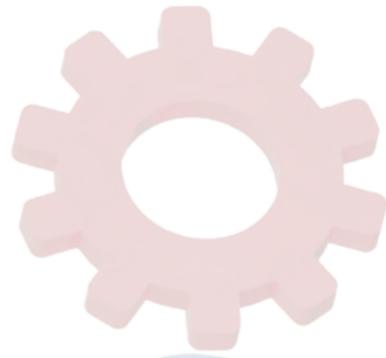
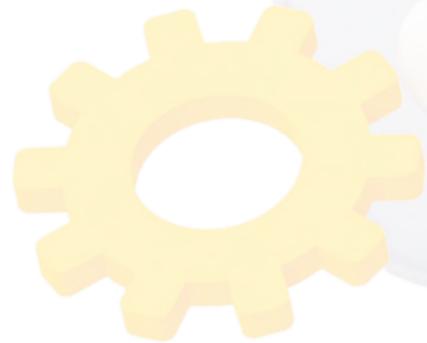


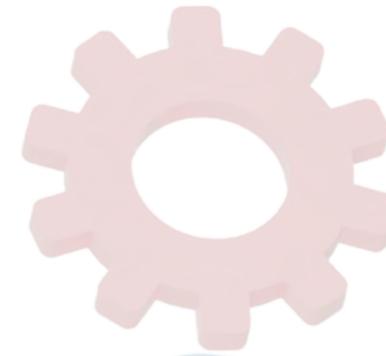


**READI**  
Collect

**User**

**Training**





# Table of Contents

## I. Logging In

## II. Team Manager User Interface

### 2.1 Dashboard

### 2.2 Service Supplies Shop

### 2.3 Pre-Scheduled Collection Request

### 2.4 Manual Collection Request

### 2.5 Incidents

- Reporter Details
- Incident Details
- Responders
- Checklists
- Reports
- Notes
- Files
- Results / Forms
- Timeline
- Map

## III. Team Members

## IV. Broadcasts

## V. Settings

### 5.1 Team Information

- *Billing Information*
- *Incident Information*
- *Lab Information*

## VI. Team Owners / Managers

### 6.1 Team Owner, Manager, Dashboard

### 6.2 Non-Manager Dashboard and Web-Based App Interface

## VII. Contact Information

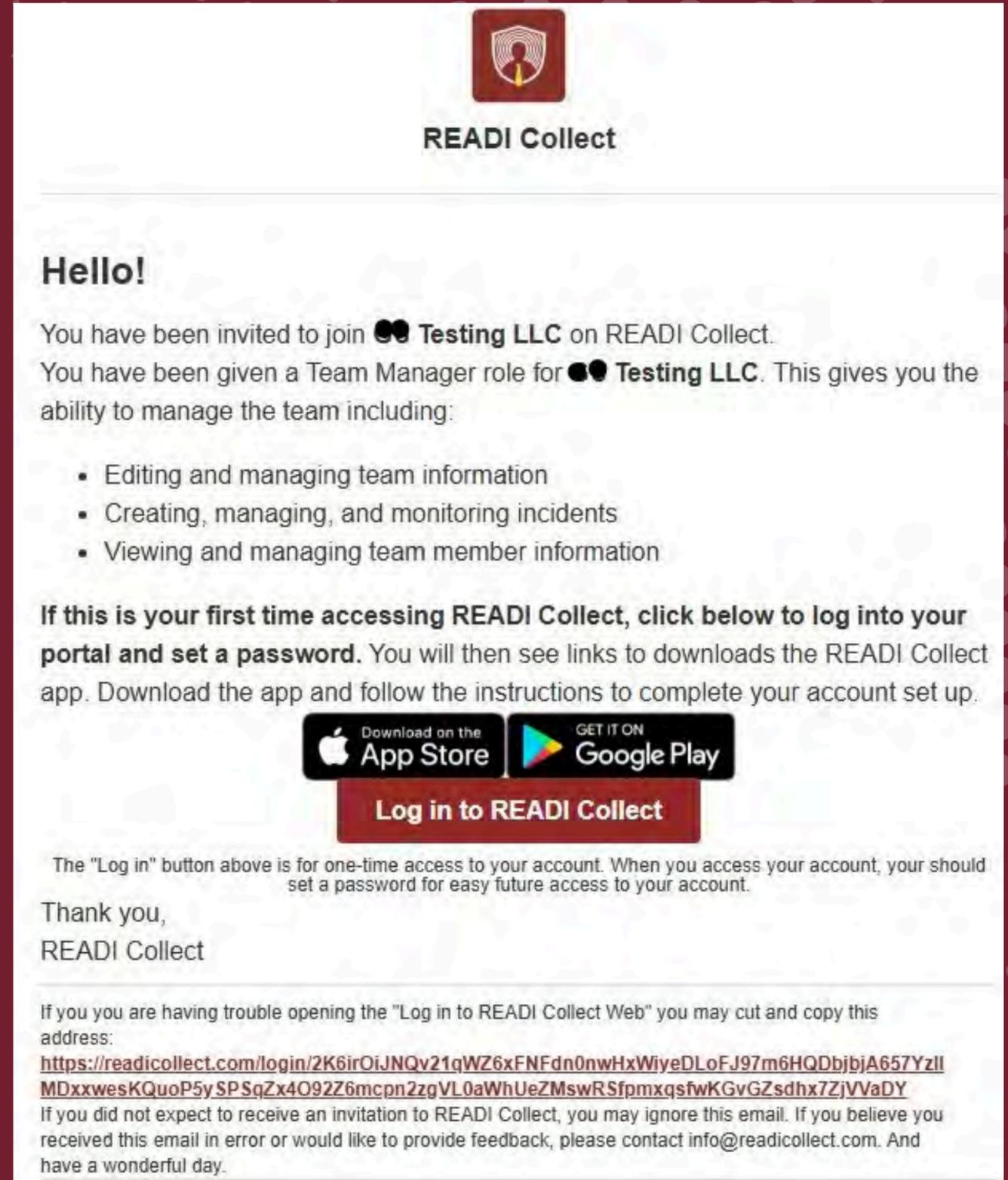
To return to this Table of Contents, Succeeding slides will have **“RETURN TO TOC”** label on the Upper right- most section .  
Use **CTRL + F** (For Windows) or **COMMAND + F (For Mac)** to search for a specific keyword that you want to search in the document .

# A current Team Manager will need to add you to their team.

You will receive an email from [info@readicollect.com](mailto:info@readicollect.com) with a Red “Log In to ReadI Collect” button, Click this to create your password.

## NOTE:

Note: The Log Into ReadI Collect” link is good for only one click due to the security of your password. If this link does not take you to the “Create Password” page, use the Forgot Your Password process

