



**RANDOM SELECTION DATA MANAGEMENT SOFTWARE  
FOR DRUG & ALCOHOL TESTING**

RandomWare Evaluation Installation: Version 4.00

Thank you for your interest in RandomWare.

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Additional Documents

- Uniform Distribution & Random Selection: How fairness is guaranteed.
- Sample Reports

**IMPORTANT INSTALLATION NOTE**

We have recently learned that installations should be restricted to a folder directly under the root.

For example: C:\RandomWare

Do not install the system under another folder, for example: C:\Program File\RandomWare  
(Spaces in the folder name create a problem with the sort software used in RandomWare).

If you have questions about the program or need assistance with the installation, please feel free to contact me at your convenience.

Sincerely,

Luciano Gonzales for RandomWare

(323) 793-1535

8:00am – 6:00pm (PST)

## 1. About the Evaluation Program

A program for the PC: Windows 95/98 NT 2000 Me XP.

The evaluation features all three RandomWare systems: Simple, Basic and Plus.

Review all the features available in the program using the included set of sample data. Saving data modifications is not possible; the save function has been disconnected in the evaluation. The evaluation is designed to showcase the features and the look and feel of navigating through the system. All resources are featured. The Help module provides detailed instructions and tutorials.

**The tutorials highlight essential resources and provide step-by-step instructions for using the program.** Click the tutorial button to start the instructions.

Microsoft's Internet Explorer (MSIE) version 4.0 or later is required for the help system to operate correctly. If Help does not execute properly, you may need to run hhupd.exe, another Microsoft Update module. An upgrade to MSIE version 5.01 and hhupd.exe are included on the disc and are written to the RandomWare folder with the installation.

### **Please Note:**

**When the evaluation program starts, the Tutorial Window for the Plus System is immediately displayed – this feature is unique to the evaluation. If you experience any trouble with the program startup, please be certain to check your version of Microsoft Internet Explorer and run hhupd.exe as mentioned above.**

From the main help system (click the help button) read **After Installation**, then **Getting Started**. Please review the tutorials to become familiar with essential features of the system.

## 2. Current Release: Multi-User Access & Email Resources

RandomWare version 4.0 is the current release of the Basic and Plus systems. Version 4, RandomWare Plus, features simultaneous multi-user read/write access to the drug and alcohol results table and resources for sending email. The email module sends copies of personnel rosters, results of random selections and drug & alcohol results data. The data can be sent in RandomWare native data files or as tab delimited text files. The user can request to send encrypted data for the secure transmission of sensitive information. Encrypted data is password protected.

### 3. Quick Start Tools

#### General Information & Help:

Click the question mark to display a page from the help system about the current window in which it's displayed. Updated help systems are easily downloaded from the web site when additional information and tutorials are added.



#### Popup Menu Short Cut:

Left click the "Short Cut" symbol for a popup menu of options available for the current input field.

For example, in the Directory window shown here, click the short cut symbol to pop up a menu for access to data for Hazard Material:

- Personnel Roster
- Drug & Alcohol Results Table,
- Contact Information
- Directory's Full Record Editor



Optionally, you can right click anywhere inside the current field to access the same popup menu.

#### Drop Down Selection:

Click the "Drop Down" symbol for a list of selectable items for the current field.

Note: Some items, such as the type of drug or alcohol test administered, will be completed for you after typing the first letter of the test type. For example, if you type "u" for the drug test administered, the program will complete the entry as "Urine."

	Urine	▼	Breath
			Breath
			Breath



#### Sorting:

Click the symbol to sort the spreadsheet by the column over which it appears. Click the upper portion for an ascending sort (A-Z) and the lower section for a descending sort (Z-A). Subsequent clicks on the same column reverse the sort.



