testconfirm

TestConfirm User Guide Manual

TestConfirm User Guide

You can use your TestConfirm account to enter donor information and record instant test results. After you have completed an instant test, you may choose to send the instant test sample for laboratory confirmation using your account. You can also order more instant drug testing inventory for multiple locations in your business.

Your TestConfirm account will work with the TestConfirm website or the TestConfirm Mobile App for iOS and Android. The website and the app are connected so everything you do in your account on one will show up in the other. For example, if you upload donors on the website, those donors will also show up on the app.

Account Types

TestConfirm has three different types of accounts that people can use:

- Admin
- Sub-Admin
- Collector

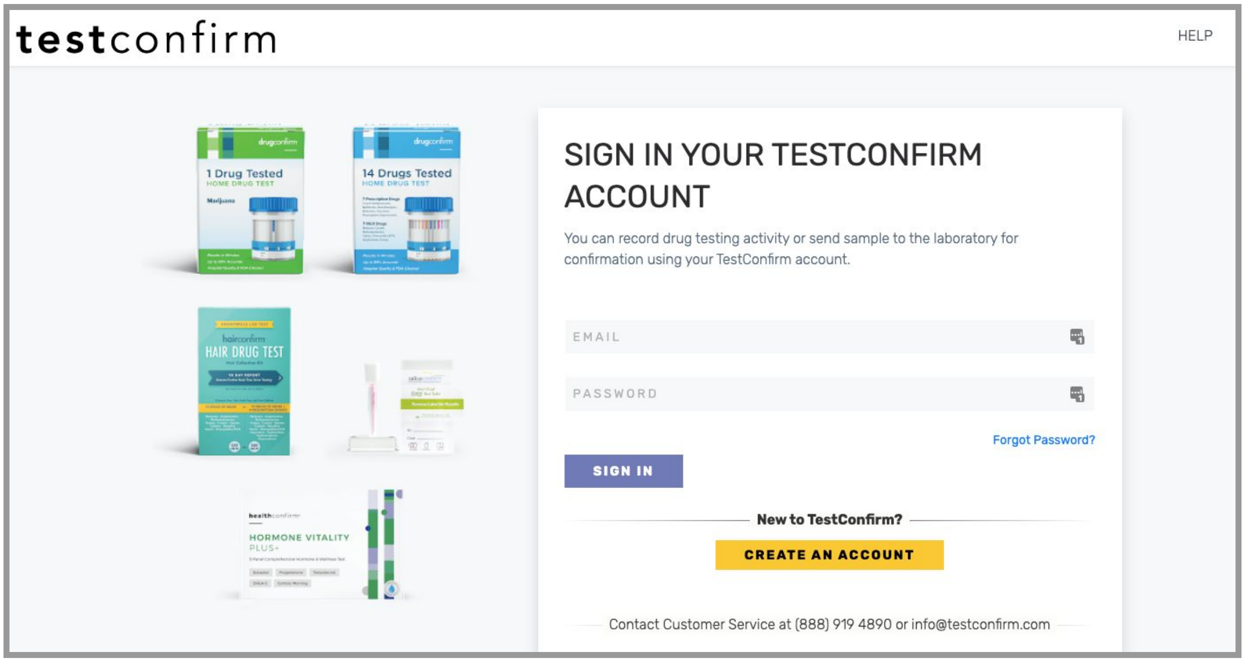
Admin accounts are for top-level account owners. They can access all parts of a company's account.
Sub-Admin accounts are for lower level admins. They have access to most of a company's account and must be added by the main admin account.
Collector accounts are for collectors. They have limited access to a company's account and must be added by an admin.

There is also the Lab Confirmation Only section to the admin account. This is a separate section meant to deal with tests that a company does not require a record of. Please see the Lab Confirmation Only section for more information on this section.

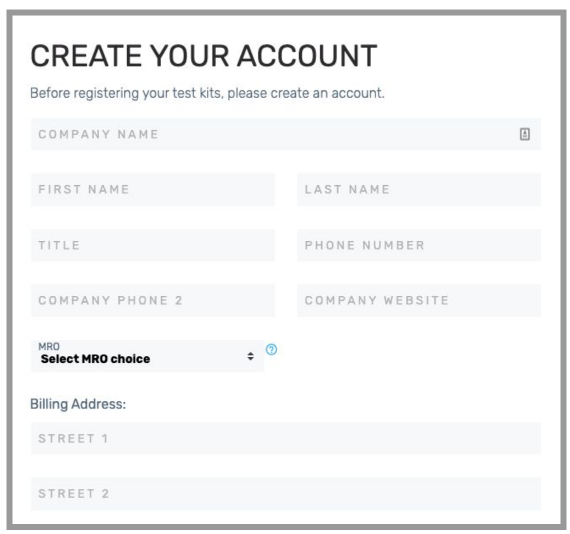
Sign in/Registration

You can register for an account or sign into an existing account at testconfirm.com/corp. To sign into an existing account, enter your login credentials. If you have created an account on the TestConfirm mobile app, you can use the same credentials to log into your account on the TestConfirm website.

To create an account, click “CREATE AN ACCOUNT” and fill out the required information. You will be able to use these login credentials to log into the TestConfirm mobile app.



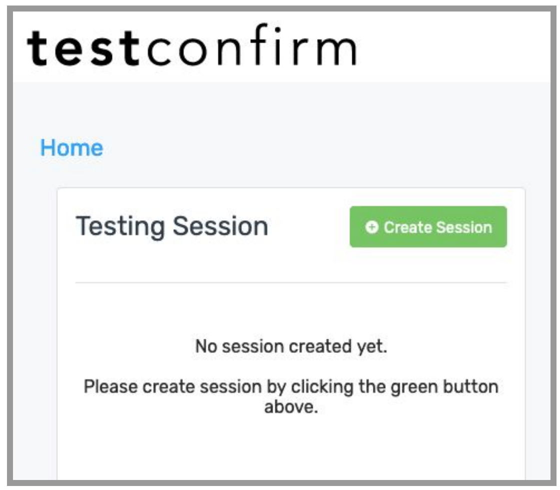
Fill in the Testing Session name, select the testing device you’re using from the drop down menu, select the reason for the session from the drop down menu and add any special notes to the session in the space provided.

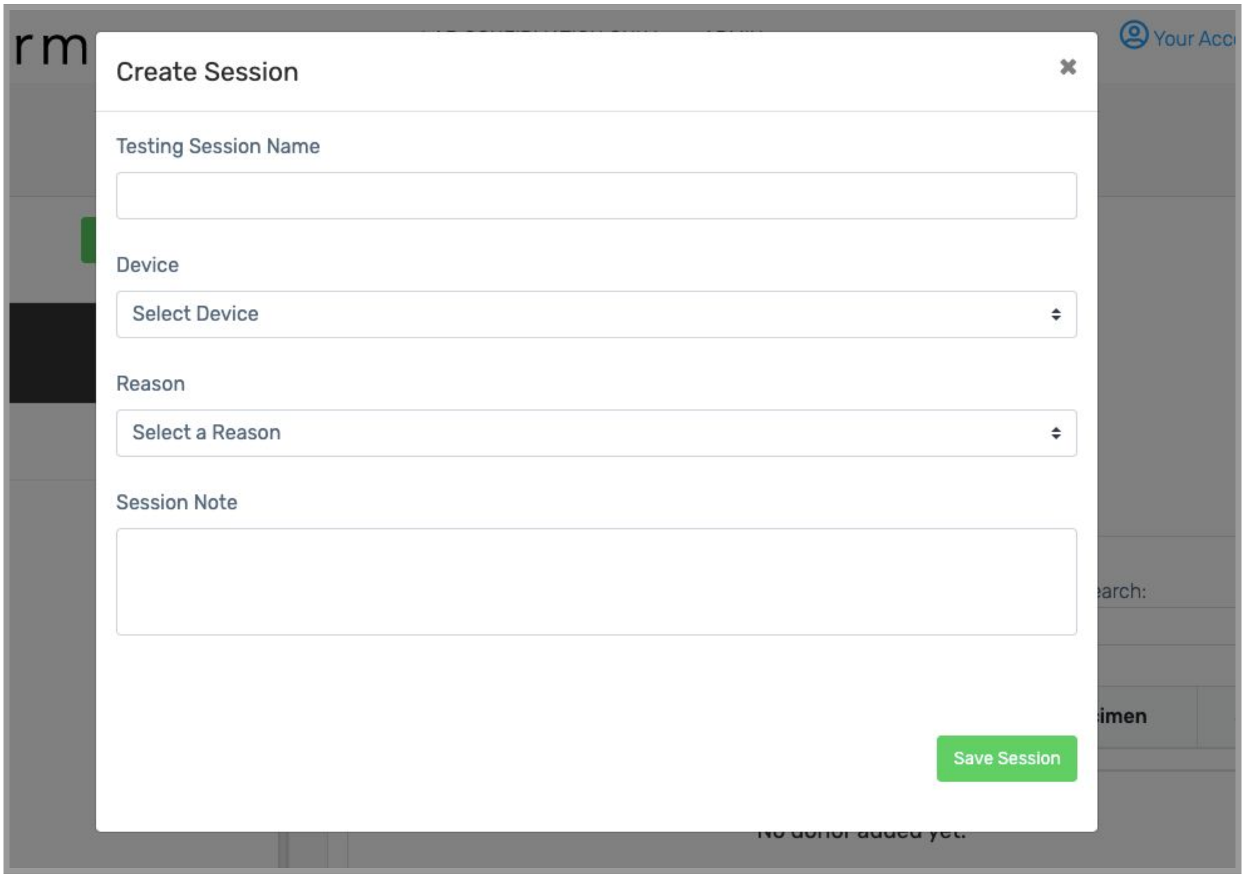


Creating Testing Sessions and Adding Donors

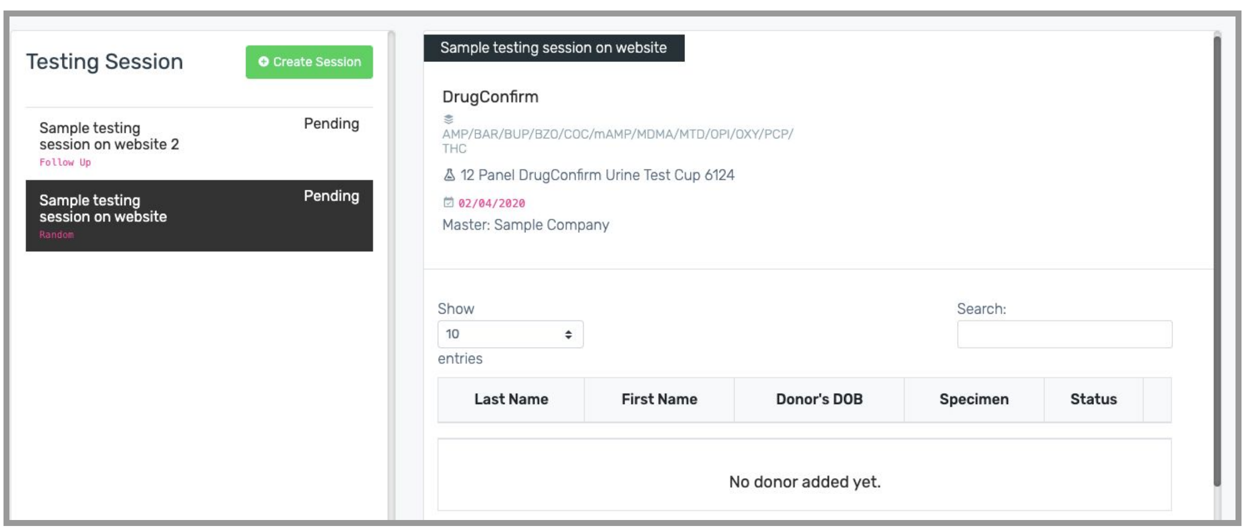
You can create a testing session by clicking on the “Create Session” button on the left panel of the home page.

Fill in the Testing Session name, select the testing device you’re using from the drop down menu, select the reason for the session from the drop down menu and add any special notes to the session in the space provided.





When you create Testing Sessions, they will appear in the left panel. To see the details of any Testing Session, click on the session's box in the left panel and its details will appear in the right panel.