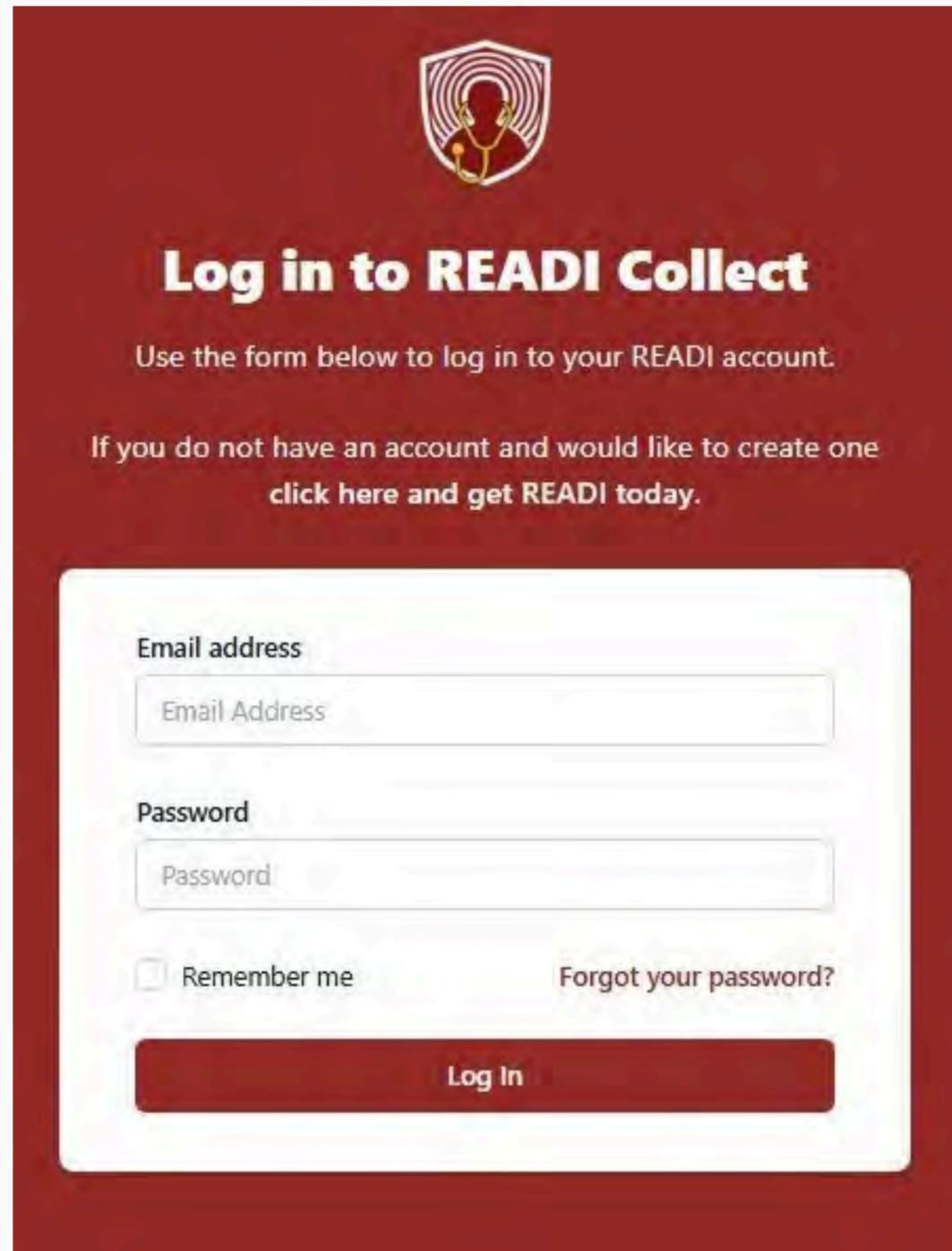


The screenshot shows an email invitation from READI Collect. At the top is the READI Collect logo. Below it, the text reads: "Hello! You have been invited to join ●● Testing LLC on READI Collect. You have been given a Team Manager role for ●● Testing LLC. This gives you the ability to manage the team including:" followed by a bulleted list: "• Editing and managing team information", "• Creating, managing, and monitoring incidents", and "• Viewing and managing team member information". Below the list, it says: "If this is your first time accessing READI Collect, click below to log into your portal and set a password. You will then see links to download the READI Collect app. Download the app and follow the instructions to complete your account set up." There are two app store buttons: "Download on the App Store" and "GET IT ON Google Play". Below these is a red button that says "Log in to READI Collect". Underneath the button, a note states: "The 'Log in' button above is for one-time access to your account. When you access your account, you should set a password for easy future access to your account." The email concludes with "Thank you, READI Collect". At the bottom, it provides a URL for troubleshooting: "https://readicollect.com/login/2K6irOiJNQv21qWZ6xFNFdn0nwHxWiyeDLofJ97m6HQDbjbjA657YzllMDxxwesKQuoP5ySPSqZx4O92Z6mcpn2zgVL0aWhUeZMswRSfpmxqsfwKGvGZsdhx7ZjVVaDY" and a closing note: "If you did not expect to receive an invitation to READI Collect, you may ignore this email. If you believe you received this email in error or would like to provide feedback, please contact info@readicollect.com. And have a wonderful day."

# You will be taken to this log in page:

[Return to TOC](#)

Enter your log in credentials that you created. Use the Forgot Password process as needed.



The screenshot shows the login interface for READI Collect. At the top center is a logo featuring a stethoscope and a person's silhouette. Below the logo, the heading "Log in to READI Collect" is displayed in white text on a dark red background. Underneath, a white instruction reads: "Use the form below to log in to your READI account." A second line of text says: "If you do not have an account and would like to create one click here and get READI today." The login form itself is a white box with rounded corners, containing two input fields: "Email address" and "Password". Below these fields are two options: a checkbox labeled "Remember me" and a link labeled "Forgot your password?". At the bottom of the form is a dark red button with the text "Log In" in white.



[Return to TOC](#)

# Initial Log in

Anytime you log in from the [readicollect.com](https://readicollect.com) website click on the LOG In button. Then you will see the log in page.

**READI Collect**

SERVICES TUTORIALS ABOUT PRICING BLOG CONTACT **LOG IN** SIGN UP NOW

## The Fastest and Most Reliable Onsite Drug and Alcohol Test Collections

**READI Collect** uses patented technology to connect your employees to a nationwide network of professional collectors with our mobile app. Making this the best way to meet impossible deadlines for critical testing like DOT post-accident.

**LOG IN** SIGN UP NOW

Download on the **App Store** GET IT ON **Google Play**

# TEAM MANAGER - DASHBOARD

[Return to TOC](#)

After Logging in you will be taken to your dashboard.

If you were added as a Team Manager your dashboard will look like this:

Team Manager Dashboard

4 JA

Total Users 5 ↑ 3 this week 1

Total Incidents 0 ↑ 0 this week 2

Total Broadcasts 0 ↑ 0 this week 3

View all Users View all Incidents Create Incident View all Broadcasts

5

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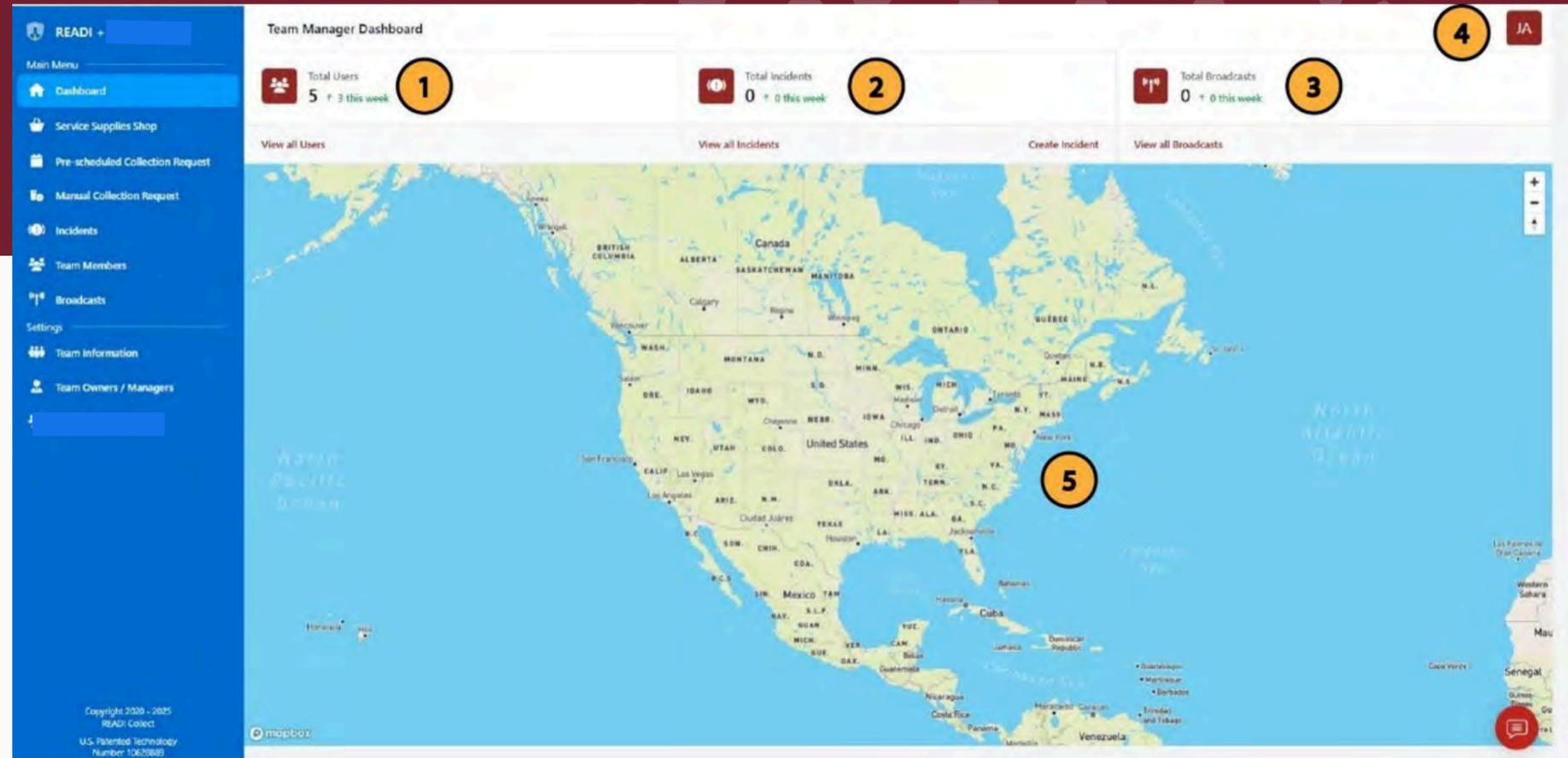
# TEAM MANAGER - DASHBOARD

