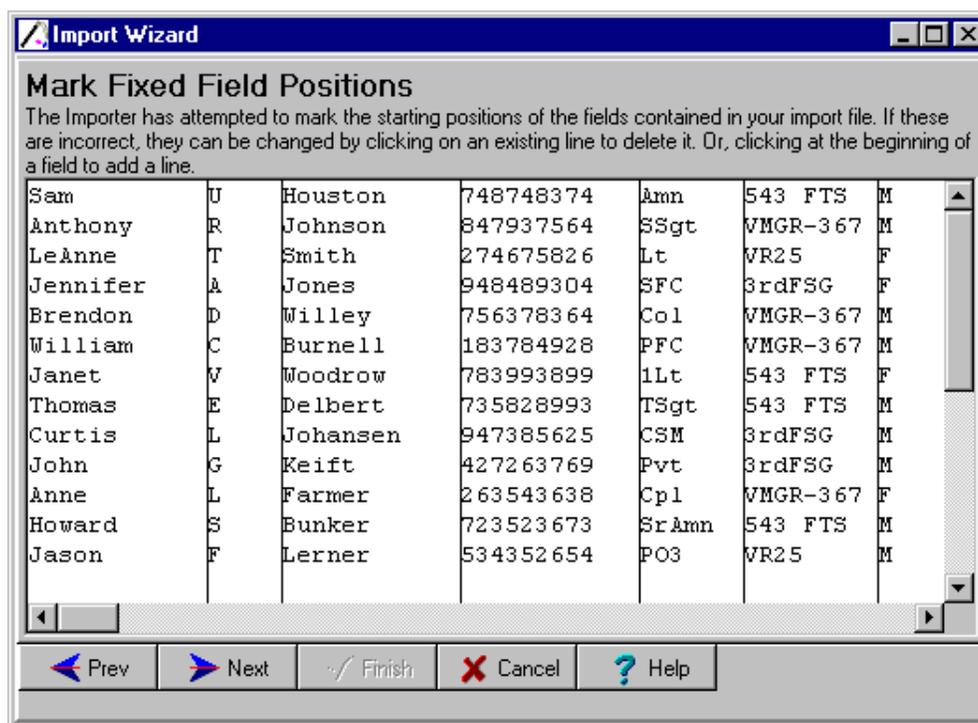


Figure 6-4 Import Wizard, Mark Fixed Field Positions

## 6.4 Import Options

The import wizard has the ability to import organization information into your database. If your import file contains organizational information and you would like DTP to import that information for you, leave the “Ignore Organizations” checkbox unchecked as depicted in Figure 6-5. You must also specify the pool under which you would like to import your records. This is accomplished by selecting a pool in the pool list. You may also import UIC/RUC and BAC/BIC/RUC information if it is contained within your import file along with the organization.

In the example screen below, all records will be added under the Alpha Co. Pool. If the Ignore Organizations box is unchecked, the import routine will search for and add any new organizations found; under the Alpha Co. Pool creating sub pools for each. Personnel will be assigned to their organization as they were within the import file.

If you would like to import all personnel under a single pool, then ensure that the “Ignore Organizations” check box is checked and select the pool you would like to import into.

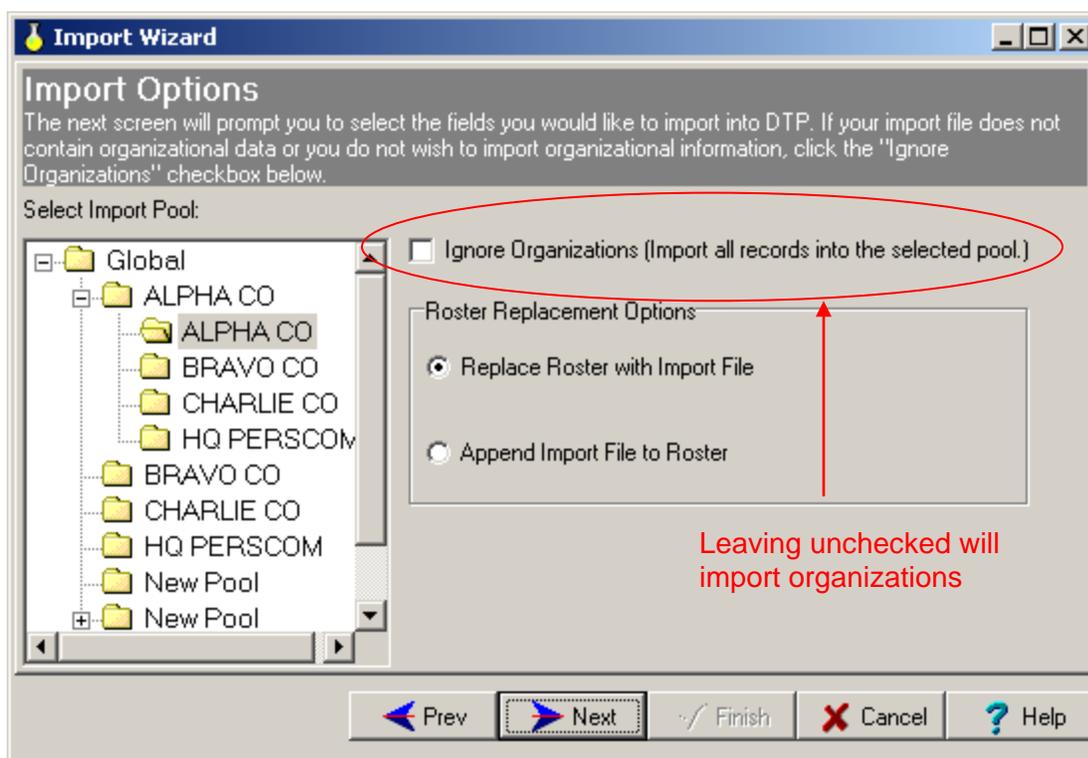


Figure 6-5 Import Options (Setup Wizard)

**Replace Roster with Import File:** This option Will replace/remove any existing roster data with the new roster data.

**Append Import File To Roster:** This option Will Not replace/remove any existing roster data, but will simply add the new data with the existing data.

Select Next to continue with the Import Wizard.

## 6.5 Map Import Fields (Setup Wizard)

After you choose your organization import options, the import routine copies your file to a temporary table and displays the fields so that you may decide which fields to import.

### 6.5.1 Assigning Column Titles

Initially, all column titles in the table read “Do Not Import.” See Figure Below.

1. For each column you wish to import click on the column title (“Do Not Import” is the default title).
2. Selecting the “Column Title” highlights the column and displays a drop-down box that displays available titles, as shown in the figure below.
3. Select a title from the pop-up box that is associated with the data in each column. The column title’s default phrase (Do Not Import) will change to the title you have selected. This column is now assigned for import.

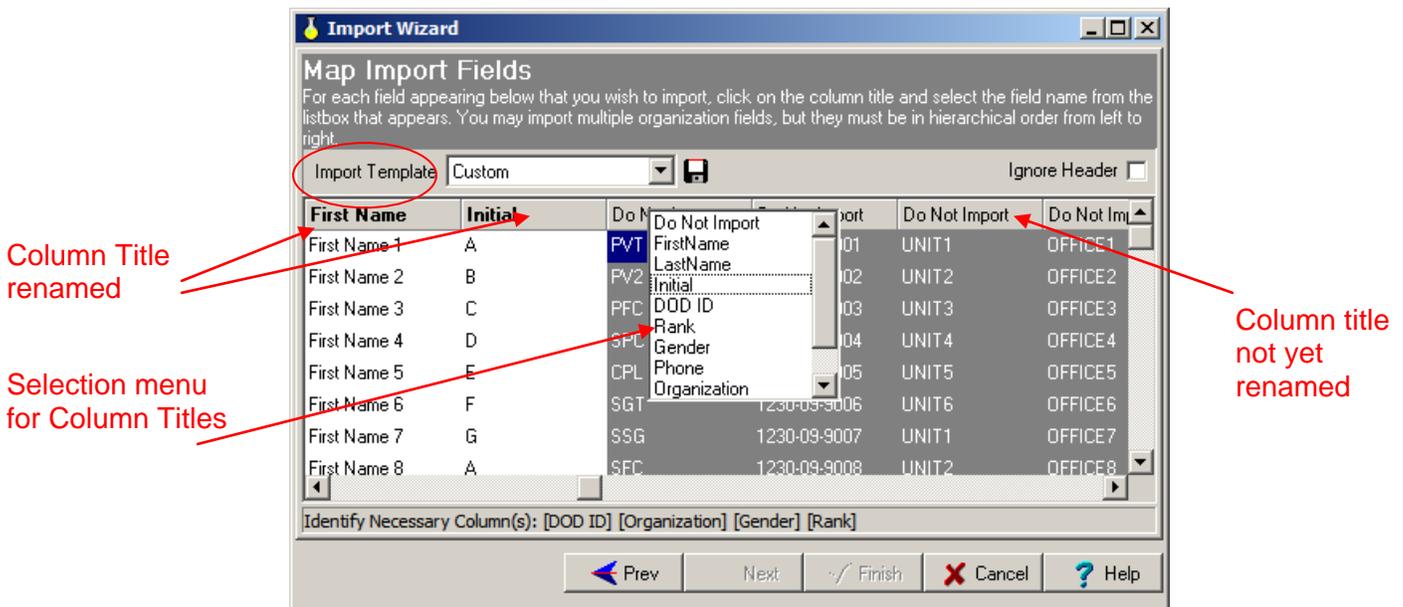


Figure 6-6 Import Wizard, Map Import Fields

Note the “Import Template” field on the screen. This option allows the import setup to be saved so the given titles will be automatically installed with the next import.

- a. Select the Disk Icon to create a new template name after columns are labeled.

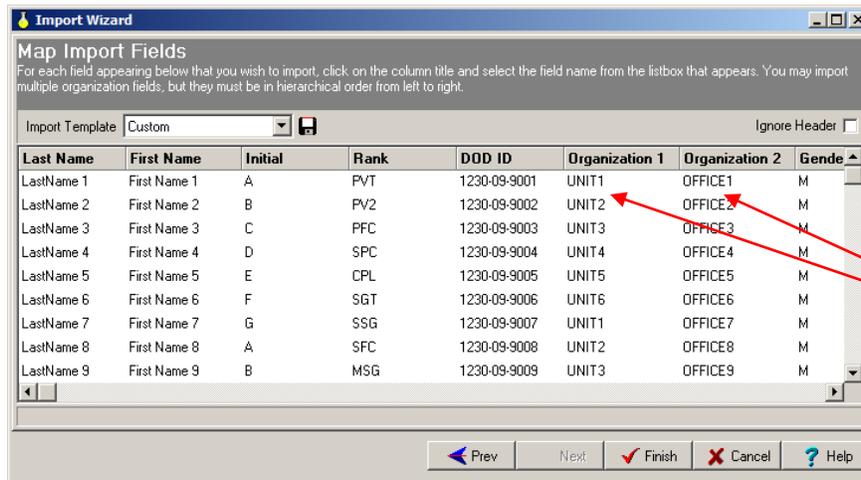
b. During future imports when the Map Fields screen is displayed simply select a template and all columns are titled according to the template selected.

### 6.5.2 Mapping and Setting Column Hierarchy (Example Screens)

To complete the Import functions ensure that the organizations are in the correct order. The Organization Data must appear on the Map Fields Screen from left to right in the correct hierarchical order. To do this drag the columns of data left or right so they appear on the screen in the correct organizational order Organization1, Organization2 etc. See screen below.

### 6.5.3 Multiple Organizations for Each Record

If your import file contains multiple organizations for each record then the import utility can duplicate this structure by allowing you to specify multiple organizations on this page. For example, an import file might contain a Wing, a Group and a Squadron for each individual record, with Group being subordinate to the Wing, and Squadron being subordinate to the Group. DTP will duplicate this structure by adding the correct pools to the database and assign each individual to the correct squadron (the most subordinate unit.)



Drag columns right or left for correct hierarchy 1,2,3 etc.

Figure 6-7 Import Wizard, Map Import Fields

### 6.5.4 Mandatory Fields

If personnel names are not broken down by first name, initial, and last name, you should import the name to the LastName Field. LastName and DOD ID are required fields and the Import Wizard will not allow you to proceed if these fields are not assigned.

### 6.5.5 Import Screen Templates

The "Import Template" box on the Map Import Fields screen allows a user to select a template for automatic column labeling. During the import process when the Map Import

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Screen is displayed simply choose a template and all columns are titled and organizational hierarchy maintained according to the template selected. This alleviates the need to select titles and adjust organizations with each import.

- Step 1 To name a new template, first go through the process of assigning the correct titles to all columns, this must manually be done the first time. Don't select "Finish" yet wait until the new Template name is entered.
- Step 2 Select the "Disk" icon next to the Template box, a pop-up screen will be displayed allowing a new template name to be entered and saved. This new template will then be added to the available templates.

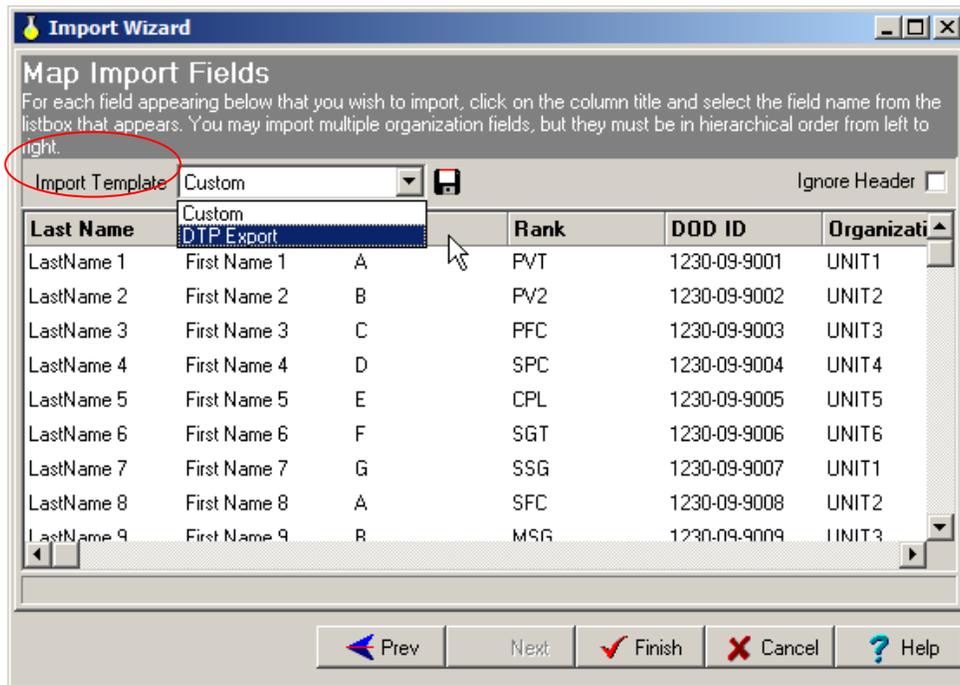


Figure 6-8 Map Import Files

- Step 3 When the columns are properly titled and organizational hierarchy set and a template name is entered, then click "Finish". The template name will appear in the Import Template box.
- Step 4 During the next import when the Map Import screen is displayed simply select a template and all column titles and organizations will be automatically set according to the template chosen.

## 6.6 Export Roster (Setup Wizard)

To export a personnel roster first access the “Personnel Roster” screen from the main menu. The Modify Roster screen is displayed. Select a pool at left which contains the roster to be exported. Members are displayed on the right of the screen.

From the Modify Roster toolbar select the Export Roster button the screen below is displayed. Give the export file a “File Name” and choose a “File Type” then select the directory that the export file is to be saved and select “Save”. A copy of the members in the selected pool will be exported to the new directory but the members will remain in the selected pool on the “Modify Roster” screen.

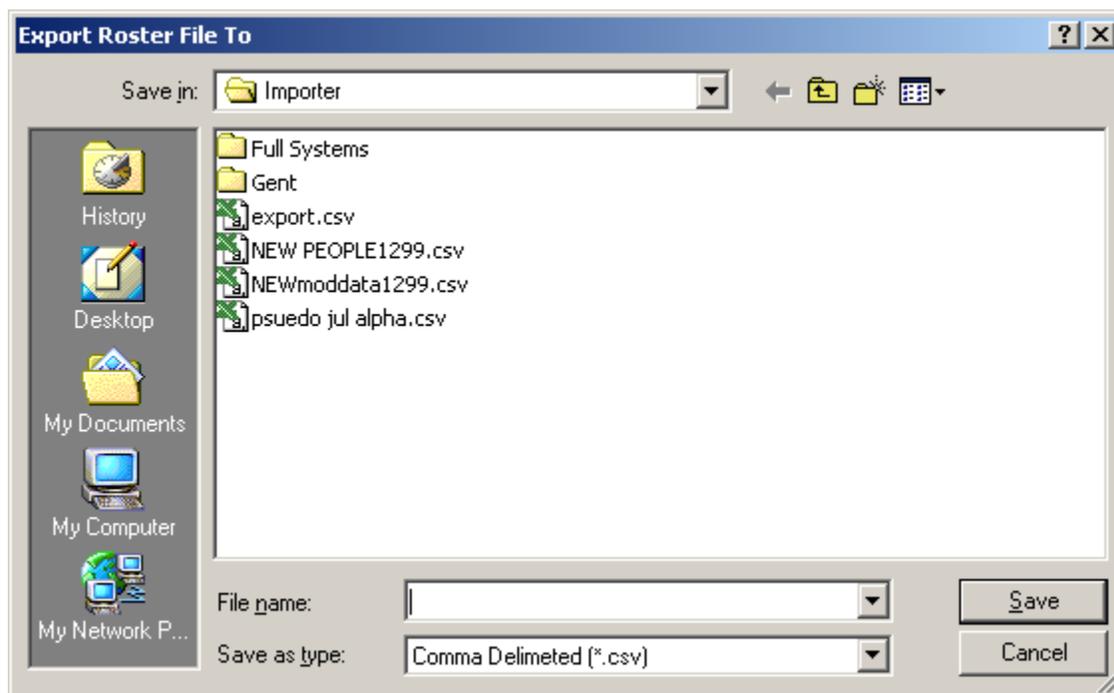


Figure 6-9 Export Roster Dialog

The export function will only export personnel information.