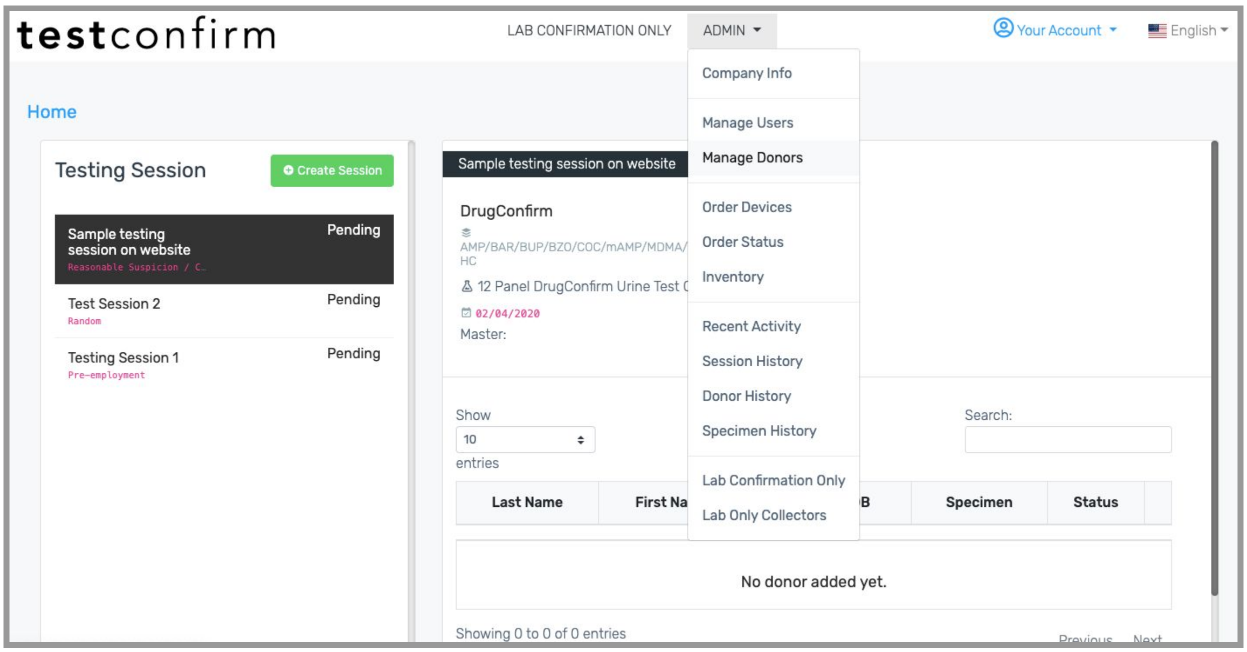


Each test you record will be time-stamped by the system, so even though you might name a Testing Session with a date, each of your recorded specimen tests will have their own collection date time-stamped and recorded.

Adding Donors

You can add donors to a specific Testing Session or add them to your account in general and assign them to a Testing Session later.

To add donors, go to the ADMIN drop down menu at the top of the page and select “Manage Donors.”



You will be taken to a page where you can create an individual donor profile or upload a Comma-Separated Values (.cvs) file with one or multiple donors.

To add an individual donor, fill out their information in the “CREATE DONOR” box including their first name, last name, date of birth, phone number, ID number and email address.

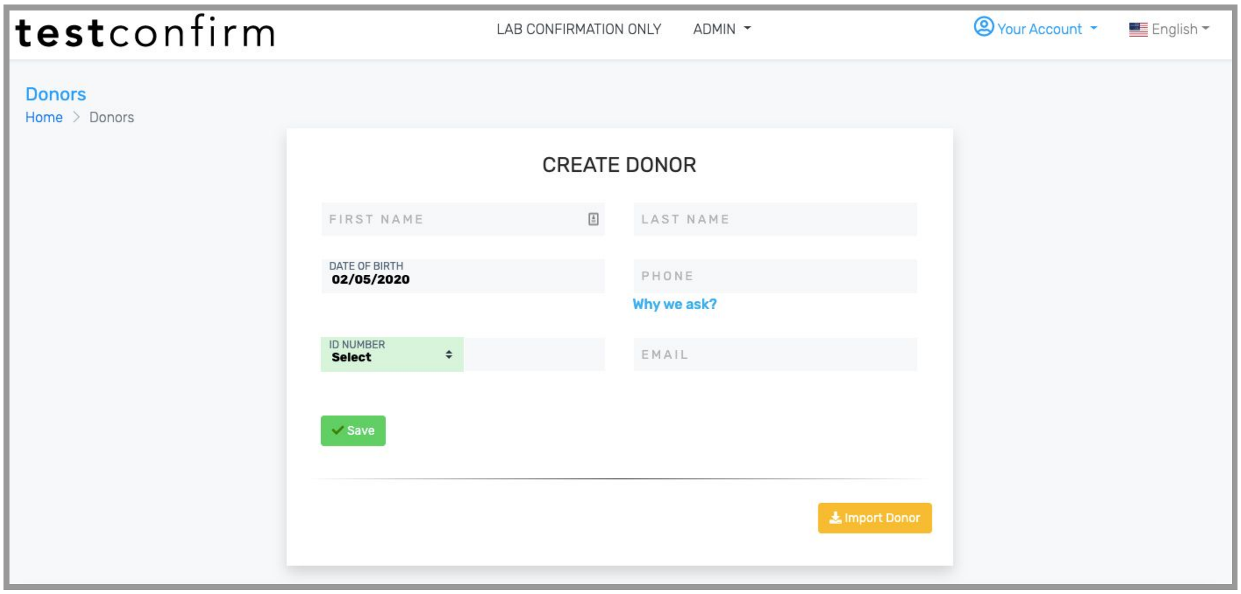
If you do not have a phone number for the person, use 555-555-5555. This is the equivalent of leaving it blank.

Note that a phone number is required to collect consent from the donor in the event their specimen needs to be sent to the lab for more testing. Email can be used as a backup.

You can enter one of three employee identification types:

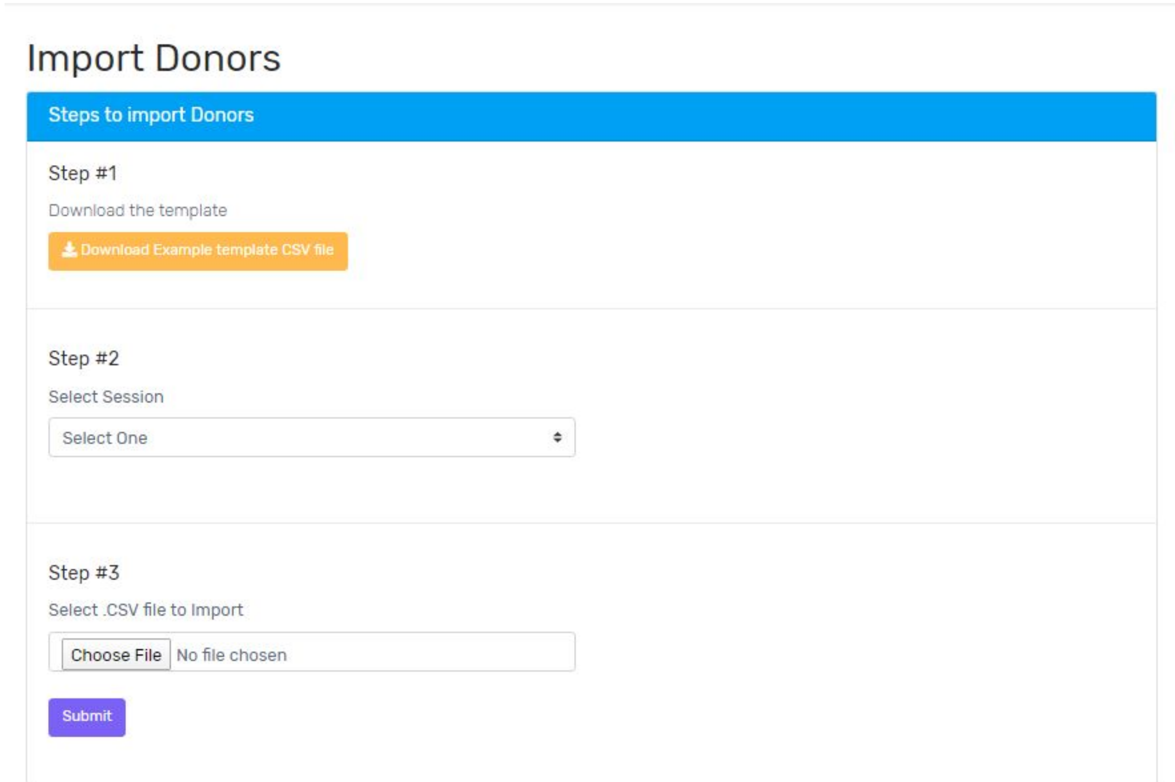
- Employee #
- ID #
- Driver License

Click "Save" and the donor will be added to the list below.



To import a .cvs file with one or multiple donors, click "Import Donor."

You will be taken to an Import Donor Screen. You can select from the drop down menu to import donors to your account without assigning them to a specific Testing Session or you can choose to import them directly into a specific Testing Session you have created.



Next, you can select a .cvs file to import by clicking "Choose File." The file has to be in an exact format. You can download an example of the exact format by clicking the button that says: "Download Example template CSV file."

The format is as follows:

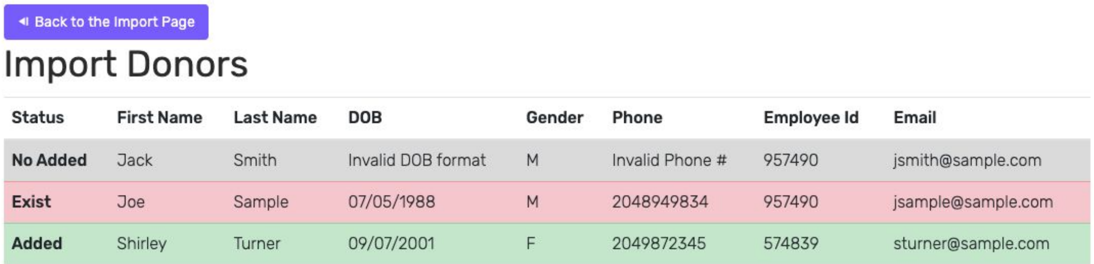
example

FirstName	LastName	DOB(mm/dd/yyyy)	Gender	Phone	Employee ID	Email
Joe	Doe	12/30/1980	Male	6191112222	A1B2C3D4E5	jdoe@test.com

Click "Submit" and if the employees' information is all in the correct format, they will be added to your account and the employee's line in the table will appear green and the Status will say "Added."

If any entries on the .csv file do not conform to this format, the Status will read "No Added" and the line in the table will appear gray. It will also tell you which entries are invalid.

If an employee already exists in your account, their line will appear red in the table and the Status will read "Exist."



Back to the Import Page

Import Donors

Status	First Name	Last Name	DOB	Gender	Phone	Employee Id	Email
No Added	Jack	Smith	Invalid DOB format	M	Invalid Phone #	957490	jsmith@sample.com
Exist	Joe	Sample	07/05/1988	M	2048949834	957490	jsample@sample.com
Added	Shirley	Turner	09/07/2001	F	2049872345	574839	sturner@sample.com

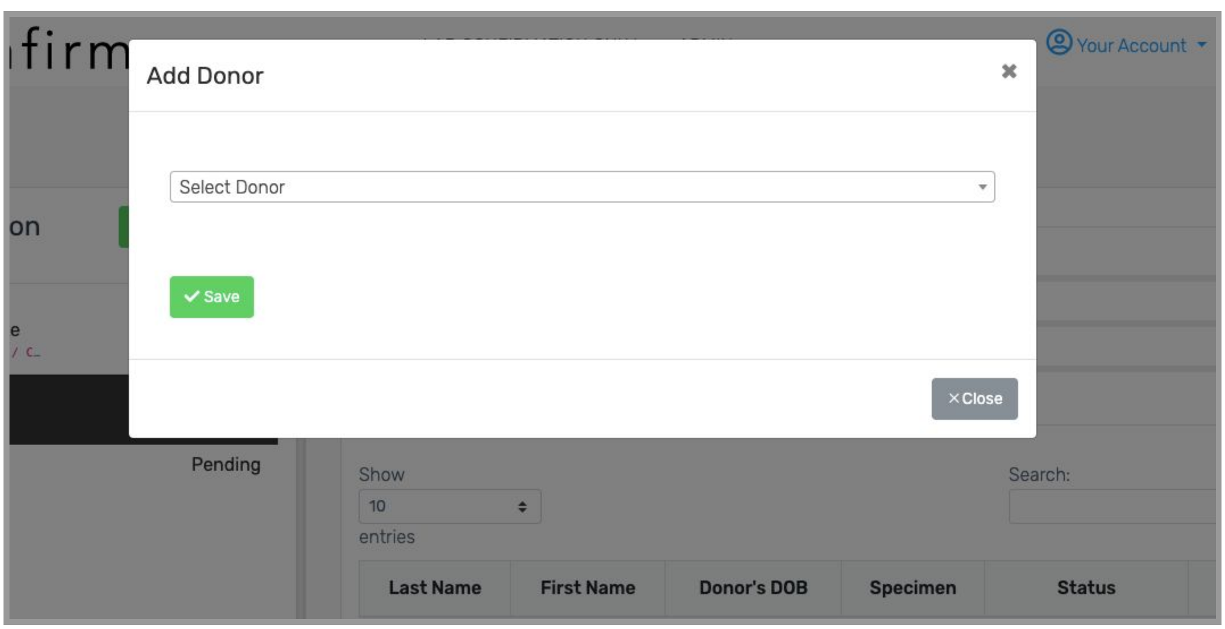
When you are finished uploading a file, you can click the “Back to the Import Page” button at the top. You can then upload another file or navigate away from the Import Page to wherever you need to go next.

Adding a Donor to a Specific Testing Session

To add donors to a specific Testing Session, click on the Testing Session you want to add donors to in the left panel of your homepage. At the bottom of the Testing Session information in the right panel, you will see “Add Donor” and “Import Donor” buttons.

If you click “Add Donor,” you can select from donors who have already been added to your account. You will see a popup window with a drop down menu of all the donors you have added to your account.

Select a donor from the drop down menu, click “Save” and they will be added to the Testing Session.



If you want to import one or more donors from a .cvs file, click “Import Donor” and you will be taken to the File Upload Page where you can import the .cvs file.