[Return to TOC](#)

**#1 - Total Users** - This shows the number of Team Members that have Roles that are at your level or a. Click on the red link text "View All Users" to see a list of these users.

## USER ROLE DESCRIPTIONS:

- **Team Owner:** is the default role for the individual who originated the account and has all roles except Team Member.
- **Team Manager (No Financial Access):** Ability to view all reports, add team member data but does not have access to the financial role, does not have ability to create an incident that would require an immediate/emergency response and does not have access to the READI Collect app.
- **Team Manager (With Financial Access):** All of the Team manager permissions but can pay for annual and team member subscriptions and has the ability to cancel any subscriptions.
- **Team member:** Ability to request an immediate/emergency response, has access to the READI Collect app and can be a team member with no manager role access or can be set up as a team member with Team Manager Access with or without financial access. Team member with Team manager and Financial access: See Role descriptions above.



# TEAM MANAGER DASHBOARD

[Return to TOC](#)

**#2 – Total Incidents** – This will show a list of all incidents / onsite collections that have been ordered or completed by your team. Click on the red link text “View All Incidents” to see this list.

The red link text “Create Incident” can be used instead of the “Manual Collection Request” menu item.

The screenshot displays the 'Team Manager Dashboard' interface. On the left is a blue sidebar with a 'Main Menu' containing items like 'Dashboard', 'Service Supplies Shop', 'Pre-scheduled Collection Request', 'Manual Collection Request', 'Incidents', 'Team Members', 'Broadcasts', and 'Settings'. The main content area features three summary cards: 'Total Users' (5, +3 this week) with a circled '1', 'Total Incidents' (0, +0 this week) with a circled '2', and 'Total Broadcasts' (0, +0 this week) with a circled '3'. Below these are links for 'View all Users', 'View all Incidents', 'Create Incident', and 'View all Broadcasts'. A large map of North America is shown, with a circled '5' over the United States. In the top right corner, there is a user profile icon 'JA' with a circled '4'. The bottom left corner contains copyright information: 'Copyright 2020 - 2025 READI Collect. U.S. Patented Technology Number: 106256495'. The bottom right corner features the 'READI Collect' logo.



# TEAM MANAGER DASHBOARD

[Return to TOC](#)

**#3 – Total Broadcasts** – Broadcasts are a team wide messaging system that will go out to the full team or those in a specific geographic area and will show up on the REDI Collect APP.

The screenshot displays the 'Team Manager Dashboard' interface. On the left is a blue sidebar with a 'Main Menu' containing options like 'Dashboard', 'Service Supplies Shop', 'Pre-scheduled Collection Request', 'Manual Collection Request', 'Incidents', 'Team Members', 'Broadcasts', 'Settings', 'Team Information', and 'Team Owners / Managers'. The main content area features a top navigation bar with a user profile 'JA' and a language selector '4'. Below this are three summary cards: 'Total Users 5 + 3 this week' (marked with a circled '1'), 'Total Incidents 0 + 0 this week' (marked with a circled '2'), and 'Total Broadcasts 0 + 0 this week' (marked with a circled '3'). A row of links includes 'View all Users', 'View all Incidents', 'Create Incident', and 'View all Broadcasts'. The central part of the dashboard is a map of North America, with a circled '5' highlighting the eastern United States. The bottom left corner contains copyright information: 'Copyright 2020 - 2025 REDI Collect. U.S. Patented Technology Number: 106256495'. The bottom right corner features the 'REDI Collect' logo.



# TEAM MANAGER DASHBOARD

[Return to TOC](#)

**#4** – This is your settings and Profile Favicon. Click on this to your logged in profile, and the log out button

The screenshot displays the 'Team Manager Dashboard' interface. On the left is a blue sidebar menu with options: 'Main Menu' (Dashboard, Service Supplies Shop, Pre-scheduled Collection Request, Manual Collection Request, Incidents, Team Members, Broadcasts) and 'Settings' (Team Information, Team Owners / Managers). The main content area features a top navigation bar with a user profile icon (JA) and a '4' callout. Below this are three summary cards: 'Total Users' (5 + 3 this week, callout 1), 'Total Incidents' (0 + 0 this week, callout 2), and 'Total Broadcasts' (0 + 0 this week, callout 3). Below the cards are links for 'View all Users', 'View all Incidents', 'Create Incident', and 'View all Broadcasts'. The central part of the dashboard is a map of North America with a '5' callout over the United States. The bottom left corner contains copyright information: 'Copyright 2020 - 2025 READI Collect. U.S. Patented Technology Number 10629889'. The bottom right corner features the 'READI Collect' logo.

# TEAM MANAGER DASHBOARD

[Return to TOC](#)

**#5 – Activity Map** – This is where you will see any active incidents.

The screenshot displays the 'Team Manager Dashboard' interface. On the left is a blue sidebar with a 'Main Menu' containing options like 'Dashboard', 'Service Supplies Shop', 'Pre-scheduled Collection Request', 'Manual Collection Request', 'Incidents', 'Team Members', 'Broadcasts', 'Team Information', and 'Team Owners / Managers'. The main content area features a summary row with three cards: 'Total Users' (5, +3 this week), 'Total Incidents' (0, +0 this week), and 'Total Broadcasts' (0, +0 this week). Below these are links for 'View all Users', 'View all Incidents', 'Create Incident', and 'View all Broadcasts'. A large map of North America is shown, with a red pin icon and a circled '5' indicating an active incident in the Northeastern United States. The map includes a 'mopbox' logo in the bottom left and a 'JA' user profile icon in the top right.



# TEAM MANAGER - SERVICE SUPPLIES SHOP

This is where you can purchase supplies like rapid test devices and have them delivered anywhere.

