



# DoD Drug Testing Program Client Collection Software (DTP-CCS) Users Guide

VERSION 5.0

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## 1.0 Hardware Requirements

Before attempting to install the DOD Drug Testing Program, you should ensure that your system meets the following requirements:

- Pentium 200 MHz Processor
- Laser Printer
- 64 MB RAM
- 100 MB of free Hard Disk space
- Windows 95, Windows 98, Windows NT or Windows 2000 Operating Systems.
- Mouse
- Internet Connection (Recommended to receive notification of program updates).

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 the users manual thoroughly. This will greatly enhance your understanding of this program during both the installation process and subsequent usage.

## 2.0 Program Installation

The DOD Drug Testing Program Version 5.0 can be installed on the same system that is currently running any of the Versions 4.0x of the Drug Testing Program. The installation will not overwrite any of the existing Version 4.0x files, but will be installed to a completely different directory.

Rosters can be imported from Version 4x into the newer Version 5 by way of the data conversion utility build into the DTP software. The Version 4x program can be left on the system for historical purposes if desired or you can make a back-up copy of the All History Files and remove the Version 4x software.

### 2.1 The Setup Wizard

The Setup Wizard (Figure 2-1) was designed to walk an unfamiliar user through the process of configuring the program. You may dismiss the Setup Wizard at any time by clicking the *Finish* button. However, it is recommended that you complete the Setup Wizard if you are installing the software for the first time. Clicking the *Cancel* button 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. If you choose to run the Setup Wizard at this point, click *Next* to begin the setup process.

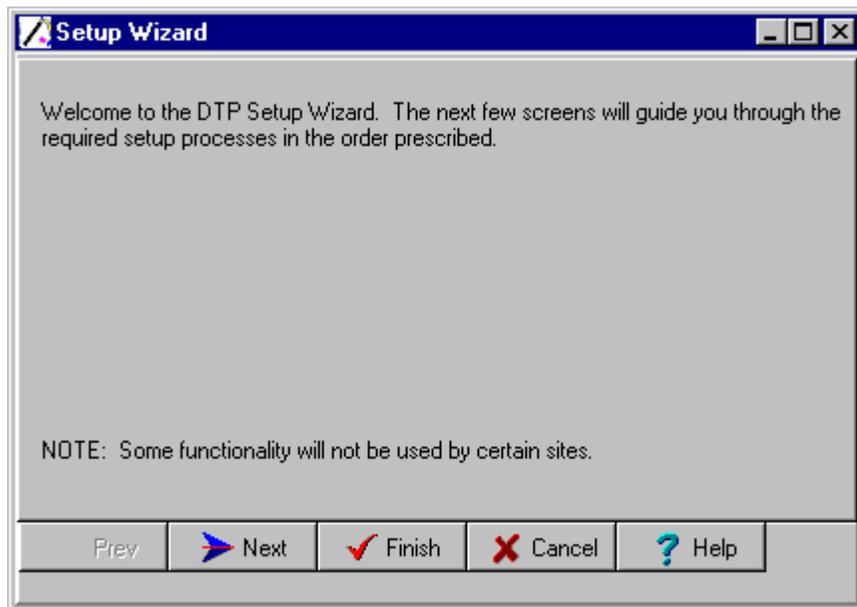


Figure 2-1 Setup Wizard

## **2.2 Data Conversion**

A data conversion utility is provided to convert any existing testing data to the new DTP data format. This conversion process will not delete or change any of your existing program data. Once the installation process is complete and you are satisfied that all your data has been successfully transferred, you may remove any previous versions of DTP with its associated uninstall program.

**Note:** You may want to maintain the old version for a period of time for testing history purposes. The conversion process will copy all personnel testing history records to the new database, but will not copy unit testing history information. Unit testing statistics will begin anew with the installation of the New Version.

## **2.3 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.

### **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.

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

This is a stand-alone utility and not part of the DTP version 5 software. This utility is named NDSP2TXT. The utility can be downloaded from the DTP web site or from the Navy's DTP web site.

### **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.

### **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.

### **I 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.

## **2.4 First Step of Installation**

The first step in the installation process is to download the software from the DTP Website located at <http://www.ftdtl.amedd.army.mil/dtphome>. The installation program file is approximately 12 MB in size. It is recommended that you download the installation file to a separate directory on your PC, this way the program may be reinstalled at a later date, if necessary, without having to re-download the file.

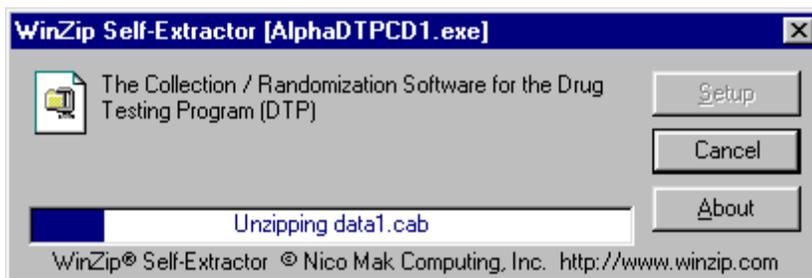


Figure 2-2 Self -Extractor Utility

Once the Installation Program file has been downloaded and you have ensured that no other applications are currently running on your system, double-click the downloaded file. The WinZip Self Extractor Utility appears. Click Setup on the dialog box to begin the installation process.

## 2.5 Welcome Screen

The first screen to appear after all files have been extracted is the 'Installer Welcome' screen.

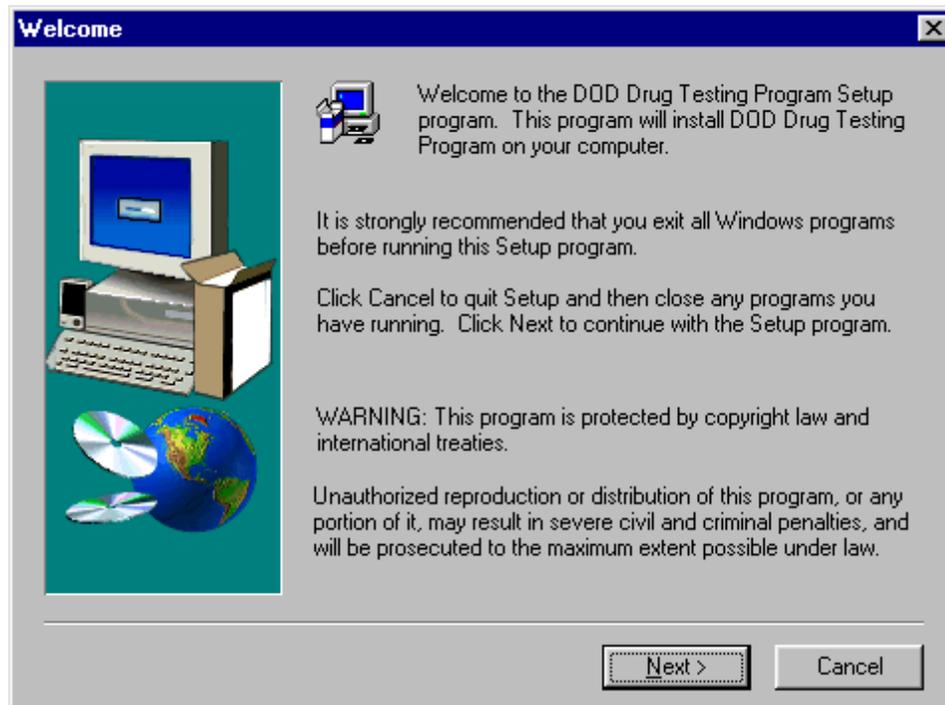


Figure 2-3 Welcome Screen

After reading the information on this screen, click 'Next' to continue with the installation process. It is also advised to have the user's manual close at hand to reference during the install and subsequent use of the program.

## 2.6 Branch of Service Selection

The next screen to appear will prompt you to choose your default branch of service.

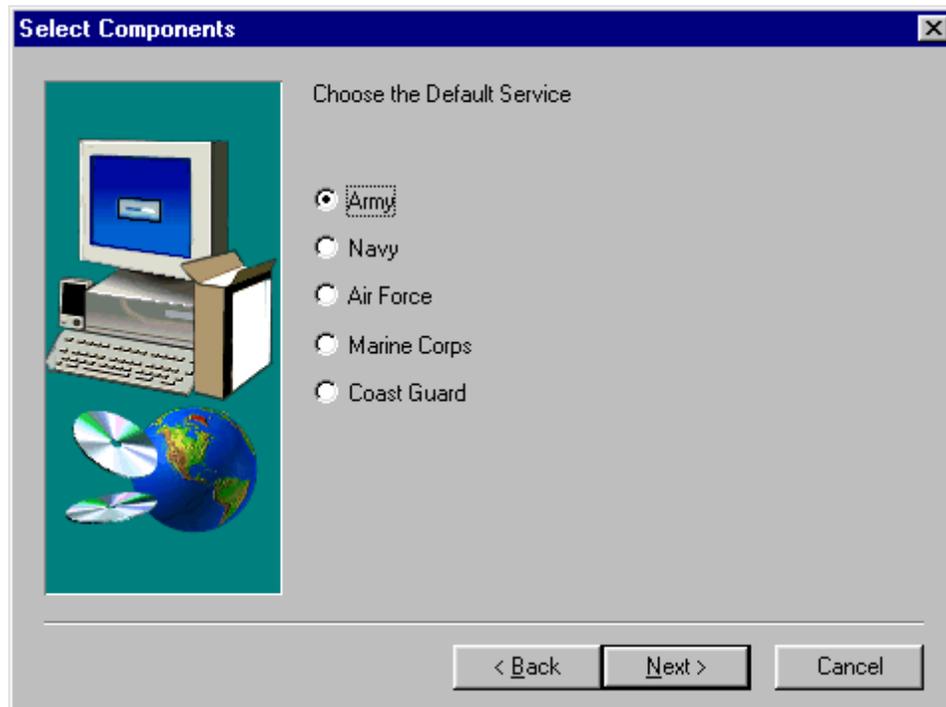


Figure 2-4 Select Branch of Service

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

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

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

## 2.7 Destination of Program Selection

The Choose Destination screen shown in Figure 2-5 will allow you to change the default destination of the program files.



Figure 2-5 Choose Destination Location

By default the files will be installed into the “C:\Program Files\DoD Drug Testing Program” directory. If you wish to place the files on a drive and directory other than the default, click on the browse button, and select the new destination.

Click on ‘Next’ to continue the installation.

## 2.8 Set Up, Type

The Setup Type screen allows you to choose between loading the entire program, or specific components.

**NOTE:** It is advised to select the Typical Set-up unless otherwise instructed by the DTP support team.

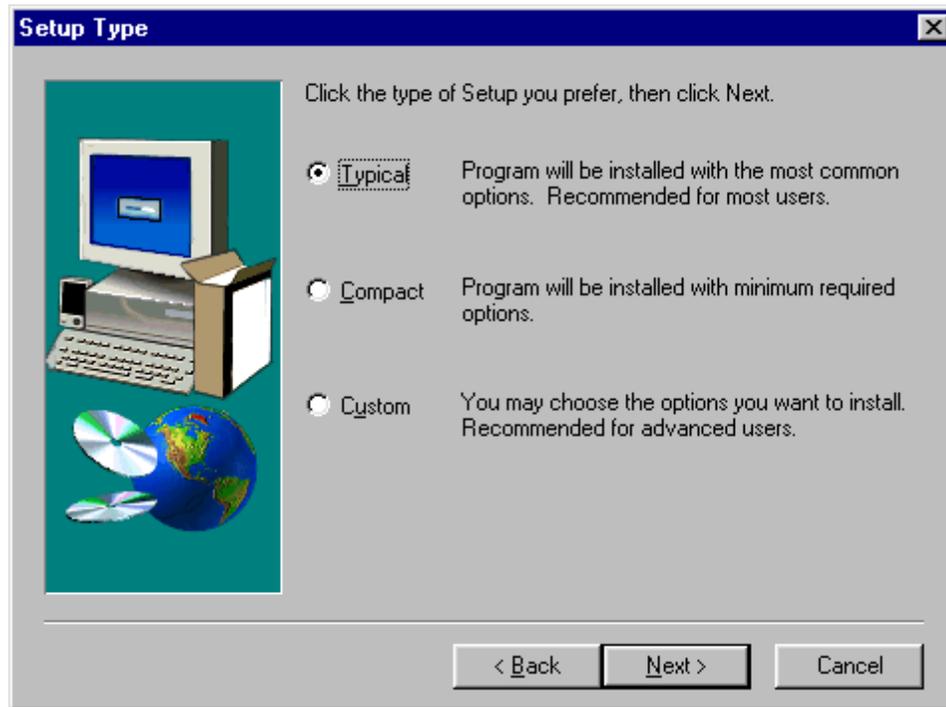


Figure 2-6 Choose Setup Type

Ensure that “Typical” is selected, and then click ‘Next’ to continue the installation.

## 2.9 Program Folder

The Select Program Folder screen allows you to name the program folder that will be created by the installer.

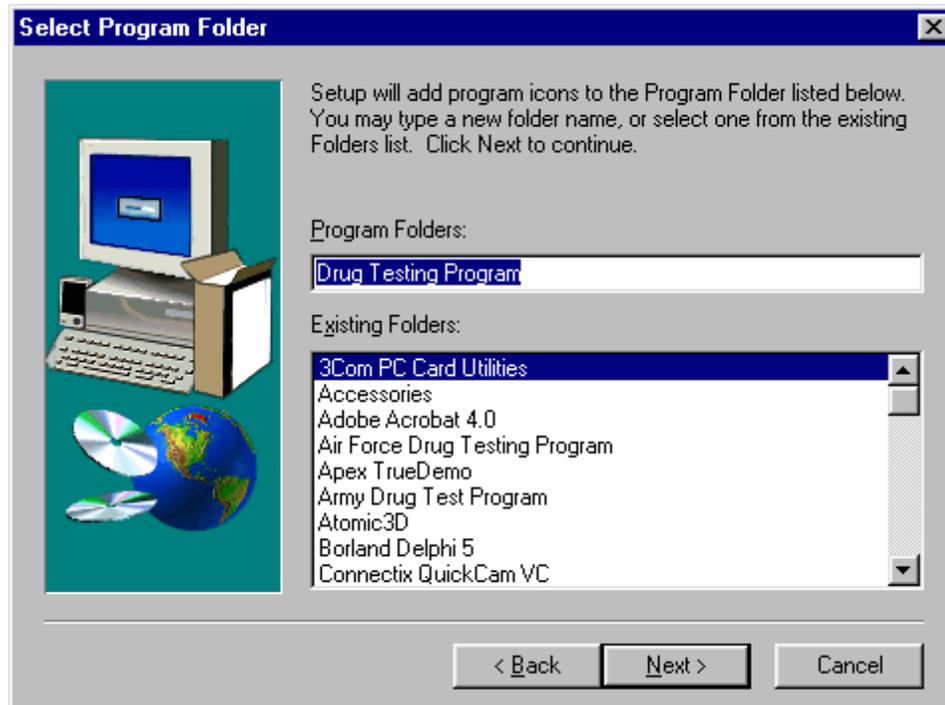


Figure 2-7 Select Program Folder

This is the name of the folder that can be used to access the program from the Windows Start Menu. Normally, you should leave this with the default name, which is “Drug Testing Program”.

Click the ‘Next’ button to continue the installation.

## 2.10 Current Settings Summary

The Installation Summary screen shown below displays a summary of all the options you have selected for the program installation.

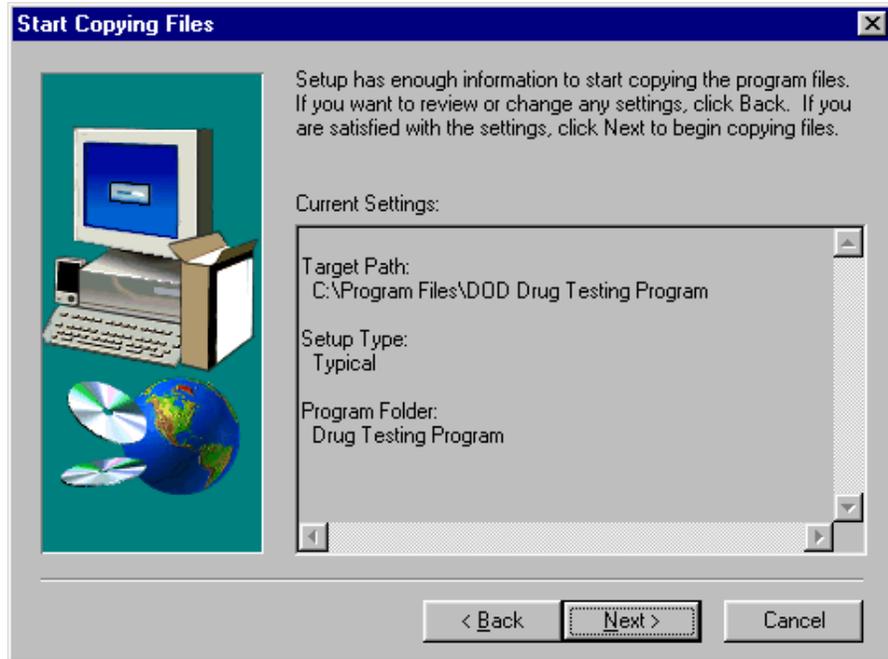


Figure 2-8 Installation Summary

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. Once all files have been copied, the installation program will ask you what service type your organization is affiliated with. You may choose between Active Duty, Guard, Reserves, or Civilian. Click 'Next' to continue. You will then see a message telling you that the installation program is configuring the DTP program files.

Once configuration setup is complete, you will be asked if you wish to convert old DTP systems to the new program. You may run the Conversion Utility now by clicking 'Yes' or you may click 'No' to run the utility at a later time. If you do decide to run the Data Conversion Utility, see the Data Conversion Section for instructions on the conversion process. Clicking 'No' will take you to the final Setup screen. After reading the information provided on this screen, click the 'Finish' button to complete the Setup process.

Once the program setup is complete you should reboot your computer to ensure all system changes take immediate effect.

### 3.0 Setup System Parameters

Configuring your system parameters is normally done when the system is initially installed. They are usually set to coincide with the drug testing policies set forth by your branch of service.

The System Parameters screen provides options for configuring the DTP program for a specific operating environment. The system utilities screen can be accessed from the buttons on the main page or from the drop-down menus.

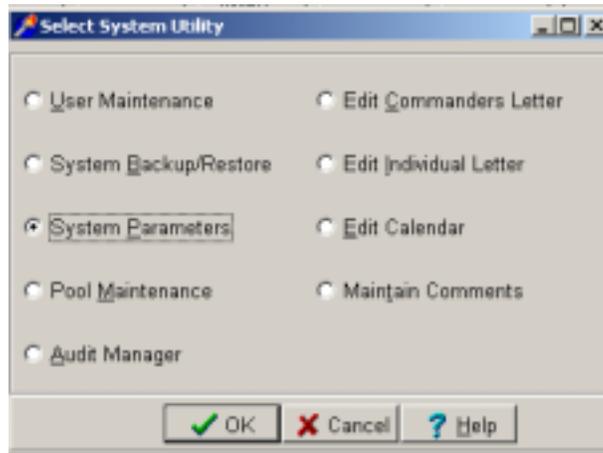


Figure 3-1 System Utility Screen

### 3.1 System Parameters Screen

At the System Utilities screen select System Parameters this screen consists of five tabs, each represent specific parameters.

Audit Log    TestingServiceReports    Network On

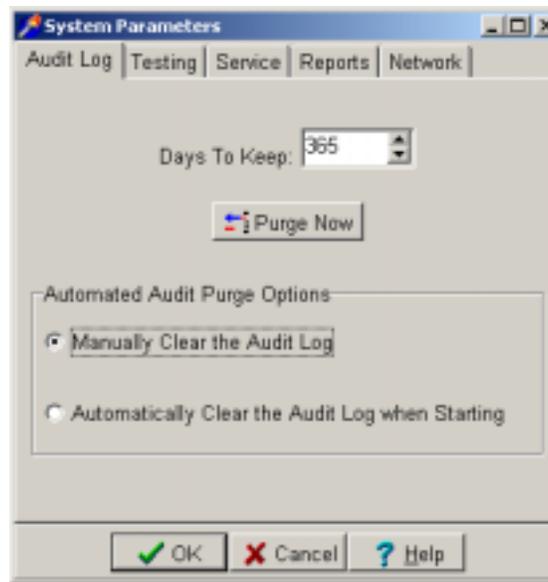


Figure 3-2 System Parameters Screen

### 3.2 Audit Log

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

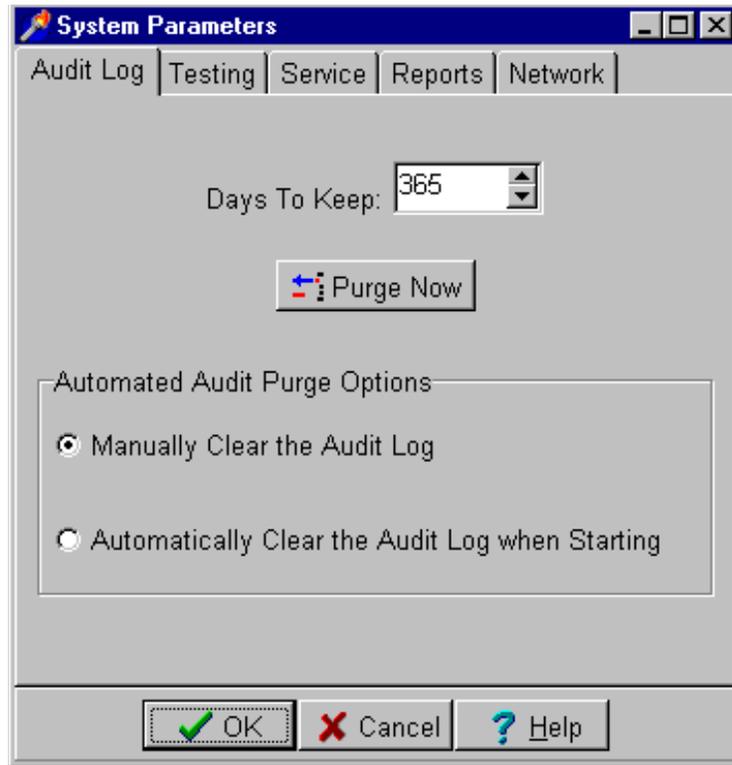


Figure 3-3 System Parameters, Audit Log

- |                               |   |
|-------------------------------|---|
| Days To Keep                  | Enter the number of days for which you would like the audit log to keep records.  |
| 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" amount are deleted.   |
| Automated Audit Purge Options | This option allows you to set the DTP 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 that are 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. |

### 3.3 Testing Options

The “Randomize Testing Day Selection” option controls whether DTP will determine testing days for your command. With this option enabled DTP will determine if “Today is a Testing Day” each time the Conduct Random Testing button is selected. The user will be advised that it is not a testing day if such is the case. 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 ‘Conduct Random Testing’ button every day for each pool concerned.

If your command’s policy is to conduct random testing at the Commander’s discretion, then leave this box unchecked.

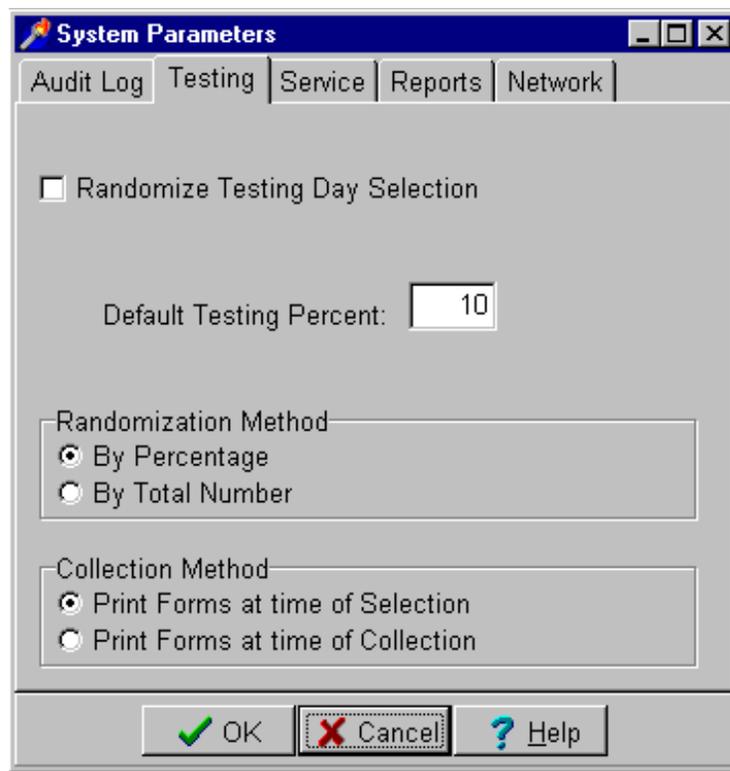


Figure 3-4 System parameters, Testing Options

#### Two Methods of Randomization

There are two methods of randomization used by the Drug Testing Program to select personnel for random testing. The “Selection By Percentage” method selects personnel based on the monthly target percentage established by the unit. The “Selection By Total Number” method chooses an exact number of each personnel each time random testing is conducted. Select this option in accordance with your own branch of service’s policy.