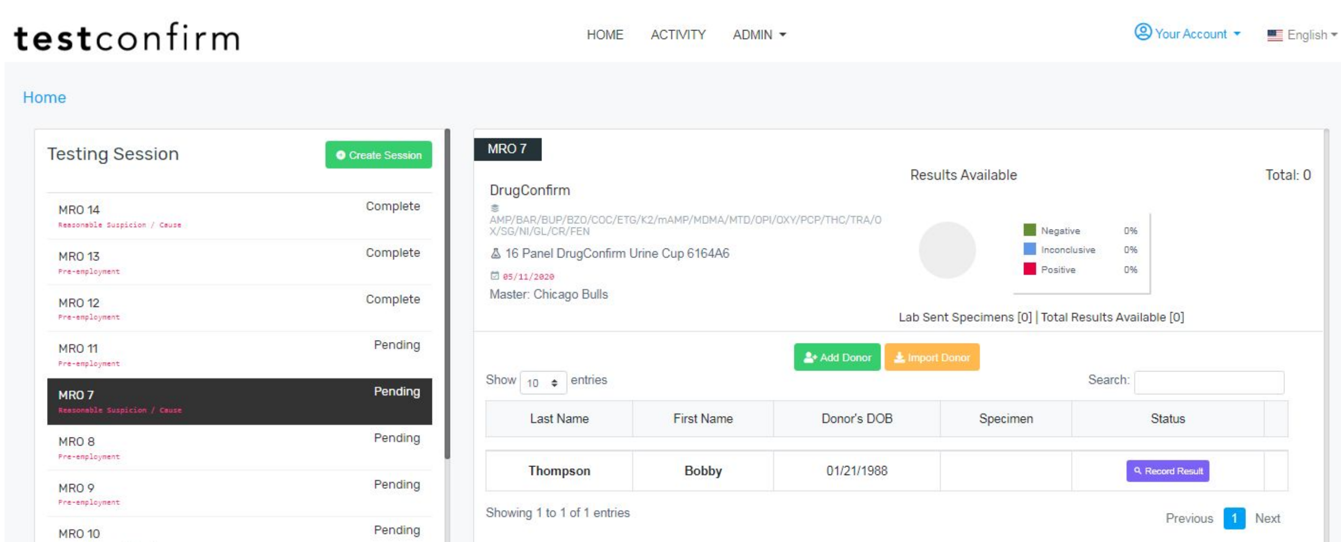
IMPORTANT: You should alert donors before you add them and their phone number and/or email address because they will receive a text message or email asking them for consent. This message might look suspicious to them if they are unaware that you’ve added them to your testing database.
All tests must be consented to before they can be sent to a laboratory for confirmation testing if you are using the Testing Sessions option.

Recording Instant Test Results

Once you have added a donor to a Testing Session, you can perform an instant drug test with this person and record the results.

To record test results for a donor, click the Testing Session in the left panel of the Home page and it will bring up that session’s information in the right panel.

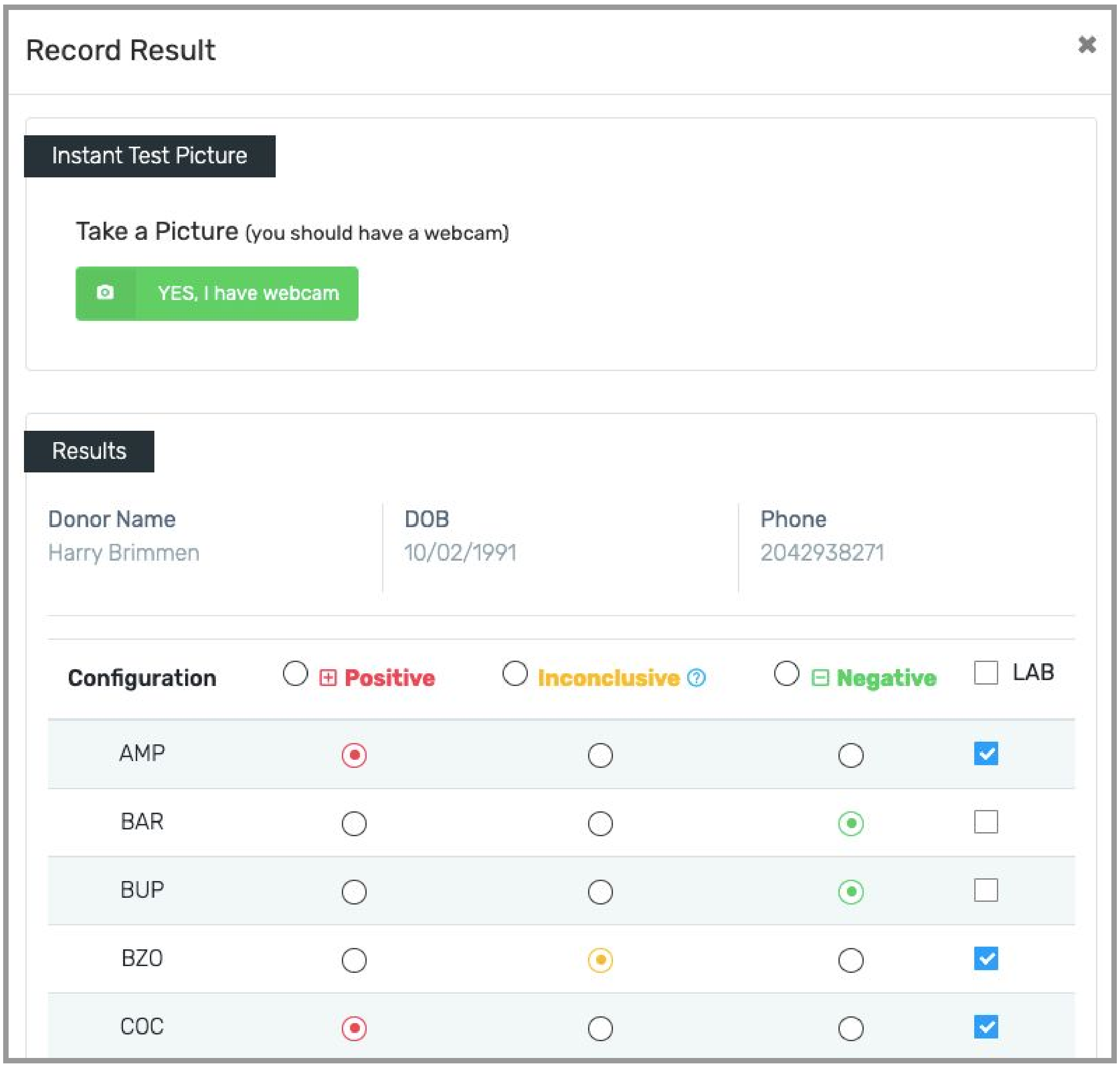
Click the purple “Record Result” button in a donor’s line on the displayed table.



This will open the “Record Result” popup window where you can take a photo of the instant testing kit if you have a webcam on your computer. You can also fill out the instant testing results from the provided table. It has a list of possible drugs to test for and columns indicating Positive, Negative and

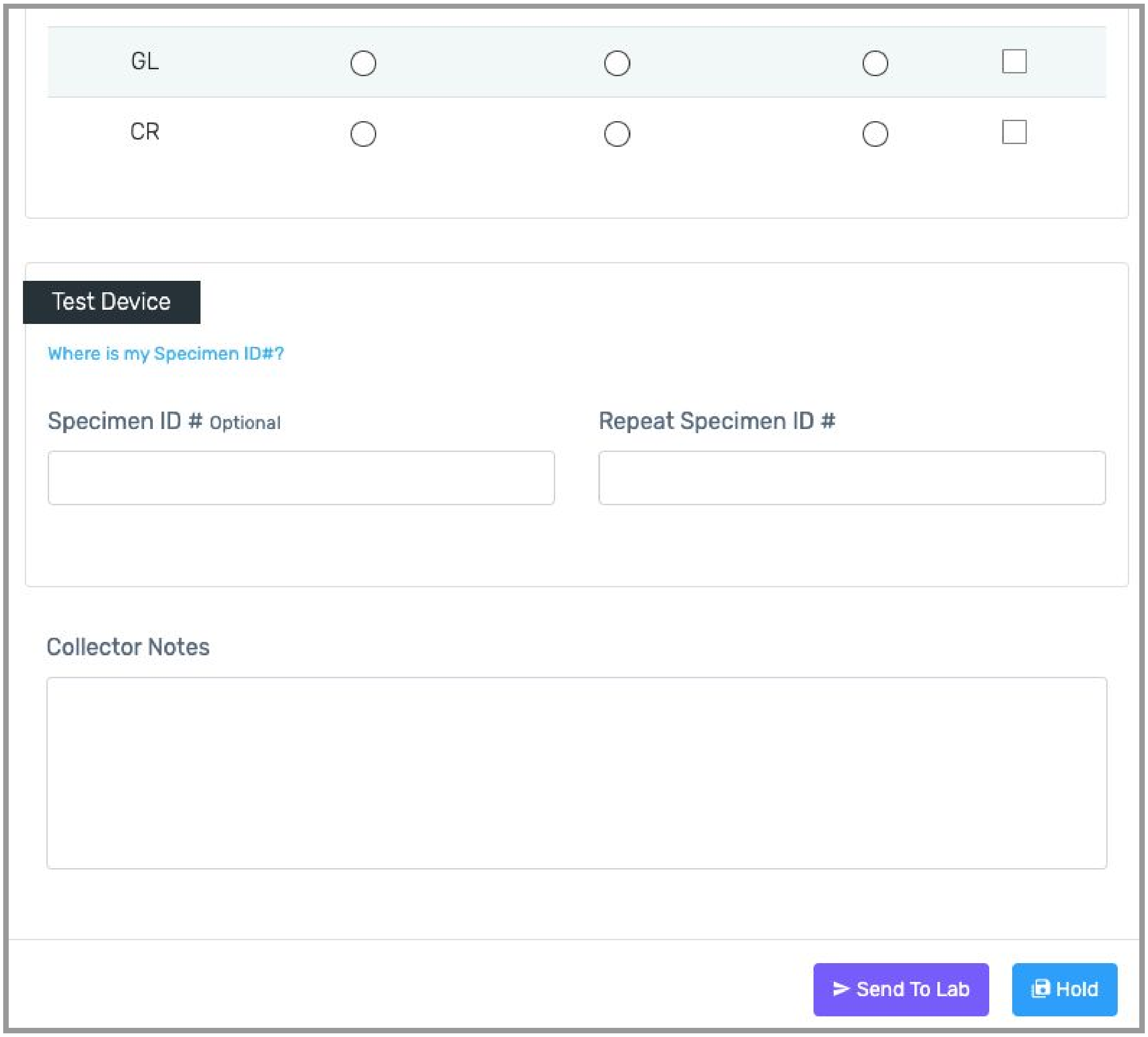
Inconclusive results, as well as a column for choosing which results you would like sent to a laboratory for confirmation testing.

A collector can ignore any of the drugs that are not applicable to a test. Leaving them blank means they are not entered into the system for that particular test at all.

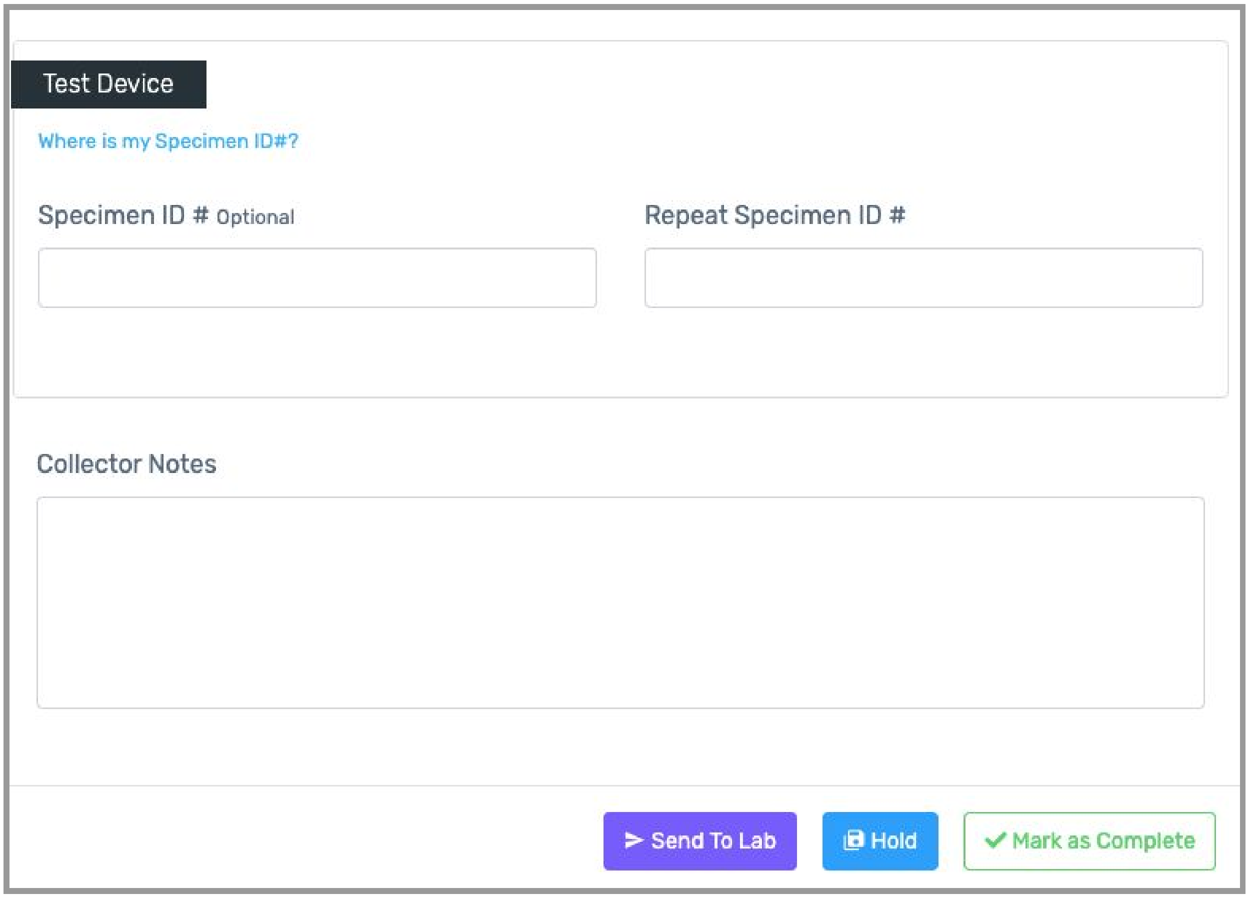


At the bottom of the Record Results popup, the collector can input the testing device’s Specimen ID (found on the Chain of Custody form) and choose to send the result to the lab or to put it on hold. Putting a sample on hold is essentially saving it to deal with later.