**READI +** [User Name]

Main Menu

- Dashboard
- Service Supplies Shop**
- Pre-scheduled Collection Request
- Manual Collection Request
- Incidents
- Team Members
- Broadcasts

Settings

- Team Information
- Team Owners / Managers

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### Service Supplies Shop

Examinetics MS

**Purchase from READI**

If you wish to order multiple items to a single order, you can do so on the checkout page after clicking the purchase button

<b>Rapid Test Urine - 5 Panel DOT Look Alike</b> \$75.00 + Shipping	<b>Buy Now &gt;</b>
Rapid Test Urine - 5 Panel Drug Test Cup, AMP/1000, COC/300, OPI/300, PCP /25, THC/50 Includes twenty-five (25) devices	
<b>Rapid Test Urine NO THC - 6 Panel</b> \$81.25 + Shipping	<b>Buy Now &gt;</b>
Rapid Test Urine NO THC - 6 Panel Drug Test Cup, AMP/1000, BUP/10, BZO/300, COC/300, OPI/300, OXY/100 Includes twenty-five (25) devices	
<b>Rapid Test Urine WITH THC - 12 Panel</b> \$100.00 + Shipping	<b>Buy Now &gt;</b>
Rapid Test Urine WITH THC - 12 Panel Drug Test Cup 90ml, PCP /25, AMP/1000, BAR/300, BUP/10, BZO/300, COC/300, MDMA/500, MET/1000, MTD/300, OPI/300, OXY/100, THC/50 Includes twenty-five (25) devices	
<b>Rapid Test SALIVA - 5 Panel</b> \$112.50.00 + Shipping	<b>Buy Now &gt;</b>
Rapid Test SALIVA - 5 Panel (THC50/COC20/AMP50/OPI40/mAMP50) Includes twenty-five (25) devices	
<b>Rapid Test SALIVA - 9 Panel(NO THC)</b> \$125.00 + Shipping	<b>Buy Now &gt;</b>
Rapid Test SALIVA - 9 Panel(NO THC) (AMP50/OPI40/COC20/PCP10/OXY20/BZO10/BAR50/mAMP50/BUP5) Includes twenty-five (25) devices	
<b>Rapid Test SALIVA - 10 Panel</b> 150.00 + Shipping	<b>Buy Now &gt;</b>
Rapid Test SALIVA - 10 Panel- (THC50/COC20/AMP50/OPI40/mAMP50/PCP10/BAR50/BZO10/ OXY20/BUP5) Includes twenty-five (25) devices	
<b>Rapid 10 Panel Urine Cup with THC and Fentanyl</b> 95.00 + Shipping	<b>Buy Now &gt;</b>
10 Panel Drug Test Cup with Fentanyl- AMP/1000, OPI/300, MET/1000, BZO/300, COC/300, MTD/300, OXY/100, BUP/10, THC/50, FEN/20 Includes twenty-five (25) devices	



# TEAM MANAGER - PRE-SCHEDULED COLLECTION REQUEST

This is where a mobile collection is requested for at least 72 hours in advance. This is typically used for multiple randoms or when hiring several people and having a collector come to perform multiple tests at once.

- Fill in the form out with as much detail as possible.
- Click on Submit my Request when complete.
- This sends the request to the ReadI Collect support to locate the best collector(s) and submit an estimated cost and a confirmation of service.

READI Collect

Examinetics MS

### Pre-scheduled Collection Request

#### Request a Scheduled Onsite Collection

We will have one of our highly trained and certified mobile testing professionals at any location where you need to have your employees tested using any allowed type of test in your area. We provide the most professional and reliable onsite testing in the nation. Pre-employment, random testing programs, job fairs, any time you need to keep your employees safe and productive instead of having to go to an offsite clinic for hours of lost production. Just let us know when, where and what type of tests you require, and we will respond back with confirmation. Please allow a minimum of 72 hours from this request to required onsite test date. Dispatch will contact you directly to confirm details and schedule the exact date and time.

Company Name\*  
Examinetics

First Name\* Morgan Last Name\* Stepnoski

Collection Site Location  
Street Address\*  
1573 N Cline Ave

City\* Griffith State / Province\* IN ZIP / Postal code\* 46319

Contact Information  
Email\* morgan.stepnoski@examinetics.com Phone\* 8555176872

Collection Details  
Donor Count: Start: mm/dd/yyyy Anticipated End: mm/dd/yyyy

If you have Chain of Custody forms on-site, what lab?

Who will be the onsite (day of) contact?  
First Name\* Morgan Last Name\* Stepnoski  
Email\* morgan.stepnoski@examinetics.com Phone\* 8555176872

Additional Information  
Please list any testing details. I.e: DOT, NON DOT, alcohol tests, Drug tests – type – Oral, Urine, hair...  
Please specify any testing supplies you have...

\* denotes required field [Submit my Request](#)





# TEAM MANAGER - MANUAL COLLECTION REQUEST

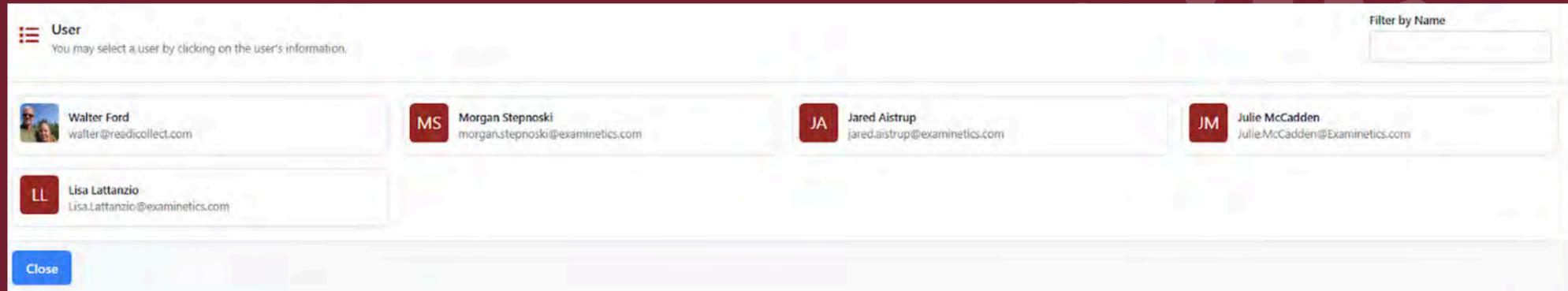
This is where you will create a collection request that will utilize the ReadI Collect Geo locating software to find the closest collector certified to perform the type of collection(s) you need.

**Reporter** - First you must either select a Team Member that has been previously created or uploaded via the bulk upload, or add them at the time of the incident. By default it is set to “Select existing Team Member” if the employee/donor has been previously added, click in the “select a User” field and a pop-up window will open with all available team members.

A screenshot of the READI Collect web application interface. The left sidebar is blue and contains a 'Main Menu' with items like 'Dashboard', 'Service Supplies Shop', 'Pre-scheduled Collection Request', 'Manual Collection Request' (highlighted), 'Incidents', 'Team Members', and 'Broadcasts'. Below that is a 'Settings' section with 'Team Information' and 'Team Owners / Managers'. The main content area is white and titled 'Create Collection Request'. It includes a header with 'Examinetics' and 'MS'. The form has three main sections: 'Reporter' with a dropdown menu and a 'Select a user' button; 'Test type' with a dropdown menu; and 'Instructions' which lists three bullet points about reporting, location, and equipment. At the bottom, there is a text area for a general description of the incident. A red chat icon is visible in the bottom right corner of the form area.