## Testing

Percentage/Count (Default Test) Enter the your command's target testing percentage or testing count here. This number will appear in the appropriate field on the Pool Management screen each time a New Pool is added saving the user the trouble of having to enter it every time a pool is manually added.

**NOTE:** This setting has no effect on new pools that are imported through the import wizard. In that case, the imported pools will maintain any default values from their parent pool.

## Randomization

Method If "Randomization By Percentage" is selected, then DTP will select a group of personnel based on the size of the selection roster. If "Randomization By Total Number" is selected, the DTP will select the exact number specified on the **Pool Management**.

## Collection Method Selection

The Collection Method basically refers to at what time in the selection process you would like to print forms. This is determined by how a particular service chooses to perform their collections. DTP Version 5.0 allows DD Form 2624s and bottle labels to be printed at the testing site as personnel arrive for testing. If a printer is available at the testing site this option can greatly reduce the amount of forensic corrections made to forms due to "Testing No-shows." In this case, you should choose "Print Forms at time of Collection" (PFAC). Selecting the other method "Print Forms at Time of Selection" (PFAS) mandates you preprint all forms before conducting testing.

A couple scenarios for the (PFAS) collection method might be: you do not have a computer or print capabilities at the collection site so you need to preprint all forms and labels in advance 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.

Collection Method This option allows you to turn DTP's Collection Drag and Drop feature on and off. The Drag and Drop method means that on the DD2624 Roster Selection screen (which is launched when the Collect Samples button is selected) when a member is moved or dragged and dropped (from left to right) that member is then automatically assigned to the DD2624 form. Thus this allows you to print DD2624's and labels as members arrive at the testing site. Otherwise, all forms must be printed on the Print Products page of the **Testing Wizard**.

### 3.4 Service Selection Options

DTP is designed to be a multi-service program. The Service page of the System Parameters page allows you to set the default service for DTP and the service graphic that is displayed on the Main Form.

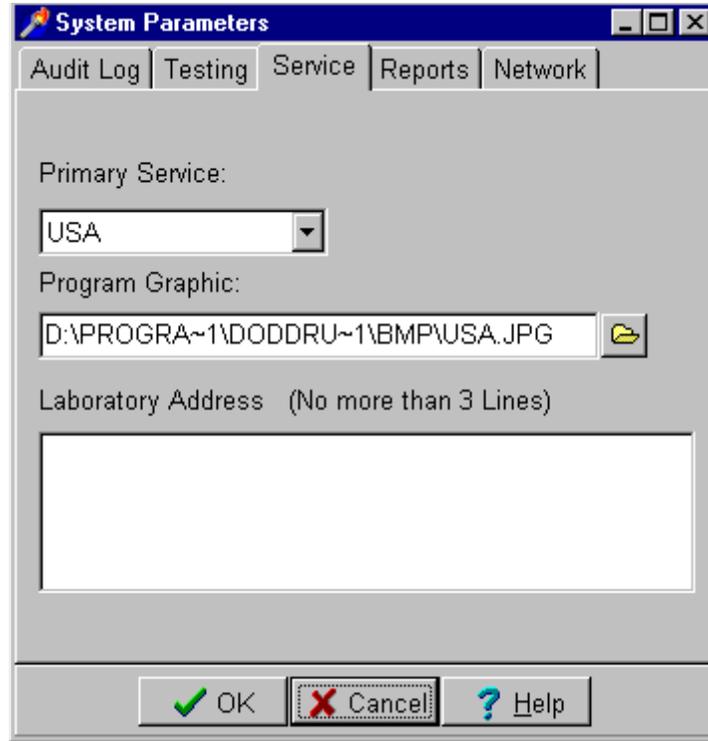
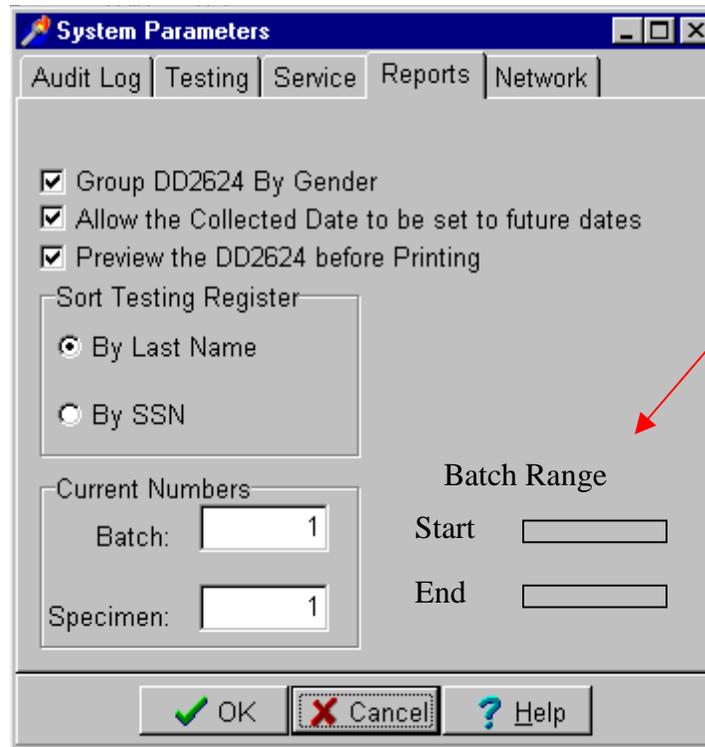


Figure 3-5 System Parameters, Service Options

- |                    |   |
|--------------------|---|
| Primary Service    | Selecting a Service from this drop-down list box will set the Program Title and Program Defaults to that of the particular branch of service selected. If you change the primary service then the next time you start the DTP program it will be configured for that branch of service. |
| Program Graphic    | If you have your own service graphic that you would like to display at program start up, you may change it here by clicking the folder button and browsing for the file.  |
| Laboratory Address | The program 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 representing an address in this block.   |

### 3.5 Report Options

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



These fields are only shown when during the initial install the Branch of Service chosen is Marine Corp. See Figure 2-4

Figure 3-6 System Parameters, Report Options

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

Group DD2624  
By Gender

This option will keep 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.

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 be sorted by Last Name or SSN depending upon this option.

Current Batch  
Number / Current  
Specimen Number

When the *Reports* page is accessed, these blocks will display the current batch and specimen numbers that will be printed on the next DD2624. These numbers are set to increment based on each service's specific rules. The user may "reset" these numbers by typing in the desired values on this page.

Batch Range

**(Marines Only)** (See Figure 3-6, Previous page) You can set a start and end range for batch numbers in the Start and End text boxes. Batch numbers will increment until reaching the ending number and then reset to the number entered in the Start text box.

### 3.6 Network Option

The network option of the System Parameters screen provides the ability to enable/disable the option to check for any updated information on the DTP web page automatically.

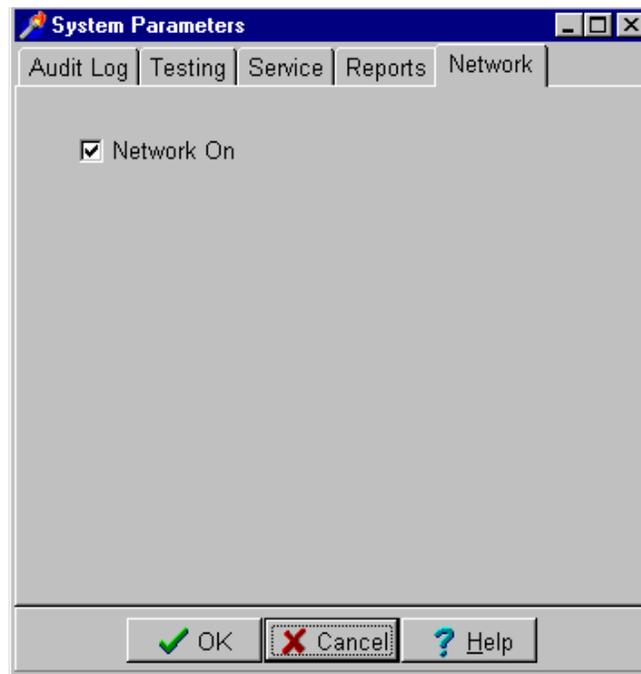


Figure 3-7 System Parameters, Network On

Network on- Check this box to enable notification of updated web page. See the following Section 3.8 for a display of the update screen.

**NOTE:** If a site has a slow network and this option is turned on it could slow down the program temporarily at login. At login the DTP will search for updates by connecting to the DTP website. The DTP program will try to connect for approximately one minute then stop searching if no connection is made.

### 3.7 The Updates Screen

This screen will be displayed the first time you run the program. After that, it will only display if there is new information available on the Web Site.

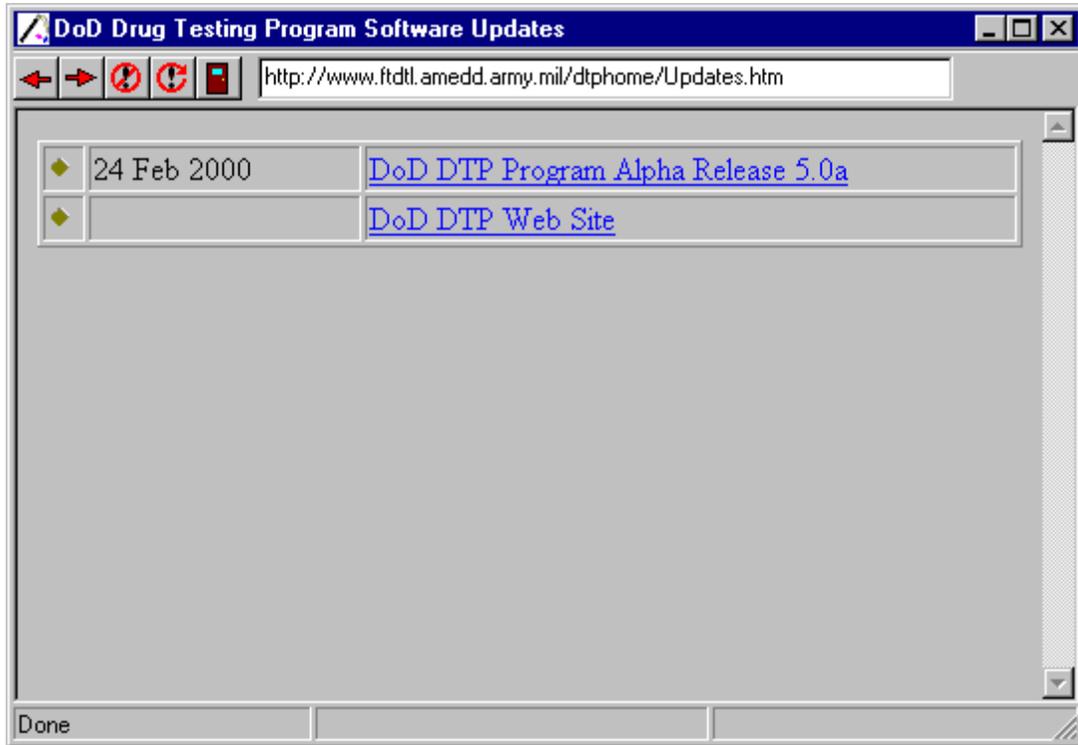


Figure 3-8 The Updates Screen

If you have an Internet connection DTP will automatically check the DTP Support Website for any new program update patches or information and display this information to the user in the browser displayed in Figure 3-8. Clicking on any link will take you to the site to download the latest program update or view DTP Software related information.

**NOTE:** If you do not have a live Internet connection, you will not see this screen and you will not receive information about available upgrades.

## 4.0 DTP Data Conversion Utility

The converter is designed to convert all data from previous versions of the Drug Testing Software and import this data into version 5.0.

If you have not been using a previous version of the Drug Testing Program Software v 4.x, you will not need to run this utility. The converter will not import data from versions of the software prior to version 4.01a.

All roster and history information will be transferred.

**NOTE:** Upon loading a newer version of the DTP program the user will be prompted about converting data during the initial install instructions. The user may choose NOT to convert at this time and continue to load the software. The conversion may be done at any time after the software has been successfully loaded.

System information specific to the previous version, however, will not be imported.

**NOTE - Navy Specific:** Some Navy users may want to review the stand-alone data conversion utility, reference Section 2.3 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.

**\*IMPORTANT:** Using the DTP Conversion Utility ensures all necessary data is properly converted. By bypassing the Conversion Utility and manually selecting individual files from a directory for import will inadvertently corrupt the imported data. This is due to the links between data files being broken. The DTP program recognizes any related links to specific files and includes these linked files during import thus maintaining the data string. Therefore it is highly recommended NOT to circumvent the import utility when importing data to a newer version of the DTP program.

**\*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.

### 4.1 DTP Data Conversion Utility Start Page

The Start Page is the first page to appear upon initialization of the Conversion Utility. The following options are provided (See Figure 4-1).

**I want to search for the old DTP directory myself** - Select this option if you know where your DTP directory is located.

**I want the conversion wizard to search for all instances of the old DTP Program** - If this option is selected, the conversion utility will find every DTP database on your system and display them in a list. You may then choose which database you wish to convert.

**Search network drives** - Select this option if you know your database is stored on a network drive or you are not sure.

#### 4.2 DTP Data Conversion Utility Start Screen

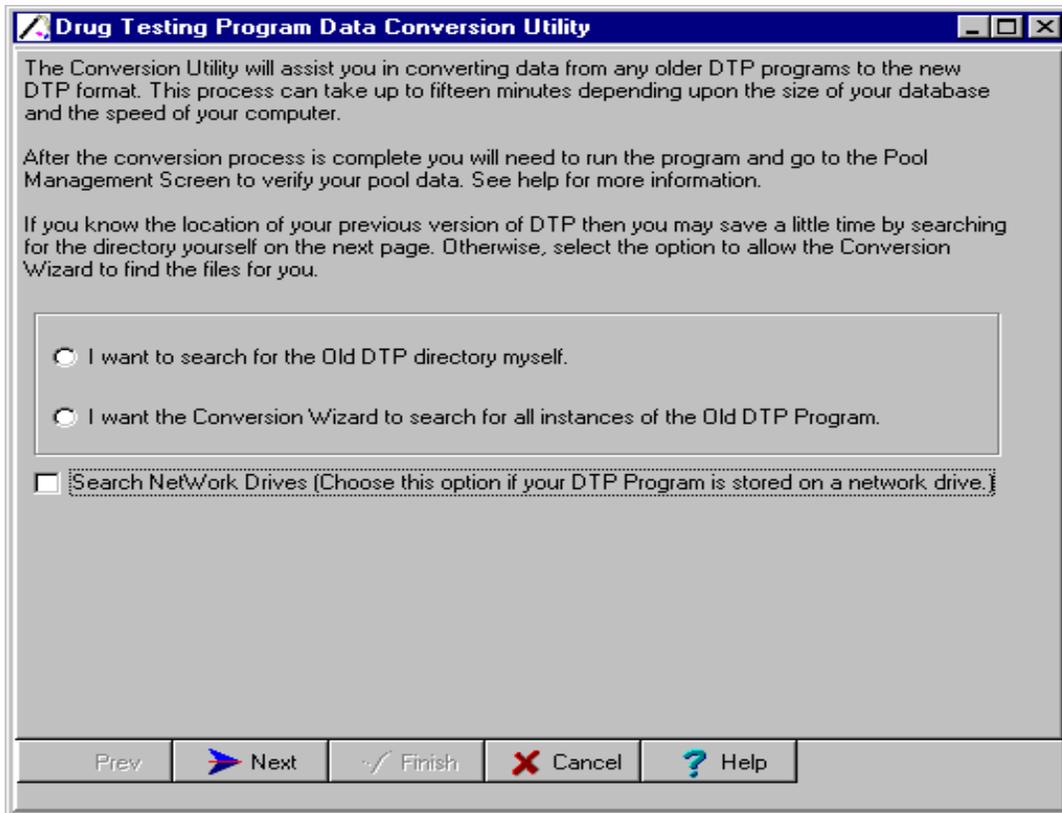


Figure 4-1 Conversion Utility, Start Page

### 4.3 Select Database

The Select Database page allows the user to select the database(s) that are to be converted. Program information is provided on the right side of the page so that you may verify the correct database is selected. If you have multiple databases to convert, you will be brought to the screen displayed below after each database has been converted in order to select the next database. Databases must be converted one at a time.

Figure 4-2 depicts the screen that the user will see if the user selects to allow the conversion utility to search for the old DTP database(s).

If you choose to find the databases yourself, the screen below will be displayed differently. An Explorer Window will replace the list of files that is shown at the left of the screen; this allows the user to navigate to the desired directory.

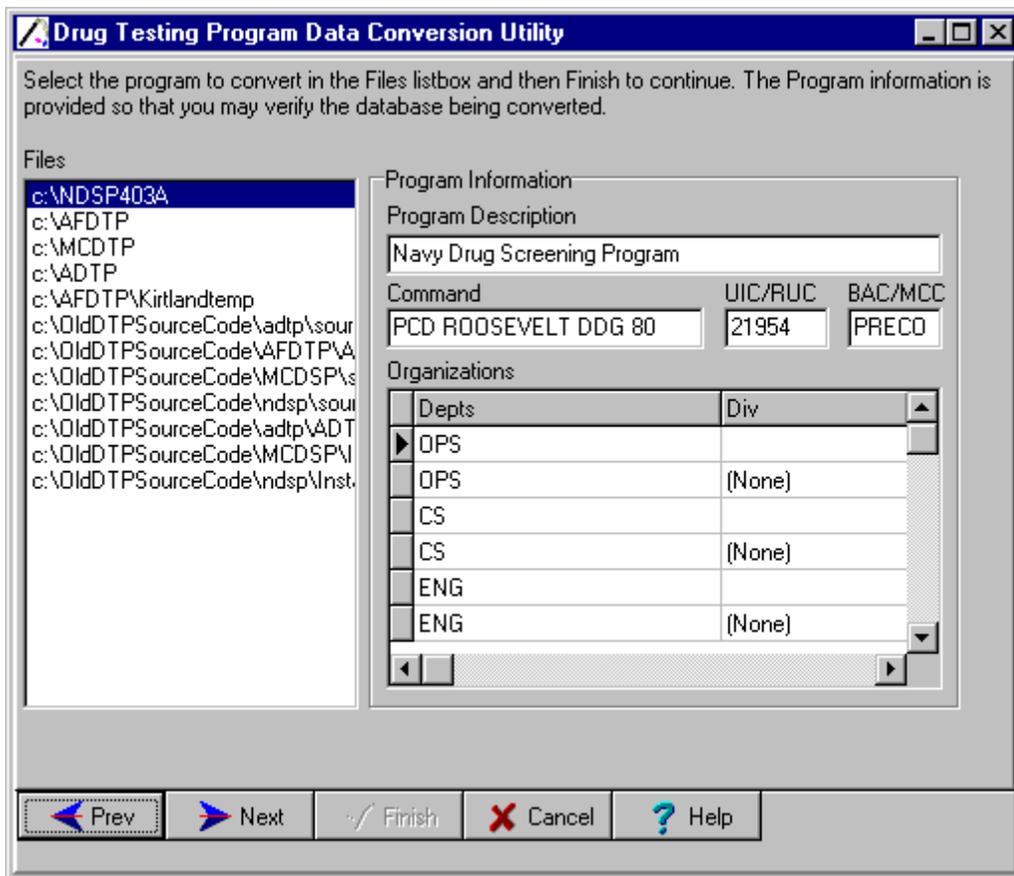


Figure 4-2 Select Database(s) with the Conversion Utility

#### 4.4 Organization Options

The Organization Options page will only appear if you are converting multiple databases. You must specify one of the following options on this screen:

##### **Import as a new database**

If you are converting more than one database, this is normally the option you will select. Choose this option if you wish to maintain the current database as a separate testing database.

##### **Import under an existing database**

Choose this option if you would like to merge the current database with an existing one.

This page provides your last opportunity to cancel the conversion process.

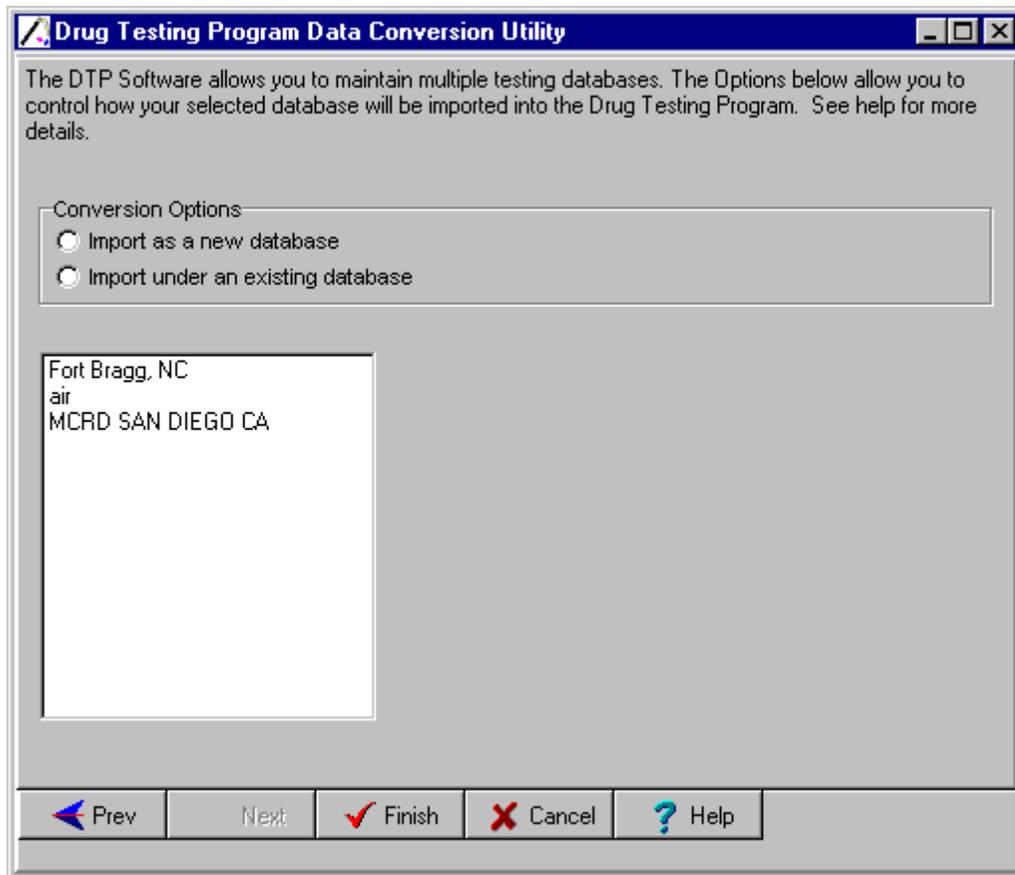


Figure 4-3 Conversion Utility, Organization Options

#### 4.5 Progress Page

The progress page keeps you advised of the conversion progress. You should not stop the conversion process once it starts or database corruption will result. If you do need to stop the conversion process, the DTP program should be uninstalled and the DTP Program Directory manually deleted. Then the program can be re-installed.

Once the conversion process is complete you may click the “Continue” button to convert another existing database, or you may exit the utility by clicking the “Close” button.