They can also add notes if required.



IMPORTANT: If a collector marks all of the possible drugs as "Negative," (and leaves drugs not applicable to the test blank) this will cause a "Mark as Complete" button to appear at the bottom of the Record Results popup screen. Marking the test as complete means it has been completed and no further action is required.

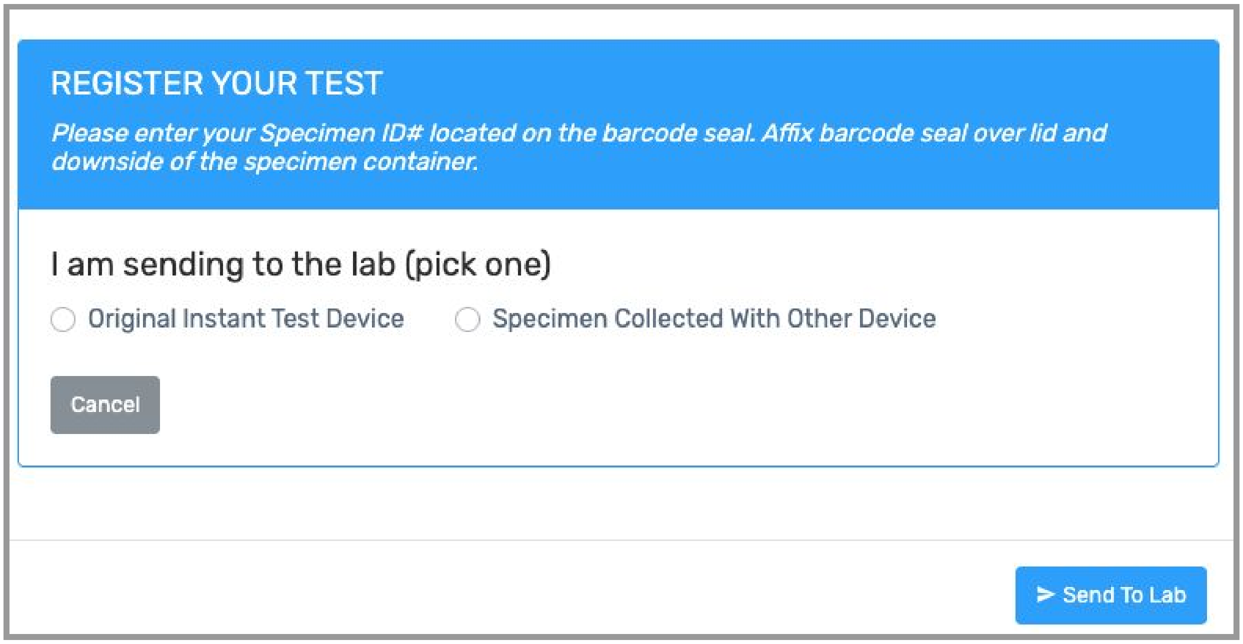


Sending a Drug Test Result to the Lab

Clicking “Send To Lab” will cause a new section to appear at the bottom of the Record Results page. You can use this new section to register your test.

You will first have to choose if you are sending the original instant testing kit to the laboratory or a new specimen collected from the donor using a new collection device. You will need to fill out the Specimen ID number of the instant testing kit you are sending to the lab or the Specimen ID number of the new collection device you are sending to the lab.

When you click “Send To Lab,” you will see a confirmation note at the bottom saying the kit or new collection device has been sent to the laboratory.



IMPORTANT: You will need to physically send the instant testing kit or other sample collection device to the laboratory. Please see the section on shipping labels on the Activity page to learn about physically sending the samples to the laboratory.

TestConfirm Screens and Tabs

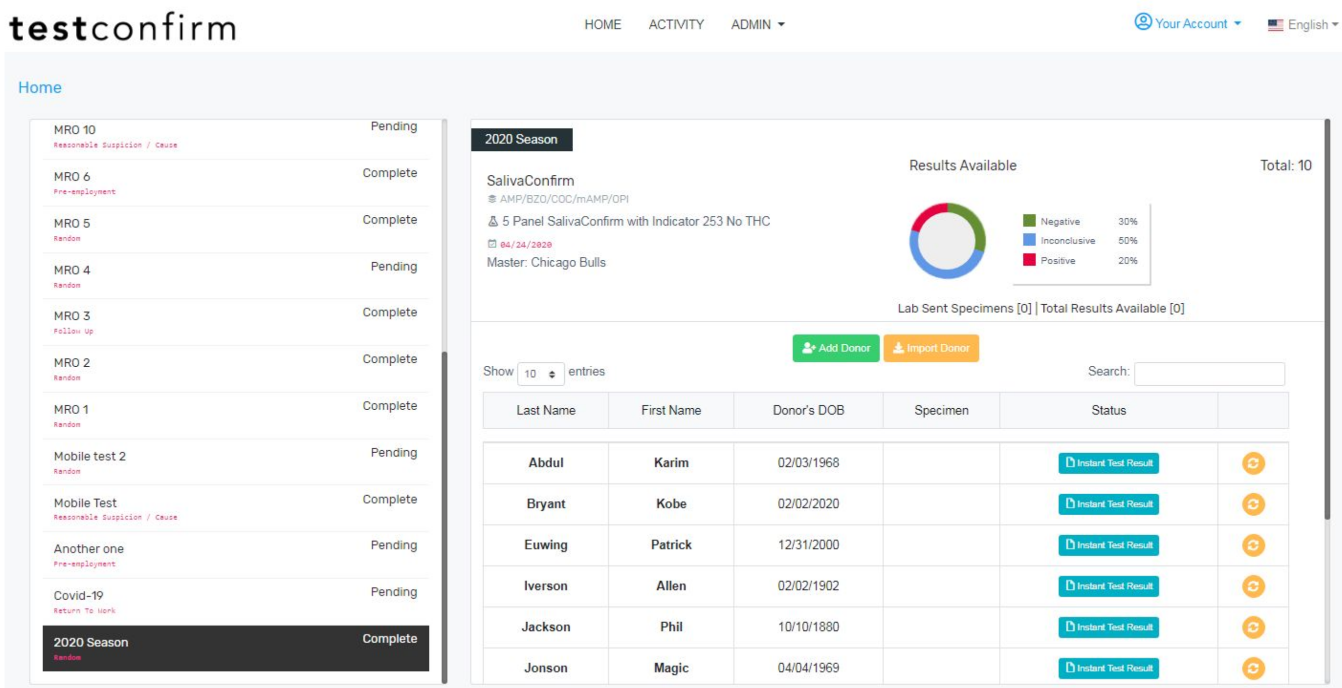
At the top of the TestConfirm site, you will see either one, two or three tabs depending on what type of account you have, plus the Your Account tab to the right (more on that below). Not including the Your Account tab, the possible tabs you will see are:

- Home
- Activity
- Admin

HOME

The Home tab will take you to your home page, which contains all your testing sessions in the left hand panel and a detail window in the right hand panel. When you have a testing session chosen in the left hand panel, its details will appear in the right hand panel.

This is the main page where collectors and admins will create and manage Testing Sessions.



ACTIVITY

The Activity tab will take you to your Activity screen where you can see all of the recent activity on your account. You can choose how many items you want to show on this page and how you would like the items to be displayed (alphabetical by name or by date issued, for example).

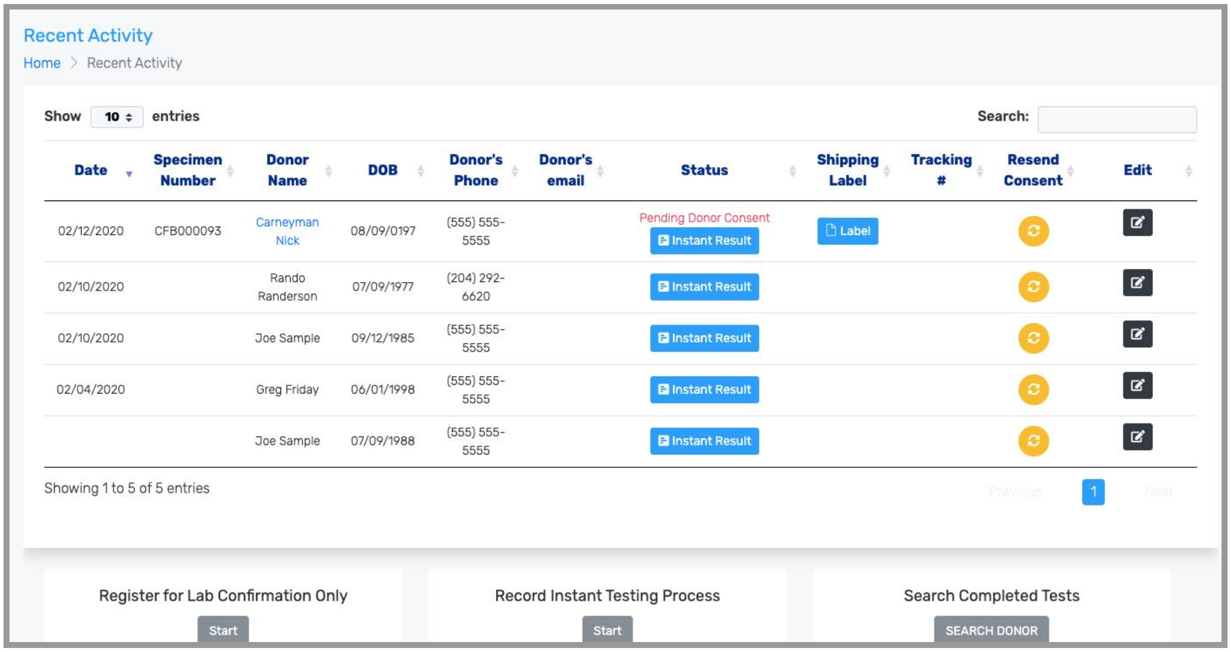
You can do a number of things from this page, like:

- View instant test results by clicking on the “Instant Result” status in a donor’s line. (Results will open in a new browser tab.)
- Buy a shipping label by clicking on the “Label” button in a donor’s line. (A popup window allows you to buy a label via PayPal or with a credit or debit card.)
- Resend a consent email or text message by clicking the icon under “Resend Consent.”
- Edit a donor’s information by clicking the icon under “Edit.”

From the bottom of this screen, you can also:

- Register a test for lab confirmation only processing
    - (Clicking “Start” will take you to the Lab Confirmation Only screen.)
- Record instant tests

    ◦ (Clicking “Start” will take you back to the Home page where you can start or continue a testing session.)
- Search completed tests
    ◦ (Clicking “Search Donor” will take you to the Donor History screen.)



Both testing activities from Testing Sessions and Laboratory Confirmation Only registrations are shown on the Activity page.

ADMIN

The Admin menu is only visible to Admin and Sub-admin user accounts. Collector accounts will not be able to see this tab and the menu items under this tab.

Hovering your cursor over the Admin tab will reveal a drop down menu of items to choose from, including:

- **Company Info:** Where you can change your company’s contact, billing information and password.
- **Manage Locations**: Where you can manage the various locations you’ve added for your business.
- **Manage Users:** Where you can add and edit the users who have access to your company’s TestConfirm account.
- **Manage Donors**: Where you can add and manage donors under your Testing Session system.

- **Order Devices:** Where you can order instant testing kits from Confirm BioSciences.
- **Order History:** Where you can see the status of orders you've placed with Confirm BioSciences.
- **Inventory Status**: Where you can check how many instant testing kits you have in stock.
- **Session Settings:** Where you can find and view the history of the Testing Sessions you've conducted in your Testing Session system.
- **Donor History:** Where you can find and view the history of your donors' tests conducted in your Testing Session system.
- **Specimen History:** Where you can find and view the history of your specimens gathered in your Testing Session system.
- **Lab Confirmation Only:** Where you can register collection kits that do not have any instant screening test results and you can send samples to the laboratory for full laboratory testing with different panel options.
- **Lab Only Collectors:** Where you can add the collectors that do lab confirmation only specimen collection. Please keep in mind that these are lab only collectors and are not the same collectors who are registered in the Testing Session tab who have their own TestConfirm user account (either as an Admin, Sub-admin or Collector).