## 6.7 DTP Data Conversion Utility

The converter is designed to convert all data from Version 5.2.6.1 or 5.2.4 of the Drug Testing Program and import this data into Version 5.4. The conversion process happens behind the scenes no action is required by the user. No data will be lost and all settings will be maintained to include Parameters, Rosters and History.

**NOTE:** If a user is loading the DTP program for the first time the parameters will need to be setup and rosters will need to be imported. The Setup Wizard will assist the user in completing these functions.

**NOTE: Navy Specific:** Some Navy users may want to review the stand-alone data conversion utility, reference [Section 7.0](#) of this manual. The conversion utility was created for sites using older software specifically version NDSP4.03a to assist in converting roster data.

Some commands will have more than one database to convert. These databases must be converted one at a time.

**\*WARNING\*** IF MEMBERS ARE MANUALLY ENTERED INTO THE DTP PROGRAM THEY MUST BE ASSIGNED TO A POOL. THIS IS MANDATORY SO THAT THE UIC AND COMMAND ADDRESS INFORMATION FROM THE POOL IS AVAILABLE TO THE DD2624, OTHERWISE THE FORM DD2624 WILL NOT PRINT.

## **7.0 IMPORT UTILITY NDSP2TXT (NAVY SPECIFIC)**

For Navy sites running an older version of the DTP specifically (NDSP4.03a), a utility program is available which will extract the roster and move the roster data to a file (Comma Delimited) that can then be imported into the latest DTP program.

### **7.1 Reasons For Using This Utility:**

Example: A site has been using an older version of DTP mainly for the purpose of maintaining a roster, generating test and printing forms. History records are kept manually and not maintained in the program. So the database for obvious reasons contains numerous records generated by partial test that were never carried through to completion. Therefore creating an expanded database with empty and incomplete history records. These incomplete records may create problems when imported into the newer version software usually because of the volume of records. This utility will ignore these incomplete record and import roster and pool data only.

### **7.2 How To Access This Utility:**

This is a stand-alone utility and not part of the DTP software. This utility is named NDSP2TXT. The utility can be downloaded from the DTP web site or from the Navy's DTP web site.

### **7.3 What You Will Gain By Running This Utility:**

If you are not tracking history records then running this utility will search for all roster names and pools and move these to a file. All history data files are left behind. This ensures only clean roster and pool data is imported into the new version software.

### **7.4 What You Will Lose By Running This Program:**

If the History records are being tracked therefore making it necessary that they be imported into the new software, then you may not want to run this utility. That is because the utility will move roster records only excluding all history records from being imported into the new version software.

### **7.5 Need To Maintain All History Records:**

If you need to maintain your history records do not use this utility. You should use the Data Conversion Utility that is built into the new version software. The install wizard will guide you through the conversion process during installation. All records will be imported.

## 8.0 SYSTEM LOGIN

The DOD Drug Testing Program is opened by double clicking the desktop icon installed by the setup program. Alternatively, the program can be run from the Windows Start Menu.

### 8.1 Initial Login

The first screen to appear when the program starts after the initial installation will prompt the user for User Name, Password and Reverify Password. The password entered must have a minimum of 8 characters with 2 characters being numbers or special characters.

### 8.2 Subsequent Login

Subsequent Logins will not require the Reverify step but only entry of the User Name and Password.

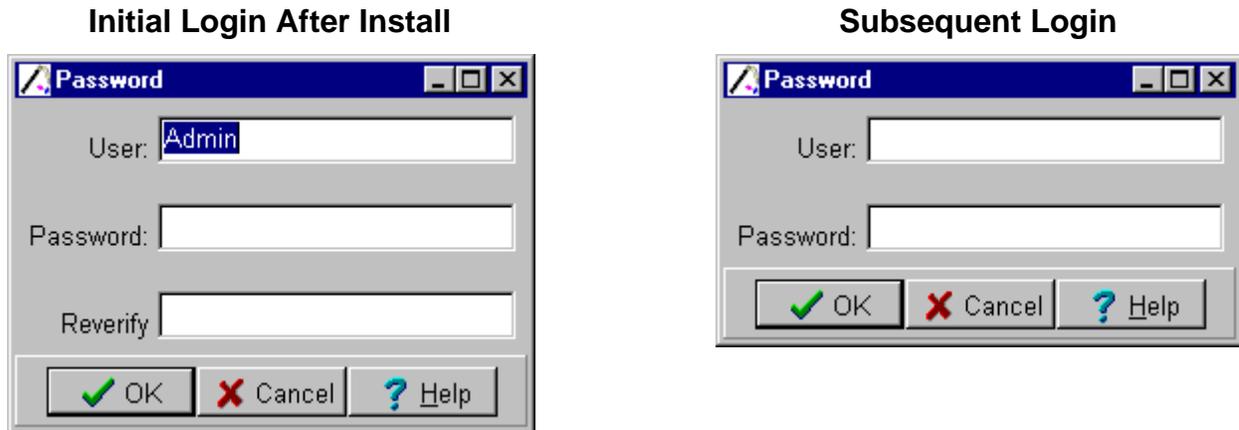


Figure 8-1 Initial and Subsequent Logins

The Login Dialog box is displayed each time the DTP Program is started or each time a new user signs on to the program. As the program starts, all program data remains encrypted and program access is denied until a recognized user and password is entered. The user is allowed three login attempts before the program terminates and locks the offending user out of the system.

If during program operation a new user needs to login, select 'Change User' from the File menu on the Main Form to display the login dialog.

DTP will also keep an audit trail of the actions taken by the current user as entered in this dialog box. This audit trail can be viewed on the **Auditing Data Manager** screen, which can be accessed on the **Main Form** from the *Utilities* drop-down menu or the *System Utilities* button.

## 9.0 SELECT INITIAL POOL

At the **Select Pool Screen** (displayed each time the DTP program is started) the user selects the desired pool in which to test by making a selection from the available pools. The Root pools and their sub pools can be expanded or collapsed by clicking the ‘ + ‘ or ‘ – ‘ sign respectively.

After the DTP program is running a user can still select a different pool for testing by selecting the “Change Pool” menu located under the “File Menu” at the Main Screen. This will bring up the screen shown below and a different pool can then be selected for testing.

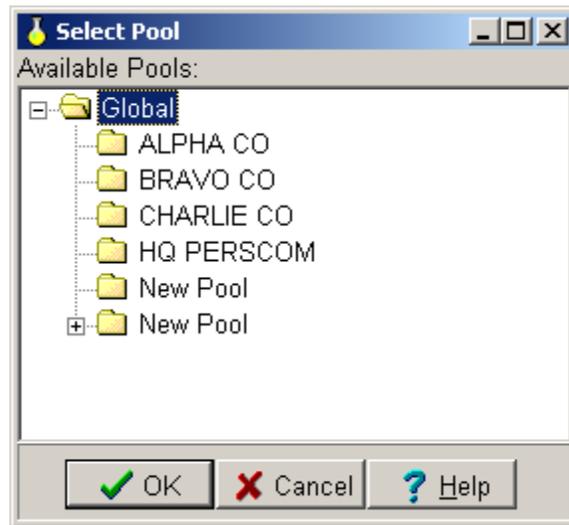


Figure 9-1 Select Pool Dialog

In the example depicted above, the Root pool is Global. Each root pool should be considered a separate testing database. Once a user selects a pool on this screen they will only be able to test against members contained within that pool whether it is a root pool or sub pool. All other members (and pools) outside the selected pool will remain hidden from view.

The pool or sub pool that is selected on this screen will remain displayed at the bottom of the main screen.

## 10.0 SET NON-WORKING DAYS

The next step in completing the setup wizard is to enter the available testing days for the current month. This information is entered on the DTP Calendar screen. Clicking the “Set Non-Working Days” button will display the calendar where the Non Working Days are selected.

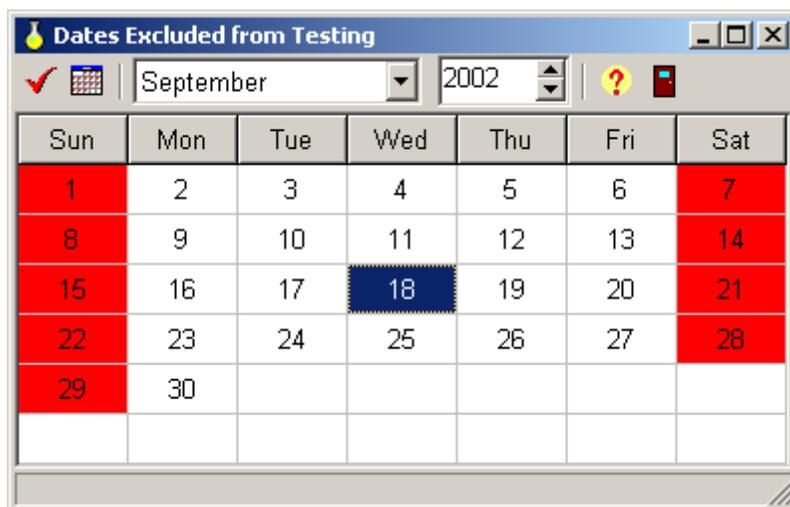


Figure 10-1 DTP Testing Calendar

### 10.1 Excluding Dates

To exclude days from testing, simply double click on the dates, they will become highlighted to indicate selection. Double clicking selects and double clicking again de-selects.

If the “Randomize Days” option is selected DTP uses this information in selecting the days to conduct drug testing and to keep testing statistics. Once you have marked all non-testing days click the “Save” button to save the changes and close the calendar.

Close the setup wizard by selecting “Finish”. All parameters are now set and testing may begin.

Normally active duty units will want to exclude weekends and holidays.

The Set Non-working Days button on the toolbar sets all weekend days as non-testing days if your default service is Active Duty. If your default service is Reserves then clicking this button will set all weekdays as non-testing days.

## 11.0 THE MAIN MENU

The **Main Menu** is the starting point for all operations performed within the DTP program. The drop-down menus at the top of the Main Screen contain all the functionality of the program. The large buttons beneath the drop-down menus provide access to the functions that are most frequently used within the program. The buttons displayed will vary according to the branch of service selected at install. NOTE: The buttons displayed will differ according to the service selected at install.



Figure 11-1 Main Menu

### 11.1 The Menus

Under the **File** menu you can change users, change pools, or change your printer settings.

The **Personnel** menu provides access to the Personnel Roster form and to the import and export utilities.

The **Testing** menu is another starting point to begin the testing process. Testing under all premises can be started here. DD 2624 Form Management can also be conducted from the Testing menu.

The **Reports** menu provides access to all printouts not directly related to the testing process. Under this menu, you can print a variety of system and personnel related reports. You may also access the Print Mailing labels utility under this menu.

The **Utilities** menu contains access to all program utilities that support the Drug Testing Program, for example, Backup/Restore, Pool Maintenance, Test Parameters and User Maintenance, including edit capabilities for print products.

### 11.2 The Main Menu's Button Bar

**Conduct Testing:** displays the Testing Wizard that walks the user through the process of selecting personnel and choosing a test premise. Random or Other Testing.

**Other Testing:** This button is specific to Air Force and Marines and provides a menu with the optional test types if random testing is not desired.

**Samples Due:** displays members selected for testing but not assigned to a DD2624. Testing sites that have set their method of collection to "Print Forms at Selection" would use this screen. These sites will return to this screen to update members after collections are returned.

**Collect Samples:** allows a member to be assigned to a form as they arrive for collection. This screen would be used by sites that have their method of collection set to Print Form at Collection.

**Samples Collected:** When samples have been collected they will reside in this screen until results are posted.

**Positive Results:** displays all samples that have been assigned a positive result.

**Personnel Roster:** displays the Modify Roster screen where users can modify pools, import, and export personnel information.

**Pool Maintenance:** displays the Pool Maintenance screen form where pool specific information is maintained. Users can add, edit, and delete Pools here.

**System Utilities:** displays the Select System Utilities screen allowing access to less frequently used functions such as, editing the Commander's Letter, setting Testing Parameters, and Auditing options, just to name a few.

Finally, the **Quit** button allows the user to exit the system.

For quick reference, the status bar at the bottom of the **Main Menu** displays the current user and the current pool.

## 12.0 TESTING WIZARD (START PAGE/TESTING OPTIONS)

The Testing Wizard will always be the first screen encountered when testing is performed. The Testing Wizard allows a pool to be selected and the test options set before a test is conducted.

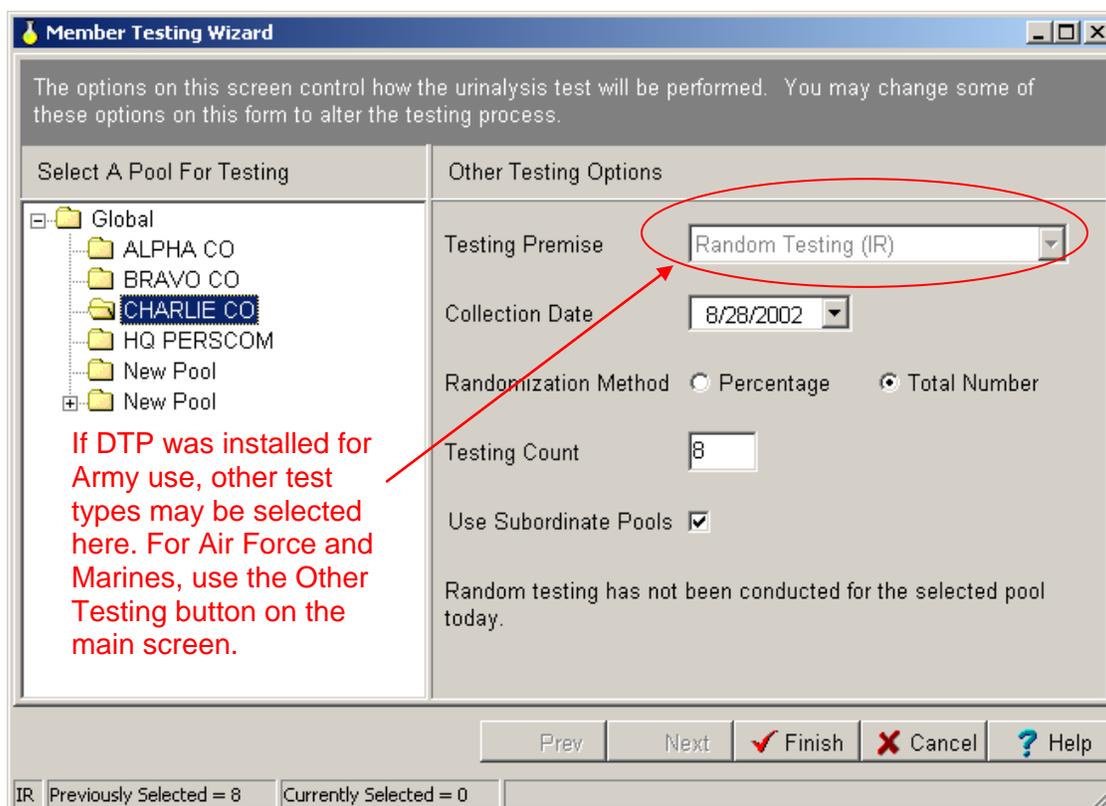


Figure 12-1 Testing Wizard (Start Page/Testing Options)

### 12.1 Testing Options

The first screen of the testing wizard allows the user to select the pool for testing and set specific testing criteria for each individual test. These options are explained below.

#### 12.1.1 Select A Pool For Testing:

Select a pool to be tested.

#### 12.1.2 Testing Premise

The Testing Premise displays the Test Type for the test to be conducted. Random Testing is the default test. If another test premise is desired select the arrow on the Test Premise box for a drop-down list of other available test premise (Army). For Air Force and Marines use the Other Testing button on the main menu to select a different test premise.

### 12.1.3 Collection Date

The Collection Date will default to the current date. This is not a Test Date. This is the Collection Date that will be printed on the DD2624. If a user selects the arrow on the date box the Calendar screen will be displayed. The Calendar screen allows the Collection Date to be set to a future date. This is used if a test is generated with collections being performed at a later date.