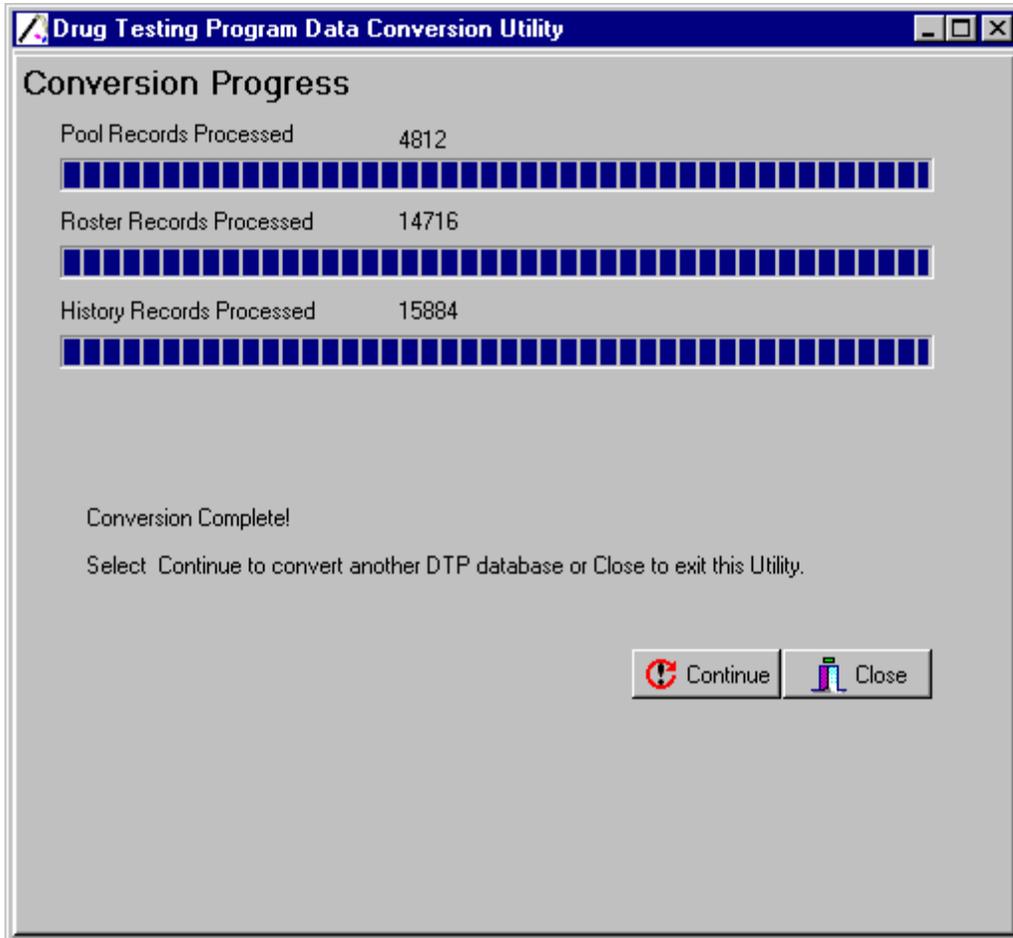


Figure 4-4 Conversion Utility, Progress Page

## 5.0 Import/Export 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 some versions of *Microsoft Access* and *dBase* files up to version 7.

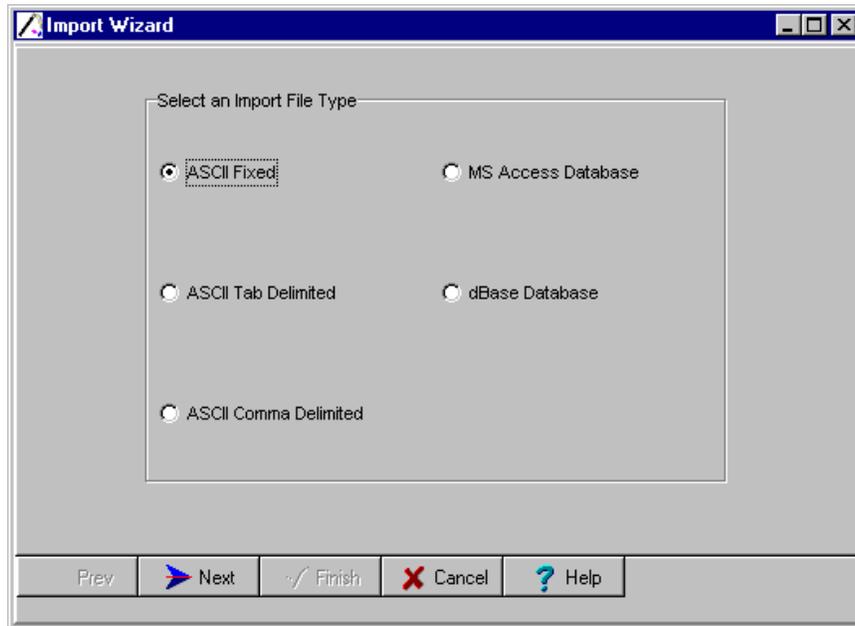


Figure 5-1 Import Wizard Start Page

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 above, click the *Next* button.

The familiar Windows “Open File Dialog Box” should appear. Navigate to the import file’s drive/directory and click the *Open* button.

### 5.1 Converting Excel and Access files

Excel and Access files must be converted to comma-delimited files for DTP to recognize.

#### For an Excel file:

Open the Excel file and ensure that the fields, which contain numbers, specifically the SSN fields, are designated as Text fields. To accomplish this follow the steps below. If they are Text fields then skip to Step 7 to perform the conversion.

**NOTE:** If Excel files are imported into the DTP program and the SSN numbers starting with “0” are dropping the “0”s after import this is an indication the number field (SSN data) within the Excel file was not saved as a Text field.

Step 1 Open the Excel file.

Step 2 Select the column that contains numbers, specifically the SSNs.

**NOTE:** You can select the specific number column or you can do a “Command-A” and select all data, either way will work. It will not matter if all fields are saved as text fields.

**NOTE:** Ensure that the SSNs have dashes between the numbers and not spaces.

Step 3 With the SSN column highlighted (or all data if selected) right click, this will launch a pop-up screen.

Step 4 At the pop-up screen select “Format Cells”.

Step 5 At the Format Cells screen select the “Number” tab.

Step 6 Under the “Number” tab select Text then click “Ok”. The SSN fields (or all fields if selected) are now designated as Text.

**With the number field designated as a Text field continue the conversion process below.**

Step 7 Open the Excel file if not already open. If you just finished with step 6 the file remains open.

Step 8 Select “File” from the Windows tool bar then select “Save As”.

Step 9 At the bottom of the “Save As” screen where it says “Save as Type”, scroll through the choices to CSV “Comma Delimited”. Select the CSV file type. Select “Save” to close the screen.

Step 10 With the file now being a “CSV” file. Use the DTP import tools to import your data.

Step 11 From the DTP Main Menu under “Personnel” Select “Import Roster”.

Step 12 In the “Select Import File Type” select ASCII Comma Delimited.

Step 13 A screen will prompt you to insert a Disk. If your files are on disk, insert the disk. If your files are on a drive, not a disk, press “Cancel”.

Step 14 When you press cancel a new screen will appear allowing you to search your local drives for the location of the files to be imported. At the bottom of this screen be sure

to click **ALL** files in the “File Type” box. This will ensure you will see the file with the “CSV” extension.

Step 15 When you find your “CSV” file select open and the wizard will bring you to the first screen of the DTP import process.

**For an Access File:**

Step 1 Open the Access file. Highlight the Table you would like to export.

Step 2 Select Export from the File Menu. The Export screen will appear.

Step 3 In the Save-As Type box, select Text files.

Step 4 Navigate to the Directory where you want the file saved.

Step 5 Click the Save button, this will open the Export wizard.

Step 6 Make sure the “Delimited” option is selected, then click Next.

Step 7 On the next page, make sure “Coma” is selected, Text Qualifier should be Quotes (“) and include fieldnames on first row should be “UNCHECKED”.

Step 8 Click “Next”.

Step 9 On the last page, verify the destination of your export file and then click Finish.

Step 10 This file can now be imported into the DTP using the “Comma Delimited” import option.

**NOTE:** Under both file types if import does not run smoothly, convert data again and re-import a new text file. Data has often imported smoothly the second time.

## 5.2 Fixed Field File

If you are importing a fixed field file, the screen depicted in figure 5-2 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 5-2, 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 an existing line and 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 display the Organization Option page of the Import Wizard.

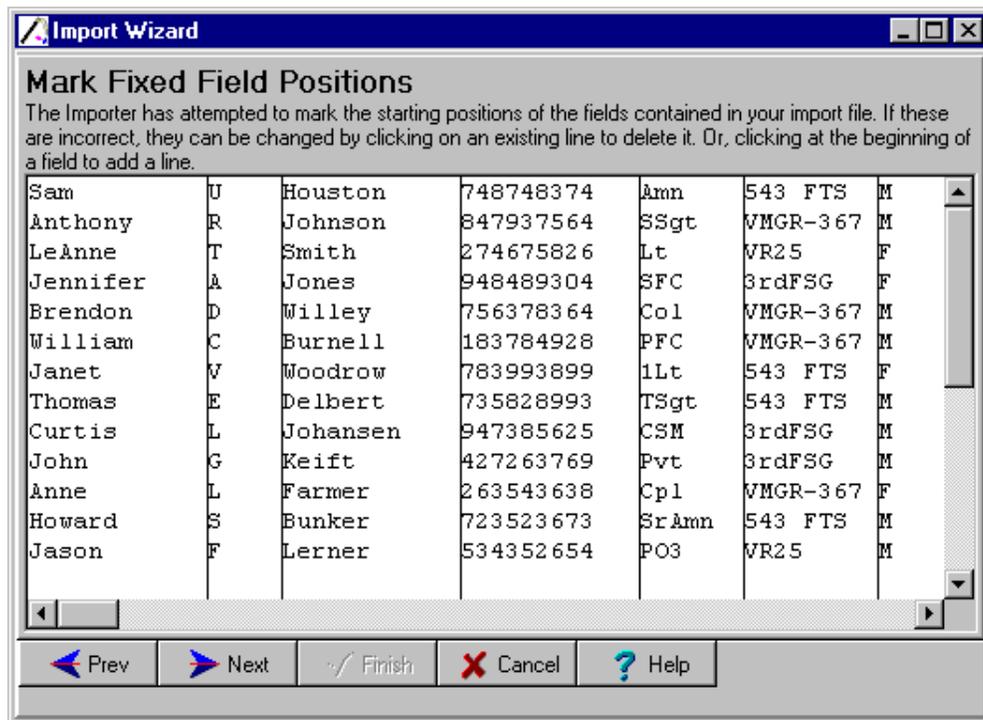


Figure 5-2 Import Wizard, Mark Fixed Field Positions

### 5.3 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 5-3. You must also specify the pool under which you would like to import your records. This is accomplished by selecting a pool in the list box. 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 Mather AFB Pool. If the Ignore Organizations box is unchecked, the import routine will search for and add any new organizations found under the Mather AFB Pool. Personnel will automatically be assigned to the organization contained with in the import file.

If you would like to import all personnel under a single pool, then ensure that the “Ignore Organizations” checkbox is checked and select the pool you would like to import into. Click the *Next* button to continue with the Import Wizard. All personnel will be assigned to the highlighted pool.

This screen also asks you to specify what you would like to do with missing records. Missing records in this case are those records that exist in your database, but have not been found in your import file. These missing records are usually personnel who have changed duty stations or left the service. Rather than delete these personnel, it is recommended that they be inactivated in order to preserve the associated history records. Inactive personnel cannot be selected for testing. You may choose ‘Inactivate all records’ to inactivate all of your missing records or you may choose ‘Do not change’ to ensure that the import will not inactivate existing personnel.

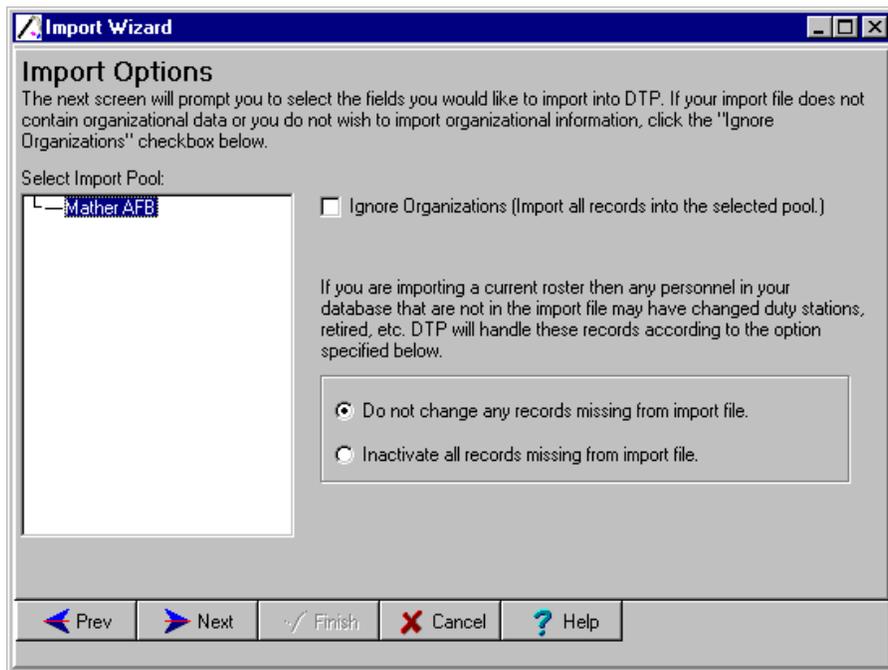


Figure 5-3 Import Wizard, Import Options

## 5.4 Map Import Fields

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

### 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).
2. Selecting the “Column Title” highlights the column and displays a pop-up box that displays available titles that are chosen to represent the data listed in each column.
3. Select a title from the pop-up box that you want to be associated with the data in each column. The column title (Do Not Import) will change to the title you have selected. This column is now assigned for import.
4. As fields are assigned, the columns change colors so that you may easily identify them.

### 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 SSN are required fields and the Import Wizard will not allow you to proceed if these fields are not assigned.

### 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.)

### Hierarchy of Organizations

The Organization Data must appear on the Map Fields Screen from left to right in the correct hierarchical order. As you assign each organization field the column title will read Organization1, Organization2 etc.

### Adjusting Hierarchy

If the organizations are not in the correct order, you may “drag” columns by left clicking on the column title and holding down the mouse button as you drag the column to the desired position.

Clicking *Cancel* at this point will close the import Wizard and Restore your database to the previous state.

Clicking the *Finish* button will complete the import process. You should now see the Setup Wizard. Clicking the *Finish* button will close the Setup Wizard and display the Main Form.

## Mapping and Setting Column Hierarchy (Example Screens)

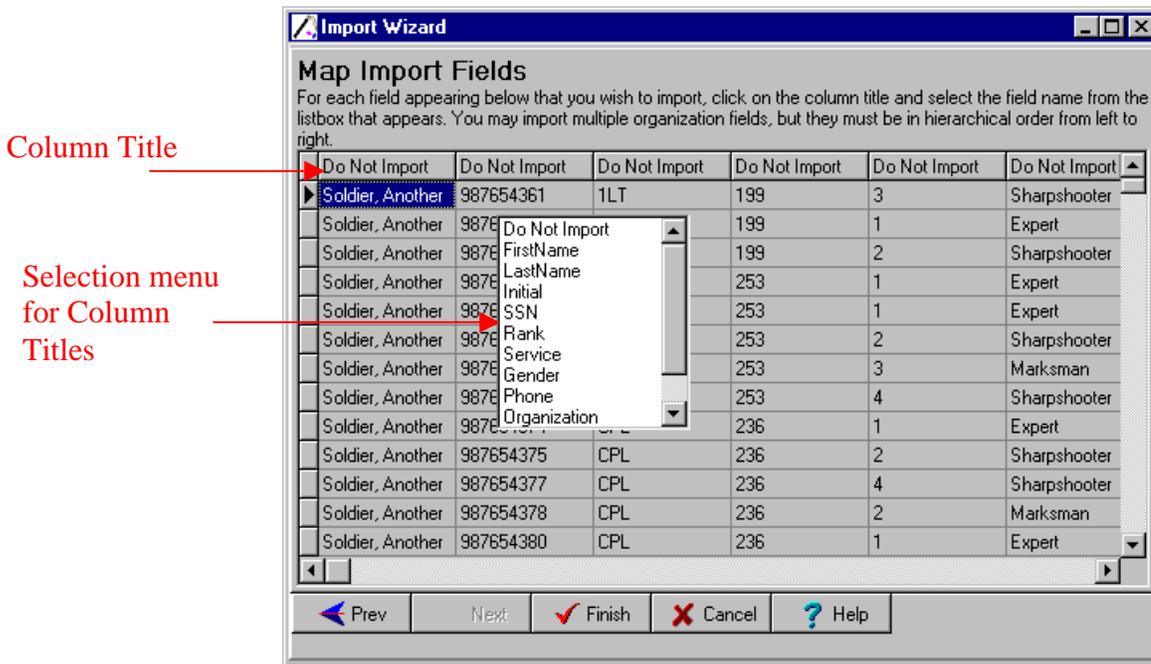


Figure 5-4 Import Wizard, Map Import Fields

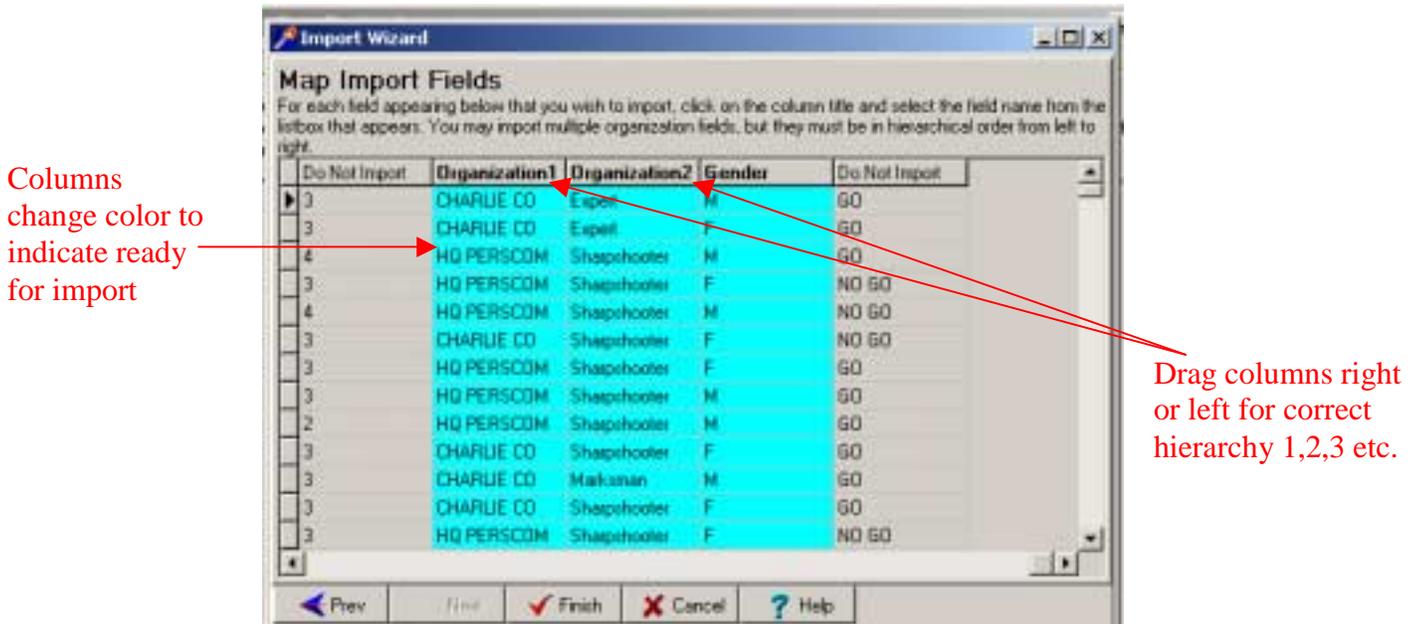


Figure 5-5 Import Wizard, Map Import Fields

## 5.5 Export Roster

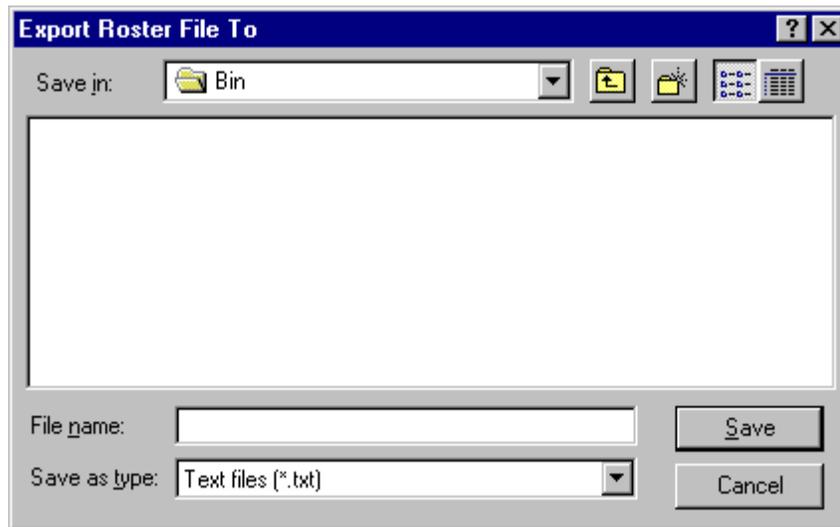


Figure 5-6 - Export Roster Dialog

Clicking on the “Export” button on the **Modify Roster** toolbar will bring up the Windows Save Dialog Box (Figure 5-6.) Simply, type in a file name for your export file and click “Save” to execute the Export.

The export function will only export personnel information. The file produced by the Export utility is a comma delimited ASCII File.

## 6.0 Setup User Accounts

To setup “User Accounts” clicking the “Create Users” button will open the “User Maintenance” Screen. This is done from the set-up wizard; you can also access “User Accounts” from the pull-down menus.

The function of the user maintenance form is to provide a central location to manage all the 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.

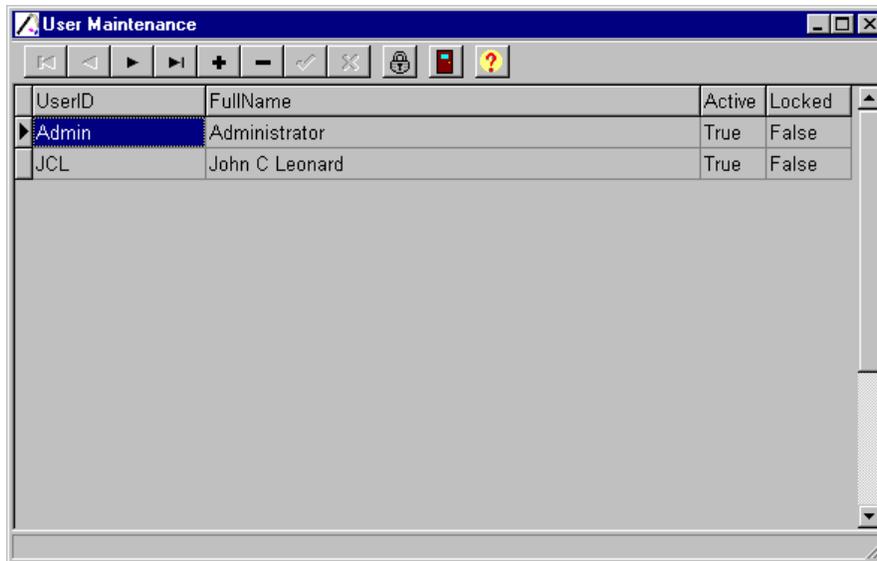


Figure 6-1 User Maintenance Form

### 6.1 Assign Users

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 normally only be used for unlocking users or changing passwords.

### 6.2 To Add New Users,

Click the ‘ + ’ button to add a new record. Type into the grid a user id (preferably the user’s initials) and the user’s full name. Ensure that Active field reads “True” and that the Locked field reads “False”. The purpose of these fields will be discussed later. Click on the ‘ √ ’ button to post the record.

After the record has been posted add a password for the user by clicking the “Lock Icon.” This will display a password dialog to allow you to assign a password for the selected user.

Individual users can use this screen to change their own password. The users may only change their own passwords; they cannot change any others. Only the administrator may change other user’s passwords.

Once all users have been added, click the *Close* button to return to the Setup Wizard, and then click the *Next* button.

## 7.0 System Login

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

### 7.1 Initial Login

The first screen to appear when the program starts after initial installation is the Initial Login/Password Dialog box. You will need to establish an admin user password by typing a password in both the Password and Reverify blocks. The password you enter here must consist of at least 2 characters and contain at least one numeric character.

### 7.2 Subsequent Login

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

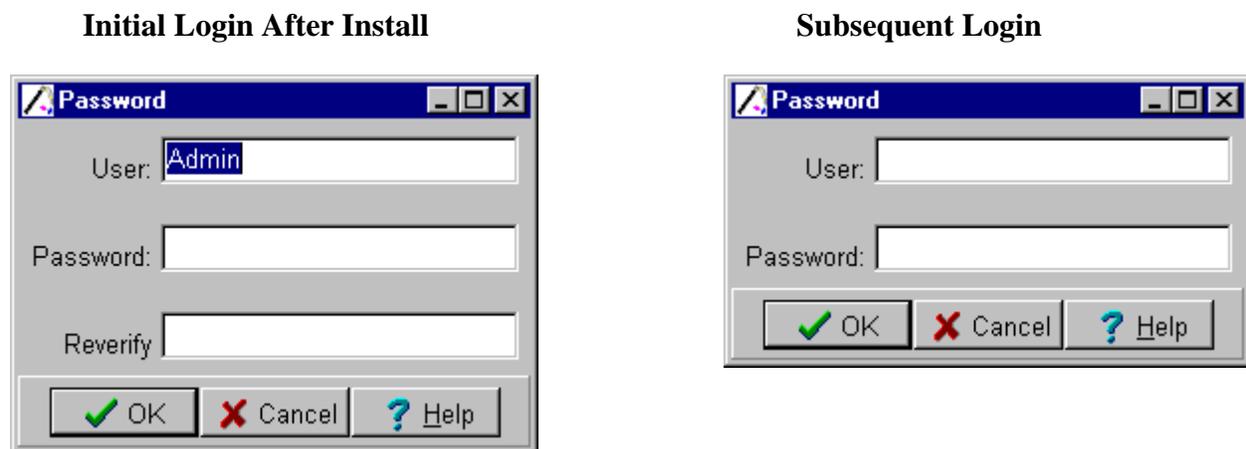


Figure 7-1 Initial and Subsequent Logins

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.