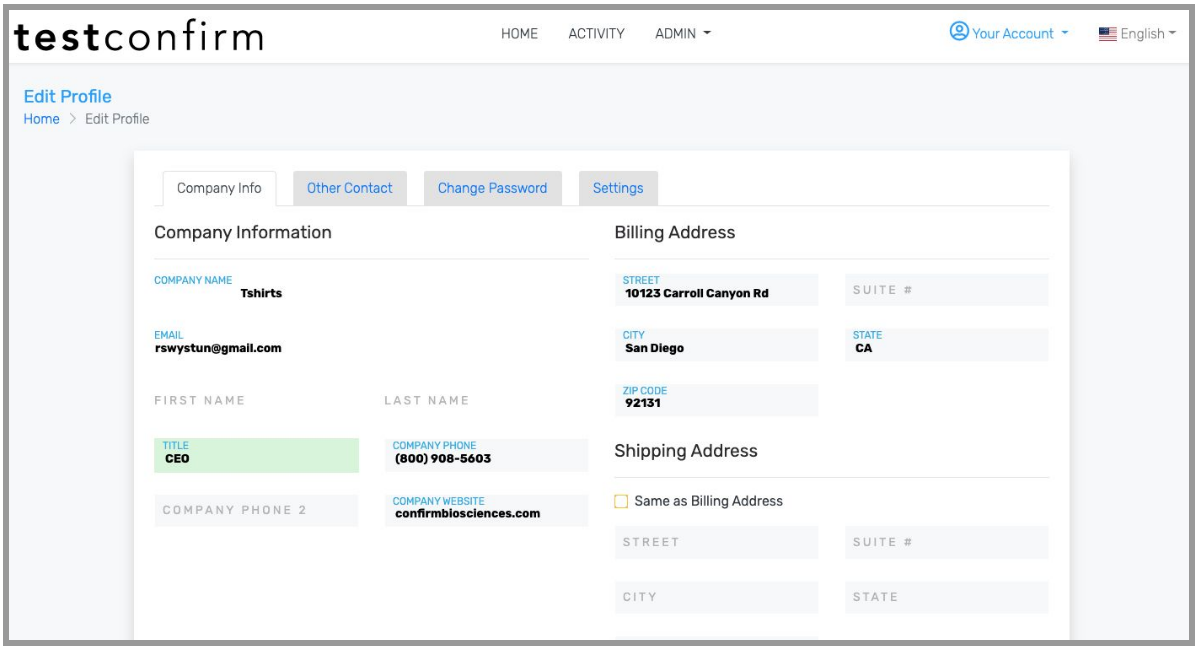
Admin Menu Functions

On the Company Info screen, you will see the following tabs:

- Company Info
- Other Contact
- Change Password
- Settings

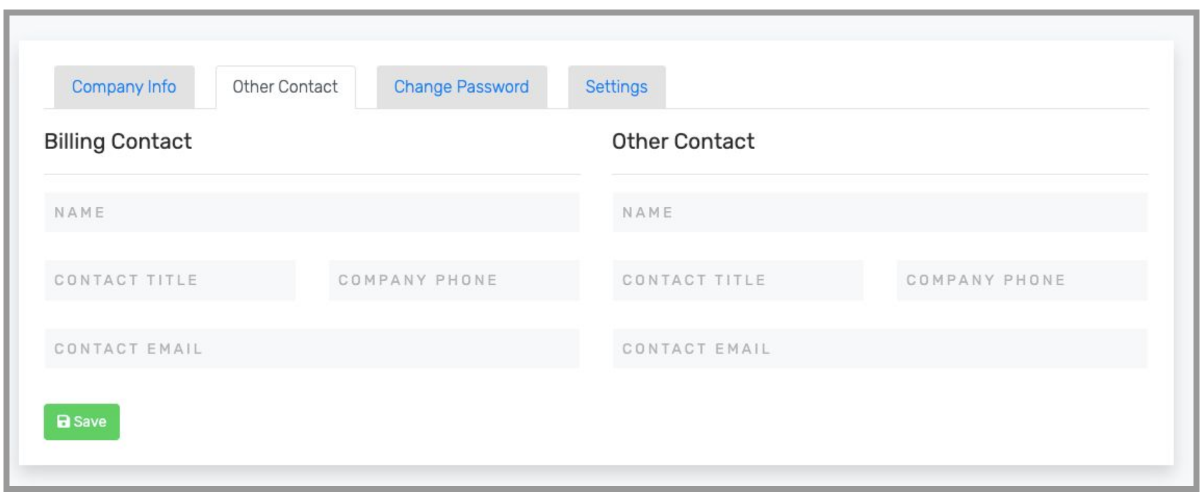
Company Info

You can change some of your company's info and the info of the person who created the account under the Edit Company Info tab.



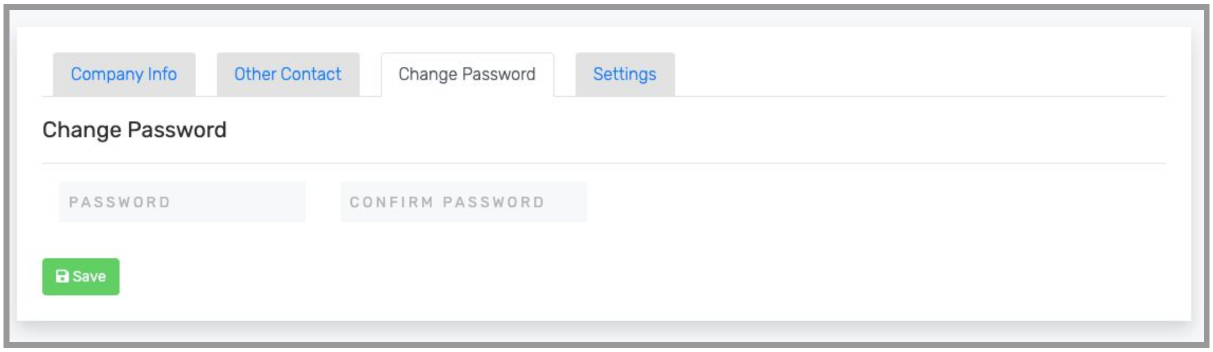
Other Contact

You can add a Billing Contact and Other Contact for your account in this tab.



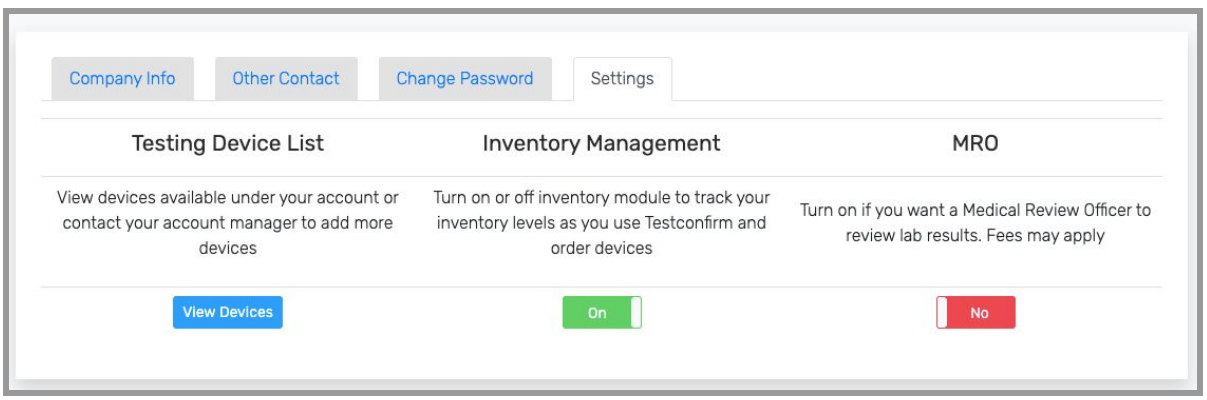
Change Password

You can change your account's password in this tab.



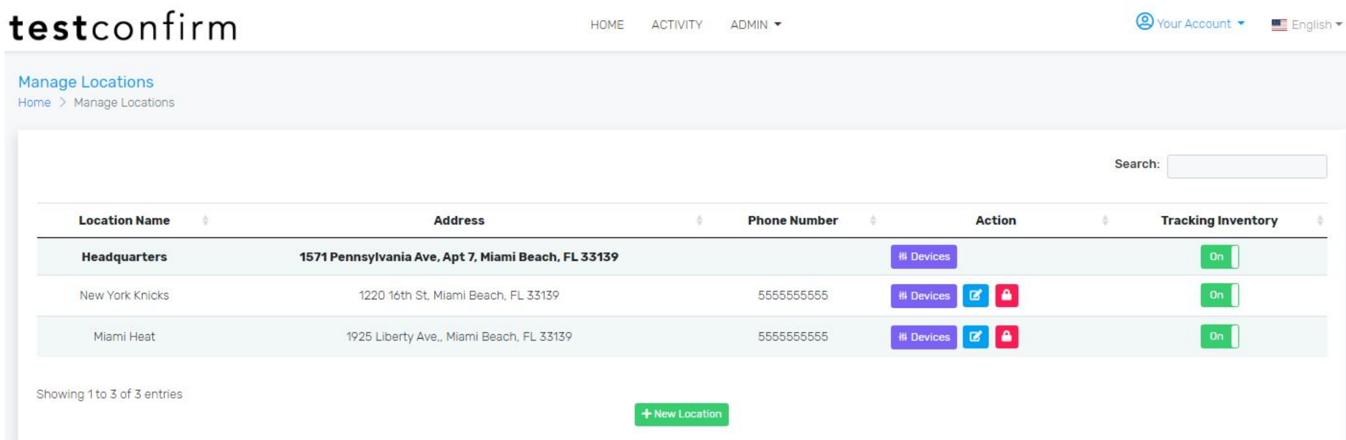
Settings

You can view and change key account settings in this tab, including viewing all the devices you have registered to your account by clicking "View Devices" (this will open a popup window), turning Inventory Management on and off using the toggle switch and turning Medical Review Officer Reviews on and off using the toggle switch.



Manage Locations

In this menu item, you will see a list of all the locations you've added. If you have not added any, you can add locations from this screen by clicking "+ New Location."



When adding a new location, you can input the address and phone number and the location name and the name of the supervisor in a pop up window that will appear.

Clicking the edit icon allows you to edit a location's information. Clicking the lock icon allows you to enable or disable a location. When a location is enabled, tests can be shipped to that address. When it is disabled, tests cannot be shipped to that address. You can use the "Tracking Inventory" toggle switches and enable or disable inventory tracking at a given location.

These are the locations where you will conduct instant drug testing. They can be job sites or regional headquarters or any other type of location your company has.

Device Inventory and Reordering

You can manage your inventory from this page by clicking "Devices" in a location's line. This will open a Device Inventory popup table.

This table shows you:

- Device Names of your inventory (10 Panel SalivaConfirm, for example)
- Device SKUs
- Quantity Available (how many you have at that moment)
- Quantity in Transit (how many are currently being shipped to you)
- Minimum Inventory (the minimum you want to have in stock at any time)
- Reorder Quantity (how many cases you want to reorder at a given time)
- Used in 180 Days (how many you've used in the past 180 days)
- Actions you can take (activate, update, disable)

You can use this table to set a minimum inventory number for a given device. As these devices are used at that location, TestConfirm's inventory tracker will note how many tests are currently available at a given time. (Note that the tests must be registered with TestConfirm when samples have been collected for us to track the inventory.)

When the inventory levels get close to the minimum level, that device's row in the Device Inventory table will turn yellow. When the inventory gets to and falls below the minimum number, the row will turn red.

For example, if you set your minimum inventory for a 10 Panel SalivaConfirm test at 50 and set your reorder quantity at 12, the row will turn yellow when your inventory for that specific test gets near 50 and it will turn red when your inventory for that device falls below the minimum inventory.

You can then manually reorder your set reorder quantity by clicking the green "Re-Order" button at the bottom of the table, which will take you to the manual device ordering page.

Device Inventory ✖

Location Name: **Headquarters**

(Select All) DEVICE NAME	DEVICE SKU	QTY AVAILABLE	QTY TRANSIT	MIN INVENTORY	REORDER QTY	USED IN 180 DAYS	ACTION
10 Panel SalivaConfirm Saliva Indicator 17104 case size :25	HE-Oral-17104ipr	47	125	50	Choose Cases	9	Update Disable
6 Panel ORATECT Saliva Test case size :25	AL-Oral-Oratect6	0	0	0	Choose Cases	0	Update Disable
4 Panel SalivaConfirm Test case size :25	ALFA-Oral-4pr	0	0	0	Choose Cases	0	Update Disable
12 Panel SalivaConfirm Premium with Indicator case size :25	He-Oral-76125ESI	0	0	0	Choose Cases	1	Update Disable
NicAlert Instant Saliva Nicotine Test case size :25	NY-Oral-NicAlert	10	0	0	Choose Cases	0	Update Disable

Manage User

On this page you can create Collector or Sub-admin accounts. These accounts can use your company's main account that you created by signing into it with the sub-account you've created for them.

A Collector account is only able to create sessions, manage sessions and conduct instant tests. They will not have access to the Admin tab and everything within that tab. The owner of the main admin account can give permission to Collector accounts to create sessions by setting the toggle switch in the Create Session column to Yes. If the main admin does not want a collector to be able to create sessions, they can set the toggle switch to No.

A Sub-admin account is able to create sessions, manage sessions, conduct instant tests and has access to the Admin tab and everything under it. Even though they are a type of Admin account, they are a Sub-admin only for their *own section of the account* and not the overall main account.