### 12.1.4 Randomization Method

This option determines the method DTP will use to randomly select personnel for testing. This option was set during the initial program installation when parameters were set. However a user can change this option prior to each test.

**NOTE:** The percentage method means, for example, if 10% is the number entered in the "Target %" box on the Pool Maintenance screen, each member in the selected pool has a 10 % chance of being selected. It does not indicate that 10 % of the pool is selected.

- a. Percentage: The system will select a percentage of the selected pool for testing. The percentage value is entered in the "Testing Percentage" box.
- b. Total Number: The system will select a "Total Number" for testing, the total number is set by the user in the "Testing Count" box. This is a random selection.

### 12.1.5 Subordinate Pool Members (Inactivated)

If "Use Subordinate Pool" remains unchecked, then only the personnel in the current pool can be selected for testing. No personnel from subordinate pools (sub-commands) will be selected. If you are randomly selecting individuals for testing then only the personnel in the current pool will be considered for random selection by the DTP Program.

If you are manually selecting personnel for testing, then only the members from the current pool will be displayed to choose from.

If "**Use Subordinate Pools**" is checked then the selected pool and all associated subordinate pools are available for test selection.

This completes the Testing Wizard screens. Select "Finish" to continue the test process.

## 12.2 Print Testing Products

This is the next screen in the testing process. The "Print Testing Products" screen displays any members the system selected for testing and makes the necessary forms available for printing.

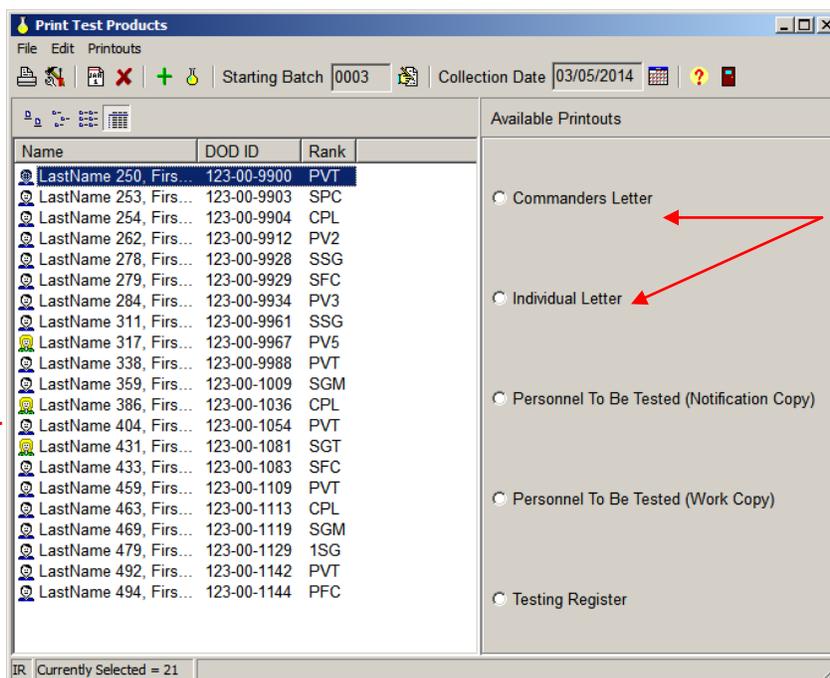
**NOTE:** Collection and Selection are the two possible scenarios when the Print Testing products screen is displayed. The two scenarios determine which forms will be available to the user for printing. The forms available for printing depends on the “Method Of Collection” chosen when the parameters were selected at install. Methods of collection are “Print Forms At Collection” (PFAC) and “Print Forms At Selection” (PFAS). The option selected often depends on a collection site’s requirements and their testing processes. The two scenarios are described below.

Additionally: different print products are available to different services. For example, if the DTP software was installed for Army use the Commanders and Individual letters will not be available in the Print products selection. If DTP was installed for USAF or Marine use the Commanders and Individual letters will be available as print products.

### 12.2.1 Print Test Products (Print Forms at Collection (PFAC))

Notice the figure below does not make the DD2624 and labels available for printing. This indicates that in the system parameters the option “Print Forms at Collection” was chosen. With this option forms and labels are not printed until members arrive for collection. As a member arrives for collection the Collect Samples screen is accessed and the members are then moved to the DD2624 form. The members name must be on the DD2624 form in order to print the label.

Note: with this method of collection the DD2624 forms are not displayed. They are printed at time of



These options are for Air Force and Marines they will not be displayed if DTP was installed for Army use.

Figure 12-2 Print Products Screen (Print Forms at Collection)

This method of collection alleviates the need to make forensic corrections for no-shows. This means not having to line through a members name for a no-show which could happen when DD2624s are printed prior to collections. However this does require

having a computer at the collection site to print the forms and labels. This option (Print Forms at Collection) is set on the “System Parameters” screen by selecting the “Testing” tab then choosing the option (Print Forms at Collection). The toolbar at the top of the screen allows QCs to be added and the Site Collection Screen to be accessed.

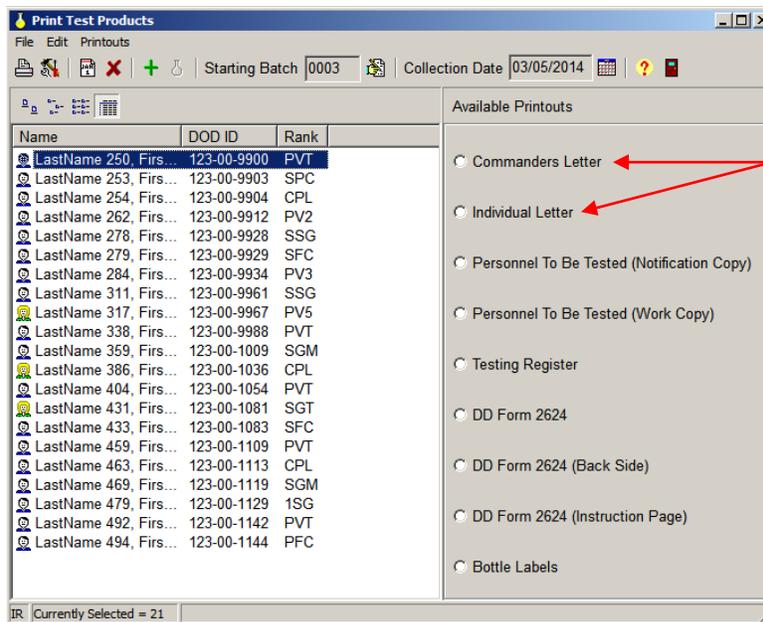
**NOTE:** If a member cannot fill a bottle with the required volume, that member could be held aside. The DD2624 Form Management screen will allow another label to be printed for that member for another attempt later. This is dependant upon the requirements of the branch of service and local testing procedures.

### 12.2.2 Print Test Products (Printing Forms at Selection (PFAS))

Notice this screen DOES make the DD2624s and labels available for printing. This indicates that in the system parameters the option “Print Forms at Selection” was chosen. With this option all letters, the register, forms and labels are printed when members are initially selected for testing.

This option is chosen when forms must be printed at one location then sent or carried to a different location where the collections are performed. Also this option is necessary if a computer is not available at a collection site. With this option, after the physical collection is performed, a user must return to the DTP program and change the status of the test subjects from “Selected” to ‘Collected’, by way of the Samples Due screen. As a member’s status is changed to Collected the program moves that member to the Samples Collected screen, awaiting results.

Note: with this method of collection forms are displayed and printed at selection before collections.



These options are for Air Force and Marines they will not be displayed if DTP was installed for Army use.

Figure 12-3 Testing Wizard, Print Products Screen

### 12.2.3 Set a Due-Back Date

If an individual has been selected for Testing but will not be present, that individual can be assigned a “Due Back Date”. At the Print Test Products screen before the member is

assigned to a form, right clicking on the members name to display the calendar screen then set a return date for that member. After a date is selected and the due back screen is closed a Comments screen is displayed where comments can be added, although not required. Assigning a due back date will remove those personnel from the test members so that they are not printed on any forms. After their "Due Back Date" expires, these members will be available for selection on the next random test. For manually selected test the member assigned a due-back date will appear in the Samples Due screen with a Calendar Date next to that members name.

#### 12.2.4 Print Products Screen

**Commander's Letter** Prints a letter to each unit commander notifying him or her that unit personnel have been selected for testing. Including a list of the personnel selected. Used by Air Force and Marines only. See System Utilities to edit this letter.

**Individual Letter** Prints a letter that is presented to each member selected for testing. The letter acknowledges required attendance and establishes a test date, test time and test location. Used by Air Force and Marines only. See System Utilities to edit this letter.

**NOTE:** When printing 2-page letters on a printer that does not have duplex capabilities perform the following to produce a single page letter.

1. Print only the first page for all letters. After DTP has generated the letters and they are displayed on screen, select print. With the Print Command screen displayed:
  - a. At the (Page Range) box, select "All".
  - b. At the (Print: All Pages in Range) box, select **Odd Pages**.
  - c. Select Print. Printing the Odd pages will print all the first pages of each letter only.
  
2. Take all letters (first pages) and place them into the printer's paper tray. They should be placed text up and the page header should lay toward the outside of the tray closest to the user. Select print and from the print command screen choose the following:
  - a. At the (Page Range) box, select All.
  - b. At the (Print: All Pages in Range) box, select **Even Pages**.
  - c. Select Print. Printing the even pages will print all the second pages of each letter on the back of the first page (which were placed into the printer's tray) this will generate a single paper for each letter.

**Personnel To Be Tested (Notification Copy)** Prints a list of names to be submitted to the selected individuals commander.

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**Personnel To Be Tested (Work Copy)** Prints a list of names to be used by the individual in charge of conducting testing.

**Urinalysis Register** Prints the testing register/unit ledger.

**DD2624 Forms** Prints DD2624 forms for all selected members.

**DD2624 Back** Prints the backside of the DD 2624.

**NOTE:** For editing DD2624 Backs reference [Section 16.3](#)

**Bottle Labels** Prints labels for specimen bottles.

### 12.2.5 QC Samples

If your unit is participating in the AFIP program use this screen to add quality control specimens to a group of samples. The samples are used to test the accuracy of the laboratories.

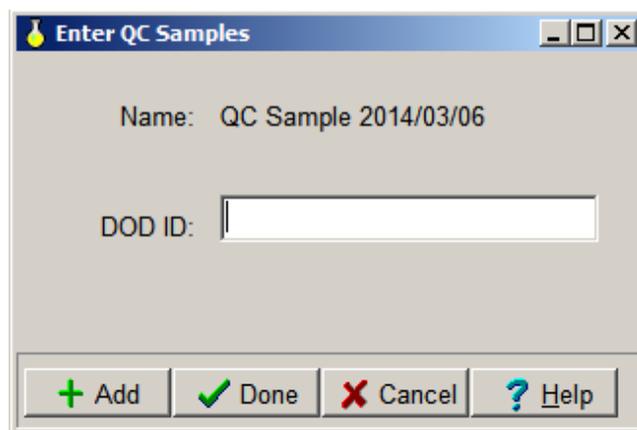


Figure 12-4 Add QC Samples Dialog

Select the “Add QC Specimens” button (+) on the tool bar of the Print Test Products screen to display the Add QC Samples screen.

Enter a DOD ID, click “Add” to assign the QC to the test.

When all QCs have been added select “Done” to close the QC screen.

### 12.2.6 Set Collection Date to Future Date

A testing site may choose to select personnel for a test today but set the collected dates to a future date when actual collections will take place. The future test dates would be the dates listed on the DD2624 forms. To do this:

- Step 1 Perform the normal selection and testing procedures until the Print Testing Products screen is displayed.
- Step 2 On the Print Testing Products screen the collection date is shown on the toolbar. Next to the collection date is the Calendar button. Select the Calendar button and a Calendar is displayed.
- Step 3 On the Calendar select a future collect date and close the Calendar. The future date selected will be the date printed on the forms.
- Step 4 Print your test products and continue the testing process.

### 12.3 Members Selection (Testing Wizard)

The “Member Selection” screen is only displayed when a test premise other than Random Testing is chosen. Test that are not Random Test, require the manual selection of personnel. This screen displays available and then any selected members. If a test premise has been selected on the wizard screen (even if members have already been selected as shown on the screen below) but needs to be changed select the “Prev” button to move back to the previous wizard screen and select a different test premise. Any selected members will be removed.

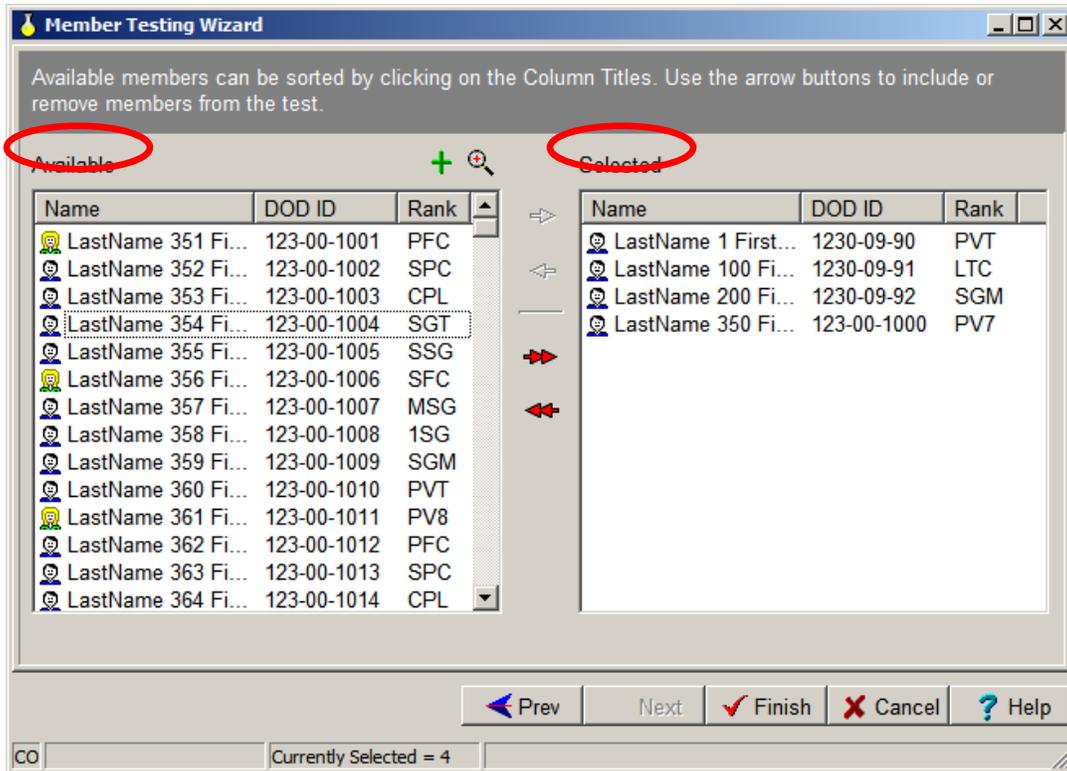


Figure 12-5 Testing Wizard, Member Selection

#### 12.3.1 Selecting Members

- a. Select Individual Members.

Click on a name in the Available column. With the name highlighted select the appropriate single Red arrow. The name is moved to the Selected column.

To move the member back, highlight the member in the Selected column and select the appropriate single Red arrow to return the member back to the Available column.

- b. Selecting Multiple Members

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To move multiple members hold down the Shift Key while selecting members (Highlighting) use the single Red arrow keys accordingly to move members between the Available and Selected columns.

c. **Selecting All Available Members**

To move all members that are listed as available, selecting the double Red arrows accordingly will move all members between the Available and Selected columns. Highlighting the members is not necessary when moving all members.

**Find Button** Select the Find button to search a pool for specific values, Name, Rank or DOD ID.

**Sort By Column** Click on any column title to sort the data (top to bottom) within that column.

**Previous** The “Previous” button will take you back to the previous screen.

**Finish** Selecting “Finish” will commit the selected names for testing.

After members have been selected click “Finish” to continue with the test. The program will display the Print Products screen where the DD 2624 forms for the selected members can be printed. Reference [Section 12.2](#) for Print Products guidance.

### 13.0 RANDOM TESTING

Random testing is initiated (from the Main menu) by selecting the button “Conduct Testing” if Army and (Random Testing) if Air Force or Marines. Selecting this button begins the testing wizard. The default test premise is “Random Test IR”. How the test proceeds depend upon the options set on the “Testing Page” of the “Systems Parameters” screen. These options are reviewed below. The parameters most likely were set when DTP was initially installed. However they may be changed at anytime to accommodate a specific test.