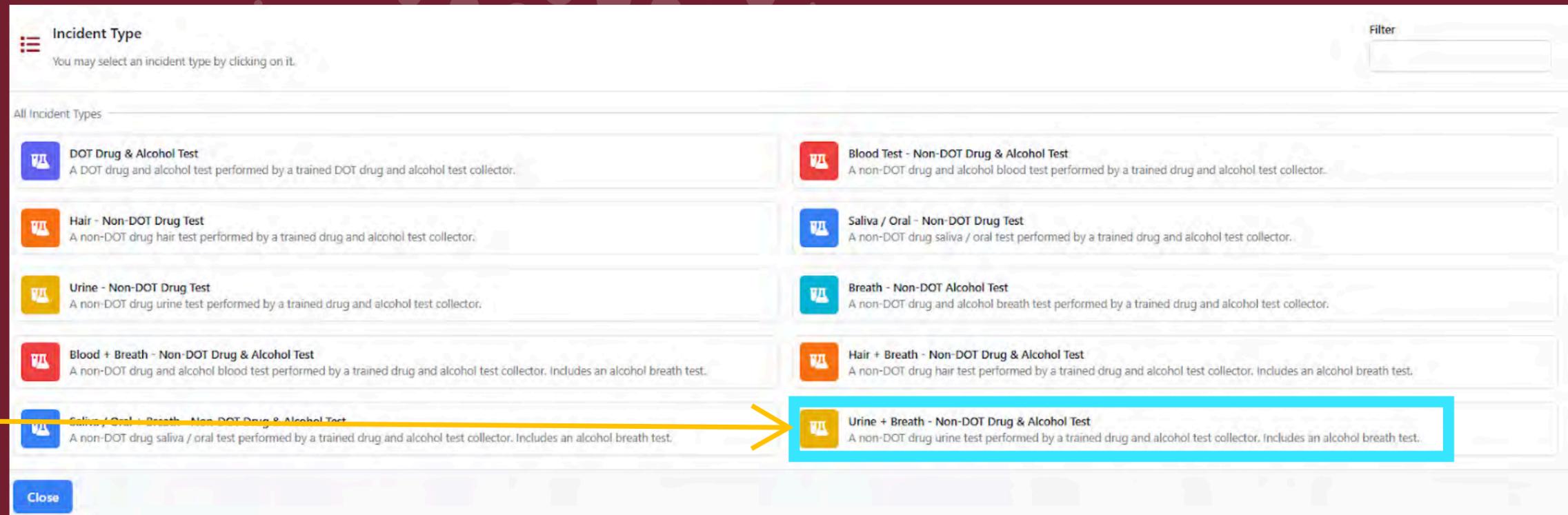
# TEAM MANAGER - MANUAL COLLECTION REQUEST



- Click on one of the available team members

**Test Type** - Next click in the Test Type field. This will show a list of all available test types. If this account was set up with a Default test type it would be pre-populated.

By default the CCM test type is Non-DOT Urine plus Alcohol with the "Rapid 10 Panel Urine Cup with THC and Fentanyl" and Breath Alcohol test.



- Click on the desired test type to select it.



# TEAM MANAGER - MANUAL COLLECTION REQUEST

READI +

Main Menu

- Dashboard
- Service Supplies Shop
- Pre-scheduled Collection Request
- Manual Collection Request**
- Incidents
- Team Members
- Broadcasts

Settings

- Team Information
- Team Owners / Managers

## Create Collection Request

**Instructions**

A description of the incident will assist everyone involved in the performance of their tasks associated with the incident. Be sure to include:

- If you are the Team Owner or Manager making the request on behalf of another individual / donor please select one of your Team Members from the list above under "Reporter" or create a new team member, then, include the name and contact details of any additional individual or individuals requiring services and any additional test types if different than the one selected above. If a test type is pre-populated do not change it as this is the pre-selected default test
- If your current location is different than where you would like the collector to perform their tasks please enter the address below or zoom in on the map and drag the locator icon to the desired location. This is used primarily when a donor is on a roadside or location without a street address
- If the collector needs any special **equipment** (a rapid test kit, additional test kits, or specific identification for example) please include that below

Notes may have been added by default based on your team's settings. These notes can be changed below.

A general description of the incident which will be shared with all users involved in the incident and its response.

**Instructions** - Read through these instructions to ensure all details have been entered properly.

**General Description text field** - Use this to enter the specific test panel (if other than DOT) and test device if it is to be a rapid test. This is information that should be acquired from the client. All NON-DOT tests must be specifically and clearly noted in the client's company policy on drug and alcohol testing. This should include the type of test (Urine, Blood, Saliva and the drugs tested for (test Panel)).

Use this field to add the names of additional donors and any specific information the collector would need to know. For instance, Check in at the front office and ask for the shift manager. Or, Donor is located at building C on the second floor.



# TEAM MANAGER - MANUAL COLLECTION REQUEST

**Schedule** - Leave this blank if you need an immediate collection. If you know the donor will not be available until a certain time then enter that here. The difference between entering a future date here and the “Pre-Scheduled Collection Request” is that this will activate the automated system and will notify all collectors in the defined area immediately. In this case the collector would accept the incident and commit to being there at the defined time.

**Address** - Begin typing the address and it will give you recommendations for identified addresses. You must select one of these in order for the geo location system to operate properly. Even though the address selected does not completely render you can see on the map that it has identified the correct address.

**READI + Examinetics**

Main Menu

- Dashboard
- Service Supplies Shop
- Pre-scheduled Collection Request
- Manual Collection Request**
- Incidents
- Team Members
- Broadcasts

Settings

- Team Information
- Team Owners / Managers
- Reseller Subaccounts

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Number 10628889

### Create Collection Request

Notes may have been added by default based on your team's settings. These notes can be changed below.

A general description of the incident which will be shared with all users involved in the incident and its response.

**Schedule**  
You can schedule an incident for a future date and time. This will attempt to assign a responder immediately, but will notify the responder of the future date and time for the actual performance of their tasks. **If left blank, or set in the past, the incident will be scheduled for now.**

mm/dd/yyyy --:-- --

**Address**  
Select the location of the incident.

Search

Map showing the United States, Mexico, and Cuba. A location is marked on the map.

Creating the incident will take affect immediately.

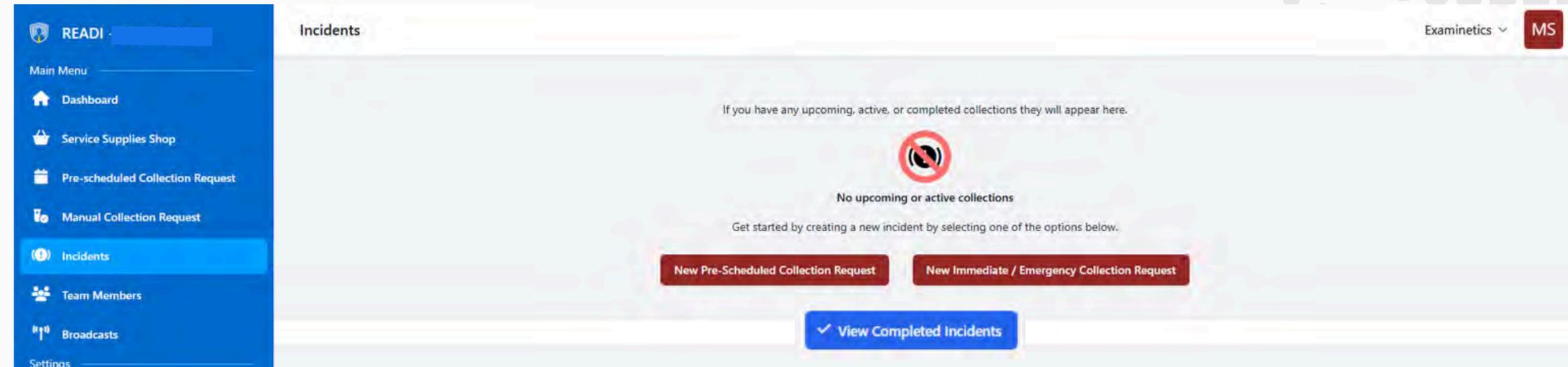
**Create New Incident**

**Create New Incident Button** - After you have verified that all the details are correct click this button. This will immediately activate the REDI Collect system and begin locating collectors.