**NOTE – Navy Specific:** After three failed attempts are made to gain access a pop-up report will be automatically displayed showing unauthorized access attempts when the next valid user logs on. This is for Navy version DTP software only.

### 7.3 Database Validation

After each login the DTP program will run through a series of validation checks prior to opening the database tables.

As part of the validation process at program startup, the DTP software will occasionally need to rebuild some of the database index files. If this situation is encountered, a validation error screen will appear to alert the user. If you encounter this screen at this point, just click OK to clear it.

Under certain system conditions, a few of the DTP database files may become out of date. At program startup, DTP checks for this condition also and will regenerate any necessary files. The Validation Errors screen will be shown to alert you that a file has been repaired just click OK to clear it.

The validation process runs each time at login. If no validation fixes are required the user will not see the validation errors screen.

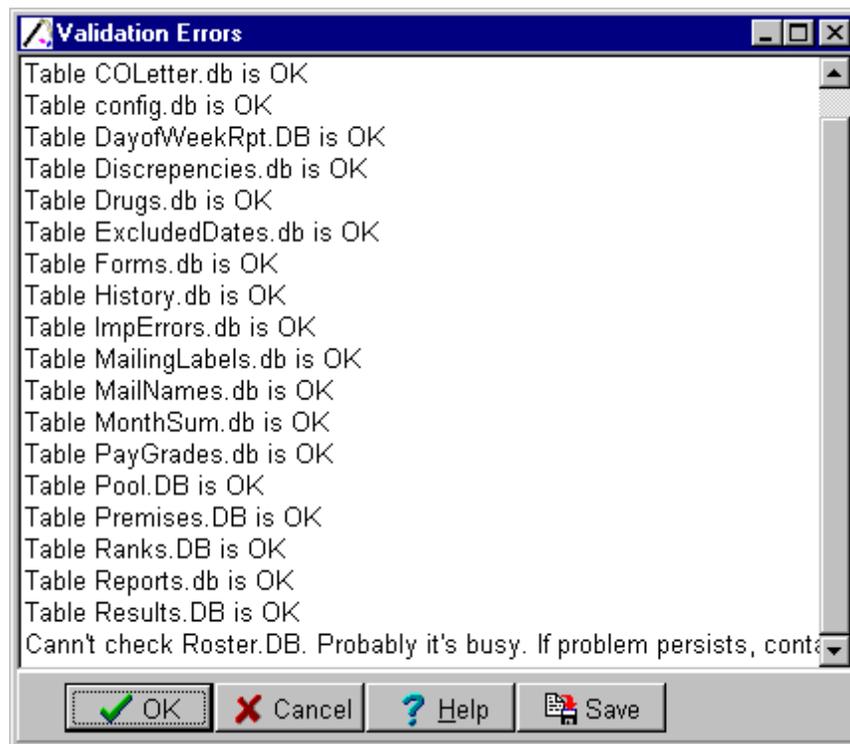


Figure 7-2 Validation Screen

## 8.0 Select Initial Pool

At the **Select Pool Screen** (displayed each time DTP is started) the user selects the desired pool to work with by scrolling through a list of available pools and sub pools. The Root pools and their sub pools can be expanded or collapsed by clicking the ‘ + ‘ or ‘ - ‘ sign respectively.

At any time the user may change testing pools by clicking the “Change Pool” menu located under the “File Menu” on the **Main Screen**. This will bring up the screen shown below.

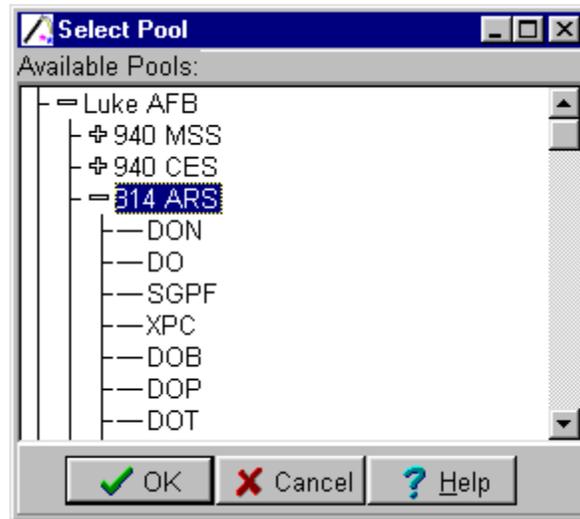


Figure 8-1 Select Pool Dialog

In the example depicted above, the Root pool is Luke AFB. Each root pool should be considered a separate testing database. When you select a pool on this screen, you will only be able to act upon members contained within that pool whether it is a root pool or sub pool. All other members (and pools) not contained in 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.

## 9.0 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 Form. Clicking the Set “Non-Working Days” button will display the calendar where the Non Working Days are selected.

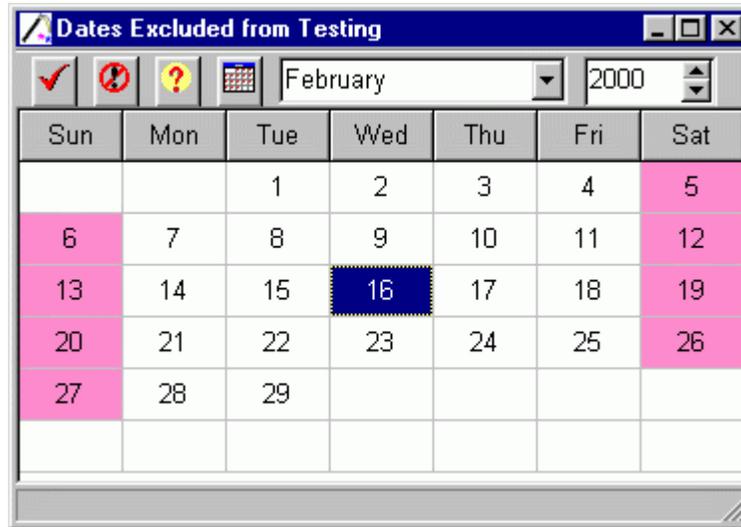


Figure 9-1 DTP Testing Calendar

## 9.1 Excluding Dates

To exclude days from testing, simply double click the dates with the mouse. Normally active duty units will want to exclude weekends and holidays. DTP uses this information in selecting the days to conduct drug testing if the “Randomize Days” option is selected and to keep testing statistics. Once you have marked all non-testing days click the *Save* button to save your changes and close the calendar. The Setup Wizard is displayed.

## 10.0 The Main Menu

The **Main Menu** is the starting point for every operation performed within DTP. The drop-down menus at the top of the Main Form 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 in the program and to provide familiarity to users who have used previous versions of DTP.

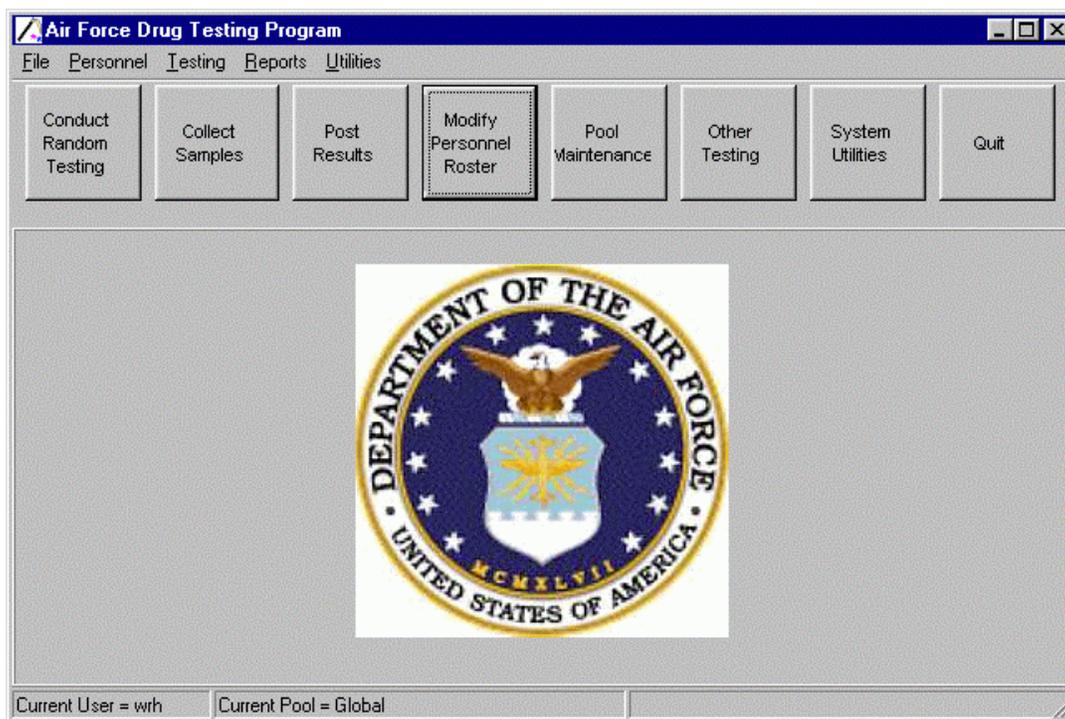


Figure 10-1 Main Menu

### 10.1 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.

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.

## 10.2 The Main Menu's Button Bar

The **Conduct Random Testing** button displays the Testing Wizard that walks the user through the process of randomly selecting personnel from the current pool and printing testing products. See the section entitled Random Personnel Selection Algorithms for more information on the random selection process.

The **Collect Sample** button displays the Site Collection Screen where members who have been selected can be assigned to DD Form 2624 using the DTP "Drag and Drop" feature. This allows for forms to be printed at the collection site as members arrive for testing, reducing the frequency of forensic corrections.

The **Post Results** button displays the Post Results Screen where users update member's test selection status and post testing results.

The **Modify Roster** button displays the Personnel Roster screen, which allows users to maintain, import, and export personnel information.

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

The **Other Testing** button displays the Other Testing screen, which allows testing under all other premises in addition to Random Testing.

The **System Utilities** button displays the System Utilities Dialog 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.

## 11.0 Testing Wizard (Start Page)

The testing Wizard will always be the first screen you encounter regardless of the type of testing. The "Testing Wizard Start Page" is provided to confirm your testing parameters before testing is conducted. If any of these parameters are incorrect, you must exit the Testing Wizard to make the required changes (See System Utilities). The Testing Premise is assigned when you select an option from the "Other Testing" screen or when "Random Testing" is conducted.

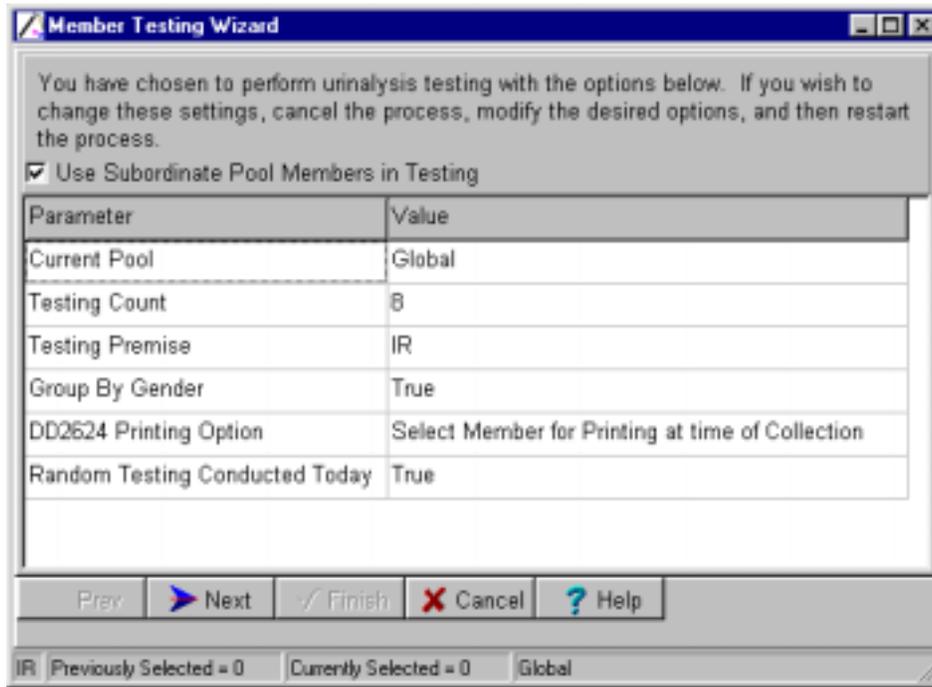


Figure 11-1 Testing Wizard Start Page

### 11.1 Subordinate Pool Members (Inactivated)

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

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

### 11.2 Subordinate Pool Members (Activated)

If "Use Subordinate Pool Members in Testing" is checked then the current pool and all pools under this pool are eligible to be selected for testing.

### 11.3 Group By Gender

Group By Gender determines whether or not both male and female members will be printed on the same DD Form 2624. This option can be set in the “System Parameters” screen on the “Testing Page”.

### 11.4 DD2624 Printing Option

DD2624 Printing Option is also set on the “Testing Page” of the “System Parameters” screen. This option determines whether DD Form 2624's and labels will be printed at selection time or at collection time using the drag and drop method.

### 11.5 Previously and Currently Selected

The Status bar at the bottom of the screen shows the number of personnel previously selected for testing, but have not been cleared either by marking as updated or as having a “Due Back” date. It also displays the number of personnel currently selected and the current pool.

### 11.6 Testing Wizard (Sweep Method)

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

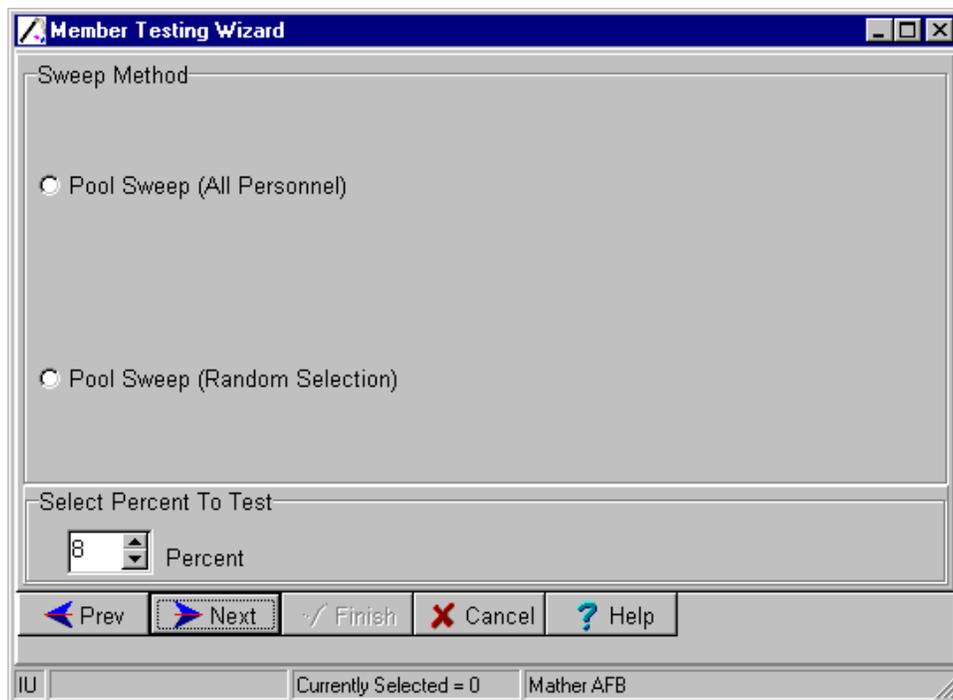


Figure 11-2 Testing Wizard, Unit Sweep

Here you may choose to sweep all personnel from your current pool (and subordinate pools if that option was selected) or randomly select personnel based on the percentage you can specify in the “Select Percent to Test” edit box.

The “Previous” button will take you back to the “Testing Wizard Start Page”. The *Next* button will display either the manual selection page or the summary page if random selection was used to select members.

### 11.7 Testing Wizard (Member Selection Page)

The “Member Selection Page” is displayed if a testing premise is chosen requiring the manual selection of personnel, for example: Probable Cause (PO) or Aviation Mishap (AO) investigation.

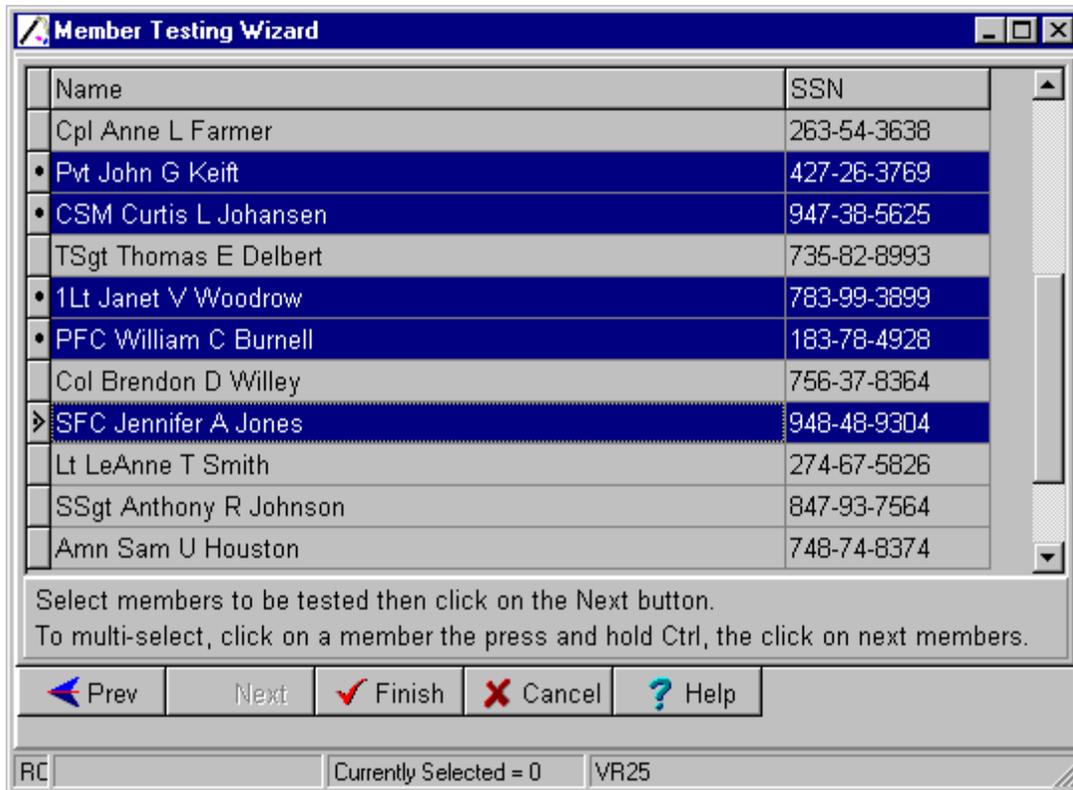


Figure 11-3 Testing Wizard, Member Selection

### 11.8 Select Members

To select an individual for testing, just click on their name. To select multiple personnel hold down the control key while selecting names with the mouse. Clicking on a name that has been previously marked as selected will "undo" the selection.

The *Previous* button will take you back to the **Start Page** (or the **Unit Sweep Page** if you are conducting a unit sweep). Selecting *Finish* will commit the selected names for testing.

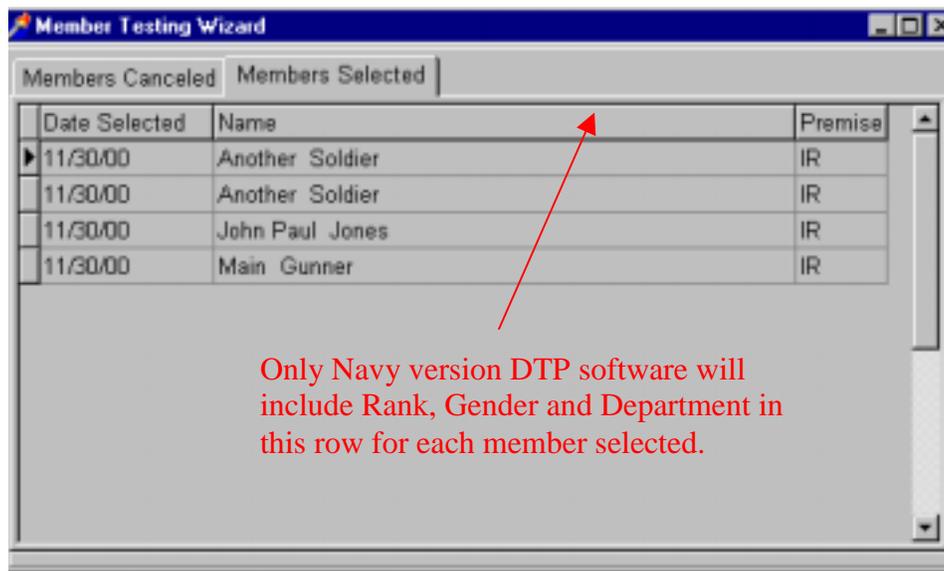
## 11.9 Testing Wizard (Members Selected)

The “Testing Wizard Results” page allows the user to view the personnel that have been selected for testing.

Select the ‘Members Selected’ tab for a display of all personnel selected for testing.

Select the ‘Members Cancelled’ tab for a display of members who were selected but then cancelled. Members may be cancelled for current testing because they were picked earlier for testing but unavailable, therefore a due-back date was set for a future test. These members will automatically be chosen by the system for a test as soon as the due-back date arrives.

**NOTE: For Navy purposes only**, for each member selected, in addition to the Date Selected, Name and Premise, Navy DTP version software will include additional fields for Rank, Gender and Department.



Date Selected	Name	Premise
11/30/00	Another Soldier	IR
11/30/00	Another Soldier	IR
11/30/00	John Paul Jones	IR
11/30/00	Main Gunner	IR

Only Navy version DTP software will include Rank, Gender and Department in this row for each member selected.

Figure 11-4 Testing Wizard Results Page

### 11.10 Testing Wizard (Print Products/Forms) (Print Forms at Collection (PFAC))

The Testing Wizard Print Products Page (Figures 11-5 & 11-6) is the final page of the Testing Wizard.

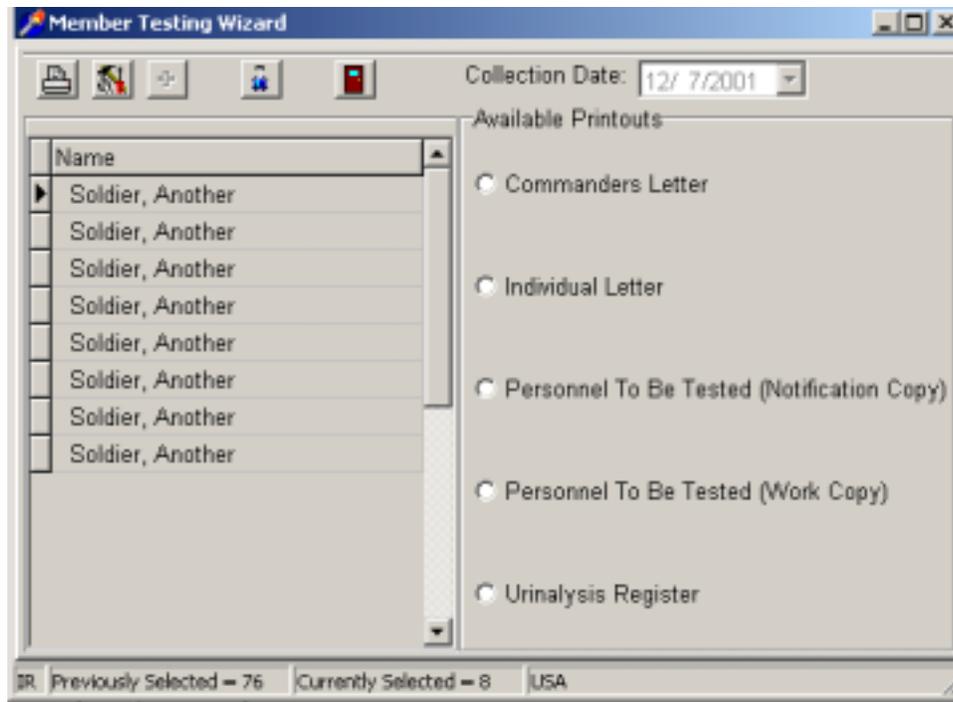


Figure 11-5 Testing Wizard, Print Products with Drag and Drop

Notice the above figure 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, this enables the Drag and Drop feature. With this option forms and labels are not printed until members show up for collection. As a member arrives for collection the members name is then moved to the DD2624 form. The members name must be on the DD2624 form in order to print the label; multiple names allow multiple labels to be printed. After a DD2624 form becomes full the form is then saved, this moves these members to the Post Results screen and a new DD2624 form is generated to continue collections.