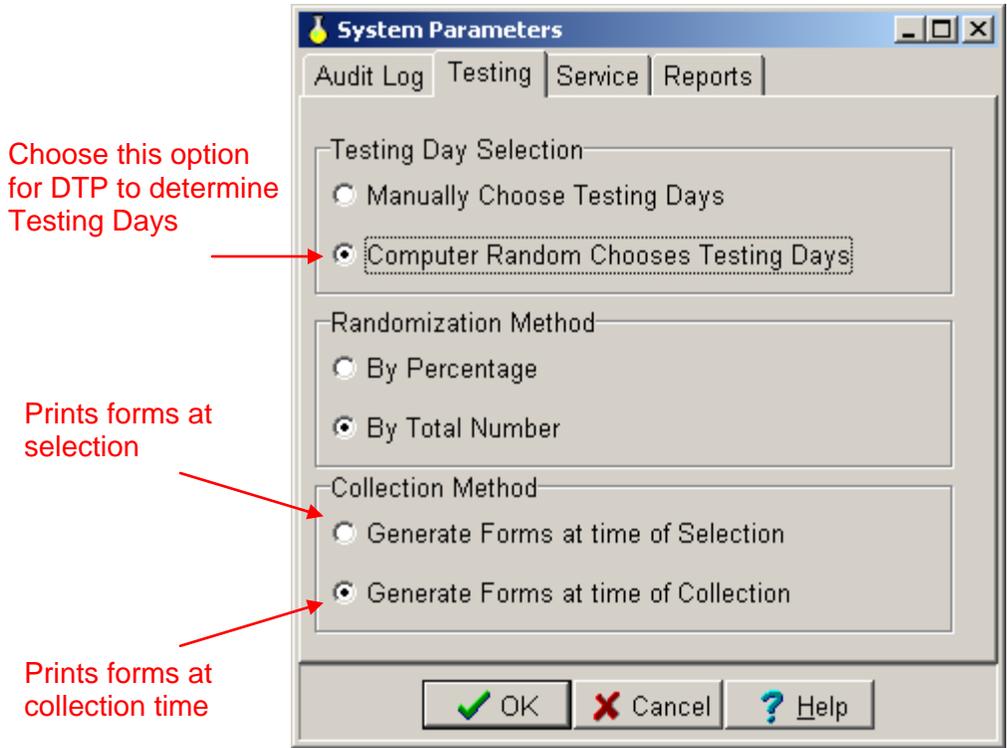


Figure 13-1 System Parameters, Testing Page

#### Testing Day Selection

With the (Computer Chooses Random Testing Day)” option is selected, DTP will determine the days on which random testing will be conducted. This option adds another level of randomization to the testing process because no one, including the tester, will know when testing will be conducted until the day of testing.

**NOTE:** In order for this option to be effective, the user will need to click the ‘Random Testing’ button every day for each pool concerned.

If the program determines that it is a testing day the program will launch the Testing Wizard so the user can select a pool and begin testing.

If the program determines it is not a testing day then a message will be displayed at the bottom of the testing wizard screen informing the user that random testing has already been performed on the selected pool for that day. Therefore the program will not allow a test to be conducted on the selected pool for that day.

**NOTE:** Random testing can still be forced by choosing the test “CO Selected Random Testing”, the test premise is “IR”.

If a user wishes to determine the testing days then leave this option unchecked. Now every time the “Conduct Testing” button is selected the user will be immediately taken to the Testing Wizard to start a test.

### Randomization Method

Another important step in the randomization process (See Figure 13-1) is the “Randomization Method”. This option determines what method DTP will use to randomly select personnel for testing.

**NOTE:** The percentage method means, for example, if 10% is the number entered in the “Target %” box on the Pool Maintenance screen then each member in the selected pool has a 10 % chance of being selected. It does not indicate that 10 % of the pool is selected.

If you decide to select personnel by number, then DTP will randomly select that number of personnel from the pool selected for testing. The number for the amount of personnel selected is entered on the pool maintenance screen.

### Collection Method

Determines when forms are printed, either at Collection or Selection. See [Section 4.3.3.3](#).

## 13.1 Conduct a Random Test

- Step 1 Select the “Conduct Testing” button on the main screen. The Testing Wizard screen is displayed.
- Step 2 Pools available for testing are displayed select a pool to be tested.
- Step 3 Parameter settings are displayed for review. These were set at install or at the system utilities screen but can be changed if desired. For the sake of these instructions we will assume they are set for random testing with Print Forms at Collection chosen.
- Step 4 After pool is selected and parameters are reviewed, select Finish. A screen will ask the user if they wish to continue with this test. Selecting No returns the user to the testing wizard, selecting Yes continues the test.

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- If it is not a testing day the system will halt the test procedure and prompt the user that “Today is Not a Testing Day” and no test is run. If it is a testing day the system will allow the user to continue.
- Step 5 If it is a test day the Print Products screen is displayed along with the members randomly selected for testing.
- To add QC specimens select the “Add QC Specimens” button on the tool bar.
  - To set a Due Back Date select a member, right click and choose from options displayed. For Due back dates a calendar screen is displayed from which a date can be selected. The member will be removed from the print products screen after a due back date is assigned.
  - To cancel a member, right click and select “Cancel” from the options displayed. The Member is removed from test and a comments screen is displayed where reasons for the cancellation may be added.
- Step 6 Print all available forms and distribute as necessary. DD2624 forms and labels will not be printed until collections occur.
- Step 7 The members have been assigned a status of “Pending” the next step is to collect samples.
- Step 8 As members arrive for collection select the “Collect Samples” button (Main Menu) the DD2624 Roster Selection screen is displayed. Highlight the members to be collected and select the Red Arrow to move the members to the form. Or move them by dragging and dropping. Multiple members may be moved together.
- Step 9 Once the members are moved to the DD 2624 form print the form fronts, backs and labels, in any order. This can be done from the toolbar or by right clicking on a member that has been moved. Once “Print Forms” is selected the form will be closed (members disappear) and a new form is ready for collections.

When a form becomes full (12 members) the system will prompt the user to print the form select (Yes or No). If No is chosen the system will start a new form and allow collections to continue holding all previous forms until all collections are completed at which time all forms are printed. If Yes is selected the system will print the current form and all previous forms which until now have not been printed.

### **13.2 Conduct Random Testing By Unit**

Selecting the “Conduct Testing” button on the main menu starts the testing wizard. Select a pool and at the Test Premise box choose “Random Testing By Unit”. The user selects the number of sub-pools to test at random. The system selects the members from the selected pools for the test. The Print Products screen is the next screen.

## 14.0 UNIT SWEEP

The Unit Sweep method of testing is the most common type of testing if a Random test is not being performed. Here a user may choose to sweep all personnel from the current pool including subordinate pools depending on the option selected (See the screen below).

The “Unit Sweep Page” will be displayed only if Unit Sweep was selected as the testing premise.

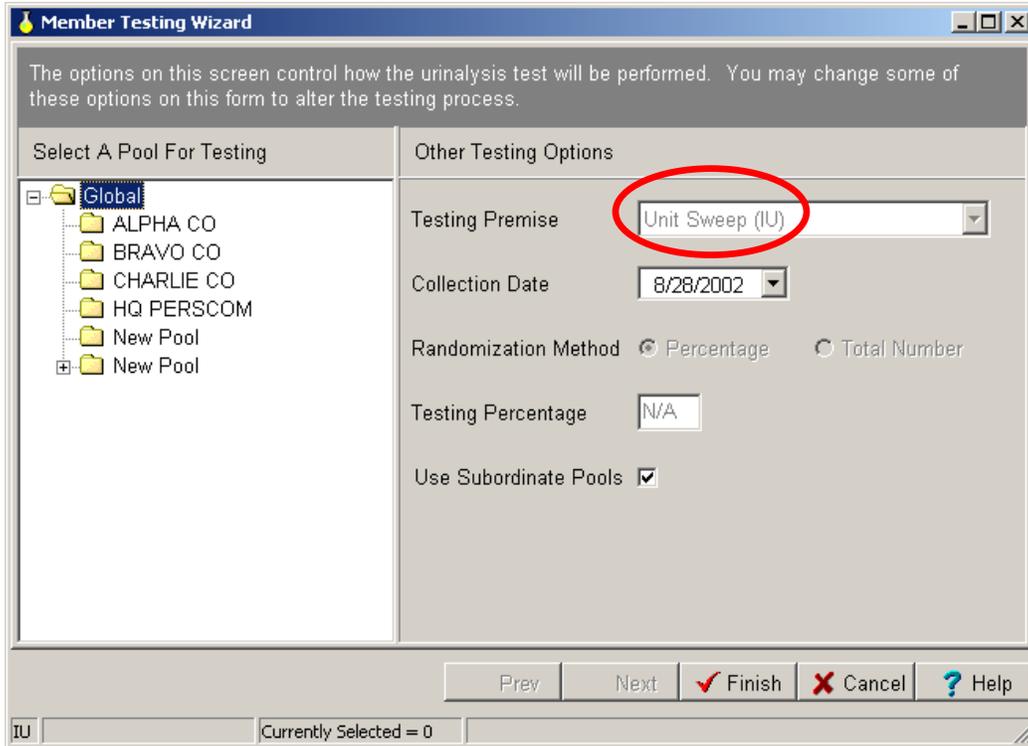


Figure 14-1 Testing Wizard, Unit Sweep

### 14.1 Performing a Unit Sweep

- Step 1 Access the “Conduct Testing” button on the main screen
- Step 2 The testing wizard screen is displayed. Select “Unit Sweep” as the test premise. Select a pool or sub-pool for testing, and then select “Finish”.
- Step 3 Next the “Print Test Products” screen is displayed and members selected for testing are shown. All members in the selected pool are chosen.

The Print Forms screen may differ in the options available depending on the Collection Method parameters set at login. The differences are:

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- a. "Print Forms at Collection", this option will display all forms except the DD2624s' and the Labels. These are not printed until the members physically arrive for collection. When member samples are collected then these forms are printed from the "Collect Samples" screen.
- b. "Print Forms at Selection" this option displays and makes available all forms for printing. This option is used by commands that send their forms off-site for collections. When the forms and specimens are returned the members will be updated through the "Samples Due" screen.
- c. QC samples can be added at the Print Test Products screen by clicking the "Plus" icon on the toolbar. However, QC samples must be added before you print any of your DD2624 forms. When the forms are printed the system automatically moves the members to the form and QC Samples no longer can be added.

Step 5 When the necessary forms have been printed the user must manually close the Print Products screen. The members are now ready for collection.

Step 6 Collections:

- a. If collections were performed off-site use the Samples Due screen
- b. Collection performed on site use the Collect Samples screen.

## 15.0 SAMPLES DUE SCREEN

Using this screen indicates that a collection site running the DTP software has set their method of collection option in the system parameters to “Print Forms at Selection”.

The Samples Dues screen is were selected members reside (with a status of Pending) until forms and member samples are returned for update. Units that print all forms at the time of selection and then send the forms to an alternate location for collections use this screen to update members once the member samples and forms are returned.

Name	DOD ID	M/F	Premise	Batch	Specimen	Selected	Due Back	Status	Pool
LastName 1, Firs...	1230-09-90	M	CO			03/05/2014		SELECTED	UNIT1 / OFF
LastName 100, F...	1230-09-91	M	CO			03/05/2014		SELECTED	UNIT4 / OFF
LastName 200, F...	1230-09-92	M	CO			03/05/2014		SELECTED	UNIT4 / OFF
LastName 350, F...	123-00-1000	M	CO			03/05/2014		SELECTED	UNIT1 / OFF
LastName 374, F...	123-00-1024	M	IR	0001	007	03/05/2014		PENDING	UNIT5 / OFF
LastName 396, F...	123-00-1046	F	IR	0001	008	03/05/2014		PENDING	UNIT1 / OFF
LastName 425, F...	123-00-1075	M	IR	0001	009	03/05/2014		PENDING	UNIT6 / OFF
LastName 442, F...	123-00-1092	M	IR	0001	010	03/05/2014		PENDING	UNIT3 / OFF
LastName 449, F...	123-00-1099	M	IR	0001	011	03/05/2014		PENDING	UNIT4 / OFF
LastName 450, F...	123-00-1100	M	IR	0001	012	03/05/2014		PENDING	UNIT1 / OFF
LastName 494, F...	123-00-1144	M	IR	0002	001	03/05/2014		PENDING	UNIT5 / OFF
LastName 250, F...	123-00-9900	M	IR			03/05/2014		PENDING	UNIT1 / OFF
LastName 253, F...	123-00-9903	M	IR			03/05/2014		PENDING	UNIT4 / OFF
LastName 254, F...	123-00-9904	M	IR			03/05/2014		PENDING	UNIT5 / OFF
LastName 262, F...	123-00-9912	M	IR			03/05/2014		PENDING	UNIT1 / OFF
LastName 278, F...	123-00-9928	M	IR			03/05/2014		PENDING	UNIT5 / OFF
LastName 279, F...	123-00-9929	M	IR			03/05/2014		PENDING	UNIT6 / OFF
LastName 284, F...	123-00-9934	M	IR			03/05/2014		PENDING	UNIT5 / OFF
LastName 311, F...	123-00-9961	M	IR			03/05/2014		PENDING	UNIT2 / OFF
LastName 317, F...	123-00-9967	F	IR			03/05/2014		PENDING	UNIT2 / OFF
LastName 338, F...	123-00-9988	M	IR			03/05/2014		PENDING	UNIT5 / OFF
LastName 359, F...	123-00-1009	M	IR			03/05/2014		PENDING	UNIT4 / OFF
LastName 386, F...	123-00-1036	F	IR			03/05/2014		PENDING	UNIT1 / OFF
LastName 404, F...	123-00-1054	M	IR			03/05/2014		PENDING	UNIT5 / OFF
LastName 431, F...	123-00-1081	F	IR			03/05/2014		PENDING	UNIT2 / OFF

Figure 15.1 Samples Due Screen

Step 1 When forms and member samples are returned for update the user will access the Samples Due screen from the main menu.

Step 2 Members will reside on the form with a status of “Pending”. And a batch number beside their name indicates they have been assigned to a form.

**NOTE:** If a members status is “Pending” but they DO NOT have a batch number listed beside their name go to Step 5, otherwise continue with Step 3.

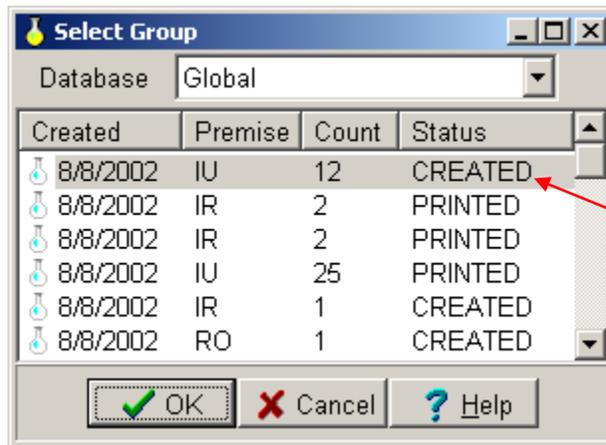
Step 3 Select the members to be updated then from the toolbar select the “Mark as Collected” button (Beaker Icon) to update the members. This will update the member’s status to “Collected” and remove them from the Samples Due screen.

Step 4 These members now reside in the “Samples Collected” screen and are now available for posting of results.

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**NOTE:** The DD2624 forms must be printed before a member can be marked “Collected”.

- Step 5 If members reside in the Samples Due screen but have not had their forms printed (indicated by not having a batch number listed beside their name) they cannot be updated until the forms are printed, to do this:
- Exit the Samples Due screen and access the Re-print Products screen. This is located under the Testing pull down menu. The Select Group screen is displayed.
  - Search for the Test Premise and Created Date with a status of “Created” this status indicates forms were not printed otherwise the status would be “Printed”.



Created status indicates forms have not been printed

Figure 15-2 Select Group

- Double click on the group record and the Print Test Products screen is displayed. The member(s) will appear on the screen at the left. Select the member(s) and print the required forms. The members are now assigned to a form and will appear on the Samples Due screen with a status of “Pending” and a batch number will appear next to their name.
- Return to the Samples Due screen and repeat directions in Step 3.

## 16.0 COLLECT SAMPLES (DD2624 ROSTER SELECTION)

Using this screen indicates that a collection site running the DTP software has set their method of collection option in the system parameters to “Print Forms at Collection”.

**NOTE:** When the Method of Collection is set to “Print Forms at Collection” the Collect Samples button on the Main screen is available. If the Method of Collection is set to “Print Forms at Selection” the Collect Sample button is disabled.

The “DD2624 Roster Selection” screen allows a user to print DD Form 2624's and bottle labels as members arrive for testing. The members listed on the left are the individuals who have been selected for testing and the column on the right represent the members to be printed on the DD 2624.

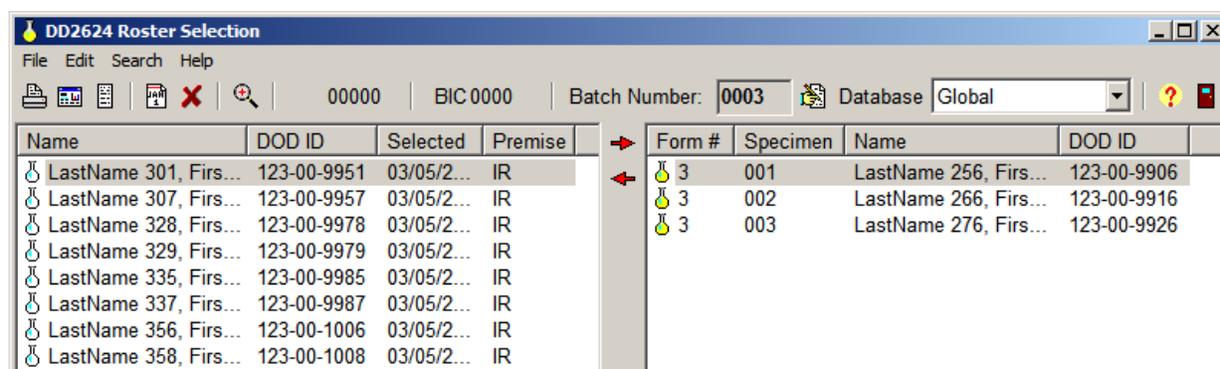


Figure 16-1 Roster Selection Screen

As member samples are collected their names are moved to the right side of the screen this assigns that member to a DD2624 form. When the DD2624 forms are printed their status then changes to “Collected”.