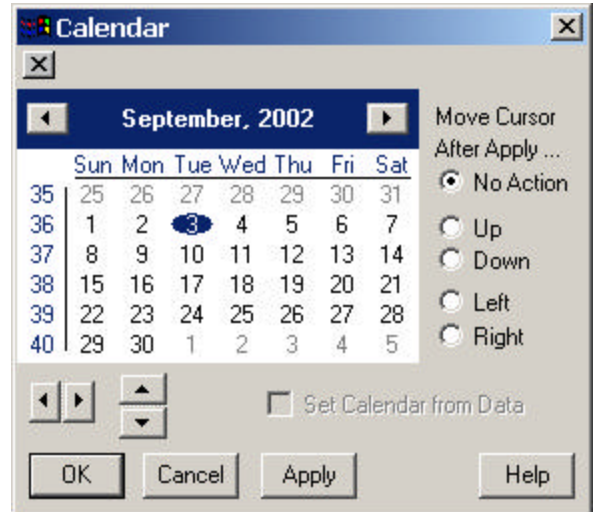
#### Date Utility:

In spreadsheets, click the calendar symbol to access a utility for date management. Click OK to set the selected date into the current field and close the control. Click Apply to set the selected date and leave the control open.

10-07-1999	10-07-1999	
10-07-1999	10-07-1999	
10-07-1999	10-07-1999	
10-07-1999	10-07-1999	

Select an option to control the movement of the cursor after the Apply button is clicked:

- No Action: Cursor stays in the current field
- Up: Cursor advances to the row immediately above the current field.
- Down: Cursor advances to the row immediately below the current field.



#### 4. Using RandomWare

Random selections are generated from data files referred to as Base Lists. These lists contain the names and identification numbers of all personnel from which random selections are generated. You can manage as many lists as you require.

Develop lists of companies, departments or organizations through the directory facility in RandomWare Plus+ and manage their respective personnel rosters and drug and alcohol results through directory resources. Alternatively, you can manage individual personnel rosters and results tables by name using RandomWare Basic – each personnel roster is opened directly and its corresponding results table is also referenced by name.

The Directory is a resource through which data is efficiently managed for:

- Client Lists for TPAs (Third Party Administrators)
- Multiple Departments, Companies, Groups, Organizations, etc.
- Consortia (Pools)
- Comprehensive drug test data tracking for:
  - Pre-Employment, Post Accident, Follow-Up, Periodic, etc.
  - EAP (Employee Assistance Programs)
  - Random testing & year to date percentage targeting
  - Periodic random date generation for employee assistance programs

RandomWare provides extensive random selection controls as well as comprehensive data tracking for the drug testing industry.

If you provide random selection as part of your drug testing service then maintain a directory of companies for whom you provide testing. Enter each company in a directory, and develop the list for each company entered. Creating a consortium from any number of companies becomes a trivial task with the directory facility and the lists for each individual member can be managed quite easily.

If your company manages its own drug testing program then maintain a directory of the individual departments within your company or a directory for each facility location. List each department in the directory and develop each department's list. If you provide random selections for your organization worldwide then maintain a directory for each location.

A list will correspond to each directory entry and is managed as an individual file. RandomWare can manage as many directory entries as you can manage. Each directory entry corresponds to a list or roster of individuals. The list file names are automatically assigned and the management of each is performed through the directory by the group or company name.

From the directory, simply **double click** a group name and the program presents a spreadsheet environment in which employee rosters (base lists) are maintained.

Random selections are saved to results files where drug and alcohol testing data is managed. Every data item required for a comprehensive program of drug and alcohol testing is maintained in the results files. Data fields are provided for Medical Review Officer (MRO) information, sample collection information (CPC) and complete drug panel assessments. Refer to the sample files for examples of the data managed by the system.

Open the sample directory, Dir\_Sample. Once displayed, double click Acme Delivery to open its base list of personnel. From the program module for base list management, choose the menu option **Random** to generation random selections.

Click the text above any column of data to see how easily sorting is managed. For example, move the mouse arrow until it hovers over the text "Last Name" above the column where last names are entered, then click the left mouse button to sort the list by last name. Click again to reverse the sort. From the base list, double click a last name to access the dialog editor from which all data for an entry is maintained: name, address, phone numbers, notes, comment, etc. Maintain only the data relevant to your application of RandomWare.