This DTP (Drag and Drop) feature alleviates the need to make forensic corrections for no-shows. This means not having to line through a member name because he or she did not show which could happen when DD2624s are printed prior to collection. However this does require having a computer at the collection site to print the forms and labels. This option (Print Forms at Collection) can be set on the “System Parameters” screen by selecting the “Testing” tab then choosing this option (Print Forms at Collection).

**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.

### 11.11 Testing Wizard (Print Products/Forms) (With Print 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 carried out. Also this option is necessary if a computer is not available at a collection site. With this option after collection a user must return to the DTP program and change the status of collected members to ‘Collected’, by way of the Update Collected screen. As a member’s status is changed to Collected the program moves that member to the Post Results screen, awaiting results.

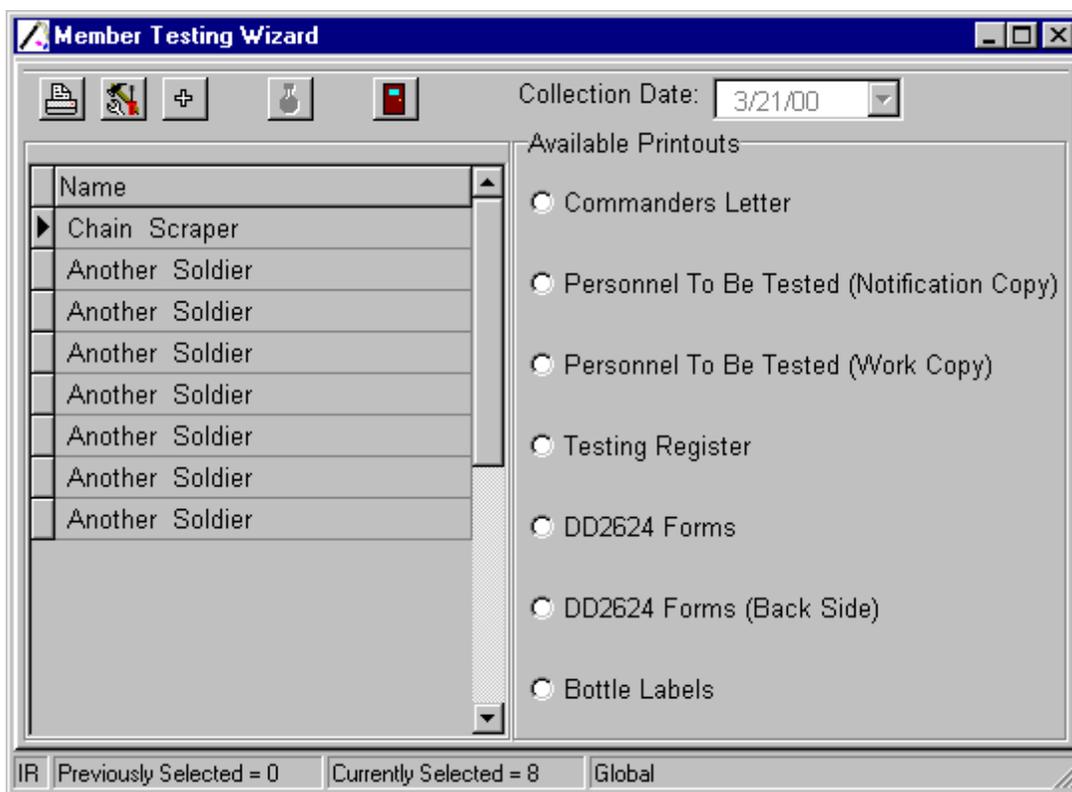


Figure 11-6 Testing Wizard, Print Products without Drag and Drop

### 11.12 Set a Due-Back Date

If an individual has been selected for Random Testing but will not be present for testing he or she can be marked as “Due Back” by double clicking on a name and selecting the date that they will be back. This will remove those personnel from the list so that they will not be printed on any of the forms. These personnel will automatically be selected for testing when their “Due Back Date” expires.

### 11.13 Print Products Screen

Commander's Letter Prints out a letter to each unit commander notifying him or her that unit personnel have been selected for testing.

Personnel To Be Tested

(Notification Copy) Prints out a list of names to be submitted to the selected individuals commander.

Personnel To Be Tested

(Work Copy) Prints out a list of names to be used by the individual in charge of conducting testing.

Testing Register (Unit Ledger)

Prints out the testing register/unit ledger.

DD2624 Forms

Prints DD2624 forms for all selected members. This option is only available with Drag and Drop disabled.

Bottle Labels

Prints labels for specimen bottles. This option is only available with Drag and Drop disabled.

If the Drag and Drop feature is enabled, selecting the *Collect Samples* button (Chemical Bottle Icon) will take you to the **Site Collection** screen. Otherwise, this button is disabled.

**NOTE:** The term "Drag and Drop" basically means that the "Collection Method" was selected when the testing parameters were set. Meaning that members are moved "Dragged and Dropped" to the DD2624 when they arrive for collection.

**NOTE: Navy Specific:** A Batch field is located on the Print Products screen (Navy DTP versions only). This allows the Batch Number to be changed.

### 11.14 QC Samples

Clicking the *Add QC Specimens* button (+) will display the Add QC Samples dialog.

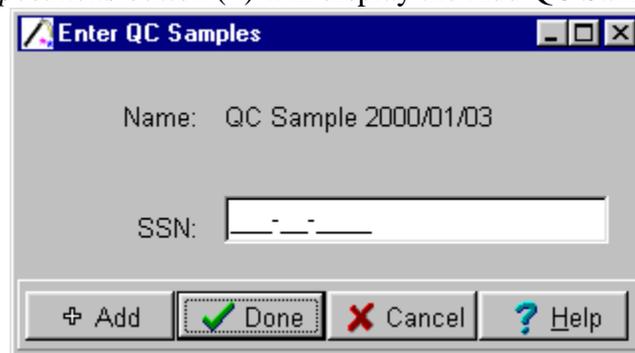


Figure 11-7 Add QC Samples Dialog

This screen allows you to add quality control specimens to a group of samples if your unit is participating in the AFIP program. The samples are used to test the accuracy of the laboratories.

## 12.0 Conduct Random Testing

The primary method of conducting random testing is by clicking the “Conduct Random Testing” button on the “Main Form”. Clicking this button assigns an IR testing premise to the selected group of personnel. What happens next will depend upon the options set on the “Testing Page” of the “Systems Parameters” screen. See system parameters.

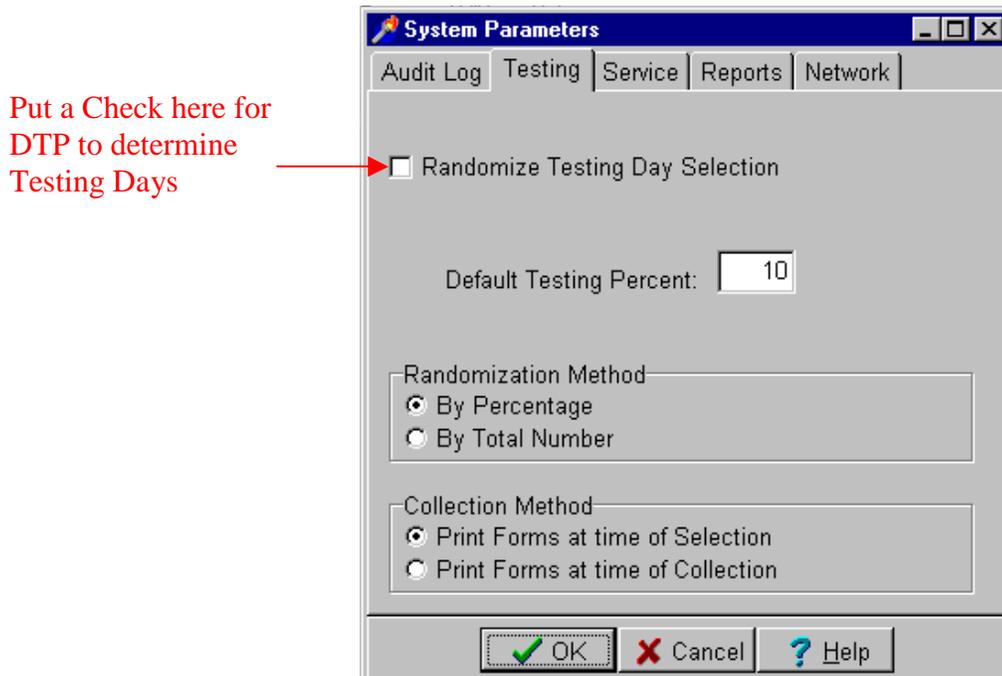


Figure 12-1 System Parameters, Testing Page

With the “Randomized Testing Day Selection” option 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 ‘Conduct Random Testing’ button every day for each pool concerned.

If the program determines that it is a testing day it will launch the Testing Wizard so the user can go straight to the random testing process.

If the program determines it is not a testing day then a message will be displayed telling you that it is not a testing day, and the program will not allow you to conduct testing on the current pool that day.

Random testing can still be forced by choosing CO Selected Random Testing under Testing menu.

If you wish to determine testing days yourself then leave this option unchecked. Now every time you click the “Conduct Random Testing” button you will be immediately taken into the Testing Wizard to complete the random selection process.

#### Selection Method Percentage or Numbers

The other relevant information to the randomization process displayed in Figure 12-1 is the “Randomization Method”. This option determines the method DTP will use to randomly select personnel for testing.

If the Percentage Method is used to select personnel, DTP will select a percentage of personnel from your current pool based on your monthly target percentage. For example, if your monthly target percentage is 8 percent and you plan to test 4 times this month then DTP will select approximately 2% of personnel each time you conduct random testing.

If you decide to select personnel by count, then DTP will randomly select the number of personnel entered on the Pool Management form for each pool.

### **12.1 Random Testing Process**

- Step 1 Select Random Testing on the main screen.
- Step 2 Parameters set at login are displayed.
- Step 3 After viewing the parameters screen and selecting “Next” the Random test cannot be stopped. To change parameters go to the system utilities screen.
- Step 4 After parameters or OK’d the random test will generate and display the members’ chosen.
- Step 5 After viewing the members’ click next to proceed to the Print Forms screen. Print all forms and distribute.
  - a. To add QC specimens select the “Add QC Specimens” button on the tool bar.
- Step 6 The members have been assigned to form and the next step is to collect samples.

### 13.0 Unit Sweep

The “Unit Sweep Page” will be displayed only if Unit Sweep was selected as the testing premise. The Unit Sweep method of testing is the most common type of testing if a Random test is not being performed. Here you may choose to sweep all personnel from your current pool including subordinate pools depending on the option selected (See the screen below). The other option is to randomly select personnel based on the percentage you can specify in the “Select Percent to Test” edit box.

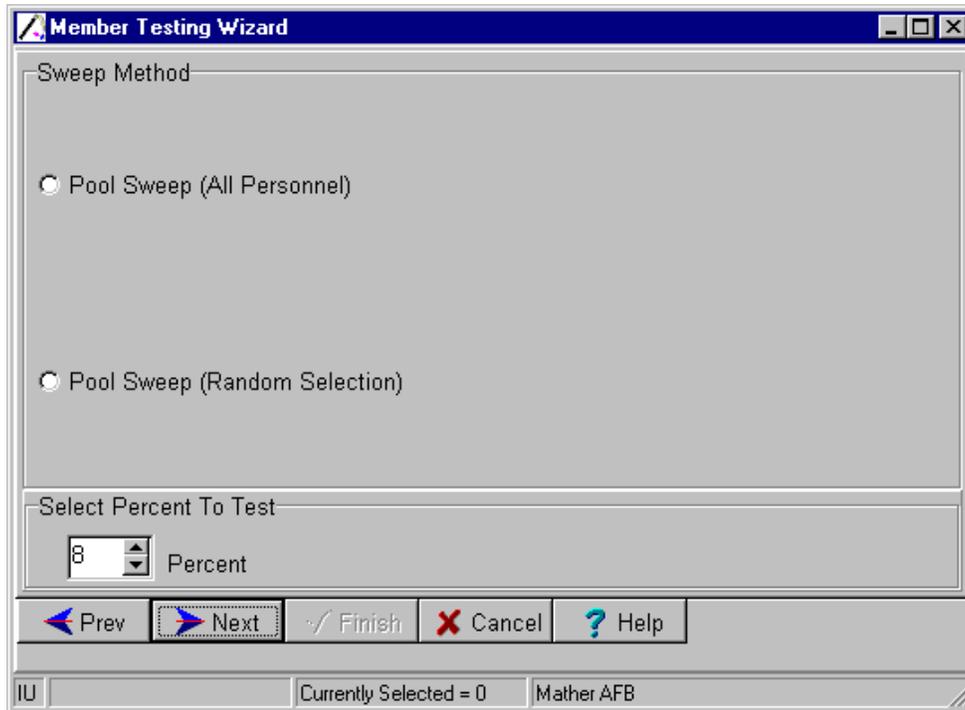


Figure 13-1 Testing Wizard, Unit Sweep

The *Previous* button will take you back to the **Testing Wizard Start Page**. The *Next* button will display either the manual selection page or the summary page if random selection was used to select members.

#### 13.1 Perform Unit Sweep

**Step 1** After selecting the Unit Sweep Button at the “Other Testing” screen select the sweep method. (All Personnel or Random).

**NOTE:** If you have selected a Unit Sweep (All personnel) and your command is a large one it may take an extended amount of time for the system to retrieve and then display the members selected.

**NOTE:** With Navy version DTP software the Sweep Method (All Personnel) or (Random) selection is not an option.

Step 2 Next the members selected are displayed. The Members Cancelled tab will display members selected for testing but cancelled because they have a Due-Back date set for a future testing date.

Step 3 The next screen is the Print Forms screen. This screen displays the members selected for testing at the left and the forms needing to be printed at the right.

Step 4 The Print Forms screen may differ depending on the Collection Method parameters set at login. The differences are

- a. Print Forms at Collection, which will display a screen with all forms except the DD2624s' and the Labels. These are printed when the members arrive for collection.
- b. Print Forms at Selection displays all forms on the "Print Forms" screen and requires all forms be printed. When the forms and specimens are returned the members will be updated through the "Update Collected" screen.
- c. QC samples can be added at the Print Forms 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.

## 14.0 The Site Collection Screen

The “Site Collection” screen allows you to print DD Form 2624's and bottle labels as members arrive for testing. The list on the left displays the individuals who have been selected for testing and the column on the right represent the names to be printed on the DD 2624. Names can be selected and dragged to the DD 2624 column. The “Drag and Drop” of member names automatically assigns them to a form.

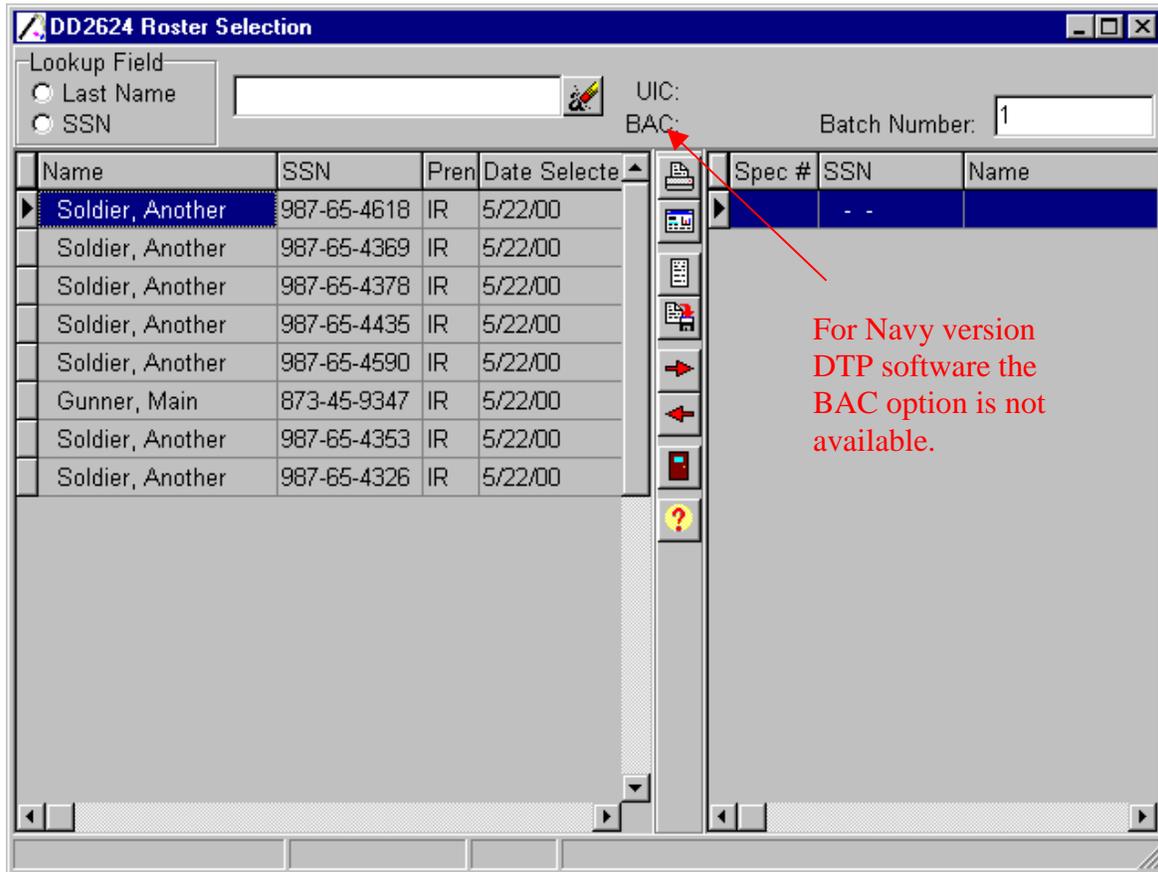


Figure 14-1 Site Collection Screen

During drag and drop operations, you will be prompted to print a DD Form 2624 and labels under one of the following conditions.

1. The DD Form 2624 is full. (A form can hold no more than 12 members.)
2. A new UIC is encountered. (A form can contain only one Unit Identification Code.)
3. A new BAC is encountered. (A form can contain only one Base Area Code.)
4. If the *Group By Gender* option is enabled, you will be prompted to print the form when a new gender is encountered.

## 14.1 Collecting Samples

Collecting samples depends on the parameters set at install. The parameters that effect collection are Print Forms at Collection “PFAC” and Print Forms at Selection “PFAS”. These scenarios are shown below.

### **Collect Samples when Test Parameters are set to Print Forms at Collection.**

- Step 1 At the Main Menu select the Collect Samples button.
- Step 2 DD 2624 Roster Selection screen is displayed. Available members are shown at left and DD2624 form at right.
- Step 3 Use the “Drag and Drop” method, select members and drag them to the right side (DD2624 Form) a screen will launch ensuring you want to make the move. Click OK and the member will be displayed on the form.

**NOTE:** You can also you the arrows on the tool bar at the center of the screen to move members also.

- Step 4 Print the require forms and labels using the tool icons on the tool bar.
- Step 5 Save the form using the tool bar, saving the form will clear all current members and prepare a new form.
- Step 6 The members have now been moved to the Post Results screen awaiting results.

### **Collect Sample when Test Parameters are set to Print Forms at Selection.**

- Step 1 On the main menu under “Testing” select the “Update Test Pending Pool”.
- Step 2 The “Update Collected” screen is open with members awaiting collection displayed.
- Step 3 Select members individually or by group using the “Select Group” button on the tool bar.
  - a. When selecting by group a pop-up screen will prompt you for a test date and premise.
- Step 4 With the members selected, access the “Update Collected” button on the tool bar.
- Step 5 All members will disappear from the screen and be moved to the “Post Results” screen. Their status will change from Pending to Collected.
- Step 6 The members now reside in the Post Results screen awaiting results.

All of the functionality for this screen is controlled by the toolbar located on the center column of the form.

Print DD2624      Allows you to print the front side of a DD2624 at any time with only the members selected.

Print DD2624 back      Prints the backside of the DD2624.

Print Bottle Label      Prints labels. A version number is included on the bottle labels. If for any reason a bottle label needs to be re-printed, this version number is increased for control purposes.

Save Form      Saves the form and members to the database and clears the right side of the collection screen. The members saved are now awaiting results.

Add Members/  
Remove Members      Adds/removes members' to/from the DD2624.

Add All      Assigns all members to forms and walks user through printing all remaining forms.

Exit      Exits the collection screen.

**NOTE:** Do not click the save form button until you have printed all products and have verified that they are correct. You will not be able to reprint forms until collection is complete.

## 14.2 Force Remove Specimen

Under normal circumstances you will not be able to remove an individual from a form once a label has 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 the form after a label has been printed you may “Force Remove” the member by Double Right-Clicking the Form side of the collection screen with the mouse. This will display a pop-up menu with all the print options, as well as, the force remove option. Performing this function is equivalent to “lining out” a person from 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.

### 14.3 Edit DD2624 Preview Back Fields (Navy Only)

The Edit DD2624 screen appears when the Edit Button on the preview DD2624 Back screen is selected. This screen allows edit capabilities to the Chain of Custody.

**NOTE:** This edit function is made available exclusively as a Navy requirement. This functionality is only available on the Navy version of the DTP program.

The screenshot shows a window titled "frmEditDD2624back" with a table for editing the Chain of Custody. The table has four columns: "Date (YYMMDD)", "Released By", "Received By", and "Purpose of Change/ Remarks". The first row is labeled "(1)" and has a date field containing "20010501". The second row is labeled "(2)" and has a date field containing "20010327". Each row has fields for "SIGNATURE" and "NAME" under both "Released By" and "Received By". There are "OK", "Cancel", and "Help" buttons at the bottom.

12. CHAIN OF CUSTODY		LAN	THRU
Date (YYMMDD) a.	Released By b.	Received By c.	Purpose of Change/ Remarks d.
(1) 20010501	SIGNATURE NAME	SIGNATURE NAME	
(2) 20010327	SIGNATURE NAME	SIGNATURE NAME	

Figure 14-2 Edit DD2624 Back

Use this edit form to enter the name of the person who is being released from the form and the person who received the custody form.

A comments box is available for comments and remarks to be added to explain the edits.

When a user is ready to print forms and the DD2624 Back form is selected for print a pop-up screen will appear that displays the edit option.

The user can select "Edit" or "Preview". Selecting edit opens the screen above.

If edits are made and the form is printed further edits can be made by simply accessing the edit form again and reprinting.

## 15.0 Update Collected Screen

The Update Collected screen provides a list of members awaiting collection. As collection occurs the members are updated at which time they disappear from the screen being transferred to the post results screen awaiting results. Other functions of the screen include; printing a list of the members displayed, review an individual's testing history, or perform a group selection.

However, the only action you may perform after a group selection is to update negative results by clicking the “Update Negative” button on the toolbar. This will post a negative result for every member in the selected group and remove them from view.