### 16.1 Moving Members on a Form

Members can be moved (back and forth) across the form in two ways:

The Drag and Drop method is where the user simply selects the member and drags him to the other side of the screen. (Left to Right) or (Right to Left).

Or members can be highlighted and then by selecting the corresponding Red Arrow they can be moved to either side of the screen. Multiple members can be moved with both methods.

### 16.2 Printing DD 2624 Forms

As members are added to the form a user may print the form at any time regardless of how many members the form contains. But the system will also print all unprinted forms at this time, see Section 16.4 below.

Click on the “Print” icon on the toolbar this will generate the “Print Preview” screen. A user can also access the “Print Preview” screen by right clicking on the form side of the screen.

The Print preview screen allows the user to review the Specimen Custody Document information. Should a member need to be removed simply close the preview screen then remove the member from the form and regenerate the preview screen.

After review select the Print icon to print the form. After the DD2624 Form is printed the system will generate a pop up screen asking the user if they now wish to print the Backs of the forms.

Prior to printing the DD2624 (Backs), the system displays an option screen providing edit capabilities for the backs of the form.

### **16.3 Edit DD2624 Back Fields**

To edit the DD2624 Back fields access the DD2624 Form Management screen by selecting the Testing menu from the drop down menus scroll down and select DD2624 Form Management. First select a test then select “Print DD2624 Backs” from the toolbar. A pop-up screen is displayed allowing the user to select Edit, Preview (Printing is performed from the Preview screen) or Close. Selecting Edit will generate an edit screen displaying the DD2624 Back fields. Perform necessary edits and close the screen. A user can preview the edits before printing.

### **16.4 Multiple Collections**

When multiple collections are being made and the form becomes full (12 members) the system will automatically prompt the user with a pop-up screen ...(Do You Want to Print the Form Now) the options available are (Yes, No and Cancel).

Selecting “**Yes**” prints the current form and any forms that are completed but not yet printed and starts a new form. Anytime print is selected all unprinted forms will be printed.

Selecting “**No**” allows the user to start a new form. The previous form remains displayed on the screen but a new Batch Number is displayed and all additional members moved will now be displayed under the new Batch Number. When Print is finally selected all forms will be printed.

Selecting “**Cancel**” will cancel the prompt. The form will remain displayed with selected members.

As forms are printed members are moved to the Post Results screen with a status of “Collected” awaiting results.

Forms can contain only one UIC or BAC. While moving members to a form, if a member with a different UIC or BAC is encountered the system will prompt the user that a new form is being generated.

### **16.5 Printing Labels**

To print labels simply click on the corresponding icon on the toolbar or right click on the form and select from the options.

### **16.6 Re-Printing Forms**

Forms and labels can be reprinted from the DD2624 Form Management screen located under the Testing menu.

### **16.7 Force Remove Specimen**

Under normal circumstances you would not want to remove an individual from a form once labels have been printed for that form. This is due to the fact that batch and specimen numbers are assigned during drag and drop operations. Once a label or form is printed, these numbers cannot be reassigned.

If an individual must be removed from a form after a label has been printed you may “Force Remove” a member by accessing the Collection screen, selecting the member to be removed, right click with the mouse and from the options displayed select “Move Selected Member Back To Samples Due”. Performing this function is equivalent to “lining out” a person on the DD2624. The DD2624 will be printed with the deleted specimen number “skipped” and a blank line will appear at the end of the DD2624.

## **17.0 UPDATING MEMBERS**

Many actions may be taken against members after they were selected for testing. The following paragraphs explain some of these actions. Specific actions taken depend on which screen they reside and how far they have proceeded through the test process. In some instances a member must be backed up to a previous screen before actions may be taken.

### **17.1 To Cancel Members/Remove from Test Group**

At the Samples Due screen select the member and right click, from the option displayed select "Mark Selected Member as Canceled". The member will be removed from the pool. The member will appear in the All History Records screen with a status of cancelled. In addition a comment screen will appear allowing the user to document why the individual(s) will not be tested. Once this action is complete the records will disappear from view.

### **17.2 To Set a Due-Back Date**

Setting Due-back dates depend on the method of testing being performed. For sites performing random testing, due back dates insure the member will be available for the next random test performed after the due back date has elapsed. For sites that are performing unit sweeps or manually selected testing, a due back date can be entered for a member and then that member will remain on the Samples Due screen until the due back date is manually removed and forms are printed for that member. An option to setting a Due Back date may be to just delete the member because he would be included in the next sweep or manually selected test.

Setting Due-back dates depend on the method of testing being performed.

**For sites performing random testing**, due back dates insure the member will be available for the next random test performed after the due back date has elapsed.

To set a Due-back Date select the Collect Samples screen.

At the DD2624 Roster screen select a member and right-click.

From the options displayed select Set Due Back Date.

The calendar screen is displayed. Select a date on the Calendar for Due Back.

The comments screen is displayed for documenting the action taken. Not required.

The member is removed from the roster screen.

The member now resides in his pool unavailable for selection until their due-back date expires.

**For sites that are performing unit sweeps or manually selected testing**, a due back date can be entered for a member and then that member will remain on the Samples Due screen until the due back date is manually removed and forms are printed for that member. An option to setting a Due Back date may be to just delete the member because he would be included in the next sweep or manually selected test.

At the “Samples Due” screen select the member to receive a due-back date.

Right-click on the member and from the options displayed select “Add/Change Due-Back Dates”.

A Calendar screen is displayed.

Set a Due-Back date for the member.

A comments screen is displayed to add comments explaining the action taken. Not required.

The member will continue to reside in the Samples Collected screen with their due back date listed.

When their due-back date expires, print their forms and proceed with collections.

Due-back Dates can also be assigned to members from the Print Test Products screen provided the forms have NOT yet been printed.

### **17.3 Early Return**

If an individual arrives before his or her “Due Back Date”, you may use the Form Management Screen (Located under the Testing screen on the pull-down menus) to print the required forms. See the DD2624 Form Management screen (Shown below). Another way to open this screen is to access the “Samples Due” screen. Select a member and click the “Print Testing Products” button on the toolbar. This will bring up the “DD2624 Form Management” screen.

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Use the buttons on the tool bar to print the necessary forms for the selected member. You must select the "Close Form" button to close the form. This changes the status for the member from "Pending" to "Collected".

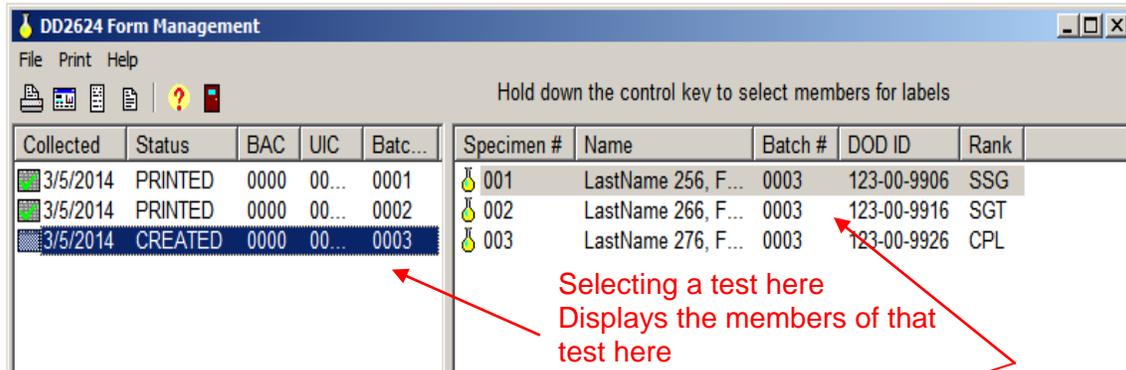


Figure 17-3 Form Management Screen

### 17.4 Group Updates

From the Samples Due or Samples Collected screen clicking the Select Group button on the toolbar allows a user to perform group updates rather than updating each individual record. When the Group Update screen appears you will need to choose the correct Selection Date and Premise in order to select the whole group.

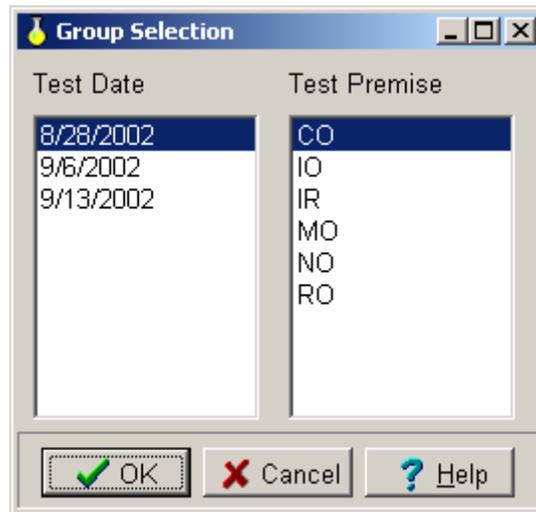


Figure 17-4 Group Selection Screen

Once an individual or group has been selected they become highlighted, right-click and choose from the options displayed.

### 17.5 Reverse a Collected Status

A member was accidentally moved to the Samples Collected screen where that member's status is now "Collected". To remedy this select the member who was accidentally moved and select from the tool bar (Move Back to Samples Due) or right-click and choose from the options. The selected member will be returned to the Samples Due screen with a status of "Pending".

### 17.6 Halting a Test

To halt a test select the Re-print Products screen. Double click on the group/test you wish to halt.

**NOTE:** Only test with a status of **Assigned** or **Created** may be halted.

The Print Test Products screen is displayed listing the members for that test. Select the member or group (all members) and right click then choose the option (Cancel Test for Selected Members) the same option is available on the toolbar. This will remove them from the screen and place them in the All History screen with a status of Cancelled.

To halt a test that has a status of "**Printed**" go to the "Samples Due" screen, select the member or group of members and right click. From the options displayed choose "Cancel Test for Selected Members".

## 18.0 OTHER TESTING SCREEN

The Other Testing menu displays all other types of Drug Testing available. Select the Other Testing menu at the pull-down menus under Testing or from the Test Premise box on the testing wizard. For Air Force and Marine installs DTP creates an “Other Testing” button on the Main Menu. The first screen displayed after selecting a testing option is the testing wizard which displaying the pools, test parameters and test premise. Click Next to continue the test.

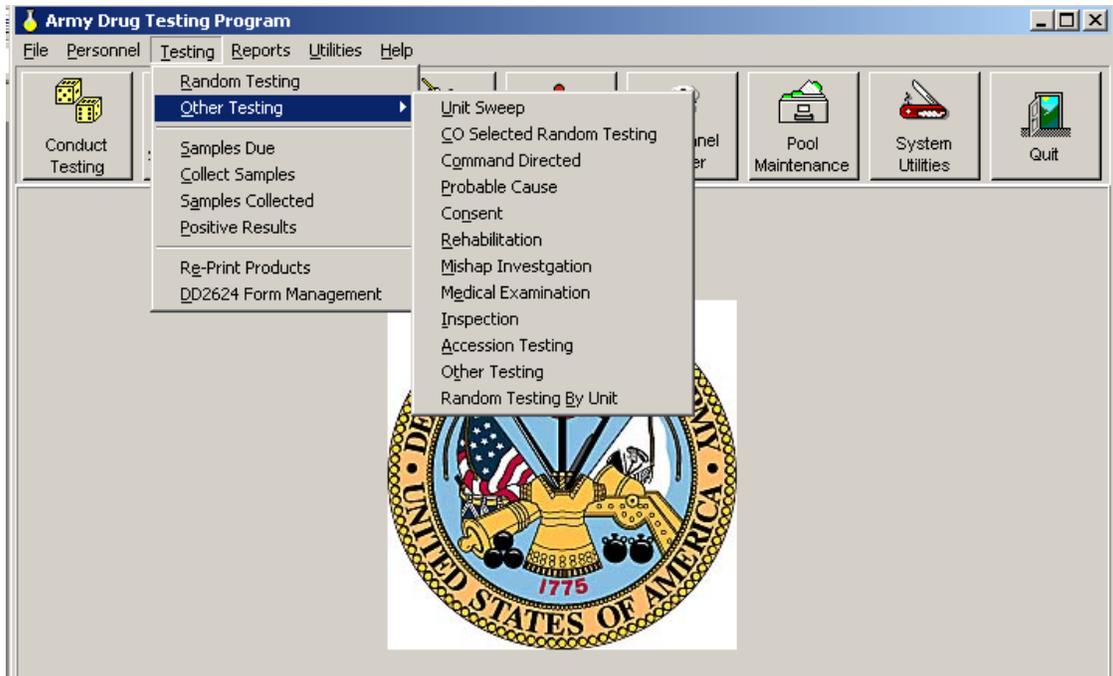


Figure 18-1 The Other Testing Menu

### 18.1 Premise Codes:

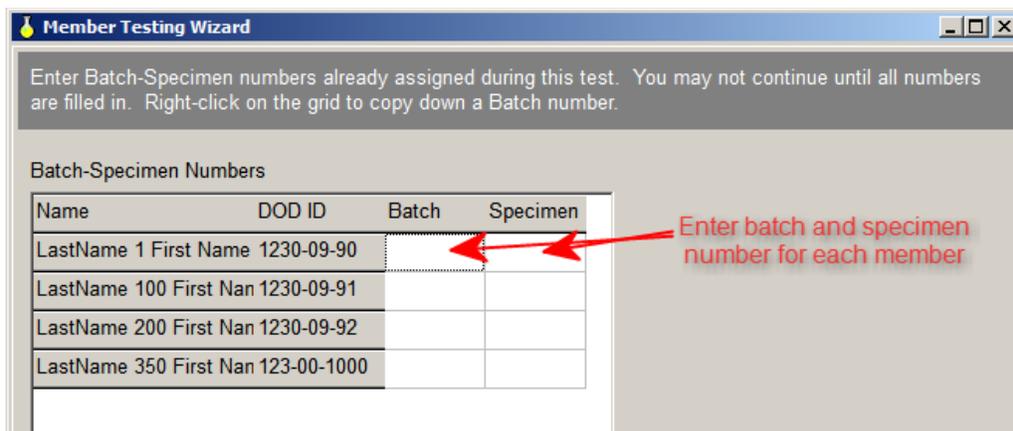
Unit Sweep	IU
Probable Cause	PO
Consent	VO
Rehabilitation	RO
Mishap Investigation	AO
Command Directed	CO
Medical Examination	MO
Inspection	IO
Accession Testing	NO
Command Selected Random Testing	IR
Other Testing	OO
Random Testing By Unit	IR
Enter External Test (Air Force and Marines only)	OO

## 18.2 Conduct Other Test

- Step 1 Select "Other Test" from the Testing menu (Pull-down menus).
- Step 2 Select a test from the options available.
- Step 3 The Member Testing Wizard screen is displayed. Pools are shown along with the parameters for the test.
  - a. Select the pool to be tested and review testing options. Select "Next".
- Step 4 The Members Available screen is displayed. Members available for testing are shown at the left.
- Step 5 Members are moved by dragging and dropping or by using the Red arrows. Once the desired members have been moved, select Finish.
- Step 6 The "Print Test Products" screen is displayed. Print the required forms.
  - a. Whether the DD2624 Forms are available for printing at this time depends on the Method of Collection selected by the site. DD2624 forms are either printed now or when collections occur.
- Step 7 After forms are printed, exit the screen by selecting the Close button on the toolbar.
- Step 8 Depending on your sites method of collection, use either the Collect Samples screen ([Section 16](#)) or Samples Due screen ([Section 15](#)) to conduct collections and update member status.

### 18.3 Enter an External Test (Air Force Only)

The External Test is a test that is generated outside the DTP program. This screen provides a way to input the testing data and results into the DTP program establishing a historical record of the test.



Input an External Test into DTP

- Step 1 From the Other Testing menu select “Enter External Test”.
- Step 2 The Testing Wizard is displayed. The test premise is External Test (OO).
- Step 3 Select the pool that contains the members from your test.
- Step 4 The Testing Wizard’s “Available/Selected” screen is displayed.
  - a. Select and move the members from the test. Select “Next”.
- Step 5 The Batch and Specimen Assignment screen is displayed.
  - a. Enter the batch and specimen numbers for the test members.

**NOTE:** If all batch numbers are the same select a batch number and right click. Choose the option displayed to assign the selected batch number to all members.

- b. Select “Finish”
- Step 6 The Samples Collected screen along with the test members is displayed.
- Step 7 Choose a member right click and from the options displayed assign the appropriate results.