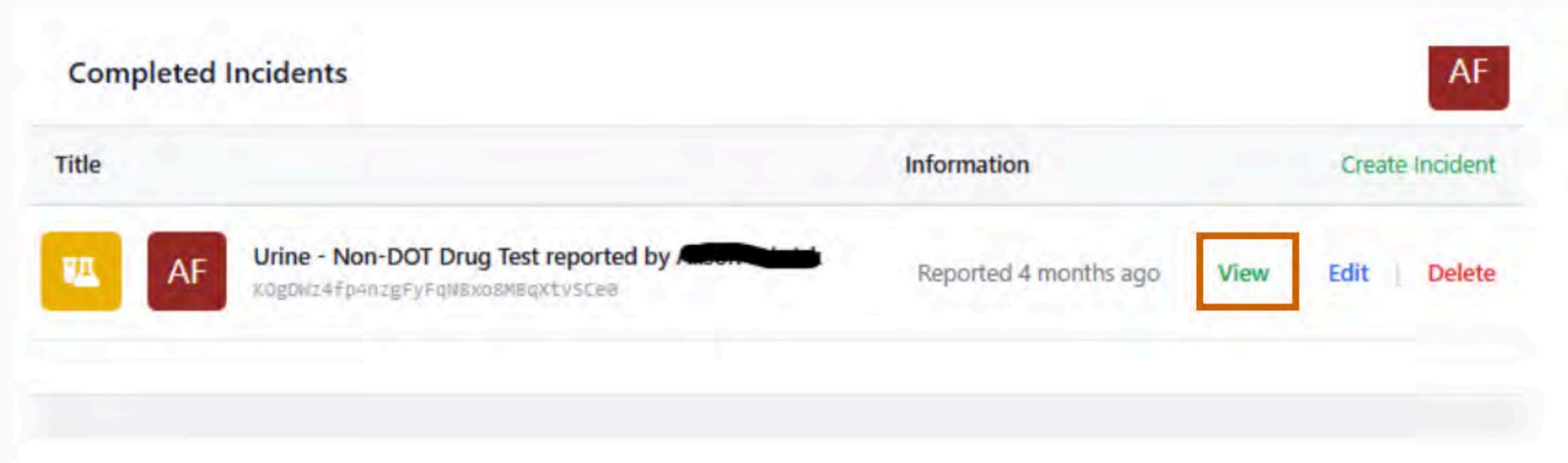
# Incidents

[Return to TOC](#)

- This is where all current or upcoming pre-scheduled incidents will show. There are also 2 buttons here to schedule a new immediate collection or a pre-scheduled collection.



- If there are completed incidents you will see a blue button "Completed Incidents". Click on this to view your completed incidents.



- Click on "View" to see the details and reports for this incident.

# Incidents

## Section 1 - Reporter Details

**Name** – Donor Name

**Team** – Company Name

**Email** – Donor Email

**Phone** – Donor Phone

11/12/25, 9:47 AM READI Collect

DOT Drug & Alcohol Test 1 months ago

### Reporter Details

Name	[REDACTED]	DD
Team	[REDACTED]	
Email	[REDACTED]@s.com	✉
Phone	[REDACTED]	☎

### Incident Details

Incident ID	jYV [REDACTED] bVT a	📄
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	📍
Scheduled for	Immediately	📅
Options	Edit   Download   Delete	
Lab Shipping Address	Quest Diagnostics Account # 11821574 (DOT) Account # 11821575 (Non-DOT) 10101 Renner Blvd., Lenexa, KS 66219	

☰ Incident Details Examinetics

<https://readicollect.com/incidents/> 1/4

[Return to TOC](#)

# Incidents

## Section 2

### - Incident Details

**Incident ID** - Auto generated unique incident ID

#### **Reporter Description** -

Description of incident entered in the free text field. This should be used to give details like; specific location, requirements to gain access to location, additional donor names, specific testing device or drug panels

11/12/25, 9:47 AM READI Collect

DOT Drug & Alcohol Test months ago

#### Reporter Details

Name	[REDACTED]	DD
Team	[REDACTED]	
Email	[REDACTED]@s.com	✉
Phone	[REDACTED]	☎

#### Incident Details

Incident ID	jYV [REDACTED] bVT a	📄
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	📍
Scheduled for	Immediately	📅
Options	Edit   Download   Delete	
Lab Shipping Address	Quest Diagnostics Account # 11821574 (DOT) Account # 11821575 (Non-DOT) 10101 Renner Blvd., Lenexa, KS 66219	

☰ Incident Details Examinetics

<https://readicollect.com/incidents/> 1/4

[Return to TOC](#)

# Incidents

## Section 2

### - Incident Details

**Incident location** - Exact Latitude and Longitude of reporter. This will be the location of the IP address of the computer that created the incident if they left the location/Address field blank, the address entered into the address field or the Geo location of the smart phone or tablet that created an incident away from base.

**Scheduled for** - This is typically "Immediately" but can be set in the future if set in the date/time field.

11/12/25, 9:47 AM READI Collect

DOT Drug & Alcohol Test months ago

#### Reporter Details

Name	[REDACTED]	DD
Team	[REDACTED]	
Email	[REDACTED]@s.com	✉
Phone	[REDACTED]	☎

#### Incident Details

Incident ID	jYV [REDACTED] bVT a	📄
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	📍
Scheduled for	Immediately	📅

Options: Edit | Download | Delete

Lab Shipping Address: Quest Diagnostics  
Account # 11821574 (DOT)  
Account # 11821575 (Non-DOT)  
10101 Renner Blvd., Lenexa, KS 66219

Incident Details Examinetics

<https://readicollect.com/incidents/> 1/4

[Return to TOC](#)

# Incidents

## Section 2

### - Incident Details

#### Options -

Edit - only Team Managers have access to Edit. The report should only be edited to correct errors such as donor name(s) Spelling, or contact information. Dates, times and locations should not be edited.

Download - Download a PDF of the full report including and uploaded documents and results when available. Note: some browsers only give the option to Print.

11/12/25, 9:47 AM READI Collect

DOT Drug & Alcohol Test months ago

#### Reporter Details

Name [Redacted] DD

Team [Redacted]

Email [Redacted]@s.com

Phone [Redacted]

#### Incident Details

Incident ID jYV [Redacted] bVT a

Reporter Description Vessel [Redacted] Cleveland OH

Incident Location [Redacted].4967, -[Redacted].7085

Scheduled for Immediately

Options Edit | Download | Delete

Lab Shipping Address Quest Diagnostics  
Account # 11821574 (DOT)  
Account # 11821575 (Non-DOT)  
10101 Renner Blvd., Lenexa, KS 66219

Incident Details Examinetics

https://readicollect.com/incidents/ 1/4

[Return to TOC](#)

# Incidents

## Section 2

### - Incident Details

#### Lab Shipping Address

- This will be the Lab info that was entered during the account initial registration. This information should be reviewed prior to creating an incident if you are unsure that the entered data is correct. This is the account number and Lab location that the collected samples will be sent to.

11/12/25, 9:47 AM READI Collect

DOT Drug & Alcohol Test months ago

#### Reporter Details

Name [Redacted] DD

Team [Redacted]

Email [Redacted]s.com

Phone [Redacted]

#### Incident Details

Incident ID jYV [Redacted] bVT a

Reporter Description Vessel [Redacted] Cleveland OH

Incident Location [Redacted].4967, -[Redacted].7085

Scheduled for Immediately

Options Edit | Download | Delete

**Lab Shipping Address**

Quest Diagnostics  
Account # 11821574 (DOT)  
Account # 11821575 (Non-DOT)  
10101 Renner Blvd., Lenexa, KS 66219

Incident Details Examinetics

<https://readicollect.com/incidents/> 1/4

# Incidents

## Section 2 - Incident Details

[Return to TOC](#)

11/12/25, 9:47 AM READI Collect

**MRO Information** Dr. Janelle Jaworski M.D.  
9501 Northfield Blvd., Denver, CO 80238  
Phone: 877-585-7366

**Responders** 1 responder  
NR N [redacted] R [redacted]s completed their assignments [redacted] months ago. 2 credentials Add Invoice

**Checklists** 0 checklists

**Reports** 2 reports  
DOT Drug and Alcohol Test Report was completed by [redacted] R [redacted]s [redacted] months ago. NR  
Alcohol Test Form was completed by N [redacted] n R [redacted]s [redacted] months ago. NR

**Notes** 0 notes Add Note

**Files** 2 files Add File  
Walter Ford uploaded a file at , 2025 at 5:03pm  
D [redacted] e D [redacted] y BAT result Neg  
Walter Ford uploaded a file at [redacted] 2025 at 5:01pm  
Final result Negative

**Results / Forms** 2 results Add Result  
Ni [redacted] n R [redacted] s uploaded a result  
Completed CCF Form NR  
Ni [redacted] n R [redacted] s uploaded a result  
Scan of Complete Form NR

**Timeline**

<https://readicollect.com/incidents/j> 2/4

**MRO Information** – This will be the MRO info that was entered during the account initial registration. This information should be reviewed prior to creating an incident. The MRO or Medical Review Officer is essential to confirmation tests and any DOT regulated testing.