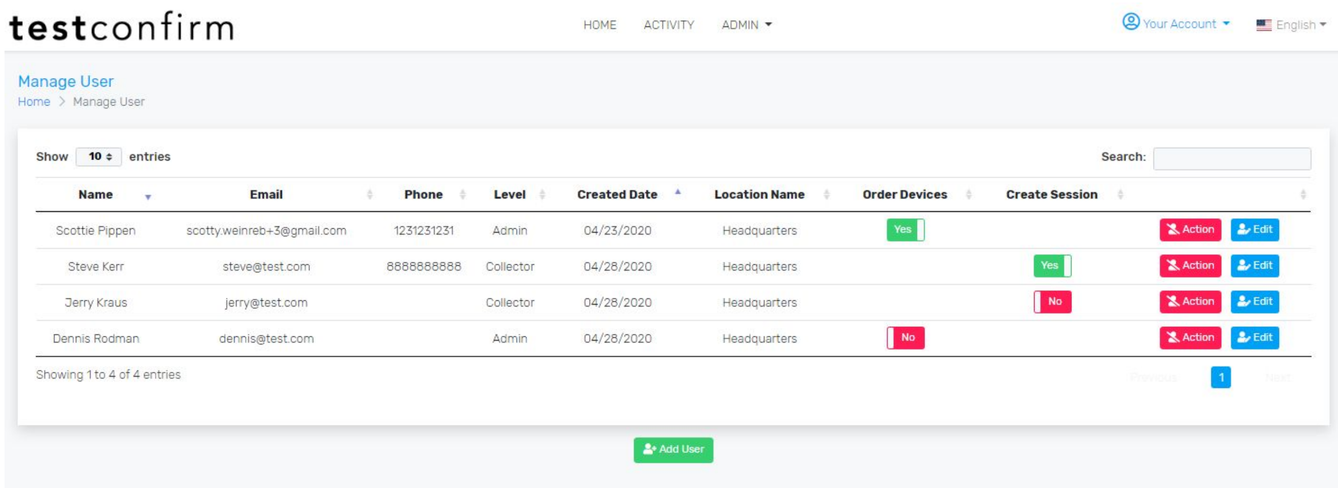
Owners of the main admin account will be able to give permission to sub-admin accounts to order devices by setting the toggle switch in the Order Devices column to Yes. If the main admin does not want a sub-admin to have permission to order new devices, they can set the toggle to No.

A Collector or Sub-admin will only be able to see test activity that their account has created. If a test has been initiated by another Collector, Sub-admin or the main Admin account, they will not be able to see those tests. Only the main Admin of the account can see all the activity conducted in that company account regardless of which account records the activity.

To add an account, click "+ Add User" and input the necessary information in the popup window, which includes a name, phone number, title and which location they are associated with.

The new user will receive an email notifying them that their account has been created, their login credentials and instructions on how to log in. You can add multiple Collector or Sub-admin accounts.

In the Manage User table, you can choose whether to allow Sub-Admins to order tests (Collectors cannot order tests) and edit or deactivate the accounts by using the edit and deactivate icons.



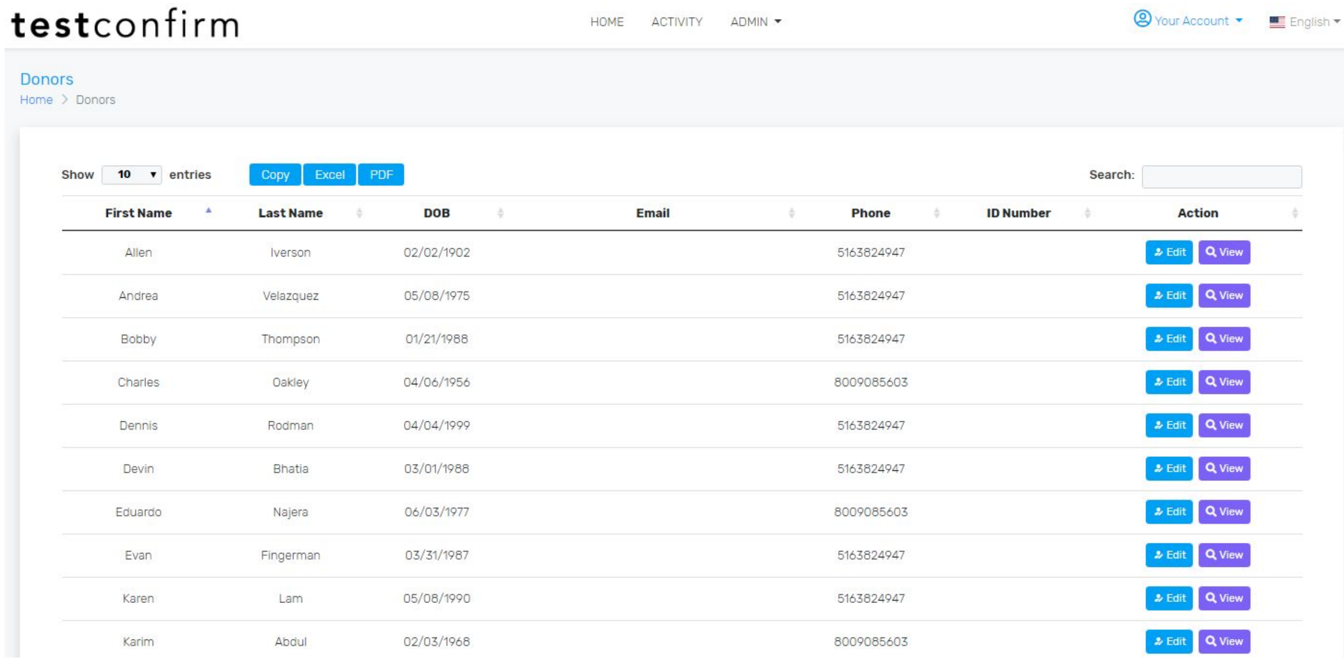
Manage Donors

In this screen, you can see all the donors that have been uploaded to your account. You can also add donors individually and import donor lists.

You can adjust how many donors you want to see per page, what order you want the donors to be displayed in (by ID number or date, for example) and you can view the status of their testing sessions by clicking on “View,” which will show you all the available sessions. Clicking "View Session" will take you to their most recent testing session on the home page.

You can edit a donor’s information by clicking “Edit.”

By using the Search bar in the upper right corner, you can search for donors by using any of the fields like name, phone number, ID number, etc.



Order Devices

On this page, you can manually order testing devices.

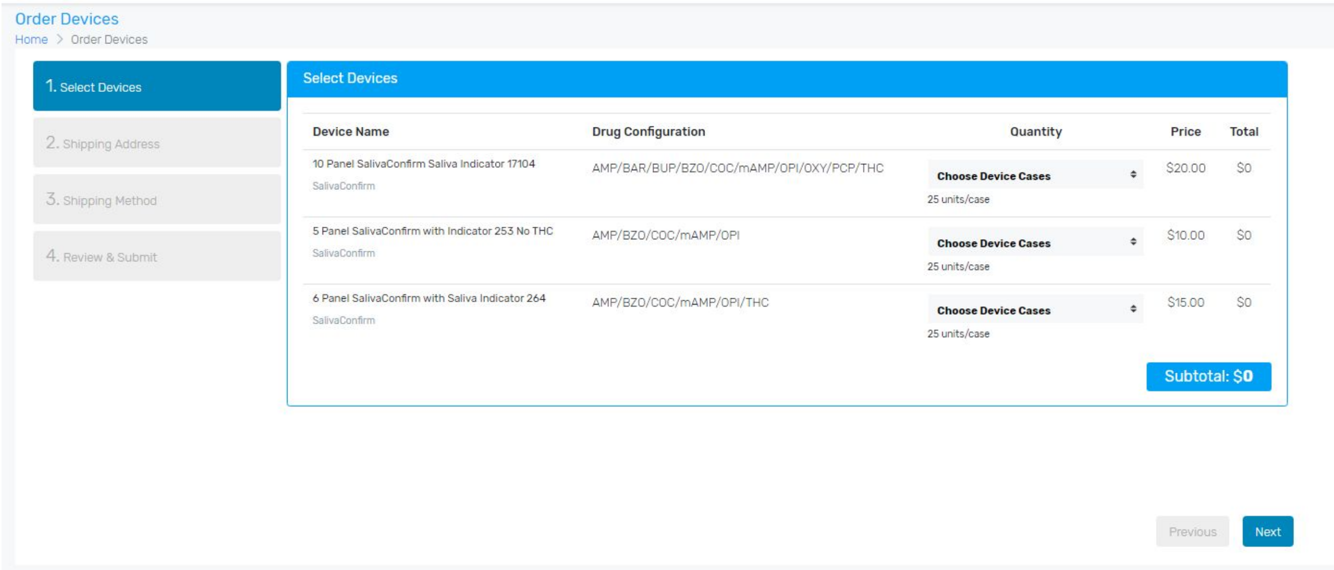
The first step is to choose the devices and quantity for each type of device.

Next is to choose which location the order is going to; either the headquarters or any of the sub-locations. Sub-admins can only order devices for the locations they are assigned to.

The third step is to calculate the shipping method. If you are a client who has a pre-negotiated shipping cost (typically for partners), you'll see your pre-negotiated UPS ground shipping cost at the top and options for faster shipping below. These faster shipping options (3-day, 2-day and Next day) will be marked as TBD and will require a quote to be made specifically for them.

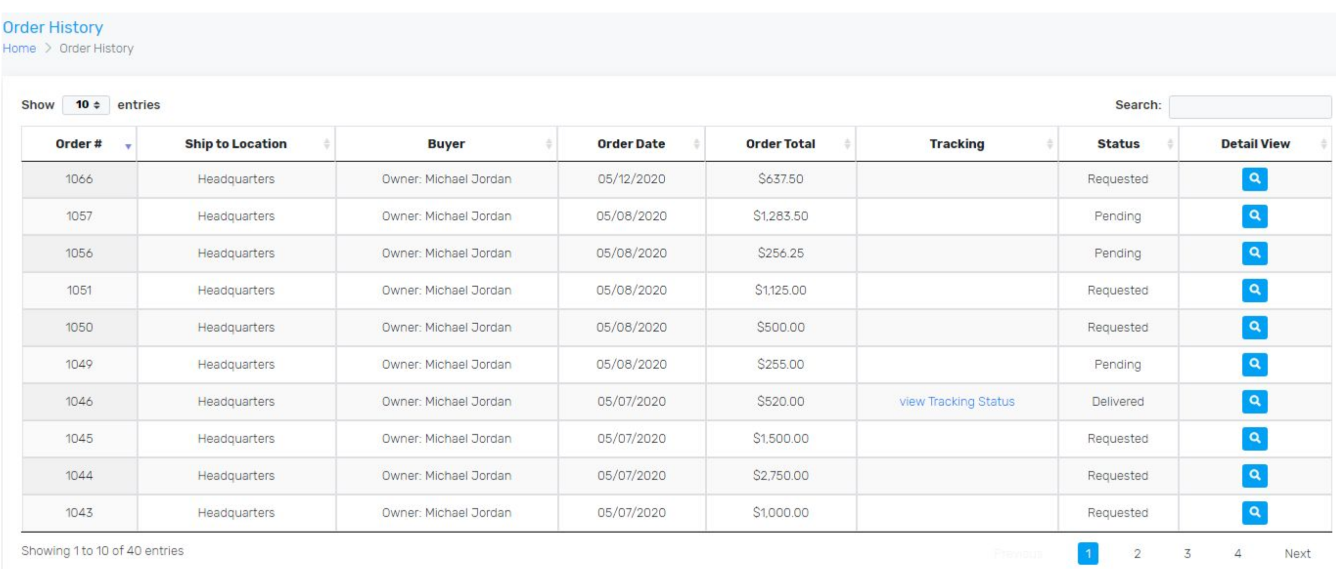
If you are a client who does not have a pre-negotiated shipping cost with us, you will see prices based on UPS shipping costs.

The final step will be to review your shipping address, your order and all other details and submit your order. You can also write in a special note at the bottom if you like.



Order History

On this page, you can view the status of your orders. You can choose how many orders you want to see per page and choose the order you want to see them in (based on price or who placed the order, for example). If you want a more detailed view of the order, click the "Detail View" icon in a given order's line and a more detailed view of that order will appear in a popup window. You can easily filter the table by searching for either specific information or searching for the status: Requested, Pending or Delivered.