## Drug Testing and Client Collection Program

This completes the input of testing data. All members and results are stored in the All History screen. If positive results were assigned those members will also appear in the Positive Results screen.

## 19.0 POST RESULTS

When the Post Results button is accessed the user is taken to the Samples Collected screen. The Post Results button includes tabs to access the Samples Due, Positive Results and All History Records. These screens all have cross functionality and therefore are all located on one form. This allows a user to Post Negatives, Post Positives; Add Discrepancies change member status and view History all from a single form.

All functions also share the same toolbar, however, not all tool buttons are enabled for use. Depending on the screen function some tool bar buttons may be disabled.

This screen is where all results will be posted against the respected member or group regardless of test type. Only members eligible for posting are displayed on this screen.

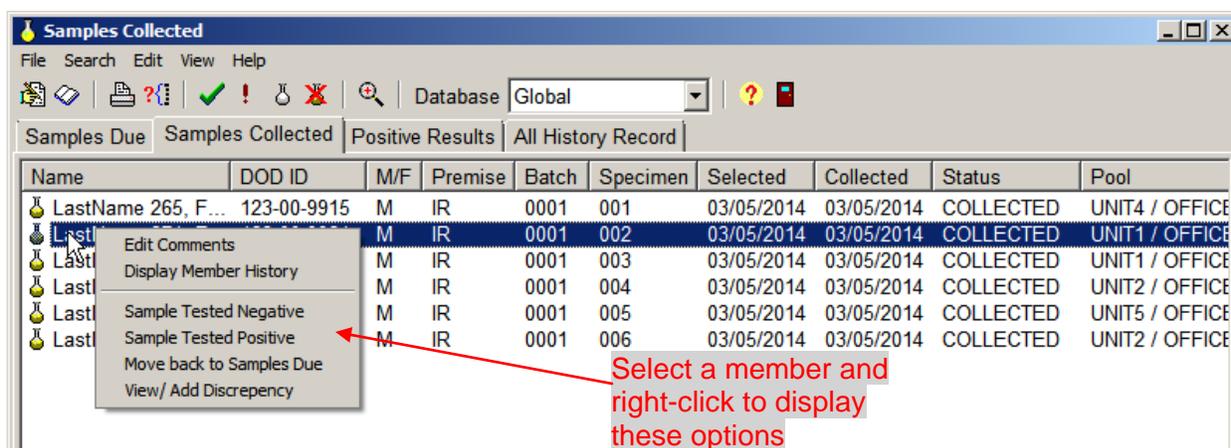


Figure 19-1 Post Results Screen

### 19.1 Posting Positive Results

Positive results must be manually and individually updated to ensure that no individual is inadvertently recorded as positive.

- Step 1 Select a member and select the Positive button from the tool bar or right click on a member and choose from the options.
- Step 2 When Positive is selected a pop up screen “Select Drugs Tested Positive” is displayed.
- Step 3 Select the drug(s) associated with the member for which they tested positive and then select Ok.

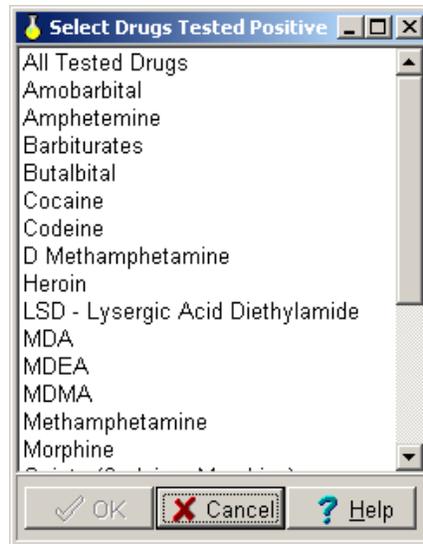


Figure 19-2 Positive Results Drug Selection Screen

- Step 4 The member receiving a positive result will be moved to the Positive Results screen.
- Step 5 A positive result can be removed from a member this is done from the Positive Results screen. A comment box will appear to give reasons for doing so.

## 19.2 Posting Negative Results

Access The Samples Collected Screen:

- Step 1 Select a member and select the Negative button from the tool bar or right click on a member and choose "Sample Tested Negative" from the options.
- Step 2 Unlike positive results negative results can be issued to a single member or a group of members.
- Step 3 When a member receives a negative result that member will be moved to the All History screen.
- Step 4 Negative results may be removed from a member this is done from the All History screen.
  - a. If a negative result is inadvertently posted for an member then you must go to the All History Records screen select the member and right-click. Choose "Remove Negative Result from Selected Member" from the options displayed.

### 19.3 Discrepancies

Discrepancies may be added and deleted from within the Samples Due, Samples Collected and Positive Results screen. Discrepancies can be tracked by selecting the “Add Discrepancy” button to display any current discrepancies or to add and delete discrepancies. When the “Plus” button on the toolbar is selected a screen is displayed from which a list of discrepancies are available to choose from.

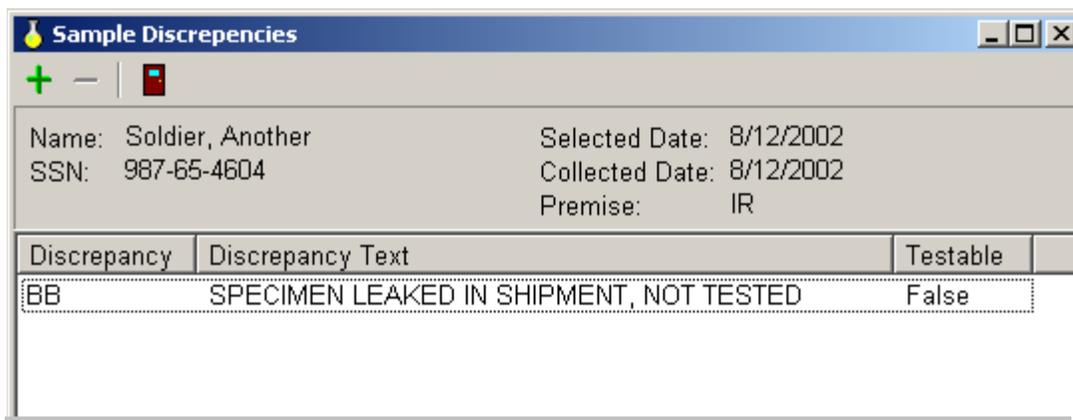


Figure 19-3 Add Discrepancies

#### 19.3.1 Add/View Discrepancy

- Step 1 Select a member and then select the Add Discrepancy button from the toolbar or right click and choose from the options.
- Step 2 The Sample Discrepancies screen is displayed.

---

- Step 3 On the Sample Discrepancies screen select the Plus Icon from the toolbar. This will display the Add Discrepancy screen with a list of all discrepancies available, their code and their severity.
- Step 4 Choose a discrepancy for the selected member and select the Plus Icon from the toolbar this will apply the selected discrepancy to the selected member. This will mark the member “Un-testable”.
- Step 5 Upon closing the Add Discrepancy screen the system will prompt the user (The Sample Has Been Marked Un-testable Do You Wish To Generate Another Test For This Member? YES or NO).
  - a. Selecting Yes will display the Calendar screen from which a Due Back date can be set. The member will be moved to the Samples Due screen with a status of “Pending”, awaiting collection.

- b. Selecting No will move the member to the All History screen with a status of “Un-testable”.

## 19.4 Positive Results Screen

The Positive Results screen displays those members who have tested positive. Clicking the Print List will print a list of all members who have tested positive. A member’s testing history can be viewed and printed. Double clicking on a members name provides a view only history. Right click on a member for other options.

### 19.4.1 Un-do A Positive Result

Step 1 Select the “Positive Results” button. Select the member whose results are to be changed. Select “Remove Positive Result”, from the tool bar or by right clicking and choose from the options displayed. Upon changing a result a comments box is displayed in which explanations for the action are recorded. The member will be moved to the “Samples Collected” screen with a status of “Collected” awaiting a new result.

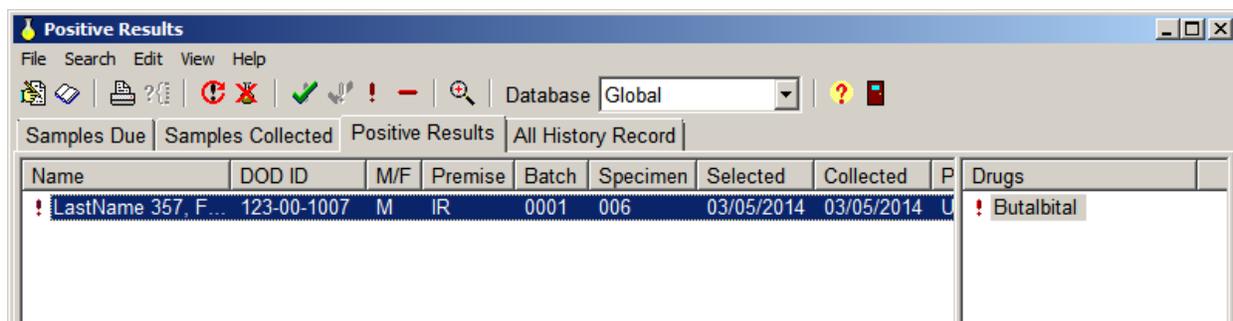


Figure 19-4 Positive Results

### 19.4.2 Making a Legal Positive

On occasion, you may have a member marked positive for a drug that he or she was authorized to use. All positive results are marked as illegal positives. To make a positive result a legal positive, select the member and select from the tool bar “Mark Result As Legal”. The system will display a comment box in which an explanation for the action can be recorded. A positive result marked in this manner will not appear in any system statistics as a positive result.

### 19.4.3 Add or Remove Drugs From Positive Results

The Positive Results screen also makes available the adding or removing of drugs involved in a positive result. NOTE: If a positive result consist of a single drug and the drug is removed the member will move back to the Collected screen with a status of “Collected” awaiting further results.

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The adding and removing of drugs is done from the corresponding tool button on the tool bar. If adding drugs the List of Drugs pop up menu will be displayed to choose from.

### 19.5 Toolbar (Post Results/Samples Collected Screen)

**Edit Comments** Displays the comments box for adding or editing comments.

**Display History** Displays a history report for a member and allows the report to be printed.

**Print List** Allows the user to print the list of members eligible for posting.

**Select All Members** This button displays the group selection screen.

**Tested Negative** This assigns a negative result to a member or group of members.

**Tested Positive** This assigns a Positive result to a member. Positives cannot be assigned to groups, only single members.

**Move Back To Samples Due** This button allows a record to be moved back to Samples Due for future collection.

**View Add Discrepancy** Displays the View/Add Discrepancy screen.

## 20.0 ALL HISTORY RECORDS

The **All History Records** screen displays all testing history records. Clicking the *Print List* button on the toolbar will print this list. Selecting a member and then double clicking will display that members' history. Selecting Search from the pull down menus can search individual records.

The screenshot shows a software window titled "All History Record" with a menu bar (File, Search, Edit, View, Help) and a toolbar. Below the toolbar is a "Database" dropdown menu set to "Global". The main area contains a table with the following data:

Name	DOD ID	M/F	Premise	Batch	Specimen	Selected	Collected	Status	Pool
LastName 265, F...	123-00-9915	M	IR	0001	001	03/05/2014	03/05/2014	COLLECTED	UNIT4 / OFFICE
LastName 274, F...	123-00-9924	M	IR	0001	002	03/05/2014	03/05/2014	COLLECTED	UNIT1 / OFFICE
LastName 322, F...	123-00-9972	M	IR	0001	003	03/05/2014	03/05/2014	COLLECTED	UNIT1 / OFFICE
LastName 329, F...	123-00-9979	M	IR	0001	004	03/05/2014	03/05/2014	COLLECTED	UNIT2 / OFFICE
LastName 332, F...	123-00-9982	M	IR	0001	005	03/05/2014	03/05/2014	COLLECTED	UNIT5 / OFFICE
LastName 357, F...	123-00-1007	M	IR	0001	006	03/05/2014	03/05/2014	TESTED	UNIT2 / OFFICE
LastName 374, F...	123-00-1024	M	IR	0001	007	03/05/2014	03/05/2014	PENDING	UNIT5 / OFFICE
LastName 396, F...	123-00-1046	F	IR	0001	008	03/05/2014	03/05/2014	PENDING	UNIT1 / OFFICE
LastName 425, F...	123-00-1075	M	IR	0001	009	03/05/2014	03/05/2014	PENDING	UNIT6 / OFFICE
LastName 442, F...	123-00-1092	M	IR	0001	010	03/05/2014	03/05/2014	PENDING	UNIT3 / OFFICE

Figure 20-1 All History Records

### 20.1 Canceled Status Correction

To change a record in the All History screen with a "Canceled" status right click on the record, a button displaying "Mark Test Not Cancelled" will appear (See screen below). Click the button.

### 20.2 Generate New Test for Un-testable

To generate a new test for a member with an un-testable status at the All History screen select the member and select "Generate new Test for Un-testable" from the tool bar or right click and choose from the options displayed. A calendar screen is displayed from which a date is chosen for the new test. The member is then moved to the Samples Due screen with a new status of "Selected".

### 20.3 Remove Negative Result

Removing a Negative Result from a member who resides in the All History screen will move that member back to the Samples Collected screen with a new status of "Collected" awaiting new results. Select the member then select "Remove Negative Result" from the toolbar or right click and choose from the options displayed.

### 20.4 Change a Negative to a Positive

To change a result to positive in the All History screen is done by moving that member back to the Samples Collected screen with a reinstating the status to "Collected". The member can now be assigned new test results.

## 21.0 PERSONNEL ROSTER

Selecting “Personnel Roster” displays the “Modify Roster” screen. This screen is accessed through either the “Personnel” (pull-down menu) or by clicking the “Personnel Roster” button. The Roster is a list of all personnel stored in your current root pool. You may search for and edit personnel records, add personnel, import or export to and from the personnel roster, as well as, print rosters for each pool. A user may also make an individual or group either Available or Unavailable for testing.

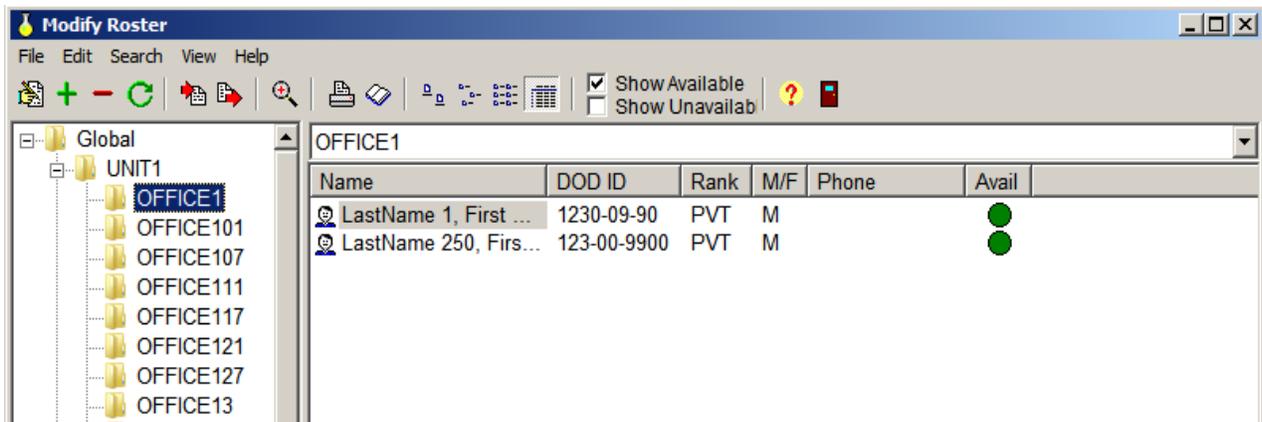


Figure 21-1 Modify Personnel Roster

The toolbar contains the majority of the functionality for this screen. A user may momentarily hold the mouse/cursor over a button to view the functionality of that button. Search for records by Last Name or DOD ID by clicking the “Find Record” button on the toolbar.

### 21.1 Modifying A Roster

- Step 1 Members can only move within the selected database and it’s subordinate pools. The selected database is always shown at the bottom of the screen. This is the database chosen at login. If Global was selected at start up then a member could move between any pool displayed.
- Step 2 Access the Modify Roster screen, all pools within the database chosen at login and their sub-pools are displayed at the left of the screen.
- Step 3 Select a pool to display the members within.
- Step 4 Select a member or group of members and drag them to another pool.
- Step 5 Add a new member (who doesn’t already reside within the database).

### 21.2 Removing Members from Active Status

DTP does not recommend deleting records from the program when an individual leaves your organization, you should simply make the member “Unavailable”. Although

individual records can be deleted, making them unavailable preserves all history records pertaining to that individual. By default, members that have been marked unavailable are separated from the active members.

### **21.3 Make Members Available/Unavailable**

A user can select personnel displayed on the screen and make them (Available or Unavailable) for testing by right clicking and selecting (Make Member Available or Unavailable). Used for members who are away for an extended period of time.