# Incidents

## Section 3 – Responders

This will list the Responder(s)/Collector(s) that were assigned to the incident. With special handling by Admin more than one collector can be assigned as needed for a large number of collections or for specific types of tests that require specialized certification(s).

The screenshot displays the READI Collect interface for an incident on 11/12/25 at 9:47 AM. The MRO Information section lists Dr. Janelle Jaworski M.D. with contact details. The Responders section shows one responder, Ni [redacted] R [redacted]s, who completed assignments [redacted] months ago, with 2 credentials. The Checklists section shows 0 checklists. The Reports section lists two reports: a DOT Drug and Alcohol Test Report completed by [redacted] R [redacted]s [redacted] months ago, and an Alcohol Test Form completed by Ni [redacted] R [redacted]s [redacted] months ago. The Notes section shows 0 notes. The Files section shows two files uploaded by Walter Ford: 'D [redacted] e D [redacted] y BAT result Neg' and 'Final result Negative'. The Results / Forms section shows two results: 'Completed CCF Form' and 'Scan of Complete Form', both uploaded by Ni [redacted] R [redacted]s. The Timeline section is partially visible at the bottom.

[Return to TOC](#)

## Section 4 – Checklists

Checklists – depending on the type of testing and account set up, collectors may be required to complete a check list. Checklists include; “Pre-Departure” to make sure the collector has the required supplies like specifically required rapid testing devices, “DOT Collection” to ensure all of the DOT SAMSHA steps were completed. Checklists can be assigned and created by Super Admin and assigned to specific test types.

# Incidents

## Section 5 Reports

Reports - These are specific detailed reports that can be separately viewed and downloaded. In some browsers you may need to use the browser print function to get a PDF copy of these reports. Each test type will have their own report. Here is an example:

11/12/25, 2:07 PM READI Collect

Report Examinetics

[Go back to Urine - Non-DOT Drug Test](#)

### DOT Drug and Alcohol Test Report

A report completed by READI Collect drug and alcohol testers.

**Incident ID** [Redacted] [ktvScE0](#)

**Assigned to** J. [Redacted] K. [Redacted] JK

**Requested** [Redacted], 2025 at 8:39pm

**Completed** [Redacted], 2025 at 8:46pm

**Sample Details**  
Information about the sample to be collected

**Specimen ID Number** 2 [Redacted] 3 [Redacted], 2025 at 8:40pm  
Enter the number of the barcode label used to seal the specimen bottle

**Lab Account Number** [Redacted]  
Enter the lab account number for the lab

**Donor Name** M. [Redacted] B. [Redacted], 2025 at 8:40pm  
Enter the full name of the donor

**Donor SSN, Employee ID, or CDL State and Number** 32 [Redacted], 2025 at 8:40pm  
Enter an identification number for the donor

[https://readicollect.com/incidents/\[Redacted\]](https://readicollect.com/incidents/[Redacted]) 1/5

11/12/25, 2:07 PM READI Collect

**Specify Testing Authority** [Redacted]  
Select the testing authority

**Specify DOT Agency** [Redacted]  
Select the Department of Transportation agency

**Reason for Test** Post Accident [Redacted], 2025 at 8:40pm  
Select the reason for administering the test

**Other Reason for Test** No value recorded  
If you selected "Other" for the Reason for Test, please enter that reason here

**Drug Tests to be Performed** THC, COC, PCP, OPI, AMP [Redacted], 2025 at 8:40pm  
Select the drugs test that will be performed on the sample

**Other Drug Tests to be Performed** No value recorded  
If you selected "Other" for the Drug Tests to be Performed, please enter that reason here

**Collection Site** 13 [Redacted] 2 Sp [Redacted] i, 60 [Redacted], 2025 at 8:44pm  
Enter the location where the collection was performed (street, city, state, ZIP code)

**Package Code** [Redacted]  
Select the package code for the sample

**Collection Details**  
Information about the sample (brief)

**Sample Type** Urine [Redacted], 2025 at [Redacted]

[https://readicollect.com/incidents/\[Redacted\]](https://readicollect.com/incidents/[Redacted]) 2/5



# Incidents

## Section 5 Reports

11/12/25, 2:07 PM READI Collect

Select the method in which the sample was collected

**Collection** Split [Redacted] 2025 at 8:41pm

Select the collection

**Collection Notes** No value recorded  
Enter information about the collection including notes if you entered "None Provided" above.

**Urine Collection** Yes [Redacted] 2025 at 8:41pm  
Within four minutes of the urine sample collection, was the sample temperature between 90° and 100° F?

**Additional Notes** No value recorded  
Provide any notes relevant to the sample collection

**Final Collection Details**  
Provide pictures and notes about the finalized collection.

**CCF Number** 21 [Redacted] 3 [Redacted] 2025 at 8:42pm  
Enter the number at the top of the CCF, under the barcode

**Donor Image** No value recorded  
Take a picture of the donor of the sample

<https://readicollect.com/incidents/KOgDWz4fp4nrgFyFqN8xo8MBqXivSCe0/report/FclEGKk3jIM12DC21VjOZDq3xNf1Dosl> 3/5

11/12/25, 2:07 PM READI Collect

**Completed CCF Form** [Redacted] 2025 at 8:42pm  
Take a picture of the completed CCF form



**Shipping Company** Quest Diagnostics Courier [Redacted] 2025 at 8:43pm  
The name of the company used to ship the sample Unknown Location

**Shipping Number** No value recorded  
Enter the shipping tracking number

**Shipping Label** No value recorded  
Take a picture of the shipping label used for the sample

**Lab Information**  
By default, the Alere Toxicology Services Lab will be used. However, if you will be using a different lab, please enter the details of the lab on this page.

**Lab Name** Quest Diagnostics [Redacted] 2025 at 8:43pm  
Enter the name of the lab

**Lab Address** 10101 Renner Blvd., Lenexa, KS 66219 [Redacted] 2025 at 8:43pm  
Enter the complete address (street, city, state, ZIP code) of the lab being used

**MRO Name** Dr. Janelle Jaworski M.D. [Redacted] 2025 at [Redacted] 2025  
Enter the name of the MRO

[https://readicollect.com/incidents/\[Redacted\]](https://readicollect.com/incidents/[Redacted]) 4/5

11/12/25, 2:07 PM READI Collect

**MRO Address** 9501 Northfield Blvd., Denver, CO 80238 [Redacted] 2025 at 8:43pm  
Enter the full address (street, city, state, ZIP code) of the MRO

**MRO Phone** 877-585-7366 [Redacted] 2025 at 8:43pm  
Enter the phone number for the MRO

[https://readicollect.com/incidents/\[Redacted\]](https://readicollect.com/incidents/[Redacted]) 5/5

# Incidents

11/12/25, 9:47 AM READI Collect

**MRO Information** Dr. Janelle Jaworski M.D.  
9501 Northfield Blvd., Denver, CO 80238  
Phone: 877-585-7366

**Responders** 1 responder  
NR N... R...s completed their assignments 1 months ago. 2 credentials Add Invoice

**Checklists** 0 checklists

**Reports** 2 reports  
DOT Drug and Alcohol Test Report was completed by R...s 1 months ago. NR  
Alcohol Test Form was completed by N...n R...s 1 months ago. NR

**Notes** 0 notes Add Note

**Files** 2 files Add File  
Walter Ford uploaded a file at 2025 at 5:03pm  
D...e D...y BAT result Neg  
Walter Ford uploaded a file at 2025 at 5:01pm  
Final result Negative

**Results / Forms** 2 results Add Result  
Ni...n R...s uploaded a result  
Completed CCF Form NR  
Ni...n R...s uploaded a result  
Scan of Complete Form NR

**Timeline**

<https://readicollect.com/incidents/j> 2/4

## Section 6 – Notes

Notes can be entered by a Manager in the web portal to communicate with all parties that are involved with or watching the incident. The Collector and Donor use this to communicate details such as specific location details, movements of the donor, detailed description of donor especially if at a remote location, ect..