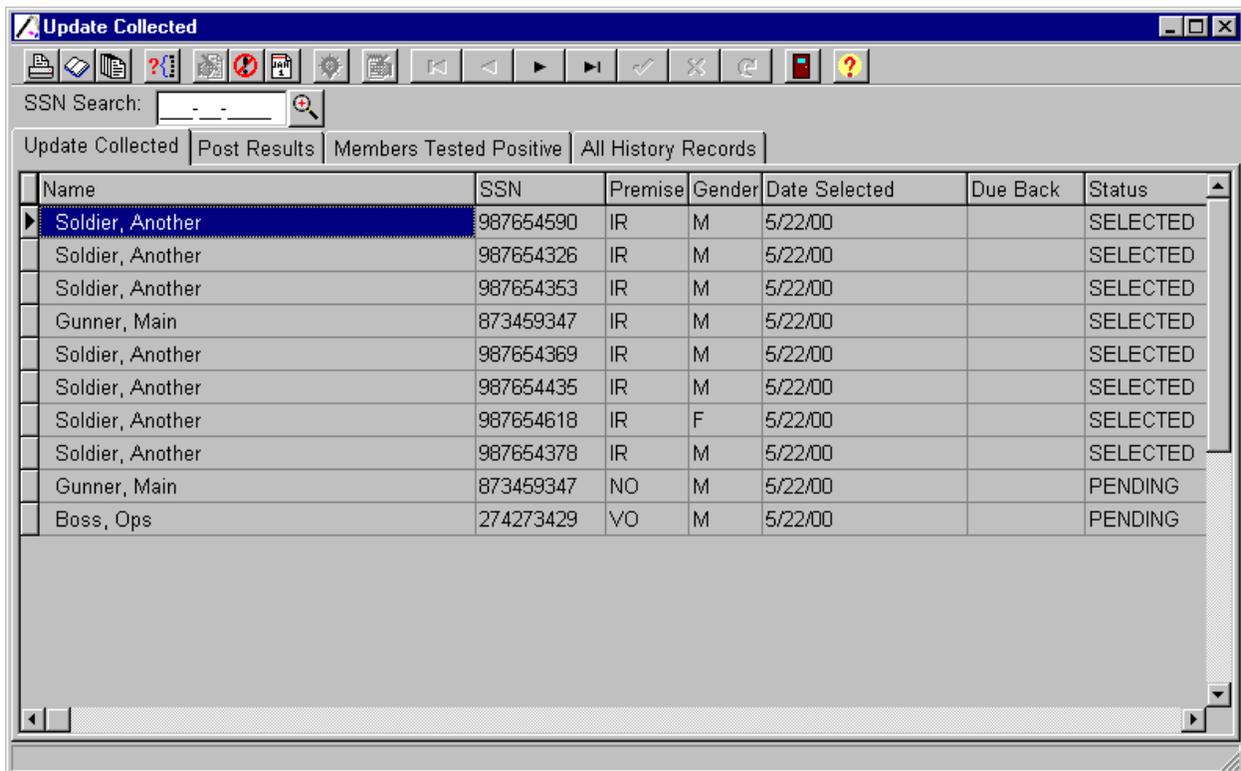


Figure 15-1 Update Collected Screen

The “Update Collected”, “Post Results”, “Members Tested Positive” and “History” screens are actually one form. These screens can all be accessed from the “Main Form” by selecting either “Update Test Pending Pool” or “Update Testing History” from the drop-down menu, or by clicking the “Post Results” button.

**NOTE:** Remember that the “Update Collected” screen (which assigns members to a form) is only used when the “Collection Method” in the testing parameters was set to “Print Forms at Selection”. Sites that set the “Collection Method” to “Print Forms at Collection” will not use this screen (You will only have to enter this screen to post No-shows if you are tracking that information). The DD2624 Roster Selection screen uses the Drag and Drop method of moving members and assigning them to a form.

## 15.1 Updating Members

- Step 1 Access the Update Collected screen and all members awaiting collection are displayed.
- Step 2 Members with a “Selected” status are not ready to be updated. They have not been assigned to a form (DD2624). They can be assigned from this screen however.
- Step 3 To assign a member with a status of “Selected” select the member and click the “Print Testing Products” button on the tool bar. The DD2624 Form Management screen will launch (See Figure below). The member(s) will appear on the screen at the right. Select the member(s) and click the “Print DD2624” button (Printer Icon) on the tool bar. The member is assigned to a form and will appear with status of “Pending” on the Update Collected screen meaning he is ready for update.

DateCollected	Status	BatchNum	Spec#	SSN	FullName
10/28/2001	PRINTED	1	1	987-65-4429	PFC Soldier, Another
10/30/2001	FILLED	1	2	987-65-4548	SGT Soldier, Another
10/30/2001	FILLED	2	3	987-65-4492	SFC Soldier, Another
10/30/2001	PRINTED	3	4	987-65-4323	PVT Soldier, Another
11/5/2001	PRINTED	1	5	987-65-4383	SGT Soldier, Another
11/5/2001	PRINTED	2	6	987-65-4483	SSG Soldier, Another
11/7/2001	PRINTED	1	7	987-65-4517	PFC Soldier, Another
11/7/2001	PRINTED	2	8	987-65-4437	PFC Soldier, Another
11/7/2001	PRINTED	5			
12/5/2001	PRINTED	1			
12/6/2001	PRINTED	1			
12/6/2001	FILLED	2			
12/6/2001	FILLED	3			
12/6/2001	FILLED	4			
12/6/2001	FILLED	5			

Figure 15-2 DD2624 Form Management

- Step 4 For members with a status of “Pending” simply click on the “Update Collected” button on the tool bar. The member will disappear from the screen indicating the record was moved to the Post Results form awaiting results. In the Post Results screen the member will have a status of “Collected”.
- Step 5 An individual’s testing status will not be updated unless the form is “closed out”. The user must click the Close Form button to close and save changes. Closing the form changes the members’ status from Pending to Collected.

## 15.2 To Cancel Members/Remove From Test Group

Select the member and click on the “Update Unavailable” button on the tool bar. 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 you to document why the individual(s) will not be tested. Once this action is complete the records will disappear from view.

### 15.3 To Set a Due-Back Date

Select a member and click the “Up Date Due-Back Date” button from the tool bar. A Calendar screen will launch allowing a Due-Back date to be set for the member. These members will be chosen again when the next random test is performed after the due-back date has expired.



Figure 15-3 Update Due Back Date

### 15.4 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 “Update Collected” screen. Select a member and click the “Print Testing Products” button on the toolbar. This will bring up the “DD2624 Form Management” screen.

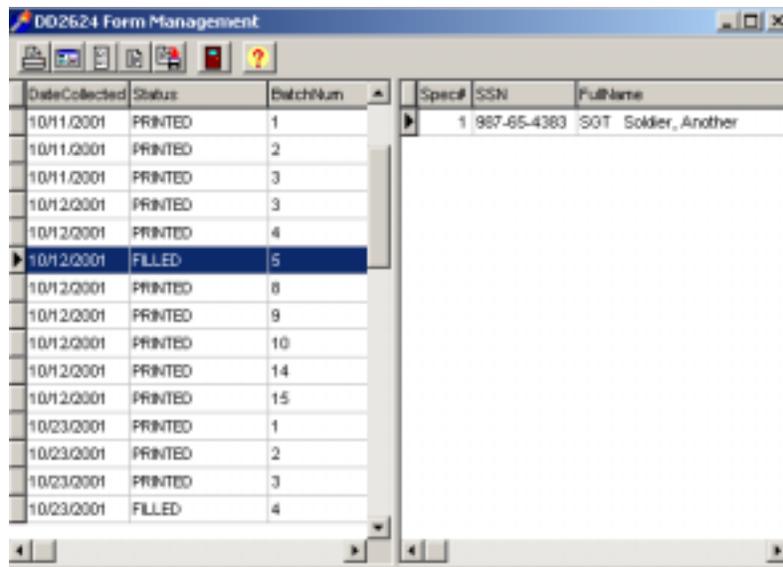


Figure 15-4 DD2624 Form Management

Use the tool buttons 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.

### 15.5 Group Updates

Clicking the Select Group button on the toolbar allows you 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.

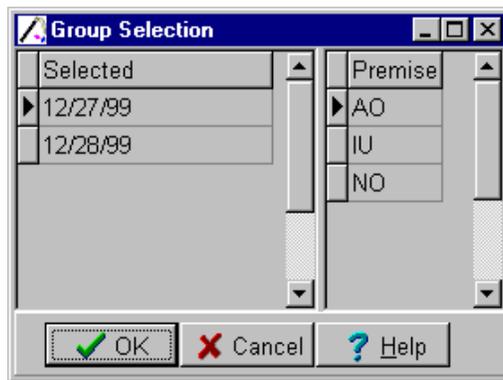


Figure 15-5 Group Selection Screen

Once an individual or group has been selected, one of three actions can be performed: Update Collected, Update Unavailable and Due Back Date set.

### 15.6 Halting a Test

When a test is initiated whether by Random Selection, Unit Sweep, etc. and the user has progressed through the Testing Wizard to the point to where members selected are displayed then those names chosen were automatically committed with a ‘Pending’ status. This status can only be changed through the ‘Update Test Pending Pool’ screen” located under the ‘Testing’ pull-down menu. Select the name then choose the ‘Update Unavailable’ button from the tool bar, the member will disappear only to be found in the ‘All History’ screen with a cancelled status. If members of a test have not been displayed indicating they have not been selected just click cancel on the testing wizard screen to halt the test.

## 16.0 Other Testing Screen

The Other Testing screen displays all other types of Drug Testing available. Select Other Testing either at the pull-down menu or from the large button. Select a testing option and click the *OK* button to start the Testing Wizard, which will walk the user through the testing process. The first screen displayed after selecting a testing option is a screen displaying the selected parameters and values for this test. Review the parameters; if they are correct proceed with the test. If the parameters are not correct close the screen and access the system utilities screen to select the desired parameters/values for the test. Options selected on this screen also determine the premise that will be used by the testing wizard to conduct testing. After a testing option is chosen follow the testing wizard.

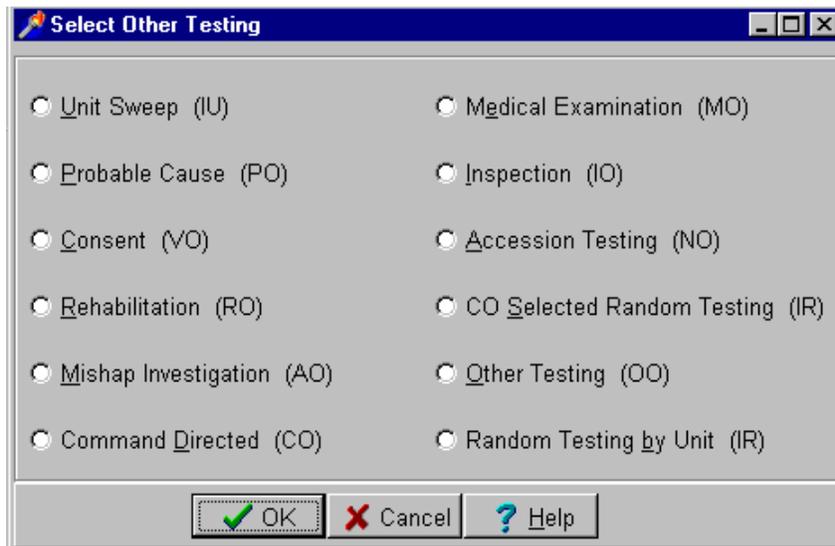


Figure 16-1 The Other Testing Screen

### 16.1 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

The options listed on the Other Testing screen can also be accessed on the Main Form through the *Testing* drop-down menu.

## **16.2 Testing Process for Conducting Other Testing Methods**

When performing any of the specific tests chosen from the Other Testing screen shown above the processes are virtually the same except for two important factors.

1. What Database was chosen?

The database determines which members are to be tested. The current database is always shown at the bottom of the main screen for quick reference. Selecting the “Select Pool” screen from the “File” pull-down menu allows a user to select a different testing Database/Pool.

2. When the forms are to be printed.

This parameter determines what printing options are available after the user has followed the testing wizard through the test process and arrives at the last screen of the test process, printing the required forms. Two options are available.

- a. Print Forms at Selection (PFAS). Forms are printed all at once at the time members are initially selected.

DD2624s, Labels, notifications, work copies and registers printed at selection.

- b. Print Forms at Collection (PFAC). Forms are printed when a member arrives for collection.

DD2624s and Labels are printed as members arrive for sample collection.

To set these parameters go to the System Utilities screen and then System Parameters. This parameter is usually set when the program is installed to facilitate the branch of services’ local testing procedures.

## 17.0 Post Results Screen

The Post Results screen includes the Update Collected function, All History Records and Members Tested Positive screen. These processes all have cross functionality and therefore are all located on one form. This allows a user to Post Negatives, Post Positives, Add Discrepancies 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 accessed some tool buttons may be disabled.

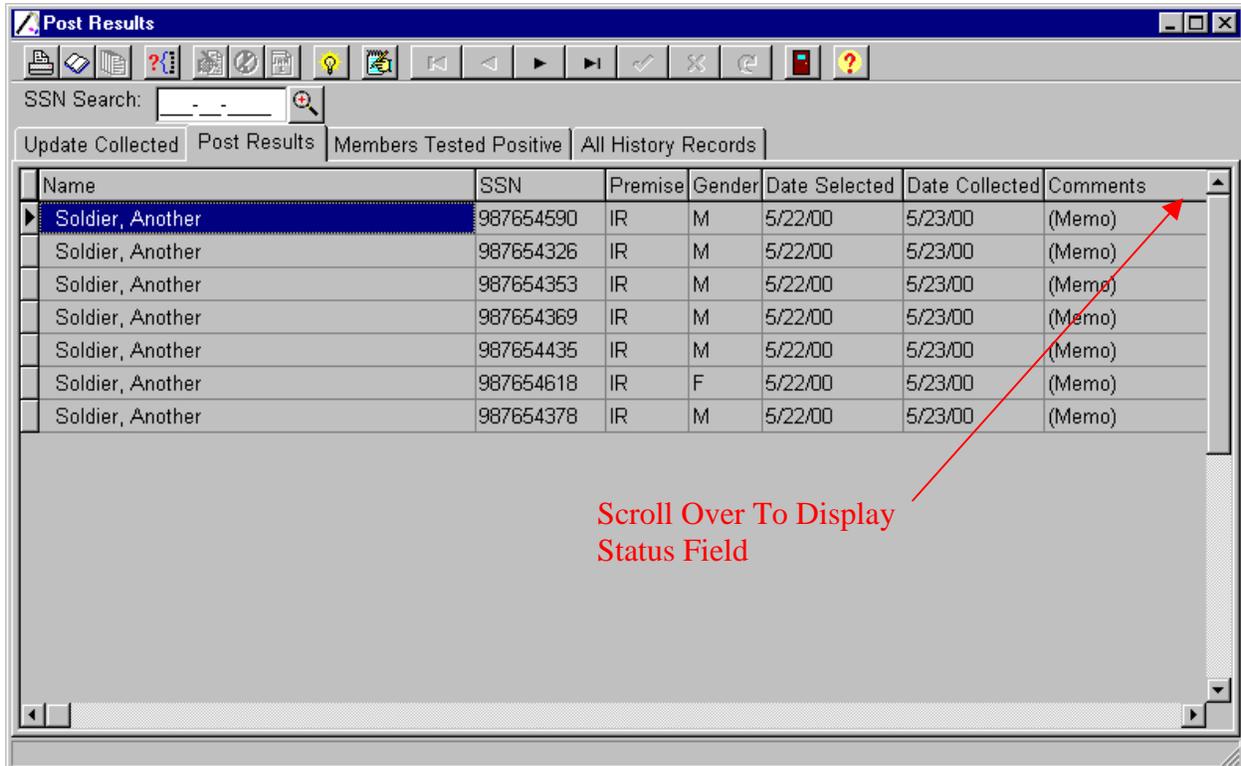


Figure 17-1 Post Results Screen

Only members eligible for posting are displayed.

Positive results must be manually updated to ensure that no individual is inadvertently recorded as positive. A positive result is posted by double-clicking the Date Tested field for the member concerned. At this point the **Positive Result** dialog appears.

If a negative result is inadvertently posted for an individual then you must go to the **All History Records** screen to mark the result as positive.

## 17.1 Posting Results for Eligible Members

- Step 1 With the Post Results screen open and members displayed select a member. To select multiple members hold the CTL key and select.
- Step 2 For Negative results select the “Update Negative” Icon from the tool bar. The record/member will disappear from the screen and be moved to the All History screen.
- Step 3 For Positive results, double click on a record/member the “Select Drugs Tested Positive” screen will pop-up. Shown below.



Figure17-2 Positive Results Drug Selection Screen

- Step 4 Select a Drug or Drugs from the screen for which the member tested positive. The member will disappear from the screen and be moved to the “Members Tested Positive” screen. Once the *OK* button is pressed the Date Tested is automatically updated with the current date

## 17.2 Discrepancies

To add a discrepancy, click the “Add Discrepancy” icon on the tool bar. A discrepancy screen will pop-up where a discrepancy can be added along with comments. Discrepancies can be tracked by clicking the “Add Discrepancy” button to display the Add Discrepancies Form.

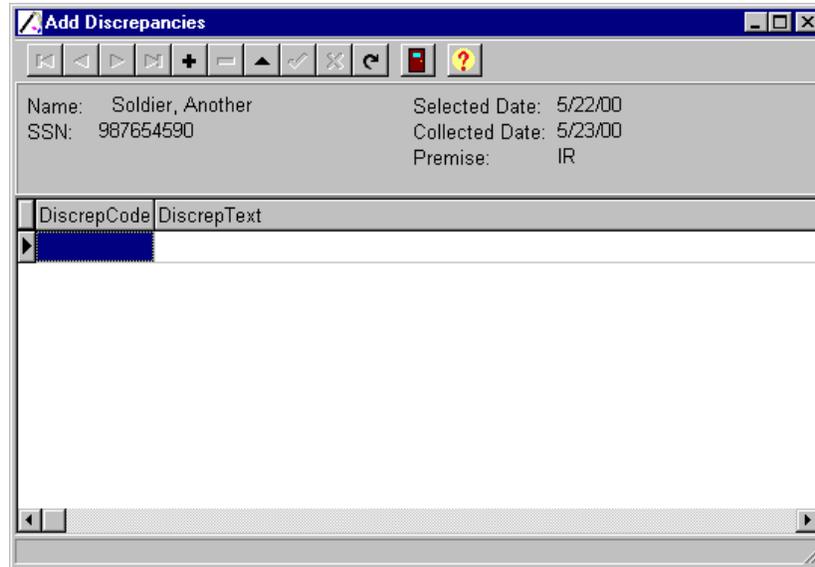


Figure 17-3 Add Discrepancies

Step 1 A discrepancy is added by clicking the (+) button. Click in the Discrepancy Code Field to display a drop down list of discrepancy codes. Once a code is selected in the list, the discrepancy text is automatically inserted.

### Toolbar

Print List allows you to print the list of members eligible for posting.

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

Print Testing

Products This button is only available from the Update Collected screen.

Select Group This allows a user to select a group of records for posting. This button is only available from the “Update Collected” and “Post Results” screen.

Update Collected This button is only accessible if the system parameters were set to Print Form at Selection was chosen. It allows the record to be set as updated.

Update Due Back

Date This button allows a record to be given a due Back date for a future test because a member was not available. A pop-up box appears where a future date can be set.

### 17.3 To Undo a Positive

The Members Tested Positive screen displays those members who have tested positive. Clicking the *Print List* will print a list of all members who have tested positive. An individual member's testing history can be viewed by clicking the *View History* button.

Step 1 Select the "Members Tested Positive" screen. Select the member whose results are to be changed. Right-click on the record/member. Select un-post result, comments can be added in the comment box. Record disappears from screen and moves to the "All History" screen and displays a "Cancelled" status.

Name	SSN	Premise	Date Selected	Date Collected	Date Posted	Result	Drug	MRO - Legal Usage
Another Soldier	987654354	IR	5/2/00	5/2/00	5/3/00	POS	PCP	False
Another Soldier	987654339	IR	5/2/00	5/3/00	5/3/00	POS	Amphetamines	False
Another Soldier	987654559	IR	5/2/00	5/2/00	5/3/00	POS	Codein	True

Figure 17-4 Members Tested Positive

On occasion, you may have a member marked positive for a drug that he or she was authorized to use. A MRO (Medical Reviewing Officer – Legal Usage) block is available to display this information. Double-clicking a member will display a confirmation message asking if you want to mark this positive result as a Legal Usage. A positive result marked in this manner will not appear in any system statistics as a positive result.

### 17.4 To Make A Legal Positive

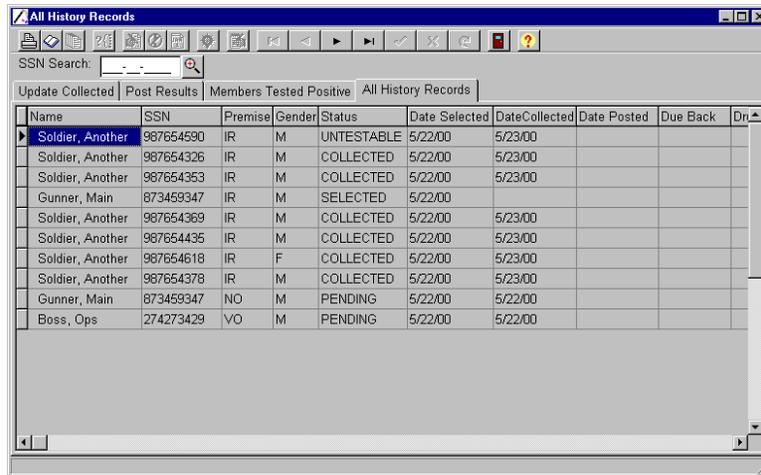
In the "Members Tested Positive" screen select the member. Double-click the record and enter "Yes" in the pop-up screen. The members MRO Legal field will display "True".

### 17.5 Reverse a Collected Status

A member was accidentally moved to the Post Results screen where that member's status is now "Collected". To remedy this, go to the Post Results screen, select the member who was accidentally moved and right-click on the member's name. A pop-up button will be displayed that reads; "Move Back To Update Collected" by selecting the button the selected member will be returned to the Update Collected screen with a status of "Pending".

## 18.0 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 the member and then clicking the Display History button can view a members' history. Individual records can be searched by SSN this is accomplished by entering the desired SSN in the "SSN Search" box and clicking the "Search" button. Clicking the "Search" button again will find the next record pertaining to the desired SSN. This process can be repeated until the end of the file is reached.



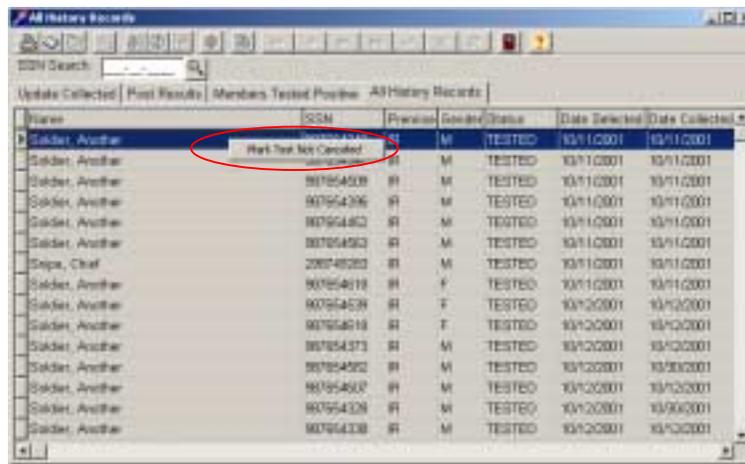
The screenshot shows a window titled "All History Records" with a toolbar and a search box. Below the search box are tabs for "Update Collected", "Post Results", "Members Tested Positive", and "All History Records". The "All History Records" tab is active, displaying a table with the following columns: Name, SSN, Premise, Gender, Status, Date Selected, Date Collected, Date Posted, Due Back, and Dr. The table contains 11 rows of data.

Name	SSN	Premise	Gender	Status	Date Selected	Date Collected	Date Posted	Due Back	Dr.
Soldier, Another	987654590	IR	M	UNTESTABLE	5/22/00	5/23/00			
Soldier, Another	987654326	IR	M	COLLECTED	5/22/00	5/23/00			
Soldier, Another	987654353	IR	M	COLLECTED	5/22/00	5/23/00			
Gunner, Main	873459347	IR	M	SELECTED	5/22/00				
Soldier, Another	987654369	IR	M	COLLECTED	5/22/00	5/23/00			
Soldier, Another	987654435	IR	M	COLLECTED	5/22/00	5/23/00			
Soldier, Another	987654618	IR	F	COLLECTED	5/22/00	5/23/00			
Soldier, Another	987654378	IR	M	COLLECTED	5/22/00	5/23/00			
Gunner, Main	873459347	NO	M	PENDING	5/22/00	5/22/00			
Boss, Ops	274273429	VO	M	PENDING	5/22/00	5/22/00			

Figure 18-1 All History Records

## 18.1 Canceled Status Correction

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



The screenshot shows the "All History Records" window with a table of records. The first record is selected, and a context menu is open over it, showing a button labeled "Mark Test Not Cancelled". The table has columns: Name, SSN, Premise, Gender, Status, Date Selected, and Date Collected.

Name	SSN	Premise	Gender	Status	Date Selected	Date Collected
Soldier, Another	987654590	IR	M	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654309	IR	M	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654396	IR	M	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654482	IR	M	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654562	IR	M	TESTED	10/11/2001	10/11/2001
Seps, Chief	298748283	IR	M	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654618	IR	F	TESTED	10/11/2001	10/11/2001
Soldier, Another	987654539	IR	F	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654618	IR	F	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654373	IR	M	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654562	IR	M	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654607	IR	M	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654328	IR	M	TESTED	10/12/2001	10/12/2001
Soldier, Another	987654338	IR	M	TESTED	10/12/2001	10/12/2001

Figure 18-2 Change a Cancelled Status

The record will be moved to the "Update Collected" screen with a status of "Pending", now awaiting collection.

## 18.2 Changing a Result

In the event that a member was accidentally marked as having a negative result, you may change the result to a positive, by double-clicking the desired record. You will be asked if you want to change the result before continuing. If you select “Yes” then the drug list depicted in figure 18-3 will appear, allowing you to select the drug(s) tested positive for.