From the directory window, right click Acme Delivery and choose **Results** to open its results data file where information about drug and alcohol tests is managed. Once displayed, double click any personnel entry to access the dialog editor from which all drug and alcohol testing data can be managed. Once again, maintain only the data relevant to your application of RandomWare. Sort data in the same manner described above.

From the "Results – Ledger Transfer Utility" window, right click an item in the "Trx" or "Lgr" column for access to the Ledger Utility control.

Note: Trx is the Transfer pending request column while Trx indicates an item has already been transferred to the general ledger.

## 5. Opening Data Files:

Press one of the **Open Directory** buttons to open the previously accessed directory, an existing directory or create yet another directory. The first time you use the system, no “previously” accessed directory is defined. From the Open Dialog, select the sample directory, Dir\_Sample, for access to the directory management environment. From the directory, double click any entry to automatically open its corresponding base list of personnel.

Right click a directory item in the “Group” column to access the group’s drug & alcohol results data for random selections, pre-employment and other reasons for testing.

Open new or existing individually managed base lists and results files with the Basic system menu buttons. From the subsequently displayed Open Dialog, select the sample base list, Sample, to access the base list management environment or open the sample results file, Sample, to preview the drug testing data management features.

NOTE: RandomWare Basic does not feature the directory facility. Lists are accessed and managed directly from menu options.

### Base List

To access the complete personnel record editor from the base list window, double click an employee’s name.

Right click a name or employee I.D. to access the popup menu of options:

- Personnel Editor - The complete record editor.
- Create a drug & alcohol record for the employee.
- Sort Data: Ascending/Descending by column.
- Randomly sort the list.
- Find: Enter any text string or ID to immediately find an entry.

### Results Table

Right click a directory item in the “Group” column to access the group’s results table where drug and alcohol testing data is managed or open the group’s results data table directly from the base list’s edit window. From the results window, double click an employee’s name to immediately access the results data record editor where all drug and alcohol test result records can be managed.

Right click an employee name or I.D. to access the popup menu of options:

- Test Data Editor – The complete drug & alcohol record editor for donor sample.
- Sort Data: Ascending/Descending by column.
- Find – Enter any text string or ID to immediately find an entry.

From the Directory window, see the Results\_Mgt menu for tools that help you easily locate specific result records when a specific company/group isn’t known.

The main Results\_Mgt menu options:

- Review Results for Entire Directory
- Find Test Results
- Review by Test Reason (Pre-Employment, Random, etc.)

## 6. General Features

### RandomWare Basic

- Maintain unlimited no. of lists for random selection.
- Full paged views of all data.
- Generate selections by percentage or count.
- Randomly sort the entire roster.
- Automatically generate "numbered" lists for proprietary applications in which names must be kept confidential.
- Selection data is 100% defensible!
- Control diminishing selection lists.
- Import existing data.
- Export data for Excel or any ODBC.
- Maintain complete selection histories.
- Selections by category.
- Import existing data.
- Variable IDs.
- Maintain complete selection histories.
- Reports easily generated.
- Print notification letters automatically.
- An audit trail of each random selection is recorded including a duplicate record of the personnel roster at the time the selection is generated.

### RandomWare Plus+

- **Includes all the functionality of the Basic System.**
- Plus+ features the RandomWare Directory Facility.
- An essential tool for the TPA and MRO.
- Manage multiple locations, departments, etc.
- Manage Pools/Consortia.
- Pre-Employment Testing and Tracking.
- Manage data for all reasons for testing: probable cause, periodic testing, post accident and Other.
- Random Scheduling - Generate random dates by frequency (once a week, twice a week, once a month, four times a month, etc.).
- Account Ledger for billing & invoice generation or as a simple cost accounting tool.
- Manage periodic charges: Weekly, Monthly, Annually, Quarterly, Bi-Weekly, Bi-Monthly & Bi-Annually.
- Data Archiving - Simple and Automatic.
- Maintain Directories for MROs, Collection Facilities and Labs.
- Distribution files eliminate data redundancy.
- Selection Audit Trail Comprehensive & 100% Defensible.
- Automatically Monitor Year to Date & Target Percentages.
- MIS Report Control automatically generates reports for the entire Directory.
- Scheduling
- Email resources for data distribution / broadcasting.
- Random selections print with notes, comments, observation requirements, alert notifications and more.
- Print notification letters with company/department addresses, collection site addresses, notes and comments for collection and resources for envelope or label printing.
- Import data received from Labs and MROs.