Inventory Status

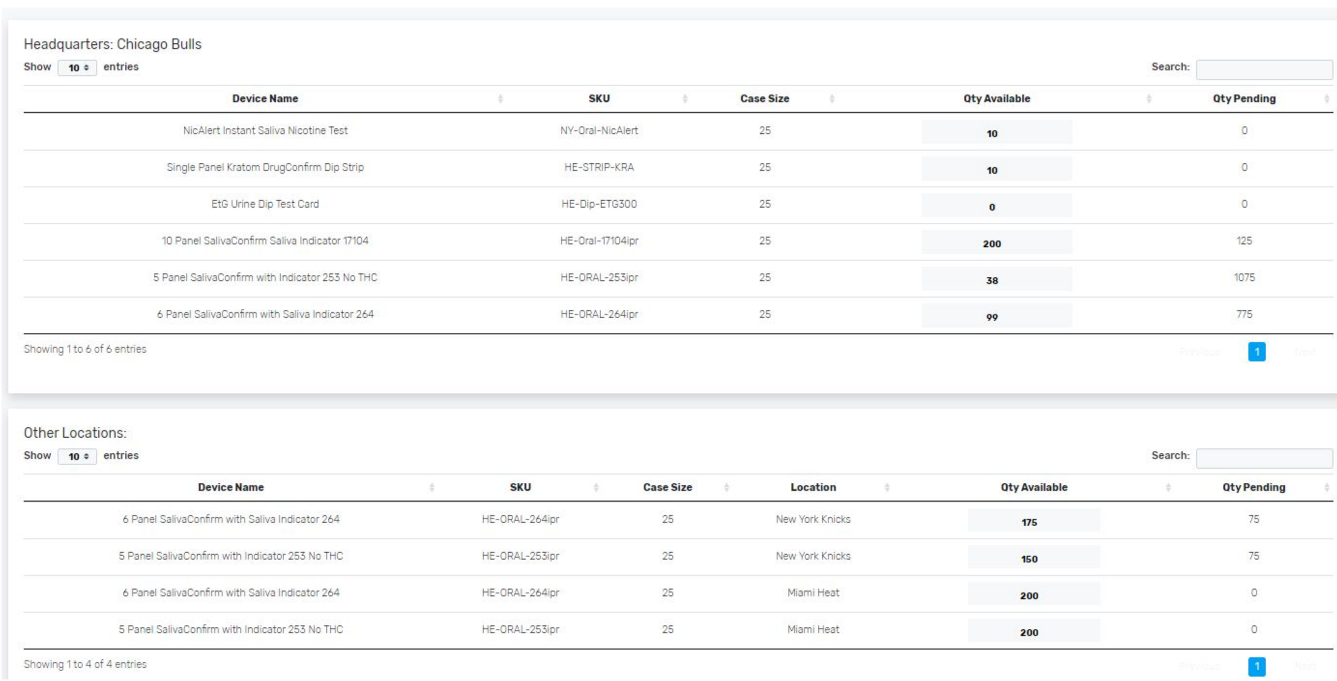
You can check the status of all the inventory you have on this page. You can choose how many items you want to see at one time and you can choose the order in which you want them to be displayed.

The table at the top will have inventory for your headquarters location and the table below will have inventory for all other locations.

The tables have columns for: Device Name, SKU, Case Size, Quantity Available and Quantity Pending.

Quantity Available represents the quantity you currently have at a given site and Quantity Pending is for orders that have been placed, but have not yet been delivered.

If, for some reason, the Quantity Available in the table is different from the actual quantity you have on hand, you can adjust the number in the column by typing in a new number or using the up and down counter arrows to adjust the number.
The QTY Available columns get updated when results are either "marked as complete" or "sent to lab." If results are placed "on hold," inventory levels will not be reduced on the table.



Headquarters: Chicago Bulls

Show 10 entries Search:

Device Name	SKU	Case Size	Qty Available	Qty Pending
NicAlert Instant Saliva Nicotine Test	NY-Oral-NicAlert	25	10	0
Single Panel Kratom DrugConfirm Dip Strip	HE-STRIP-KRA	25	10	0
EtG Urine Dip Test Card	HE-Dip-ETG300	25	0	0
10 Panel SalivaConfirm Saliva Indicator 17104	HE-Oral-17104ipr	25	200	125
5 Panel SalivaConfirm with Indicator 253 No THC	HE-ORAL-253ipr	25	38	1075
6 Panel SalivaConfirm with Saliva Indicator 264	HE-ORAL-264ipr	25	99	775

Showing 1 to 6 of 6 entries 1

Other Locations:

Show 10 entries Search:

Device Name	SKU	Case Size	Location	Qty Available	Qty Pending
6 Panel SalivaConfirm with Saliva Indicator 264	HE-ORAL-264ipr	25	New York Knicks	175	75
5 Panel SalivaConfirm with Indicator 253 No THC	HE-ORAL-253ipr	25	New York Knicks	150	75
6 Panel SalivaConfirm with Saliva Indicator 264	HE-ORAL-264ipr	25	Miami Heat	200	0
5 Panel SalivaConfirm with Indicator 253 No THC	HE-ORAL-253ipr	25	Miami Heat	200	0

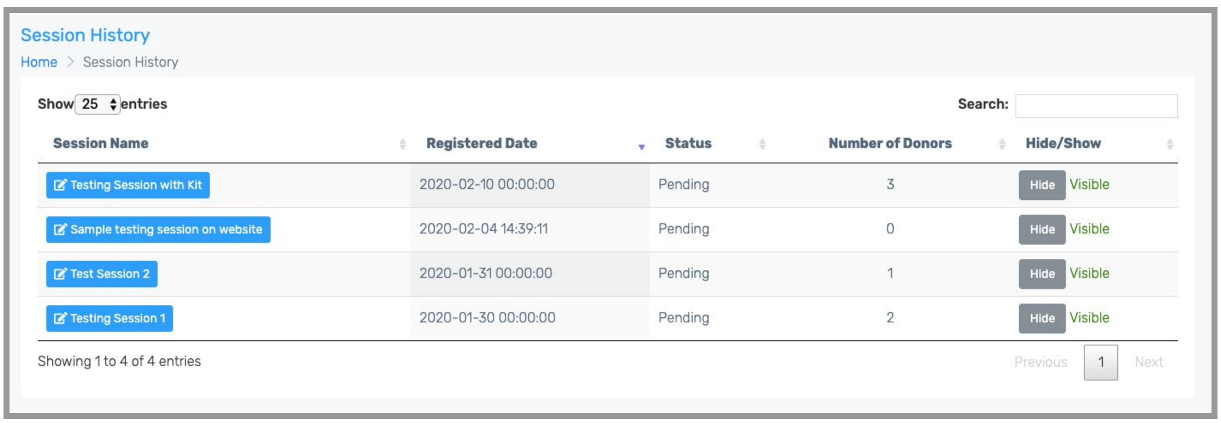
Showing 1 to 4 of 4 entries 1

Session Settings

You can view your testing session history on this tab, search for a specific session by keyword or sort it by various criteria depending on how you need to view it.

The status column will show if you still have tests in your session that are pending or if all your tests in that session have been completed. By using the Hide/Show column buttons you can make sessions Visible or Hidden.

There is no way to delete a session after it is created and this is intentional. You may change the visibility of the session to Hidden if you don't want to see that particular session in your Session main page.


Session History

Home > Session History

Show 25 entries

Search:

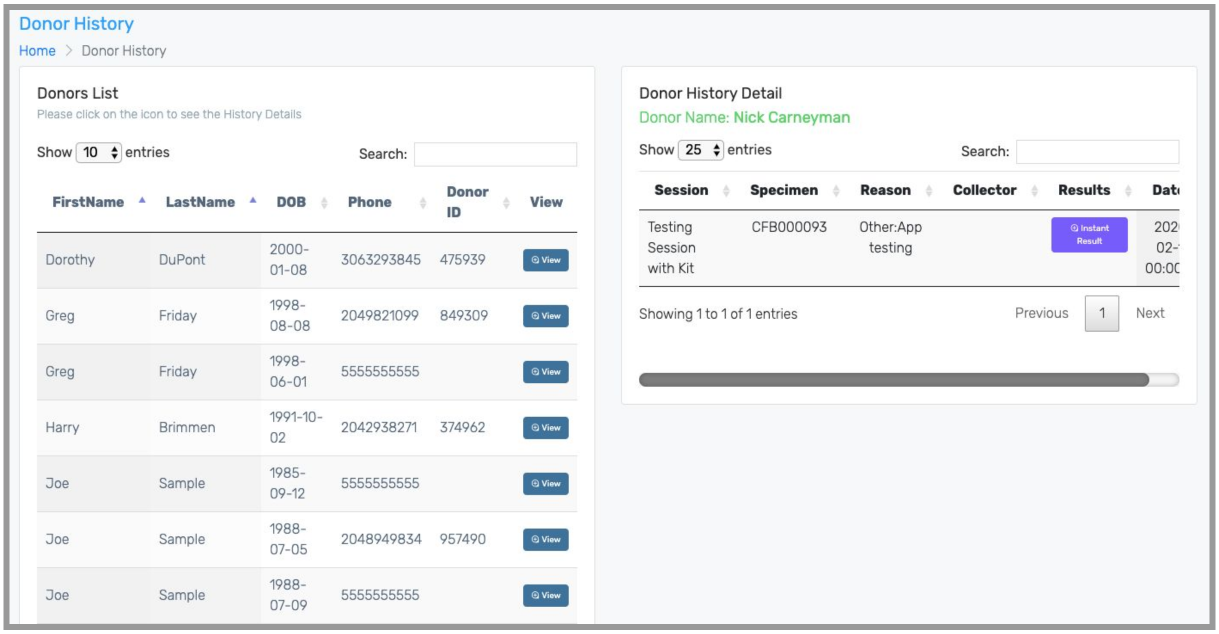
Session Name	Registered Date	Status	Number of Donors	Hide/Show
Testing Session with Kit	2020-02-10 00:00:00	Pending	3	Hide Visible
Sample testing session on website	2020-02-04 14:39:11	Pending	0	Hide Visible
Test Session 2	2020-01-31 00:00:00	Pending	1	Hide Visible
Testing Session 1	2020-01-30 00:00:00	Pending	2	Hide Visible

Showing 1 to 4 of 4 entries

Previous 1 Next

Donor History

You can view all your donors on this page and sort them by various criteria. You can also search for donors using any criteria by using keywords or numbers. Once you find the donor you want, you can click the “View” button in order to see their detailed history in the right hand panel.


Donor History

Home > Donor History

Donors List

Please click on the icon to see the History Details

Show 10 entries Search:

FirstName	LastName	DOB	Phone	Donor ID	View
Dorothy	DuPont	2000-01-08	3063293845	475939	View
Greg	Friday	1998-08-08	2049821099	849309	View
Greg	Friday	1998-06-01	5555555555		View
Harry	Brimmen	1991-10-02	2042938271	374962	View
Joe	Sample	1985-09-12	5555555555		View
Joe	Sample	1988-07-05	2048949834	957490	View
Joe	Sample	1988-07-09	5555555555		View

Donor History Detail

Donor Name: Nick Carneyman

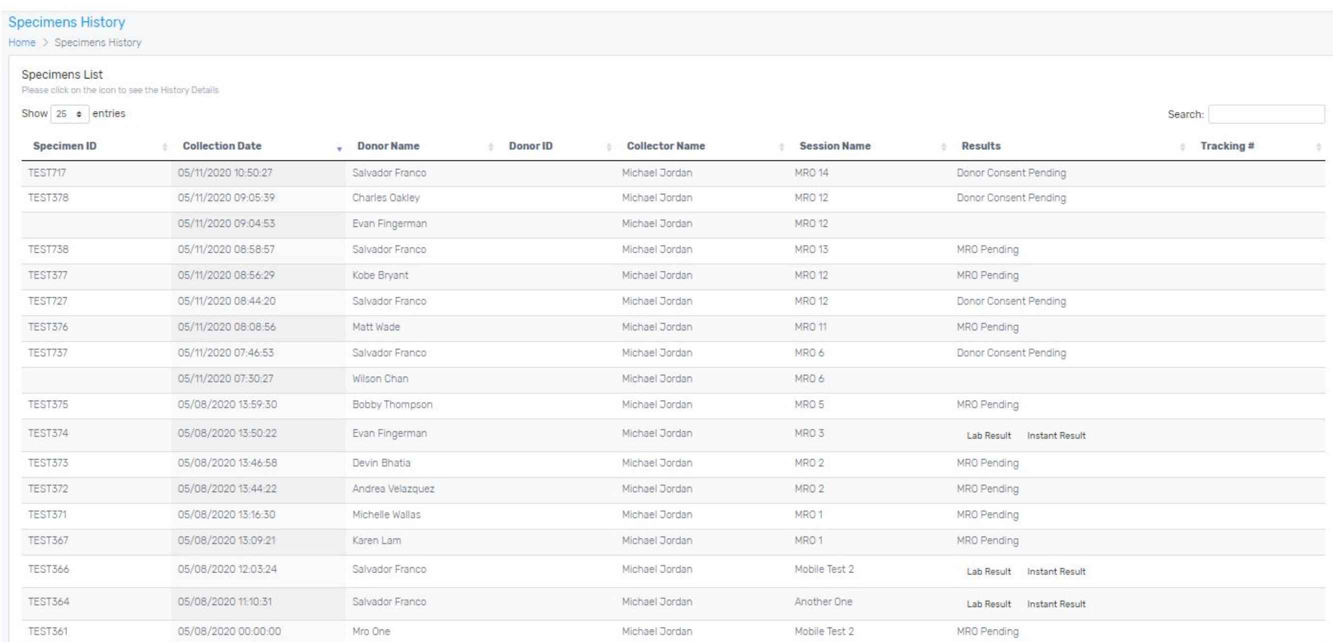
Show 25 entries Search:

Session	Specimen	Reason	Collector	Results	Dat
Testing Session with Kit	CFB000093	Other:App testing		Instant Result	202 02- 00:0

Showing 1 to 1 of 1 entries Previous 1 Next

Specimen History

You can view all the specimens your company has ever collected in this table. You can search for specific specimens using a variety of search criteria and you can choose the number of entries you would like to see on the table at once and in what order you'd like to see them displayed.