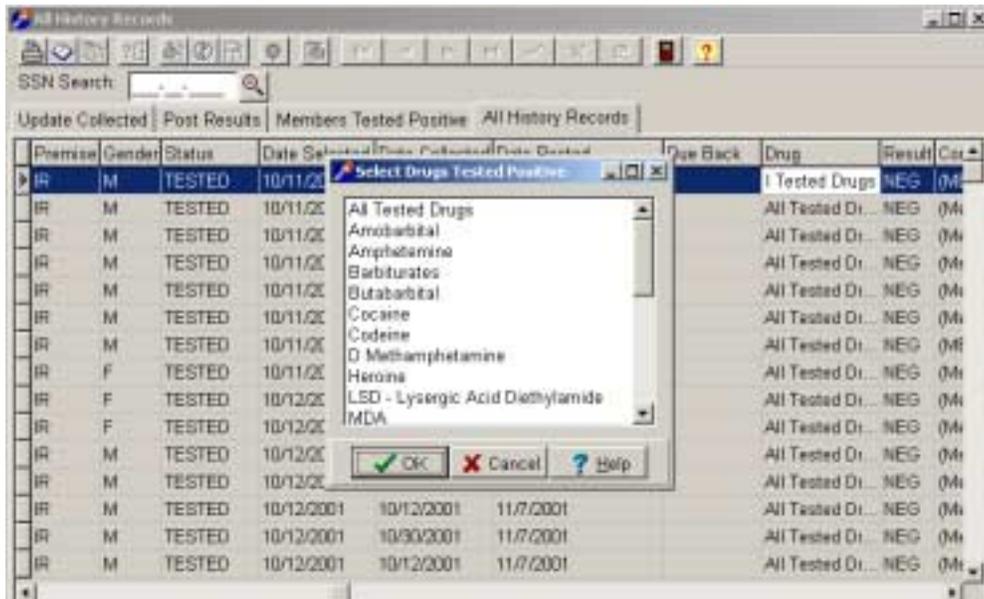


Figure 18-3 Change Results

Once a drug has been selected the record's result will be changed to Positive and display the drug(s) selected. The record will remain in the “All History” screen but will now be displayed in the “Members Tested Positive” screen also.

## 19.0 Modify Personnel Roster

The “Modify Roster” screen is accessed through either the Personnel menu (pull-down menus) or by clicking the “Modify 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.

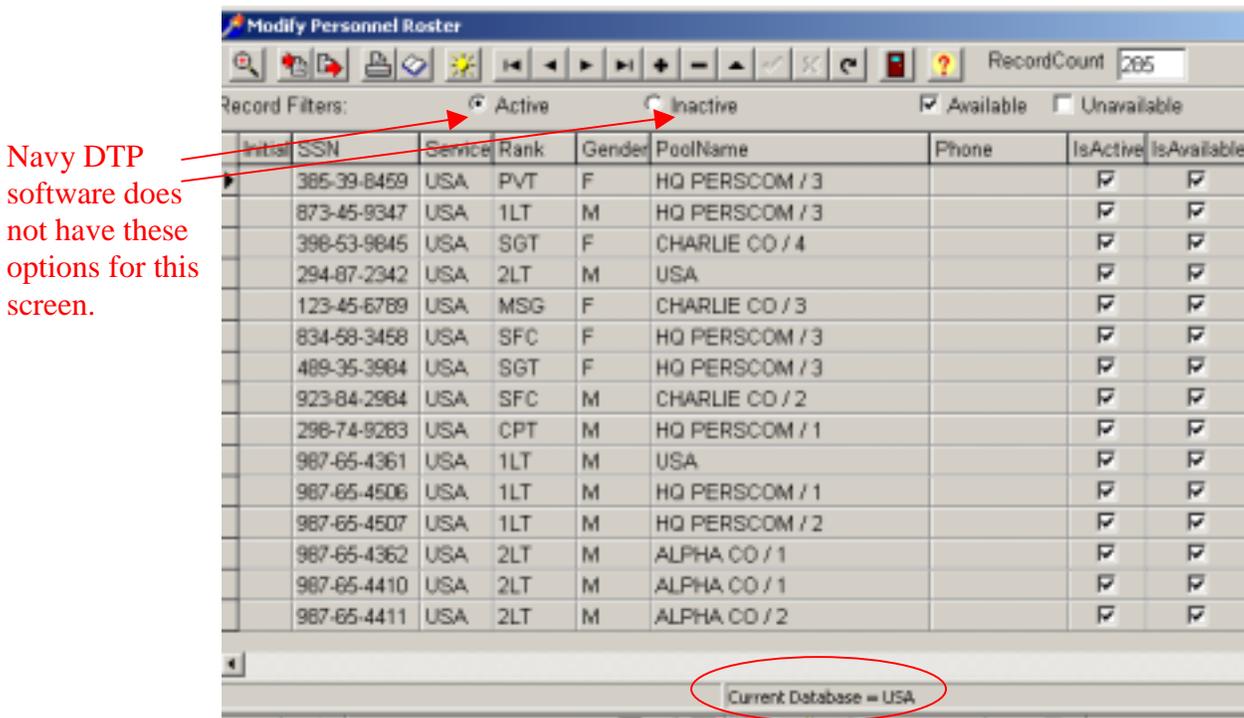


Figure 19-1 Modify Personnel Roster

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. You can search for records by Last Name or SSN by clicking the “Find Record” button on the toolbar.

### 19.1 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 (See figure above). This is the database chosen at login.
- Step 2 Access the Modify Roster screen, members of the database selected at login are displayed.
- Step 3 The “Pool Name” field displays the pool each member currently resides in.
- Step 4 Select the “Pool Name” field, an arrow is displayed that when clicked will show all available pools for that database.

Step 5 With a member selected simply click on one of the available pools and the member will be moved to that pool.

## **19.2 Removing Members from Active Status**

DTP does not recommend deleting records from the program when an individual leaves your organization, you should simply "inactivate" that member by removing the check mark from the "IsAvailable" field. Although individual records can be deleted, inactivating them preserves all history records pertaining to that individual. By default, members that have been marked Inactive are separated from the active members.

### **Viewing Members Availability**

You can toggle the personnel displayed on the screen (Available/Unavailable) by selecting the appropriate check box on the top of the screen just under the tool bar.

**NOTE - NAVY REQUIREMENTS:** Navy version DTP software does not have toggles on the Top of the Modify Roster screen for "Active" and "Inactive". Navy requirements require that when a member is inactivated they be removed from the roster.

Select Active and Available and Unavailable – views all Active members who are Available and Unavailable.

Select Active and Available – views only Active members who are Available.

Select Active and Unavailable – views only Active members who are Unavailable.

Select Inactive – views all Inactive members.

## **19.3 Roster Reports**

Two reports can be accessed from the toolbar.

Pool Roster - Clicking the *Print* button will allow you to print a roster for an individual pool or any subset of a pool.

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

### **Editing Fields**

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. Selecting the lines between columns and dragging to the desired size can resize columns. Columns may also be sorted in almost any order including Last Name, SSN, Service, Rank, Gender, and Pool. Simply click on the column titles hold the mouse cursor down and move left or right to the desired location and release.

## 19.4 Import Members

To import members click on the import button on the tool bar. The import wizard will launch directing you through the process.

Step 1 Select the Import File Type.

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

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.

- a. 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.
- b. 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 / SSN / Service / Rank / Gender / Organization 1 / Gender / Organization 2

- c. Once the columns have been given a title and the organization columns are in the right order select finish to import the data.

## 19.5 Export Members

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

## 19.6 Make All Members Available

This is a short cut to make all members available instead of having to individually click the Isavailable box for multiple members.

## 19.7 Find Record

To access the “Find Member” form click the magnifying glass icon on the “Modify Roster” screen.



Figure 19-2 Find Record Dialog

You may search by SSN or Last Name. 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.

## 19.8 Print Roster

Click the “Print Roster” button to display the “Print Roster” screen. The “Print Roster” screen allows the user to specify what is printed from the Roster Database.

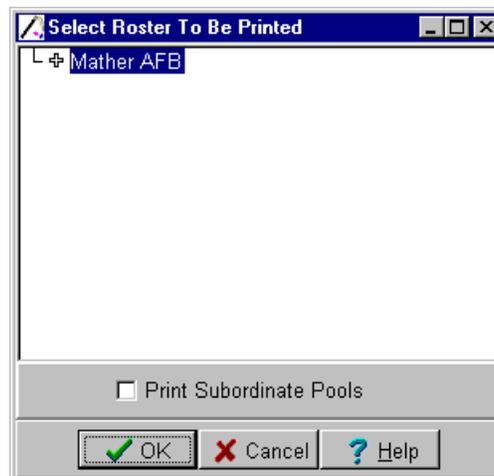


Figure 19-3 Print Roster

You may expand and collapse nodes to find the Pool roster that you would like to print. 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.

## 20.0 Pool Setup and Management

### 20.1 Pool Setup

The user will first see the Pool Management screen during the initial program install when the Setup Wizard prompts the user to build your pool structure. Clicking the “Setup Pools” button will open the Pool Management Form where you will build your pools. The user will next see the Pool Management screen when at a later time the user decides to add pools, change existing pools or move members between pools.

Navy version DTP software will not show these Service Type options.

Figure 20-1 Pool Management Form

If you chose not to run the data conversion utility when installing the DTP program then you will see a screen very similar to the one depicted in Figure 20-1. You will see only one pool labeled “Global” on the left of the form and most fields on the right of the form will be blank.

If you did run the conversion utility then you should see the organizational structure from your Old DTP program.

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 specified group of personnel. Normally a pool is simply an organization, for example, a battalion, a squadron, or a detachment. Some organizations using the DTP program may have the need to maintain different testing groups for example a reserve unit containing 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.

## 20.2 Pool Management

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. Random Testing can be conducted on any individual pool or any specific pool including all of its subordinate pools.

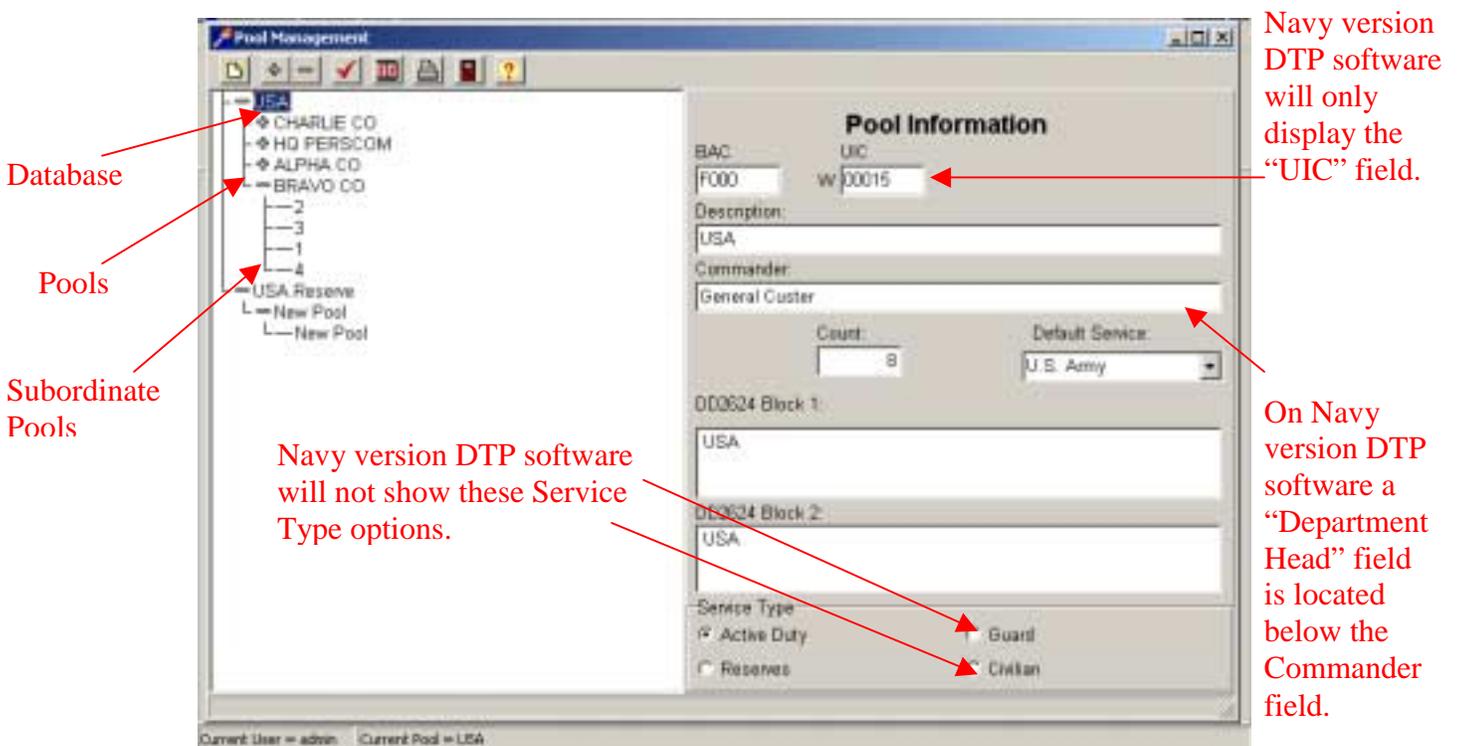


Figure 20-1 Pool Structure and Information Fields

The Pool List This is located on the left side of the screen and contains a list of all pools in the program organized in a tree-like list. Selecting a pool in this list will display that pools associated pool information in the fields on the right side of the form.

## 20.3 Pool Information Fields

BAC/RUC/BIC The label displayed here will depend on your Branch of Service.

**UIC Verification Screen – Navy Only:** For Navy version DTP software, the UIC field is shown on the Pool Information form. When closing the Pool Information screen a pop-up “UIC Verification” screen will be displayed to verify the UIC is correct.

**UIC/MCC** The label displayed here will depend on your Branch of Service.

**Description** Enter the pool name, as you would like it to appear throughout the program.

**Commander** (Optional Field) Unit Commander can be entered here.

**Department Head** **Navy Specific:** This field is for Navy purposes only. Only Navy version DTP software will show the “Department Head” field.

**Days To Test** This field will only be visible if you were using (Randomized Days) and (Selection by Percentage) methods to conduct random testing. These two options were selected during the initial install. They can be changed at any time by accessing the “System Utilities” button and selecting the “Testing” tab. Enter the days you wish to test each month here.

**Target Percentage/**

**Target Count** Enter the desired selection percentage or count here. This is the percentage or count of personnel that will be selected when random testing is conducted. The number entered here should be consistent with (Method of Selection) you set on the Systems Parameters/Testing page.

**Default Service** Select the appropriate service for the pool.

**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, reserve, guard, or civilian.

**NOTE – Navy Specific:** Navy version DTP software will only show Service Types of “Active Duty” and “Reserves” located at the bottom of the Pool Information screen.

You can now add pools or edit any pool information. As you complete this task, keep in mind that you can import organizations into the DTP program so you may not need to set up all of your organizations now. Once you have finished editing your pools, click close to return to the Setup Wizard.

## 20.4 Add Members Screen

Add Members Button - Clicking this button opens the “Assign Members To Pool” screen (Figure 20-3). The current members for the selected pool are displayed. If no members are shown then double click a pool to the left and the members will be displayed. Members can be moved to any pool or it’s subordinate pools. Click on the members name and select the “Add Member” button on the tool bar. See figure below.

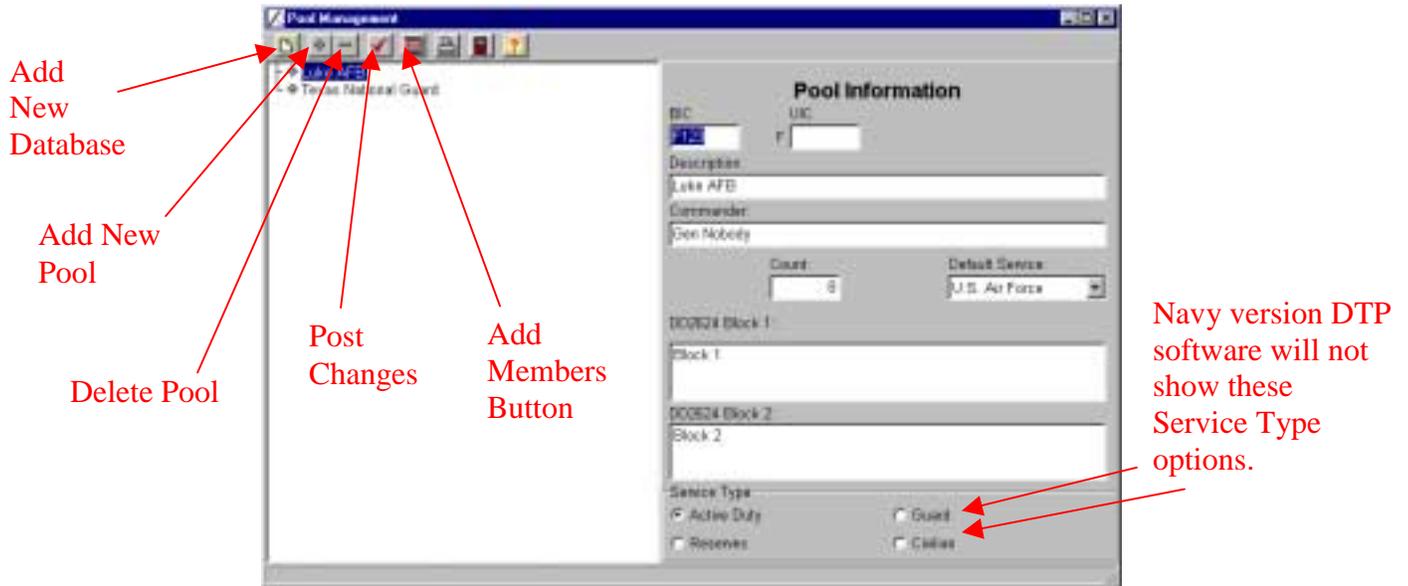


Figure 20-2 Pool Management Screen

**NOTE:** The current pool selected determines the members’ displayed/available. The current database is always displayed at the bottom of the main screen for quick reference. To access other 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 change the database as shown at the bottom of the main screen. Return to the Pool Management screen.

## 20.5 Assigning Members Screen

Members within a database may be moved from pool to pool even moved completely out of the database. But no new members may be brought in from an outside database.

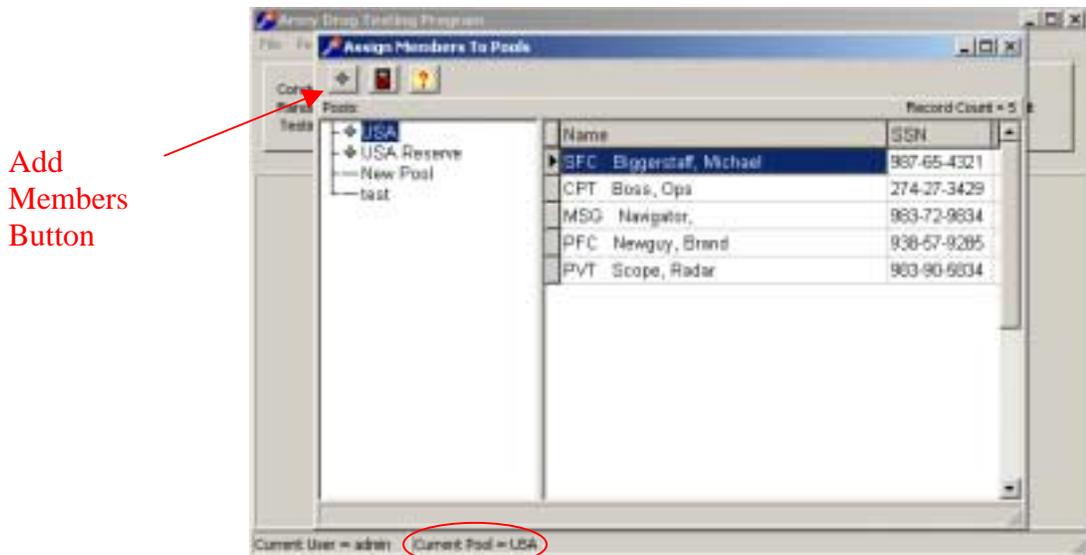


Figure 20-3 Assign Members To Pools

- Step 1 Access the “Assign Members To Pool” screen.
- Step 2 Select the Pool you wish to move members into.
- Step 3 Select the “Add Members” button from the tool bar.
- Step 4 A list of all members belonging to the database selected at login will be displayed.
- Step 5 Select the member(s) to be moved and click OK. The “Assign Members To Pool” screen will refresh showing the member(s) were moved successfully.

**NOTE:** If the selected individual is assigned to another pool, he/she is automatically deleted from the original pool when being added to the new pool.

## 20.6 Pool Management Toolbar Buttons

**New Database** Clicking this button creates a new testing database (Pool). This function is for those units who need to maintain different testing databases, for example a military-testing database and a civilian-testing database. (Reference Figure 20-2).

**Add Pool** Click this button to add a new pool under the pool selected in the Pool List. This new pool will be assigned as a subordinate pool and will copy

most of the settings from the Parent pool. You can then edit the new pool's information. (Reference Figure 20-2).

Delete Pool	Deletes the pool selected in the Pool List.
Post	Saves any changes made to the pool record. (Reference Figure 20-2).
Add Members Button	Clicking this button opens the "Assign Members To Pool" screen. (Reference Figure 20-2).
Print Roster Structure	Prints an organizational chart of all pools.
Close	Exits the current Screen
Help	Click to access the DTP help files.

## 21.0 System Utilities

The System Utilities screen is displayed by clicking the “System Utilities” button on the Main Menu and from the pull-down menus “Utilities”. All of the options are displayed on the screen below.

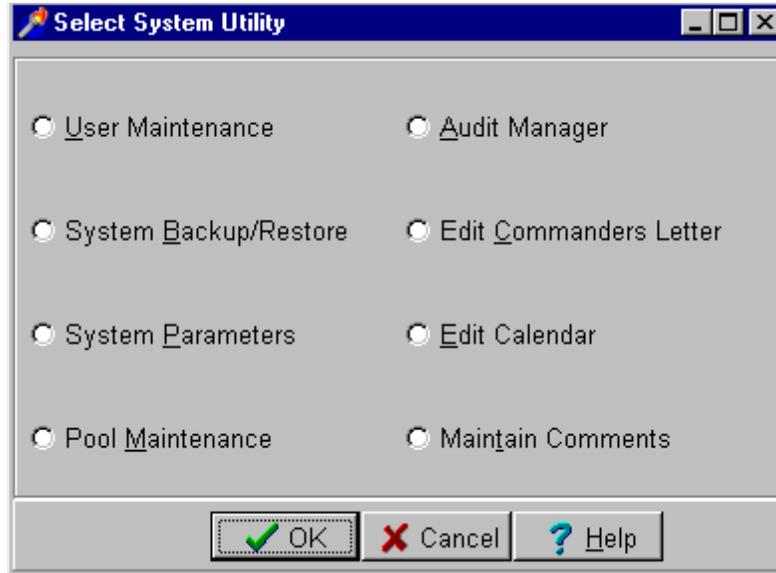


Figure 21-1 System Utilities Screen

**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.

**Edit Commander's Letter** Displays a screen to customize the Commander's Letter.

**Edit Calendar** When the "Randomize Days" option is enabled, 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.

**Maintain Comments** Displays a screen where pre-determined comment can be added which will be available for selection in the comments field on the history records screen.

### 21.1 User Maintenance

The function of the user maintenance form is to provide a central location to manage all the 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”. This is done by selecting the “Create Users” button which will open the “User Maintenance” Screen.

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.

### 21.2 Change or Add Users

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 unlocking users or changing passwords.