## 7. Support: Basic & Plus

Once purchased, your license to use RandomWare never expires, however, support is provided by yearly subscription. A one-year subscription is included with the purchase of a RandomWare license agreement.

Support subscriptions include updates and upgrades as they become available. Assistance is provided by email or telephone. RandomWare reserves the right to change the price and terms of support subscriptions and the price of its software without notice.

### Subscriptions rates

- RandomWare Basic: \$150.00 / year
- RandomWare Plus: \$200.00 / year

Users should have a general understanding of the Windows Operating system.

RandomWare recommends the following books for information about using Microsoft Windows:

- Running Microsoft Windows 2000 Professional by Craig Stinson & Carl Siechert
- Step by Step Microsoft Windows 2000 Professional
- Step by Step Microsoft Windows XP
- Similar books can be found for Windows 95, 98 & NT

These titles can be purchased at Amazon.com. Significant discounts are easy to find at Amazon.

## 8. Installing the Program

### Installation from Disc

Put the disc in the drive and start Windows Explorer.

To expose the files on the disc, double click the CD icon. To start the installation double click **setup.exe** where it appears in the right panel of the window.

### Installation from Download

Click the URL (internet address) provided in your email or type the address into your Internet browser to start the download. See the document about the download procedure for detailed instructions about downloading.

After the download is complete choose the open option to immediately start the installation or save it for installation later. To install on a computer other than the one on which it was downloaded, save the file to a Zip disk or CD and move it to the machine on which it will install.

If you save the file for later installation, use Microsoft's Windows Explorer to locate and double click the file, **setup.exe**, to start the installation.

(Installation Continued . . .)

Setup will create an installation folder - C:\RandomWare. Specify a different folder if required by your application of the program.

When the installation is complete, the RandomWare icon will appear on your desktop. Double click it to start the program.

If you need additional assistance, please visit the web site and review the General Installation Topics found on the Support page.

Every effort is made to continually improve the explanation of features and add additional tutorials. Check the web site often for new help modules. If the date of the currently available module is later than yours, please, feel free to download it.

The installation topics and instructions to download a new help module can be found on the web site at: <http://www.randomware.com/pages/support.html>

Or, go to RandomWare's home page at: <http://www.randomware.com>, and select the Support Option.

PLEASE NOTE:

Security Access Level I & II:

Administrator Login ID: Admin

User Login ID: User

Default passwords, for both administrator and user, (until modified by the administrator) is Random Capital "R", lower case "andom"

## 9. About the Help System

The RandomWare Help System is written using some of the most current technology from Microsoft. Sometimes, unfortunately, that means incompatibility problems with older systems.

Your computer must have Microsoft Internet Explorer version 4.0, or later, installed, or RandomWare's Help System may not function properly or may not be accessible at all. Regardless if you access the Internet from the machine on which RandomWare is installed, or you use another Internet browser, Microsoft's Internet Explorer must be installed.

If the help system is not accessible and Internet Explorer version 4.0, or later, is installed, follow the instructions below:

Install Internet Explorer, version 5.01. If the help system is still inaccessible, run the HTML update, hhupd.exe, from Microsoft. This has fixed all the trouble we've seen with out of date versions of Internet Explorer. If you still experience trouble, please contact us: [Help@RandomWare.com](mailto:Help@RandomWare.com)

Microsoft's Internet Explorer 5.01 update and hhupd.exe are both included with the installation. Both files are copied into the installation folder. Using Windows Explorer, expose the files in the RandomWare installation folder and double click ie5setup.exe to install Microsoft's Internet Explorer upgrade to version 5.01. Double click hhupd.exe to update other Internet modules and components.

ie5setup.exe updates your version of Microsoft Internet Explorer to 5.01.