### **21.4 Show Available and Unavailable**

On the tool bar is the (Show Available) and (Show Unavailable) boxes, by placing a Check Mark in the respective box will determine which members are displayed on the screen.

### **21.5 Roster Reports**

Two reports can be accessed from the toolbar.

Pool Roster - Clicking the "Print Roster" button on the toolbar will allow a user to print a roster for an individual pool or any subset of a pool.

Display History - Pressing the "Display History" button on the tool bar will display all testing history for the member selected, which can then be printed.

### **21.6 Editing Member History**

All editing of records is performed directly on the screen. Some fields contain drop-down lists in order to limit the data that can be entered into the roster database.

Double Click on a member to display the "Edit Member" screen. Member data can be edited and History viewed. Member availability can also be selected from the edit screen.

Selecting the lines between columns and dragging to the desired size can resize column width. Columns may also be sorted by Top to Bottom order by double clicking on the column title.

### **21.7 Import Members**

To import members click on the "Import" button on the tool bar or from the drop down menu. The import wizard will launch directing you through the process.

Step 1 Select the Import File Type. Click "Next" to continue.

Step 2 Search for the folder or drive location where the members to be imported are located.

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- Step 3 At the Import Options screen select the pool or subordinate pool to be imported. Read the instructions on the screen and answer the three questions accordingly.
- Step 4 At the Map Import Fields select the fields to be imported.
- Select the title of each column, a drop-down box will appear, choose a title that represents the data for that column. Do this for each column. As this is done the column will be highlighted indicating it's ready for import.
  - For columns with organizational data you must put them in order from left to right (1 coming before 2 which comes before 3 etc.). This is done by selecting the column title and holding down the mouse key then dragging the column to the correct location. For multiple columns with organizational data the system will label the columns: organization 1, organization 2, etc. Example below;
- Last Name / DOD ID / Service / Rank / Gender / Organization 1 / Organization 2
- Once the columns have been given a title and the organization columns are in the right order select finish to import the data.

### **21.8 Export Members**

Members may be exported by selecting the desired members then click the Export button on the tool bar. Select the location in which to move the members.

### **21.9 Find Records**

To access the "Locate Member" screen click the magnifying glass icon on the toolbar. Drop down values on the screen allow searches by a variety of field values.

A message box will alert you if a record is not found. If multiple records are found under a search by last name, an additional form will be displayed allowing you to choose the desired record.

### **21.10 Print Roster**

Click the "Print Roster" button to display the "Print Roster" screen. If the Subordinate Pools checkbox is selected then the report will consist of the Pool that you selected as well as all subordinate pools and their associated personnel.

Clicking the "OK" button will allow you to preview the report before printing. You may also cancel printing from the preview screen.

## 22.0 SYSTEM UTILITIES

The System Utilities screen is displayed by clicking the “System Utilities” button on the Main Menu or from the pull-down menus “Utilities”. Options displayed depend on the branch of service selection chosen during install. NOTE: Utility options displayed will vary according to branch of service chosen at install.

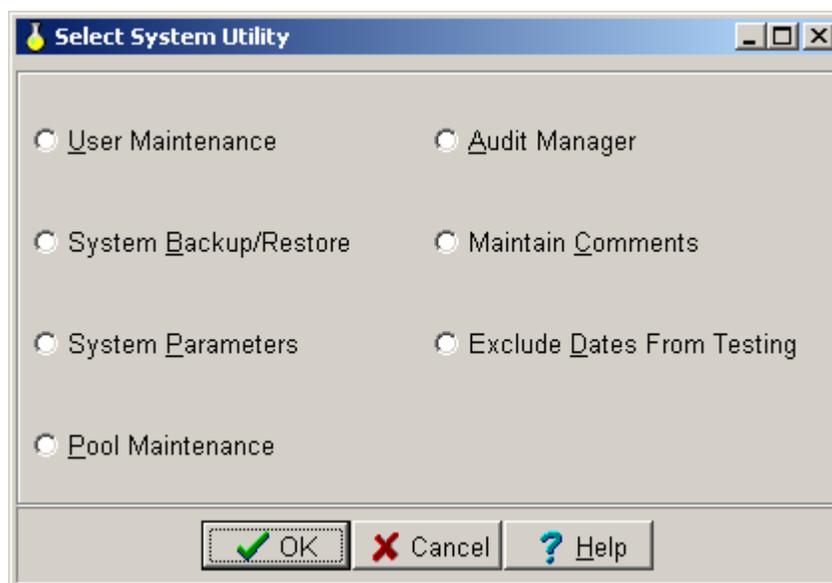


Figure 22-1 System Utilities Screen

**User Maintenance** Displays the User Maintenance screen to view and manage program user information (User Ids and Passwords).

**System Backup/Restore** Provides a utility to Backup and Restore DTP to and from a user selected storage media (Floppy, Hard Disk, Zip Drive, etc.)

**System Parameters** Provides access to DTP's environment settings, i.e. Testing Options, Audit Log Options, etc.

**Pool Maintenance** Displays the Pool Maintenance screen.

**Audit Manager** Displays Audit Manager Screen to view system event information.

**Maintain Comments** Add frequently used comments.

**Edit Commander's Letter** Displays a screen to customize the Commander's Letter. (Depending on Branch of Service)

**Exclude Dates From Testing** The Edit Calendar Screen allows the user to exclude days on which testing will not be conducted. DTP calculates the number of days

available for testing based on what is entered on this calendar. This is important for the "Randomize Days" option to determine testing days.

**NOTE:** The information entered on the calendar does not prevent you from testing on any particular day.

## 22.1 User Maintenance

The function of the user maintenance form is to provide a central location to manage all users of the Drug Testing Program. It is recommended that every individual with access to the DTP program be assigned a distinct user name and password.

During install while working within the wizard the user will be prompted to setup "User Accounts". Select the "Create Users" button and the "User Maintenance" Screen is displayed.

The User Maintenance screen can be accessed at any time by selecting the System Utilities button on the main menu or by selecting Utilities from the pull-down menus then selecting User Maintenance.

The process involves two screens; User ID screen and the Set Password screen.

The main task to accomplish on this screen is to add new users. Everyone, including the program administrator, should be assigned a user name to perform normal program operation tasks. The "Admin" user name should be used only for locking or unlocking users or changing passwords and system upgrades.

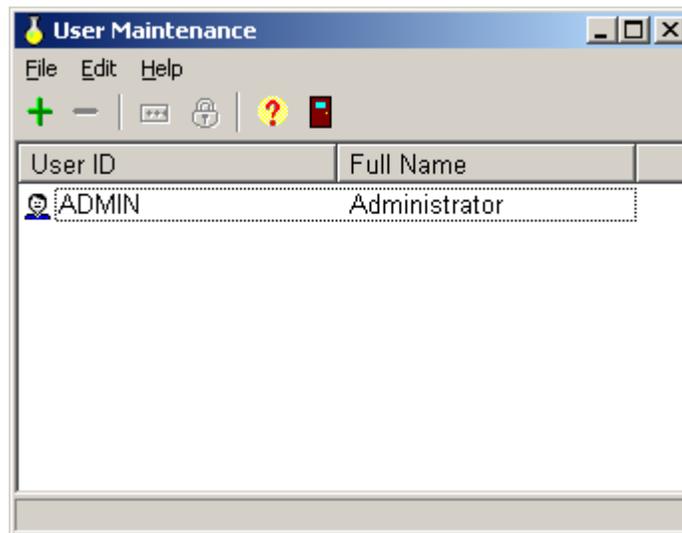


Figure 22-2 User Maintenance Form

## 22.2 Change or Add Users

To add a new user ID, click the ' + ' button on the toolbar of the User Maintenance screen. The "Add Users" screen is displayed.



Figure 22-3 Set Password Menu

Step 1 Add a Users ID. This could be user initials or last name and first two initials.

Step 2 Enter users full name.

Step 3 Enter a Password. Password must be 8 characters in length and contain 2 numbers.

Step 4 Re-enter the Password.

Click OK to close the screen this saves the changes.

## 22.3 Edit Password Information

To edit password information access the User Maintenance screen and double click on a user Id or select the Edit User Information button from the toolbar.

Individual users can change their own password only. A user cannot change another users ID or password. Only the administrator has access rights to add or edit all user information. The locking function is only available to the administrator.

## 22.4 System Backup and Restore

The Backup/Restore utility provides a means to backup all DTP data files to be restored in the event of a system failure or new program installation. The screen consists of two tabbed pages appropriately labeled Backup and Restore.

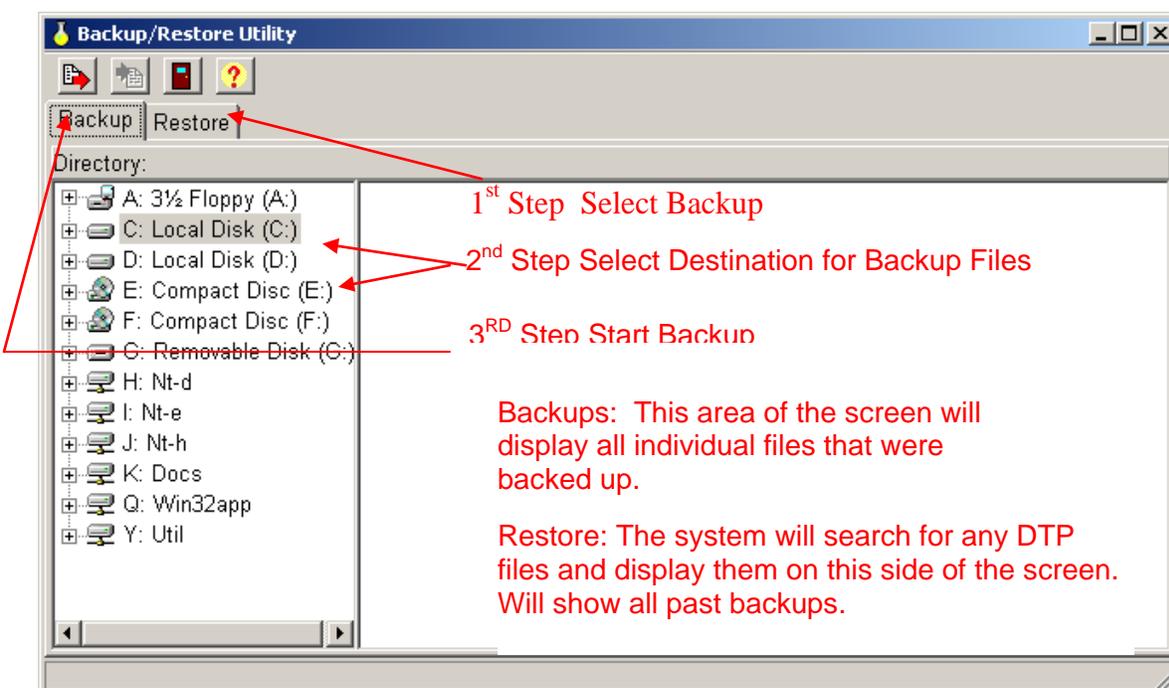


Figure 22-4 System Backup/Restore Utility

**BACKUP:** To backup the DTP data files select the Backup Tab. Select a folder or drive this is where the back up file will be placed. Click the Backup button on the toolbar to start backup. The system will back up all DTP files to the selected location. If you have opted to store backup files on floppy disks (Drive A), you will be prompted to insert new disks as necessary. All backup files will be compressed into a single file. The file name will be the current date (MMDDYYYY). The area on the right side of the screen above will show all individual files backed up.

**RESTORE:** To restore DTP from a backup file select the Restore Tab. DTP will automatically search for all DTP files and display them on the right side of the screen with the date the backup was created, All previous backups will be displayed. Use the explorer window on the left to locate the folder/drive in which the backup file will be restored to. Select the file and click the “Restore” button on the toolbar to begin DTP restoration.

**NOTE:** It is highly recommended that frequent backups be made to protect from data loss. DTP backups should be performed at the end of every testing day at a minimum.

## 22.5 Setting System Parameters

See the Setup Parameters Section. ([Section 4.3.1](#)).

## 22.6 Auditing Data Manager

The Auditing Data Manager provides the program users access to the Audit Log.

The screenshot shows a window titled "Auditing Data Manager" with a "Filter Type" dropdown set to "None". The window contains a table with the following data:

Time	Transaction Type	User	Roster Name	Roster SSN	Field Name
8/16/2002 8:34:41 AM	AuditManager	admin			
8/16/2002 8:33:42 AM	Pool Change	admin			
8/16/2002 8:33:40 AM	User Login	admin			
8/16/2002 8:33:40 AM	Prog Start	admin			
8/16/2002 8:29:24 AM	RandomTest	admin			
8/16/2002 8:29:16 AM	Table Change Config	admin			GroupLett
8/16/2002 8:29:13 AM	SysParams	admin			
8/16/2002 8:29:00 AM	Pool Change	admin			
8/16/2002 8:28:58 AM	User Login	admin			
8/16/2002 8:28:57 AM	Prog Start	admin			
8/15/2002 3:50:58 PM	Prog End	admin			
8/15/2002 2:32:54 PM	SysParams	admin			
8/15/2002 2:30:54 PM	PoolMaint	admin			
8/15/2002 2:30:42 PM	Maint Personnel	admin			
8/15/2002 2:22:47 PM	SysParams	admin			
8/15/2002 2:21:45 PM	RandomTest	admin			

At the bottom of the window, it says "Audit events = 150".

Figure 22-5 Auditing Data Manager

Data that is displayed on the Audit Manager screen can be filtered by Transaction Type, Transaction Time or by User Name. To activate the filter, set the filter type in the Filter Field box and type the text you would like to view in the Filter Text box.

For example, to view only those records concerning a user name of "Smith," you would set the Filter Field to User Name, and type "Smith" into the Filter Text box.

## 22.7 Edit Commanders Letter

The Edit Commander's Letter screen allows you to edit the contents of the commander's letter that is printed at selection time for all selected member's commanders. This MS Word page consists of Date, Salutation, Body, and Signature. Some areas of the letter are system defaults the system will populate this portion of the letter other areas are user defined which are entered or edited by the user.

Date This is a system default.

Salutation "Memorandum For:" this is a system default. The Pool from which members are pulled for testing is entered.

From This is user defined.

Subject This is user defined.

Body Text This is user defined.

Member Listed Grade, Name, DOD ID and Duty Section are entered by the system (system default).

Signature User defined.

## 22.8 Edit Individual Letter

The "Edit Individual Letter" screen allows a user to edit the contents of the commander's letter. A general form has been designed but may be edited as needed by individual sites. This screen consists of *Salutation*, *Body*, and *Reply*. Fields that are contained by "< >" such as <Pool Description> are system defaults and populated by the system.

Salutation You may provide a subject line for the letter here. The "Memorandum For" and "From" fields are system defaults.

Body The body of the letter can be typed here. The letter will display the contents as it is typed in this area.

Reply The reply section includes the text that will be signed by the members as acknowledgement of receiving the letter. The letter will display the contents as it is typed in this area.

## 22.9 The Testing Days Calendar

The Testing Days Calendar screen appears on the first day of each month to allow you to specify days in the month that WILL NOT be available for testing. The calendar can also be accessed from the System Utilities Dialog.

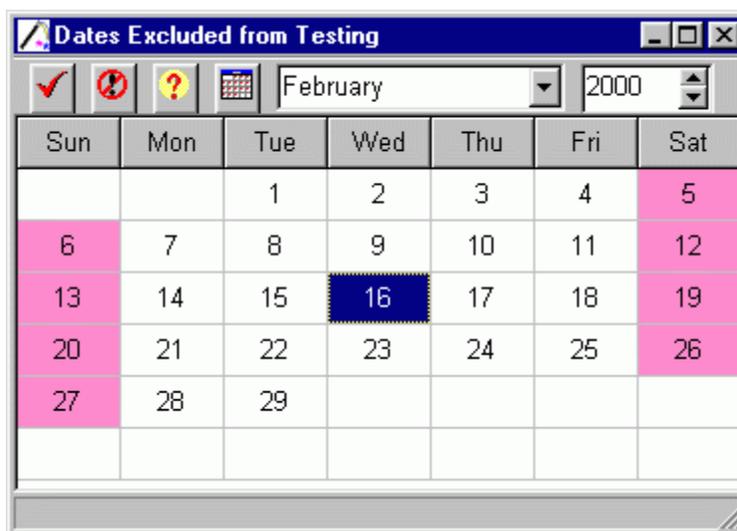


Figure 22-6 Testing Days Calendar

If the "Randomize Testing Days" option is enabled, the number of days available for testing is used on a daily basis to calculate whether or not "today is a testing day."

You may exclude a day from testing by double clicking on the date.

Clicking the Save button (the checkmark icon) saves all your changes and closes the calendar.

Clicking the Cancel button (crossed out exclamation) closes the calendar without saving any changes.

The Set Non-working Days button (the calendar) sets all weekend days as non-testing days if your default service is "Active Duty." If your default service is Reserves then clicking this button will set all weekdays as non-testing days.

**NOTE:** The information entered on this calendar is for internal calculation purposes only and will not preclude you from testing in any day marked as a non-testing day.

### 22.10 Reprint Testing Products

DTP allows you to reprint testing products if the need arises. The Reprint Testing Products screen allows you to select from any group that has been previously tested by DTP.