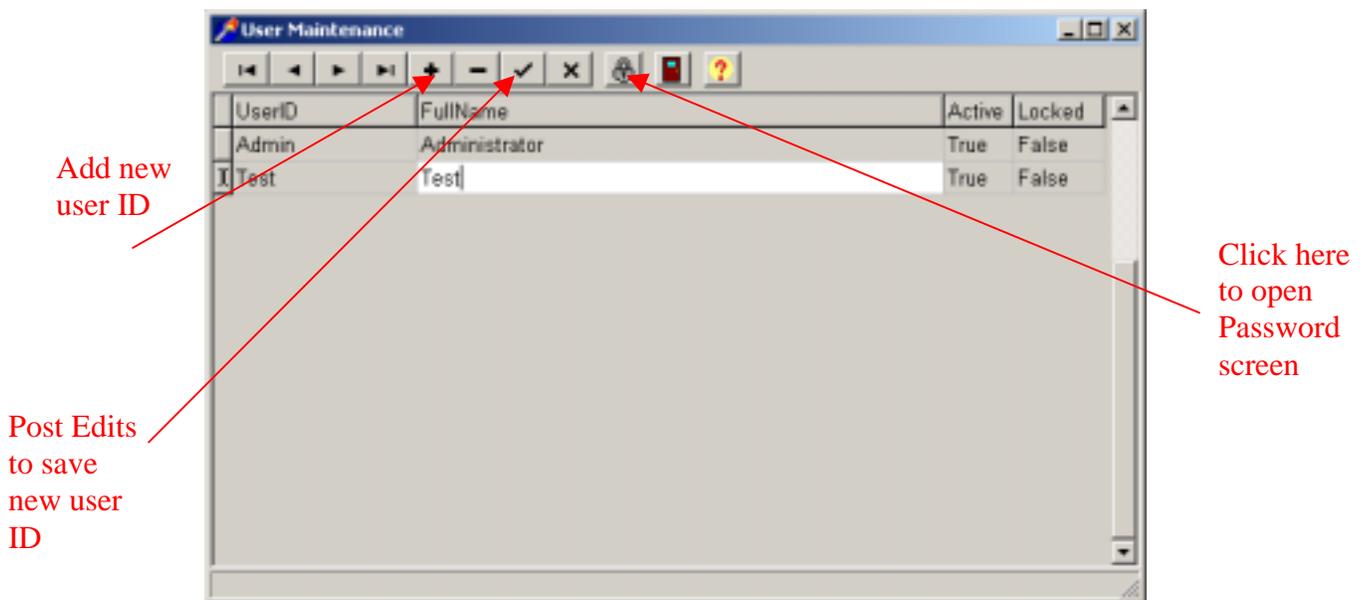


Figure 21-2 User Maintenance Form

### 21.3 User ID

To add new user IDs, click the ‘ + ’ button on the toolbar a new record will be added prompting the user to add a User ID (preferably the user’s initials) and full name.

Ensure that the Active field reads “True”. Placing “False” in this field deactivates that user.

The Locked field should read “False”. Placing “True” in this field “Locks-Out” that user. This field will default to “False” when setting up a new user. Adding an incorrect password 3 times will toggle this field to “True” to prevent unauthorized access.

After completing this screen the user will need to post the edits by selecting “Post Edits” from the toolbar.

### 21.4 Adding the Password

After the User ID record has been posted (saved) add a password for the user by clicking the “Lock Icon.” This will display a password menu allowing you to assign a password for the selected user.

A screenshot of a Windows-style dialog box titled "Password". The dialog has a blue title bar with a small icon on the left and standard minimize, maximize, and close buttons on the right. The main area is light gray and contains three text input fields. The first field is labeled "User:" and contains the text "Admin". The second field is labeled "Password:" and is empty. The third field is labeled "Reverify" and is also empty. At the bottom of the dialog, there are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

Figure 21-3 Set Password Menu

Add the User ID in the Set Password menu.

Enter a Password, then re-enter the password a second time to verify the password.

Click OK to close the screen this saves the changes.

Individual users can use this screen to change their own password. The users may only change their own passwords; they cannot change any others. Only the administrator may change other user’s passwords.

## 21.5 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.

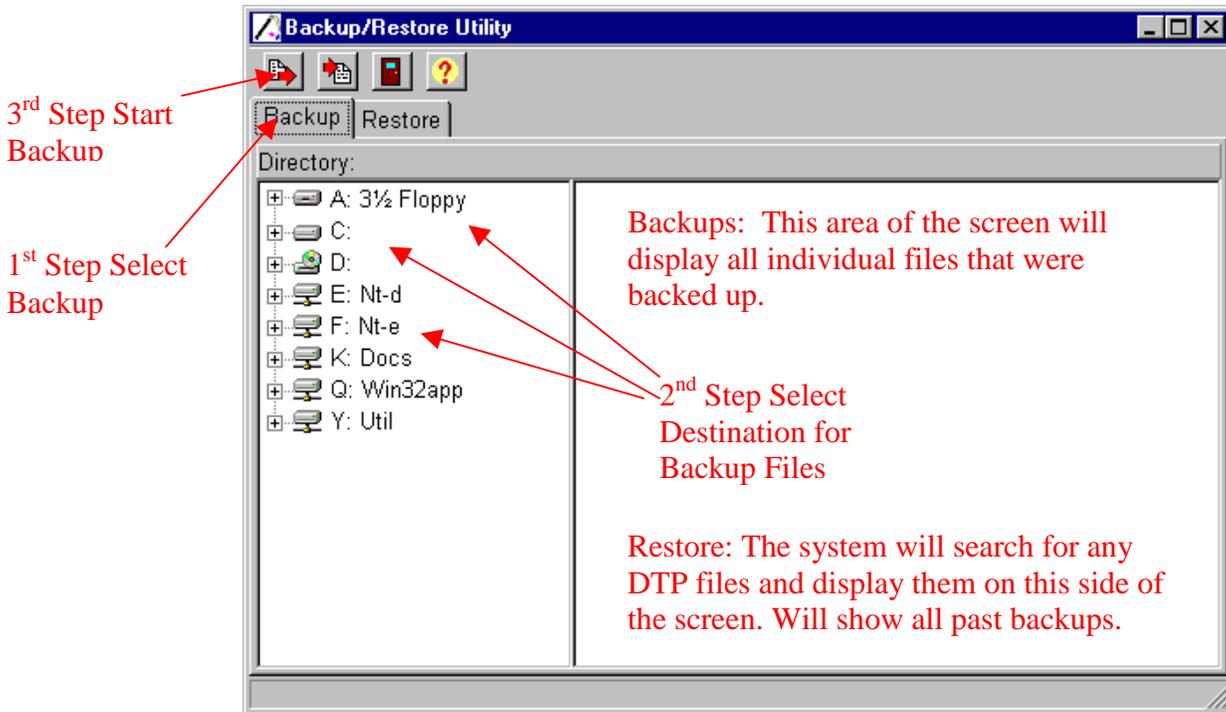


Figure 21-4 System Backup/Restore Utility

**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 (12182001). 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.

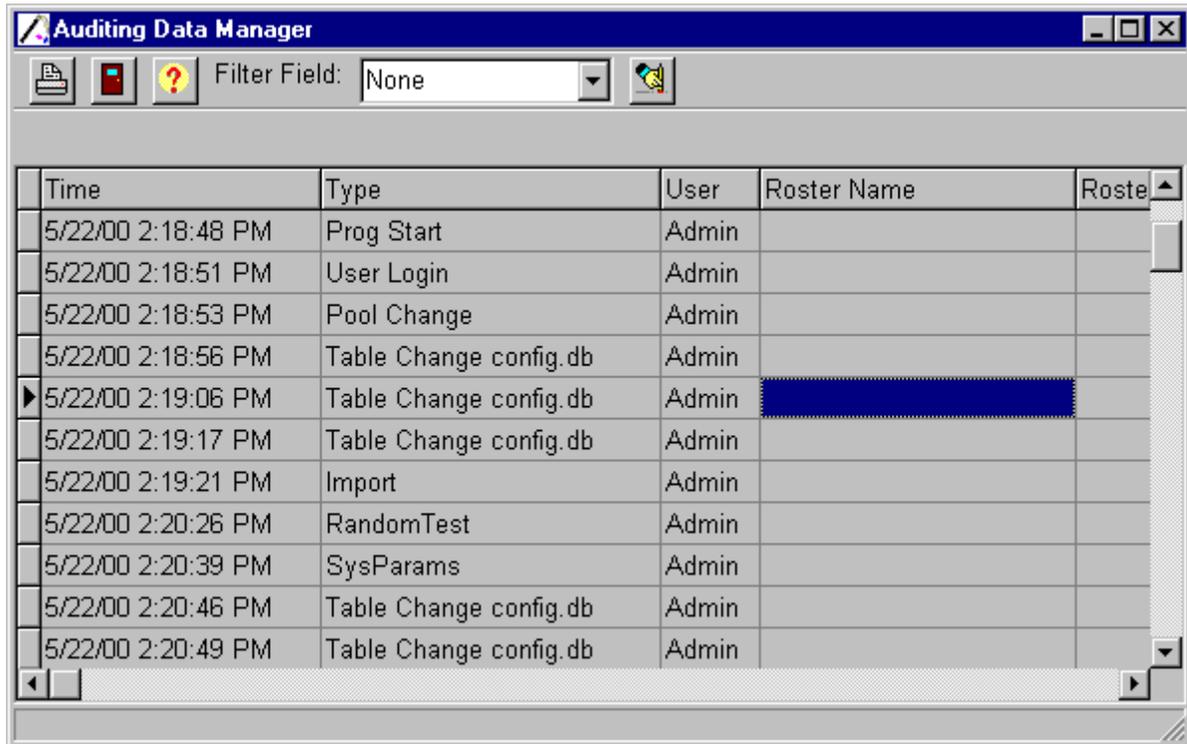
**NOTE:** It is highly recommended that frequent backups be made to protect from data loss. DTP backups should be performed at the end of every testing day at a minimum.

## 21.6 Setting System Parameters

See the Setup Parameters Section. (Section 3.1 Page 11).

## 21.7 Auditing Data Manager

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



The screenshot shows the Auditing Data Manager window with a table of audit logs. The table has five columns: Time, Type, User, Roster Name, and Roster. The data is as follows:

Time	Type	User	Roster Name	Roste
5/22/00 2:18:48 PM	Prog Start	Admin		
5/22/00 2:18:51 PM	User Login	Admin		
5/22/00 2:18:53 PM	Pool Change	Admin		
5/22/00 2:18:56 PM	Table Change config.db	Admin		
5/22/00 2:19:06 PM	Table Change config.db	Admin		
5/22/00 2:19:17 PM	Table Change config.db	Admin		
5/22/00 2:19:21 PM	Import	Admin		
5/22/00 2:20:26 PM	RandomTest	Admin		
5/22/00 2:20:39 PM	SysParams	Admin		
5/22/00 2:20:46 PM	Table Change config.db	Admin		
5/22/00 2:20:49 PM	Table Change config.db	Admin		

Figure 21-5 Auditing Data Manager

Data that is displayed on the 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 "SmithJL," you would set Filter Field to User Name, and type "SmithJL" into the Filter Text box.

## 21.8 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 screen consists of three tabbed pages labeled Salutation, Body, and Signature.

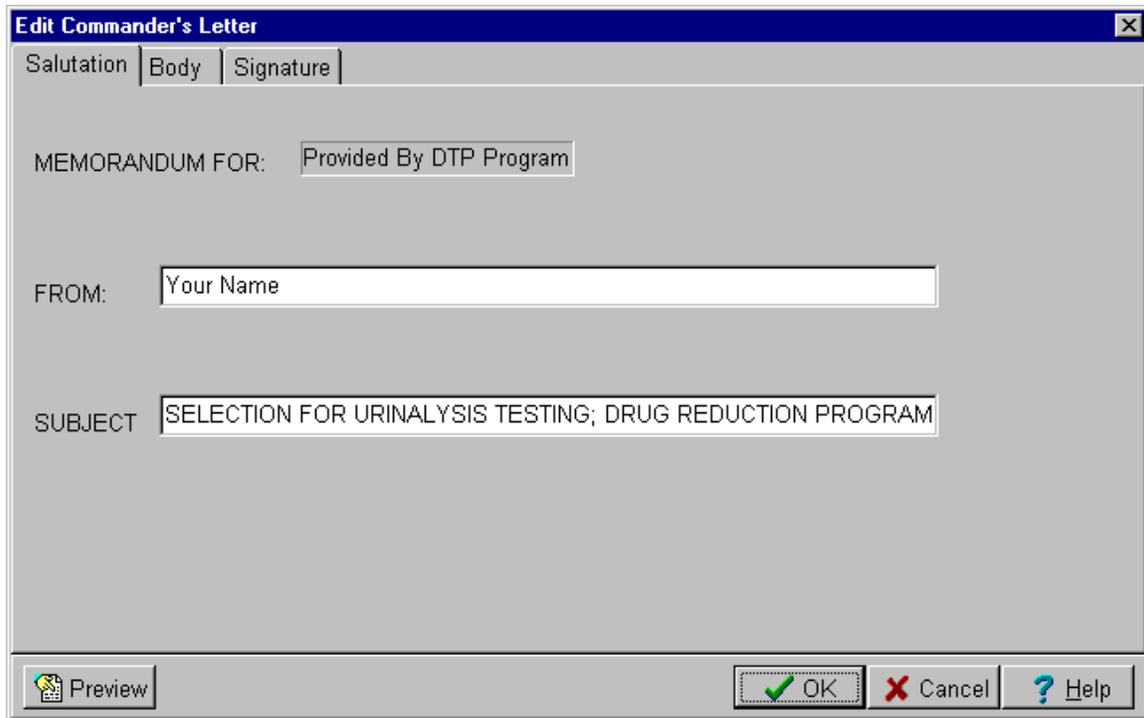


Figure 21-6 Edit Commander's Letter

**Salutation** You may edit the “From” block and the “Subject” line of the letter. The “Memorandum for” block is filled in by DTP as the letters are printed.

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

**Signature** The Signature will appear on the letter centered as it appears on the *Signature* Page.

You may preview and/or print the letter by clicking the *Preview* button at the lower left corner of the screen.

## 21.9 Edit Individual Letter (Navy Only)

The “Edit Individual 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 screen consists of three tabbed pages labeled *Salutation*, *Body*, and *Reply*. The DTP program supplies the remaining data for the letter.

**NOTE:** This function is for Navy use only. It is only available with the Navy’s version of the DTP software.

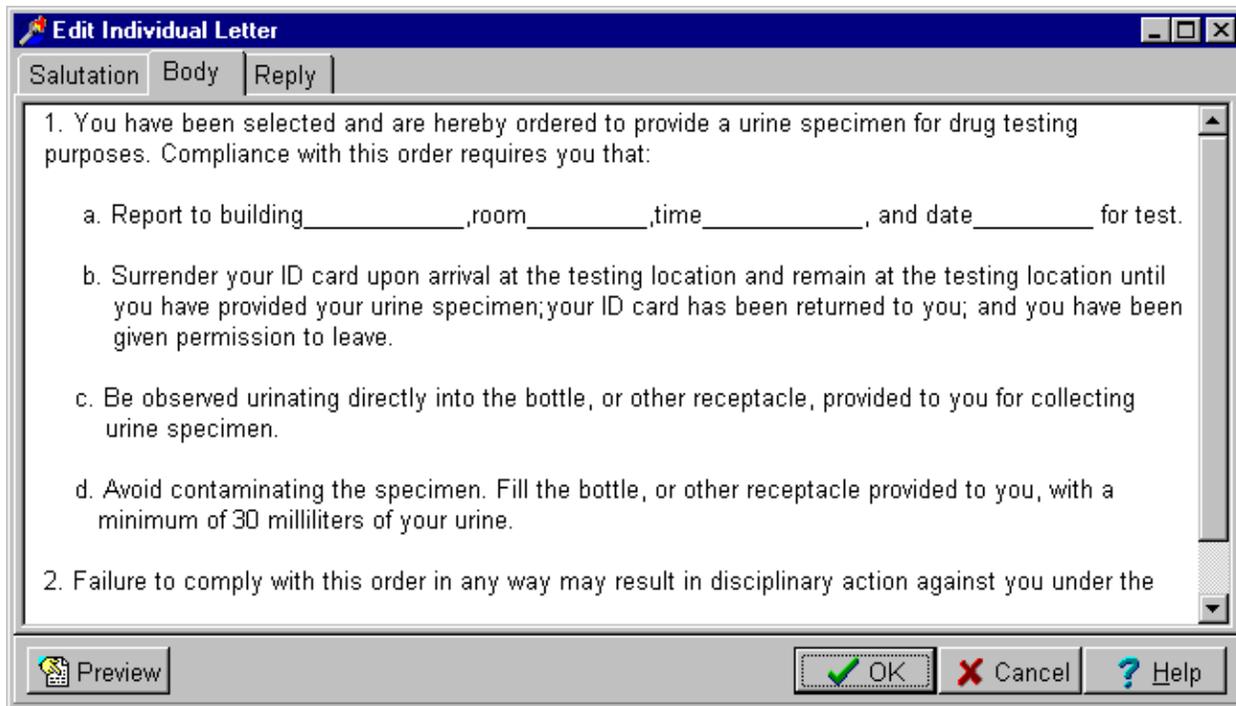


Figure 21-7 Edit Individual Letter

**Salutation** You may provide a subject line for the letter here. The “Memorandum For” and “From” fields are supplied by DTP.

**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.

You may preview and/or print the letter by clicking the *Preview* button at the lower left corner of the screen.

## 21.10 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.

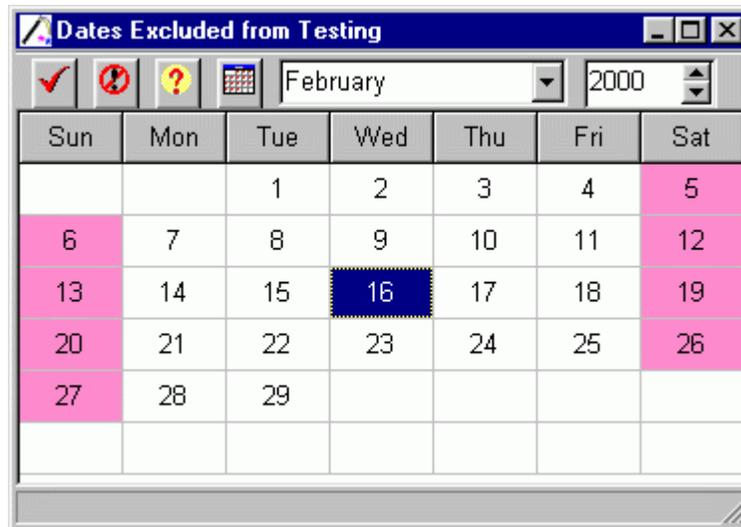


Figure 21-8 Testing Days Calendar

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.

### 21.11 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.

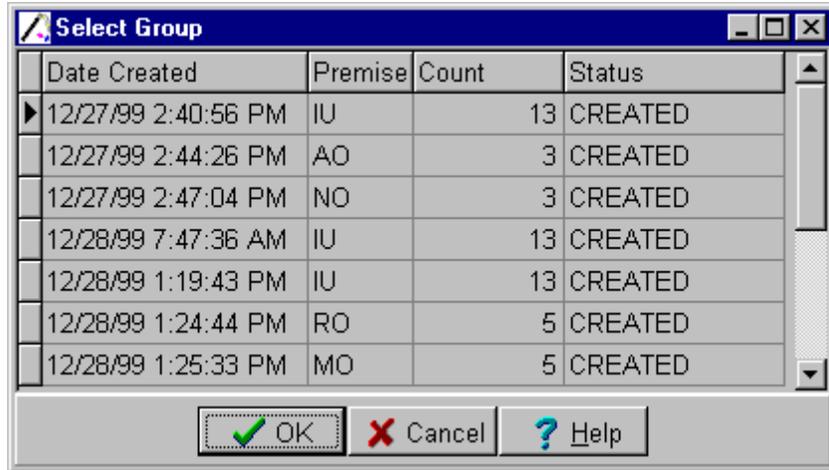


Figure 21-9 Reprint Testing Products

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 you select the group you wish to print, you will be taken to the Print Products page of the testing wizard.

### 21 12 Maintain Comments

Add value and comments that are then available when the Comments box is accessed on the Update Collected screen.

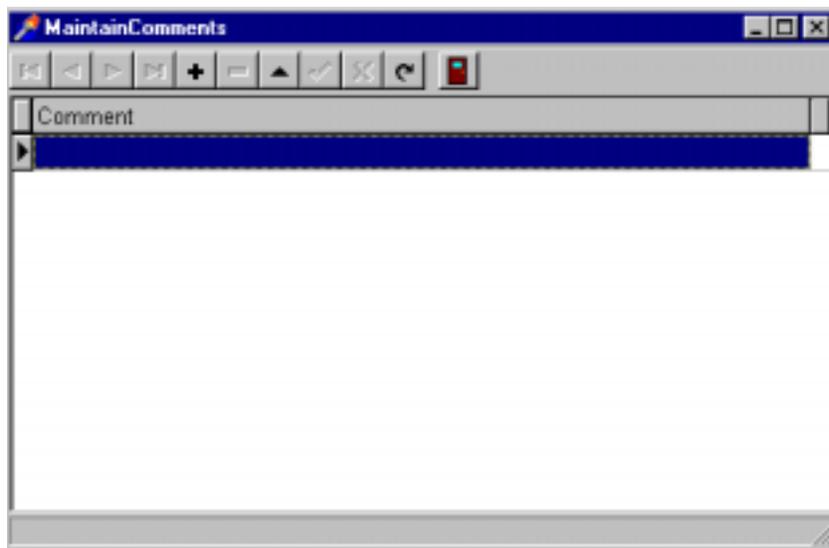


Figure 21-10 Maintain Comments

## 22.0 System 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 22-1 System Activity Reports

There are two 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.

#### The Print Testing Statistics Averaged Across Months

This option provides a summary average of all statistics over the specified date range.

## 22.1 Report Generator

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.

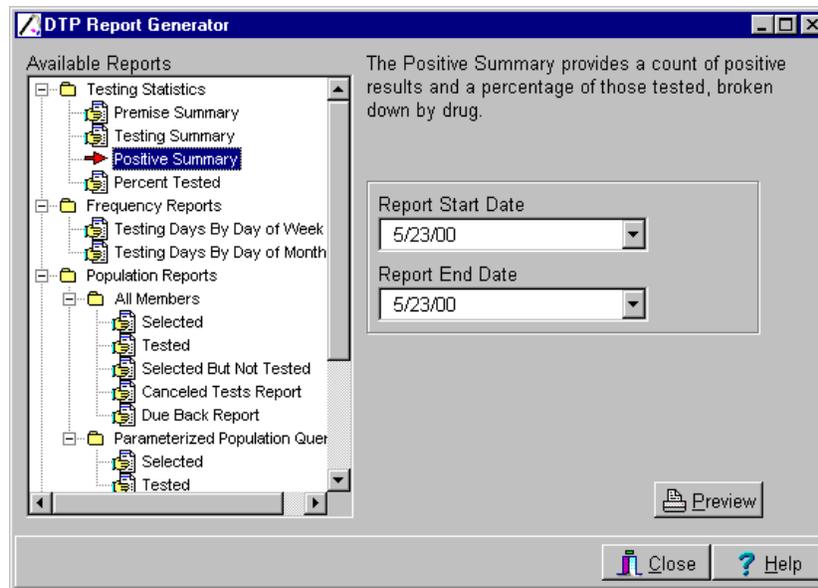


Figure 22-2 Report Generators

The provided 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 <i>Randomize Days</i> 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 you 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 then select the symbol '>' for greater than in the *Selected* list box and then the number '3.'

## 22.2 Reports

The following is a quick reference listing of available reports. Each report will require you 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.
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.

### 22.3 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.

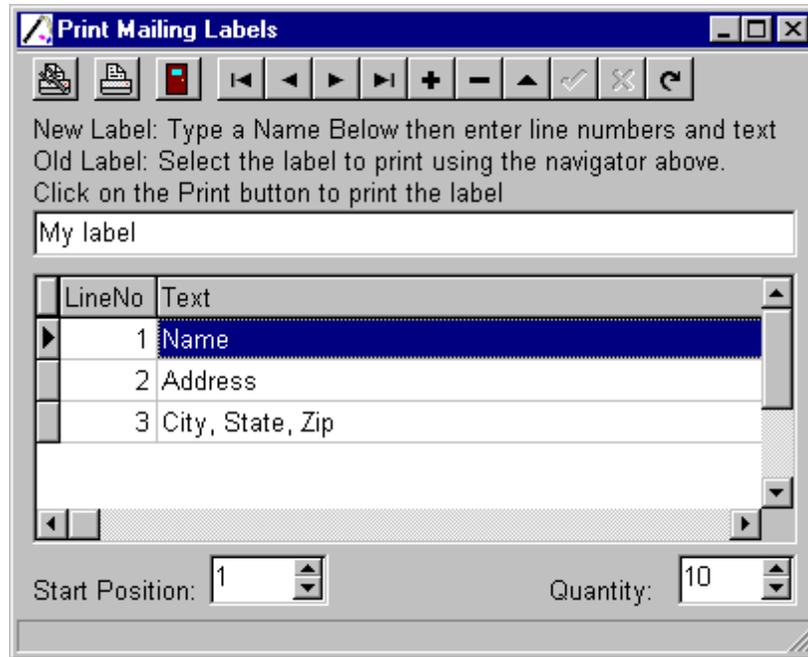


Figure 22-3 Print Mailing Labels

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.

## **22.4 Random Personnel Selection (Understanding The Process)**

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.

### **22.5 Selection by Percent Methodology**

Under this method, DTP uses the target percentage entered by the user on the Pool Management 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 never 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.

### **22.6 Selection by Count Methodology**

Under 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 the hat."

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