Hhupd.exe contains Microsoft update modules and components.

## 10. Program Fonts for the Screen & Printing

You may need to set the print fonts before you can properly print documents through RandomWare. The default fonts may not get created for all installations. Print one of the sample Base Lists that accompany the program. If it compares to the print samples included with the installation document, your font settings do not need to be changed.

There are four print font categories:

- Primary Title
- Secondary Title
- Column Headings
- Line Data

And two screen font categories:

- Data Input
- Screen Text (data screen column headings and titles)

When the font control dialog is displayed, set all fonts to Arial, Regular, Size 8 to insure that all data fits on a page. Be certain the option boxes for "Strikeout" and "Underline" are not checked.

See the sections in the help system titled Printing, Fonts & Colors. You'll find articles there discussing the default fonts and the methods by which fonts are specified and controlled. Once set, they remain well maintained and need no further attention.

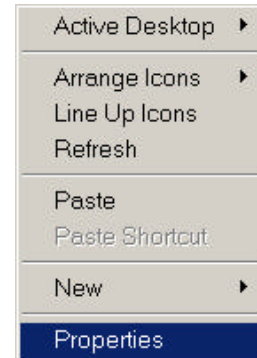
## 11. Color Control – Setting the Display Properties for your Monitor

The pre-selected color settings used by RandomWare will display best if the color palette for your monitor is set to more than 256 colors. If more than 256 colors are not available then refer to Help for assistance with color control. A screen sample is available on the web site that illustrates what you will see when the color palette is not correctly set. Go to RandomWare's support page on the Internet at <http://www.randomware.com/pages/support.html> to see the example.

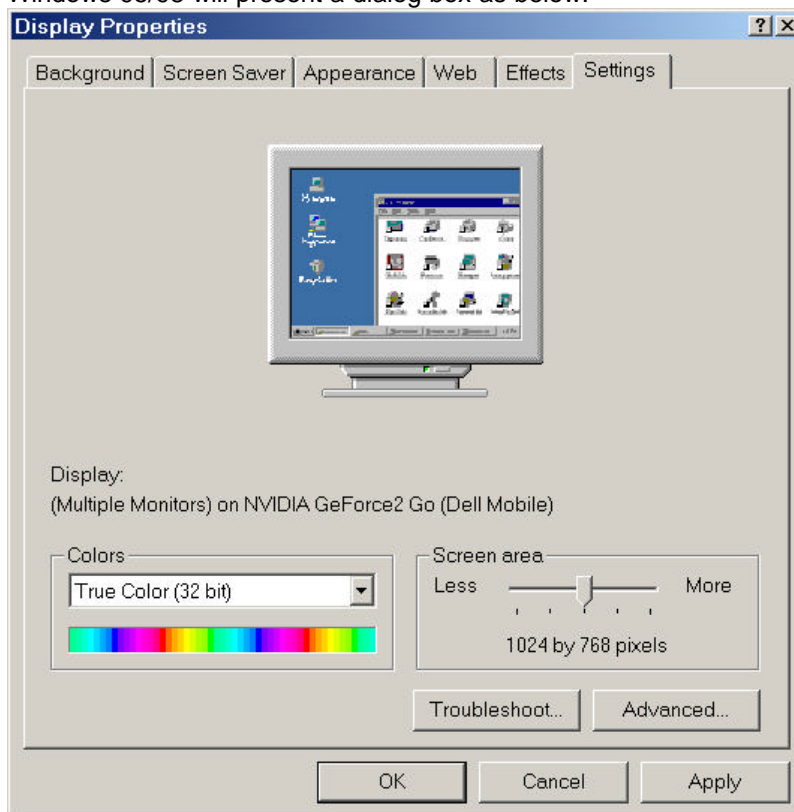
To easily access the display control function click your left mouse button over the "Desktop" and click "Properties" as shown on the right.