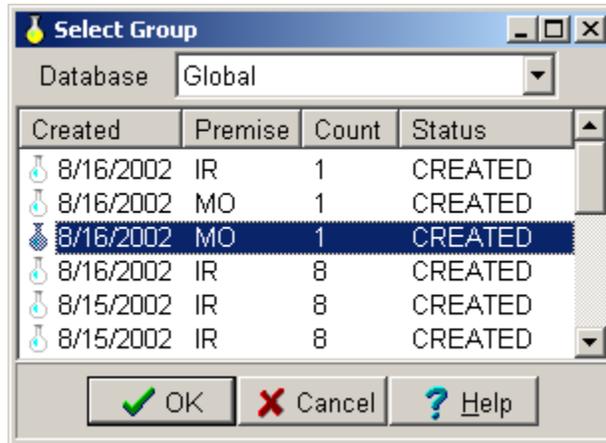


Figure 22-7 Reprint Testing Products

This screen can be accessed from the Main Menu under the Testing drop-down menu. You will need to know the Date, Premise, and Count of individuals selected to find the correct group to print. After selecting the group you wish to print, you will be taken to the Print Products page of the testing wizard. Forms can then be printed.

### 22 11 Maintain Comments

Add values and comments that are displayed when the Comments box is accessed on the Update Collected screen.



Figure 22-8 Maintain Comments

## 23.0 DTP REPORTING FUNCTIONS

The DTP program offers numerous reporting functions to include statistics, averages, parameters and frequencies. The Report menu also makes printing labels and blank DD2624 forms available.

### 23.1 System Activity Reports

The "System Activity Reports" screen is accessed from the "Reports" drop-down menu on the Main Form. Here you may print out reports that provide statistics on the DTP system performance. The system activity reports are designed to provide information on the "Randomize Days" option.

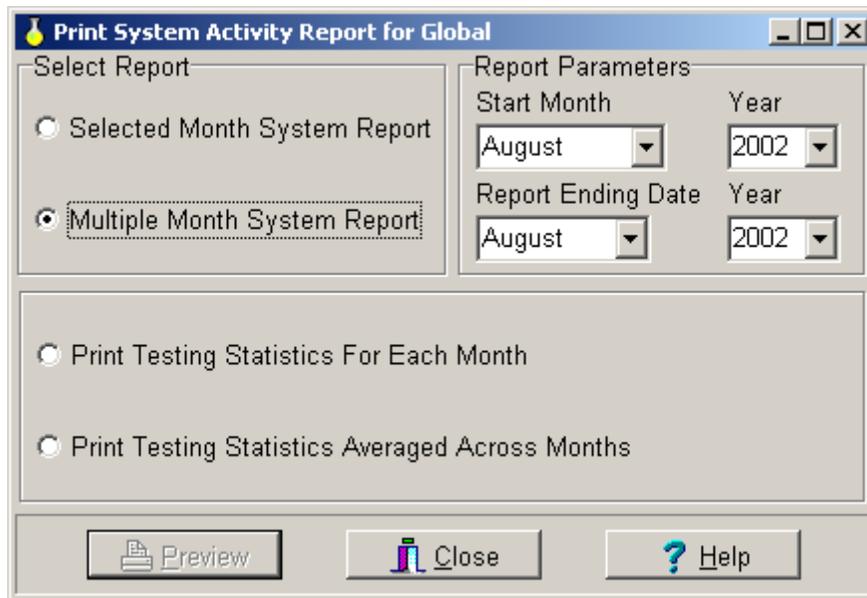


Figure 23-1 System Activity Reports

There are 4 main reports available from this screen.

**Selected Month System Report** Allows you to select any month to view statistics for that month. Sample statistics include, number and percentage of personnel randomly selected as well as the number of forced random testing conducted.

**Multiple Month System Report** Provides the same statistics as the Selected Month System Report. However, you may specify a date range to get an idea of how the system is performing over time. Two options are available under this report option:

**The Print Testing Statistics for Each Month** This option prints statistics for each month for easy comparison across different months.

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**The Print Testing Statistics Averaged Across Months** This option provides a summary average of all statistics over the specified date range.

## 23.2 Report Generator (Analysis)

The “Reports Generator” is accessed from the *Reports* drop-down menu on the “Main Form”. This screen provides access to detailed testing statistics to aid in the management of the Organization's Drug testing Program. The reports are listed in an expandable list on the left side of the form. This list can be expanded or collapsed by clicking the (+) and (-) icons respectively. The “paper icon” next to the description represents printable reports. A red arrow will appear next to the selected report for quick reference.

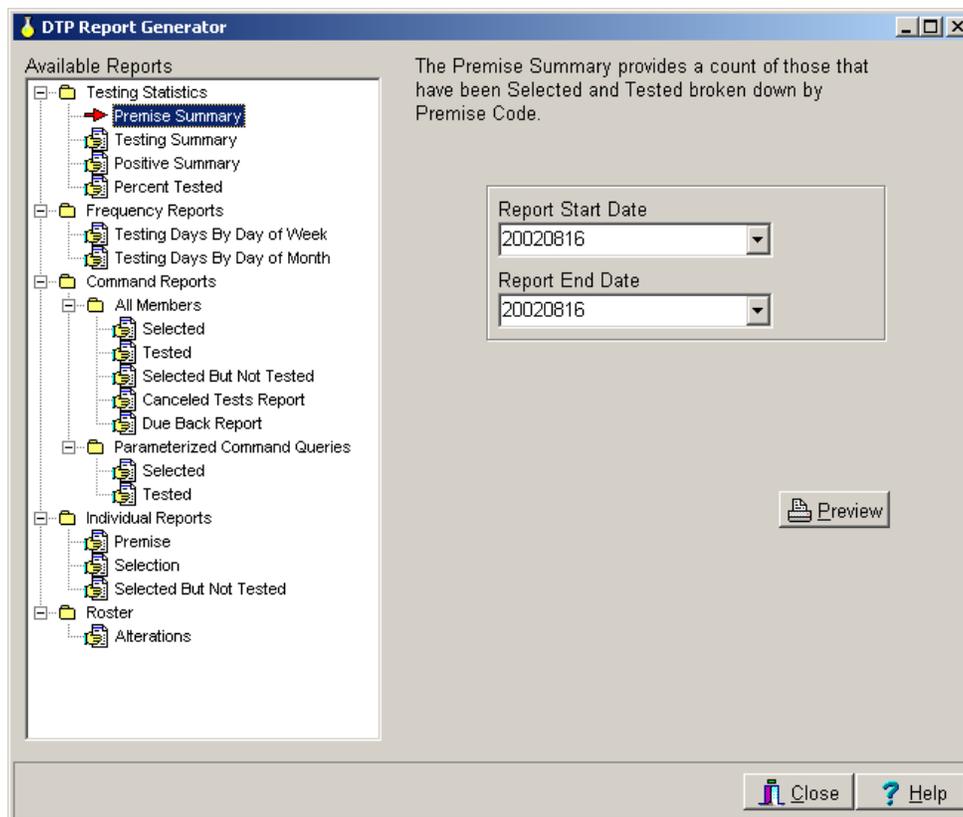


Figure 22-2 Report Generators/Analysis

Reports are separated into the following five categories:

**Testing Statistics** These reports provide quick summary statistics on the status of the organization's drug testing program: for example, the number of tests conducted broken down by premise. You must have the *Randomize Days* option enabled for these reports to accurately reflect results.

**Frequency Reports** These reports display the frequency that DTP has reported a testing day when using the randomize days option.

**Population Reports** These provide statistics on the testing population, for example, the number of personnel that have been tested in a given time period.

**Individual Reports** These reports provide information on a single member's testing history.

**Roster Reports** Provides the Roster Alteration report outlining what changes were made to the DTP roster and who made them.

All reports will require you to enter the date range to limit the report results. This is accomplished by clicking on the Start Date / End Date boxes and selecting the desired dates in the calendars that appear. The parameterized query reports will require a user to enter additional operators.

For example, you may wish to view a report containing a list of names that have been selected more than three times. You would simply enter the date range as previously discussed and select the symbol '>' for greater than in the *Selected* list box and then the number '3.'

### 23.3 Available Reports List

The following is a quick reference of available reports. Each report will require the user to enter a date range.

**Premise Summary** Provides a summary count of all members that have been selected and tested, organized by premise code.

**Testing Summary** Provides general statistics such as, Average Roster Size, Percent of Roster Tested, etc.

**Positive Summary** A summary count of positive testing results broken down by drug.

**Percent Tested** Breaks out personnel testing percentages by day of week.

**Testing Days By Day of Week** Summarizes the number of times the DTP program determined it was a testing day broken down by day of week.

**Testing Days By Day of Month** Summarizes the number of times the DTP program determined it was a testing day broken down by day of month.

**Selected** A list of all members who have been selected for testing.

**Tested** A list of all members who have been tested.

**Selected But Not Tested** A list of members who have been selected for testing, but have not yet donated samples.

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**Canceled Test Report** Displays a list of all members who have been selected for testing, but were canceled.

**Due Back Report** Displays a list of all members who have tests pending and have been assigned a "Due Back Date."

**Parameterized Selected** A list of members who have been selected for testing, given the input parameters. For example: all those selected greater than 3 times. ( $> 3$ ).

**Parameterized Tested** A list of all members who have been tested, given the input parameters. For example: all those tested exactly two times. ( $= 2$ ).

**Individual Premise** Lists each time an individual was selected for testing along with the testing premise.

**Individual Selection** Provides a complete testing history of the individual selected.

**Selected Not Tested** Provides a list of each occasion the individual was selected for testing, but not tested.

**Roster Alteration** A list of all roster modifications made and the user that made them.

### 23.4 Mailing Labels

The DTP Program provides a utility to print mailing labels. This utility can be accessed from the “Reports” drop-down menu on the Main Form.

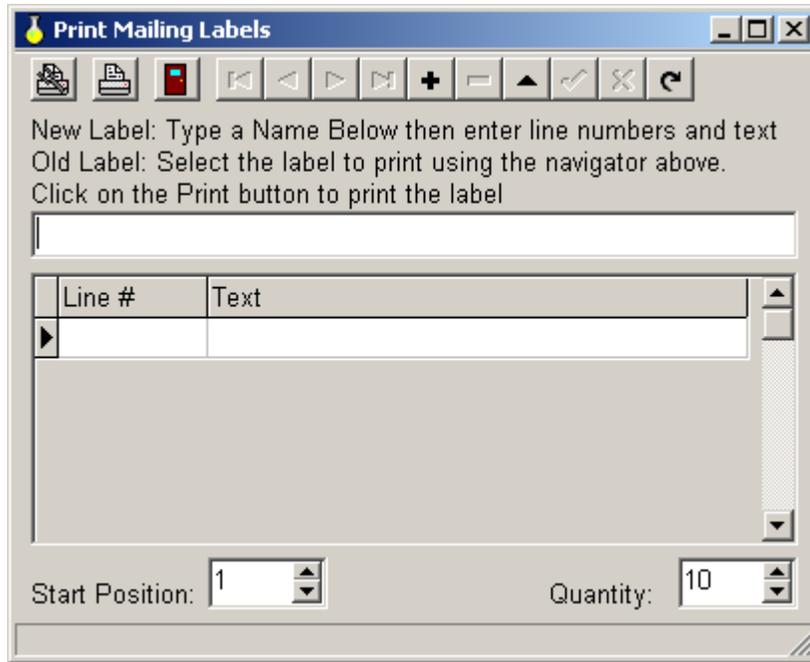


Figure 22-3 Print Mailing Labels

Each line to be printed on a label requires a separate line as shown on the screen above. Lines can be added by clicking the (+) icon or by pressing the tab key while at the end of the current line.

Any number of labels up to 10 can be printed on a page. The user may also select a print starting position so sheets of labels may be re-used.

The output will match the size of Avery 5163 type 2 by 4 labels.

### 23.5 Print Blank Forms

To print a blank DD2624 form, access the “Reports” button from the tool bar on the main menu. Select “Print Blank Forms” and the options below are displayed.

Print: DD2624 Fronts

Print: DD2624 Backs

Print: Blank Testing Registers

## **24.0 THE RANDOMIZATION PROCESS EXPLAINED**

The purpose of this section is to explain the process the Drug Testing Program Software uses to select personnel for testing. There are two forms of random selection that the DTP program can provide: "Selection as a Percentage" of personnel" or "Selection by Number".

### **24.1 Selection by Percent Methodology**

With this method, DTP uses the target percentage entered by the user on the Pool Maintenance Screen. The program first creates a list of all personnel eligible for testing based upon the parameters entered on the testing wizard. For each person on the list, a random number is generated from a uniform distribution between 0 and 100. If this number is less than the target percentage, then that individual is selected for testing. The result is a randomly selected group of personnel that is relatively close to the target percentage entered by the user.

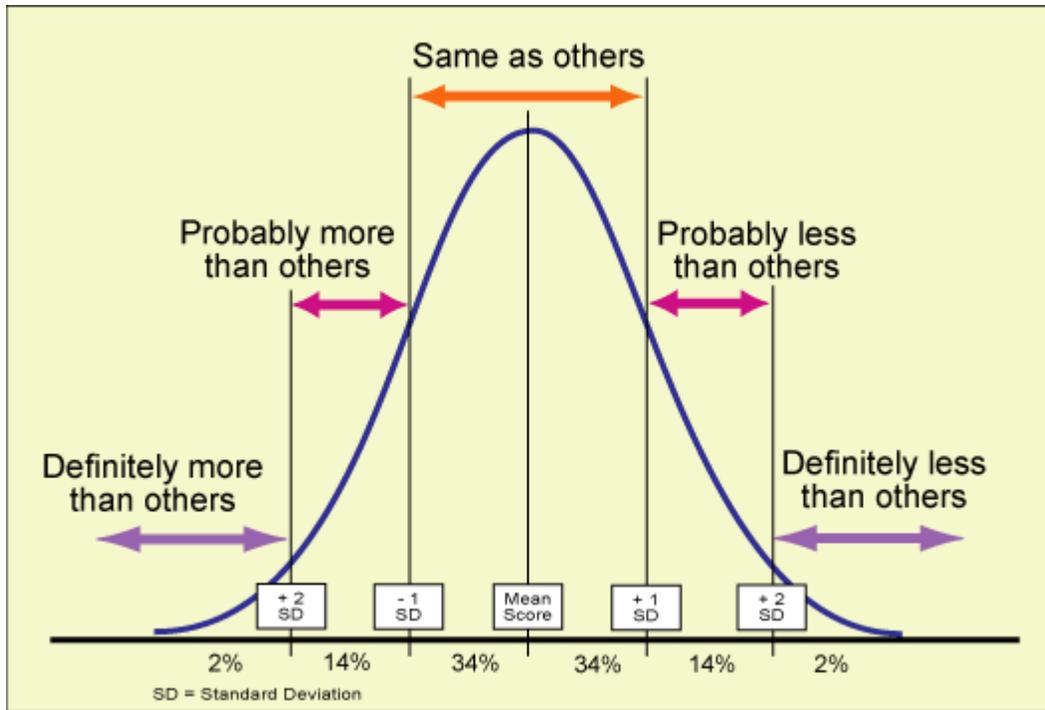
It must be remembered that this is a randomly generated list. The number of personnel selected will sometimes be more than your target percentage and sometimes this number will be less. Over time this selection percentage averages out to equal your monthly target percentage. In addition, because the method of selection is truly random, it is possible in theory, though not likely in practice, that an individual could be selected every time testing is conducted. It is also equally likely that an individual is never selected for testing. In practice, you may see some individuals that are selected more frequently than the average and some that are less frequently selected. This is a natural occurrence of the random selection process. The important point to remember is that every individual in the roster has the same probability of being selected.

### **24.2 Selection by Count Methodology**

With this method, DTP again prepares a list of personnel eligible for testing. A random number is generated between 1 and the total number of personnel in the list. The program then uses the number to count down from the top of this list. The member in that position is selected and removed from the list. This process is repeated until the correct number of personnel is selected. The process imitates the old method of "pulling names out of a hat."

## 24.3 The Bell Curve

### The Bell Curve



Many biological, psychological and social phenomena occur in the population in the distribution we call the bell curve (Portney & Watkins, 2000). This picture shows a symmetrical bell curve, in which the average selection rate [i.e., the mean] would be plotted in the middle of the curve, where the ‘bell’ shape is the tallest.

Most of the people [i.e., 68% of them, or 34% + 34%] will be selected within 1 segment [i.e., a standard deviation] of the average score.

For the Sensory Profile measures, ‘typical selection’ is the same as the middle sections on the bell curve, or 68% of the population.

As we move farther away from the average selection rates, less and less people will have this higher or lower selection. As you can see on the diagram, approximately 16% [i.e., 14% + 2%] of the people will be higher than the average and 16% will be lower than the average.

For the Sensory Profile measures, ‘definitely more than others’ and ‘definitely less than others’ represents the 2% sections at the extremes on the bell curve. This is why we can say ‘definitely’--not very many people will be selected or not selected at these levels.

For the Sensory Profile measures, ‘probably more than others’ and ‘probably less than others’ represents the 14% sections to the right and left of the bell curve.

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