Specimens History

Home > Specimens History

Specimens List

Please click on the icon to see the History Details

Show 25 entries Search:

Specimen ID	Collection Date	Donor Name	Donor ID	Collector Name	Session Name	Results	Tracking #
TEST717	05/11/2020 10:50:27	Salvador Franco		Michael Jordan	MRO 14	Donor Consent Pending	
TEST378	05/11/2020 09:05:39	Charles Oakley		Michael Jordan	MRO 12	Donor Consent Pending	
	05/11/2020 09:04:53	Evan Fingerman		Michael Jordan	MRO 12		
TEST738	05/11/2020 08:58:57	Salvador Franco		Michael Jordan	MRO 13	MRO Pending	
TEST377	05/11/2020 08:56:29	Kobe Bryant		Michael Jordan	MRO 12	MRO Pending	
TEST727	05/11/2020 08:44:20	Salvador Franco		Michael Jordan	MRO 12	Donor Consent Pending	
TEST376	05/11/2020 08:08:56	Matt Wade		Michael Jordan	MRO 11	MRO Pending	
TEST737	05/11/2020 07:46:53	Salvador Franco		Michael Jordan	MRO 6	Donor Consent Pending	
	05/11/2020 07:30:27	Wilson Chan		Michael Jordan	MRO 6		
TEST375	05/08/2020 13:59:30	Bobby Thompson		Michael Jordan	MRO 5	MRO Pending	
TEST374	05/08/2020 13:50:22	Evan Fingerman		Michael Jordan	MRO 3	Lab Result Instant Result	
TEST373	05/08/2020 13:46:58	Devin Bhatia		Michael Jordan	MRO 2	MRO Pending	
TEST372	05/08/2020 13:44:22	Andrea Velazquez		Michael Jordan	MRO 2	MRO Pending	
TEST371	05/08/2020 13:16:30	Michelle Wallas		Michael Jordan	MRO 1	MRO Pending	
TEST367	05/08/2020 13:09:21	Karen Lam		Michael Jordan	MRO 1	MRO Pending	
TEST366	05/08/2020 12:03:24	Salvador Franco		Michael Jordan	Mobile Test 2	Lab Result Instant Result	
TEST364	05/08/2020 11:10:31	Salvador Franco		Michael Jordan	Another One	Lab Result Instant Result	
TEST361	05/08/2020 00:00:00	Mro One		Michael Jordan	Mobile Test 2	MRO Pending	

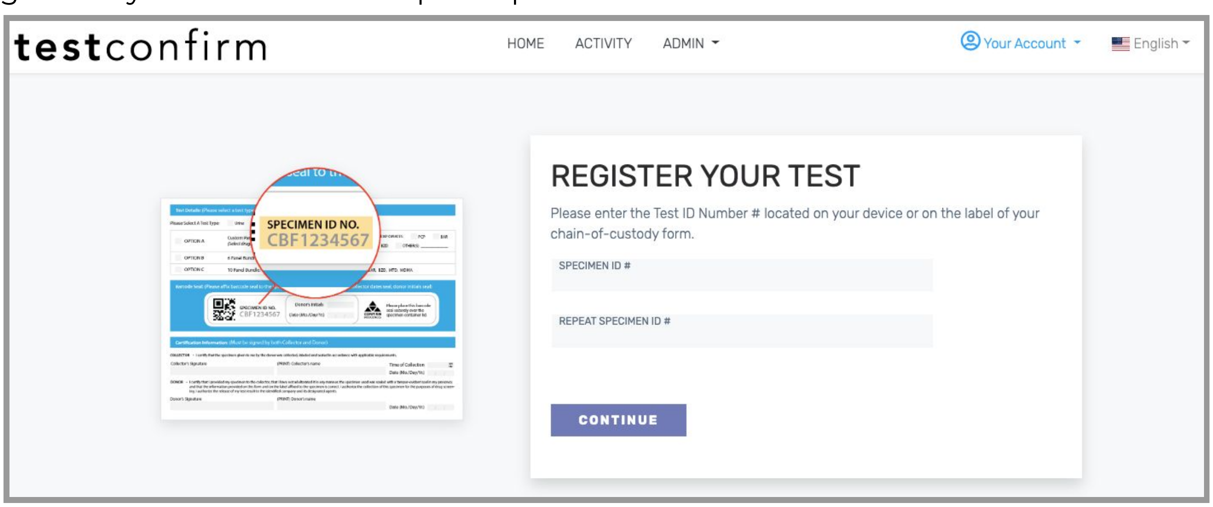
IMPORTANT: Your Lab Confirmation Only specimen history DOES NOT appear on this page. This tab, along with Donor and Session History tabs, only have information and activity regarding instant test recording that comes from your Testing Sessions. If you are trying to find a Lab Confirmation Only related specimen ID or test result, you need to use the Activity tab.

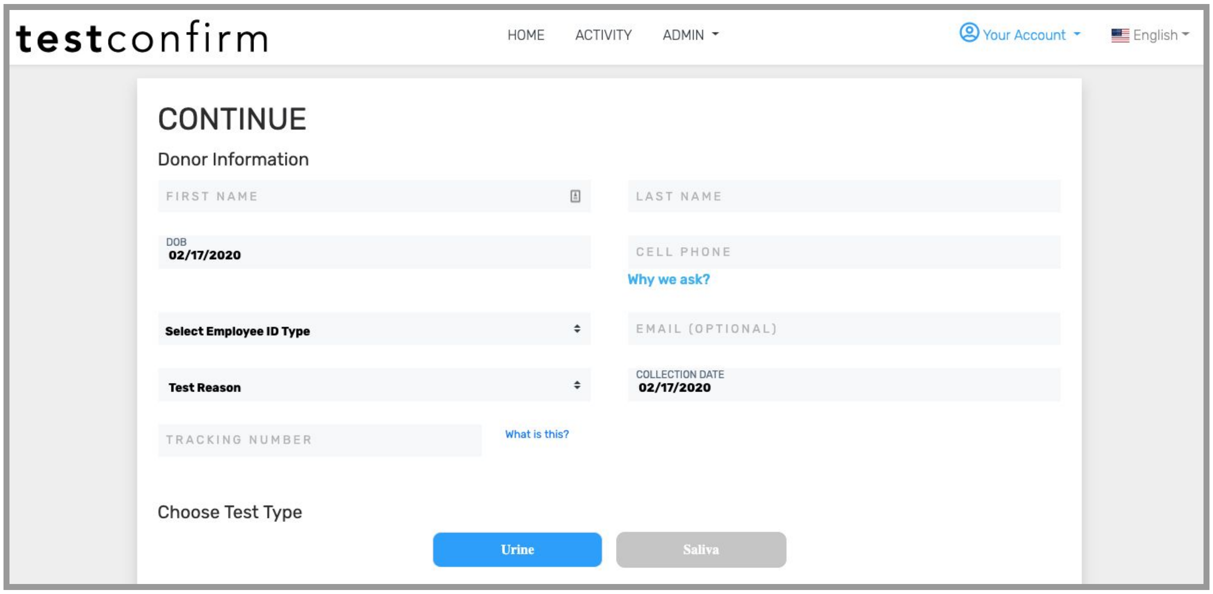
Lab Confirmation Only

If you don't require a record of all the information about a donor and a test, this menu item will take you through the process of registering a collected sample for laboratory confirmation without having to record the instant test result or any of the donor's information, etc. You can bypass that and simply send the testing kit to a lab by using this item.

This option is generally only used by companies that do not record their instant testing activity. When using this option, you can choose if you want MRO service or not and if you require donor consent or not with each test.

IMPORTANT: In the Testing Session-based instant test recording, you do not get to choose if you want to use MRO service or if you need Donor Consent with your testing activity. Your account has one permanent setting (that can be adjusted by your Account Manager) regarding if your tests will get MRO review or not. And when using the Testing Session-based recording all your testing activities require donor consent if a sample is sent to the laboratory for confirmation. So, if you need to perform a test outside of your usual Testing Session activity, for any reason, using the Lab Confirmation Only option is a good way to fulfill those unique requirements.





1 PANEL	6 PANELS	10 PANELS	10+ PANELS
Choose Drug	$22.00	$27.00	$34.00
○ Amphetamine	✓ Amphetamine	✓ Amphetamine	✓ Amphetamine
○ Cocaine	✓ Cocaine	✓ Cocaine	✓ Cocaine
○ PCP	✓ PCP	✓ PCP	✓ PCP
○ Marijuana	✓ Marijuana	✓ Marijuana	✓ Marijuana
○ Expanded Opiates	✓ Expanded Opiates	✓ Expanded Opiates	✓ Expanded Opiates
○ Methamphetamines	✓ Methamphetamines	✓ Methamphetamines	✓ Methamphetamines
○ Barbiturates	✗ Barbiturates	✓ Barbiturates	✓ Barbiturates
○ Benzodiazepines	✗ Benzodiazepines	✓ Benzodiazepines	✓ Benzodiazepines
○ MDMA (Ecstasy)	✗ MDMA (Ecstasy)	✓ MDMA (Ecstasy)	✓ MDMA (Ecstasy)
○ Methadone	✗ Methadone	✓ Methadone	✓ Methadone
○ ETG (80 hour Alcohol)	✗ ETG (80 hour Alcohol)	✗ ETG (80 hour Alcohol)	✓ ETG (80 hour Alcohol)
○ Fentanyl	✗ Fentanyl	✗ Fentanyl	✓ Fentanyl
○ Buprenorphine	✗ Buprenorphine	✗ Buprenorphine	✓ Buprenorphine
○ Spice/K2	✗ Spice/K2	✗ Spice/K2	✓ Spice/K2
○ Tricyclic Antidepressants	✗ Tricyclic Antidepressants	✗ Tricyclic Antidepressants	✓ Tricyclic Antidepressants
○ Tramadol	✗ Tramadol	✗ Tramadol	✓ Tramadol
○ Kratom	✗ Kratom	✗ Kratom	✗ Kratom
○ Bath Salts	✗ Bath Salts	✗ Bath Salts	✗ Bath Salts

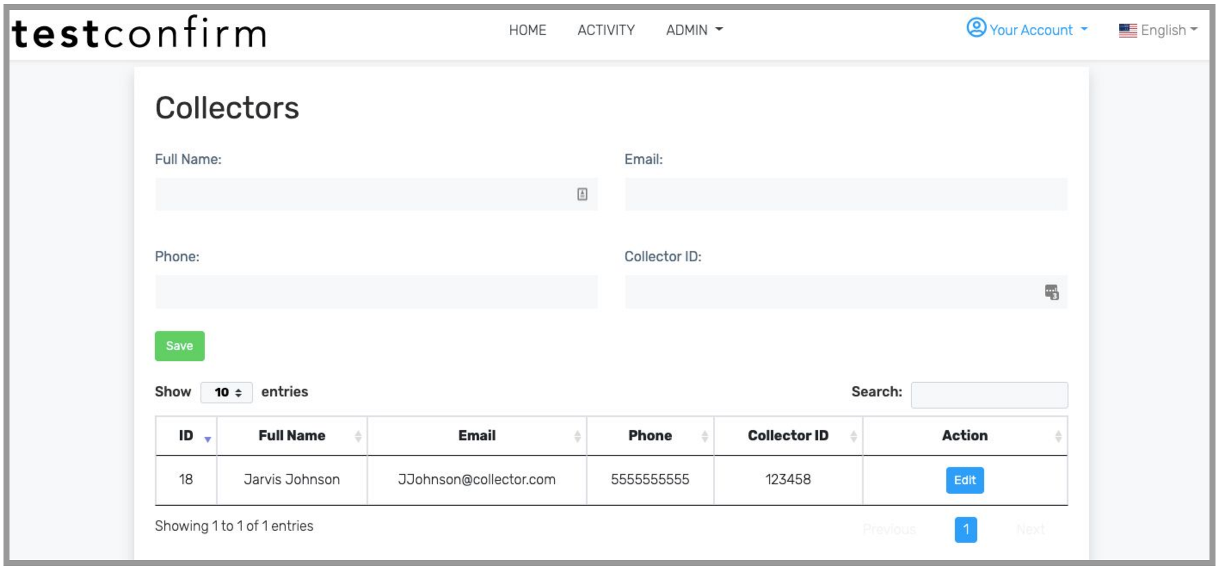
When you have successfully registered a test, you will see a confirmation page.

IMPORTANT: The collectors for the Lab Confirmation Only tests must be registered separately from the collectors who are registered for Testing Sessions. Only the collectors who have been registered separately in the Lab Only Collectors portion of your account (see below) will show up in this drop down menu.

Lab Only Collectors

This is the area where you can input each Lab Only Collector's information and save it. If you need to edit a collector's information, you can do that after they've been entered.

IMPORTANT: These collectors are only applicable to use with the Lab Confirmation Only function. They will ONLY SHOW UP in the "Choose Collector" drop down menu when you are registering a test to send to a lab using the Lab Confirmation Only test option of your account (see above). The collectors added here will NOT SHOW UP in the Collector section of your Testing Sessions. Keep in mind that for the Session section, the collector recorded is the person who is logged into their own collector account conducting the testing activity.



Your Account

To the right of the ADMIN drop down menu, you will see the Your Account drop down menu. Under Your Account, you have access to:

Account Manager

Clicking this will open a popup business card that has your Confirm BioSciences Account Manager's name, email and phone number for quick reference.

My Location

Clicking this will open a small popup window with your assigned location. The default location for the main Admin account is the shipping address that has been entered for the main Admin account. The location may appear different depending on who has logged into the account. For example, a collector or sub-admin who has signed into the account using their own credentials and who is assigned to a different location will see the location they have been assigned to when viewing the "My Location" popup.

Help

Clicking this will take you to a page where you can find helpful information about using TestConfirm and send help request messages to Confirm BioSciences. The help requests may take up to 24 hours to receive a response.

If you require more immediate help, please contact your Account Manage directly.

Manual

Clicking this will take you to a guide on how to use the TestConfirm system.

FAQ

Clicking this will take you to the TestConfirm FAQs on testconfirm.helpsite.com.

Log Out

Clicking this will log you out of your account.

TCF-20200624