Optionally, you can access display control from the "Control Panel."

Once the display control dialog is displayed, select the "Settings" tab and a color palette greater than 256.



Windows 95/98 will present a dialog box as below.



## 12. Cover Sheet & Notification Letters

Print a cover sheet to accompany the random selection report.

The cover sheet summarizes the selection results and reviews the responsibilities required by the specific drug and alcohol testing program.

Print notification letters automatically for each person selected. If the format of the notification letter does not meet the requirements of the application, use the notification data file to print form letters using Microsoft Word's Mail-Merge feature.

The master copies of the Cover Sheet and the Notification Letter are accessed from the Other Data menu option. The documents have specific sections you can edit to accommodate your application of the program.

Every time a random selection is generated, you can edit the text of each section if required by a specific occasion. If you edit the sections from the random selection print control, the changes will persist until reset. A button is provided to reset the text from the master copy.

### Mail Merge

RandomWare\_Mail\_Merge.doc is a Microsoft Word document provided to illustrate the features of Mail-Merge. The text file that feeds this form letter is Orange\_County\_Taxi\_Service.Ntx. These files are found on the installation disc. If you copy the files to your hard disk, you will need to remove each file's Read-Only property. In general, files copied directly from a CD are written to the target media as Read-Only.

The results of every random selection are written to a separate text file. Every data item for each person selected is written to the file including specifics of the selection:

- Drug and alcohol test requirements.
- Location of collection site if specified in the selection including On-Site locations.
- Employee's company name and address.
- Status of an individual's selection: Primary Donor or Alternate.
- Notes and comments entered for the individual. These notes are recorded in the personnel roster.

The notification data files are written to the installation subfolder **Notice**. You will find subfolders under **Notice** named for specific selection dates. The subfolder names appear in the format mm/dd/year. The notification data files are found in these folders. The files are named identically as the personnel roster if you're using the Basic system or identically as the company is entered in its respective RandomWare Directory. The notification files are assigned the extension .NTX. If the random selection was from a Pool or Consortium then multiple files will be found. One file, named identically as the Pool, will list all individuals selected and one file for each member of the consortium represented in the selection. No data will exist for a consortium member that did not have representatives selected. Printing notification letters using the Mail-Merge feature is outlined in the help system. Start the help system, click the Contents tab, double click the Help System Overview book to list its topics and click the page titled Notification File & Mail Merge. Mail Merge can be used to print envelopes and labels. A separate data file is created that contains the address of each company for whom a random selection was generated. An address file is also generated for multiple envelopes or labels when generating selections from a consortium. The address files use the extension .ADR.

### 13. Sample Reports

Additional reports in Adobe Acrobat format (PDF files) are included on the disc. Using Windows Explorer, double click a file to open it in Adobe's Acrobat reader.

Most installations of Microsoft Windows have a copy of the Adobe Acrobat Reader. If you double click a PDF file it usually opens in the system's Internet browser.

If your system doesn't include this resource, it's available free from Adobe's website.



To download a copy visit Adobe at <http://www.adobe.com>. Scroll down the page until you see the link to **Get Acrobat Reader**. Click and download.

#### Included Reports

- Directory\_Detail: List the details for each directory entry.
- Directory\_Summary: List the companies in the directory.
- MIS\_Report\_Single: General MIS reports for drug & alcohol test results for a single company.
- MIS\_Report\_Multiple: General MIS reports for drug & alcohol test results multiple related companies combined in a single report.
- Personnel\_Detail: Personnel data sheet.
- Random\_Brief: Random selection results listing.
- Random\_Detail: Random selection results listing.
- Random\_Summary: Random selection results listing.
- Random\_WorkSheet: Random selection results listing.
- Roster\_Summary: Personnel roster summary.
- Test\_Results\_Detail: Drug and alcohol test results for an individual.

#### **NOTE:**

The reports included with the installation were generated from a sample data set and a many of the data items were never entered, consequently, some reports show item headings with no corresponding data. These reports have been provided to illustrate the data items supported and the variety of reports featured.