## Section 7 – Files

Files are documents or images uploaded via the REDI APP or the Web portal. These may include; completed CCF forms, Images of the scene or any witnesses, written statements, company policy excerpts showing the drug and alcohol testing section, ect..

## Section 8 – Results / Forms

This is where all results will be uploaded when available. BAT forms/results will be posted here by the collector. Some collector companies/networks have policies that require all test results including BAT be reviewed internally before releasing to the donor or supervisor so there may be a day or 2 before results are available in the REDI Report. BAT and Rapid results will be presented to the donor or supervisor immediately.



# Incidents

## Section 9 Timeline -

[Return to TOC](#)

This section shows the minute by minute status of the collection and is updated in real time.

The screenshot displays a vertical timeline of incident events. At the top, it shows the date and time '11/12/25, 9:47 AM' and the system name 'READI Collect'. The first event is a notification: 'On [redacted], 2025 at 12:15pm a DOT Drug & Alcohol Test incident was reported by [redacted]'. This is followed by several 'New READI Incident' notifications. A 'READI Collector A' is requested to come to the incident, and then 'READI Collector A' is shown to have accepted the request at 12:32pm. A subsequent event shows 'READI Collector A' was close to the incident at 12:32pm. An email notification 'READI Responder is Close' is sent. 'READI Collector A' is then shown to have arrived at the incident at 12:33pm. A 'DOT Drug and Alcohol Test Report A' is assigned to '1 READI Collector A'. The report is then completed by 'N [redacted] n R [redacted] s' at 12:33pm. An 'Alcohol Test Form A' is assigned to '1 READI Collector A' and completed by 'N [redacted] n R [redacted] s' at 1:00pm. The incident is finally completed by 'READI Collector A' at 12:33pm. A final status check shows 'All checklists and reports were completed.' The timeline ends with two 'READI Incident Complete' notifications.



This “People” icon shows details of anyone that was involved with this line item. It may show the details of the collector, all of the individuals that received a notification email ect...



This “Magnifying Glass” icon shows details of what was sent or entered. This could be an image of the email or the forms or report associated ect...

# Incidents

[Return to TOC](#)

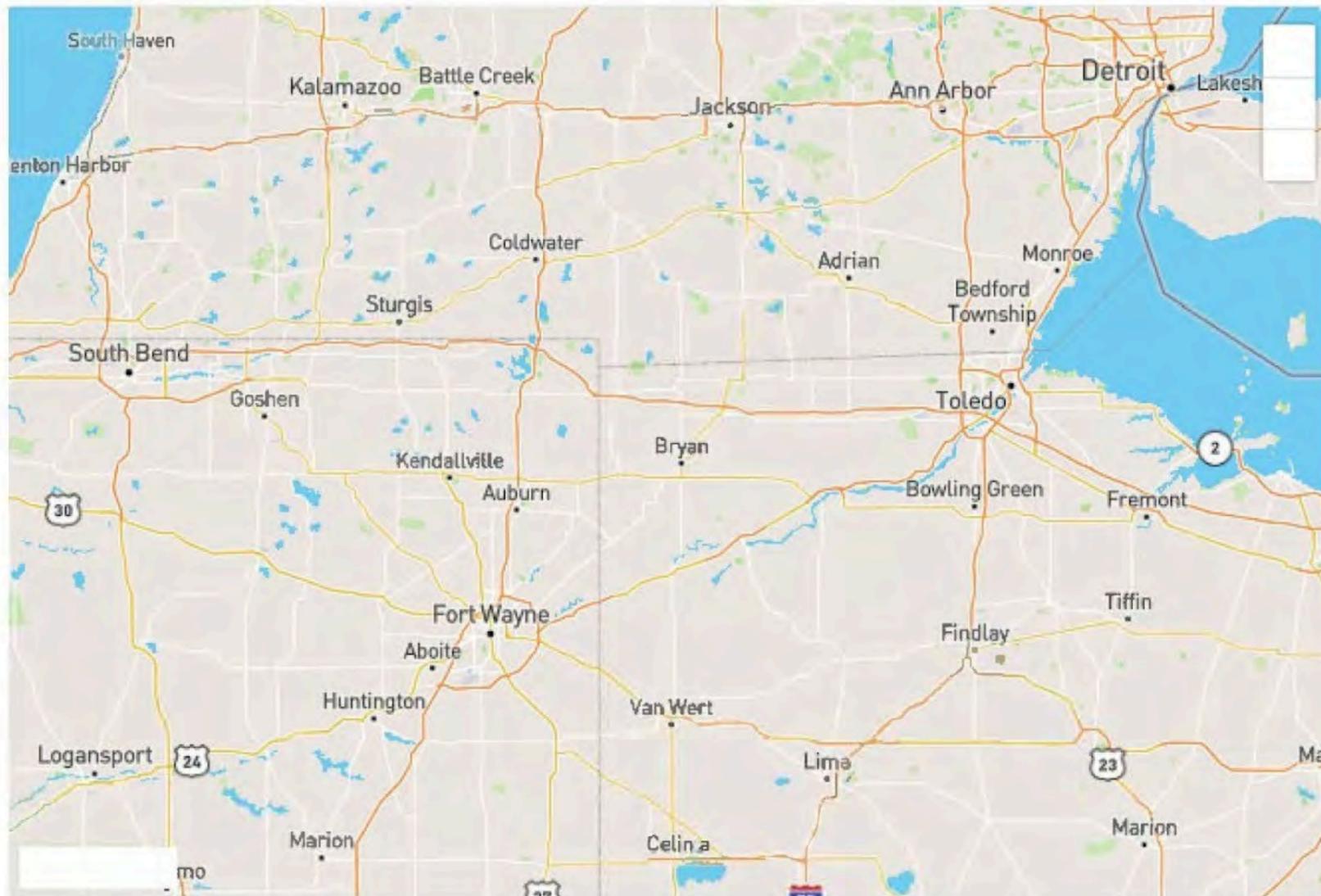
## Section 10 - Map -

This shows the location of the incident and any progressive activity. This will update in real time as the collection progresses.

11/12/25, 9:47 AM

READI Collect

### Map





# TEAM MANAGER - Team Members

## Team Members Page

Here you will see all of your team members, their Groups, Status, links to Impersonate, edit/View and Remove.

The screenshot shows the "Team Members" page in the READI Collect interface. At the top right, there is a user profile for "Examnetics" and a green button labeled "Add New Team Members". Below this, there are tabs for "Team Members" and "Groups". A summary bar indicates "Team Members 4". The main content is a table with columns for "Team Members", "Groups", and "Status". A search bar is located on the right side of the table. The table lists three team members:

Team Members	Groups	Status	Search
<b>LL</b> [Redacted] [Redacted] amin... Created 1 week ago	Team Members	Covered	Impersonate   Edit / View   Remove
<b>MS</b> [Redacted] [Redacted] m... Created 1 month ago	Team Manager Team Members	Covered	Impersonate   Edit / View   Remove
<b>JA</b> [Redacted] up [Redacted] ine... Created 1 week ago	Team Manager Team Members	Covered	Impersonate   Edit / View   Remove

There is a search field to find a specific Team Member. Simply begin typing and the search filter will begin to narrow down the search as you type.



# TEAM MANAGER - GROUPS

## Groups Page

Here you will see the default groups of DOT Team Members and Non-DOT Team Members. When adding a new Team Member you will select either a DOT or a NON-DOT group for them.

The screenshot shows the 'Edit Groups' page in the TEAM MANAGER interface. At the top right, the user 'Examinetics' is logged in. Below the header, there are tabs for 'Users' and 'Groups', with 'Groups' selected. The main content area is titled 'Edit Groups' and contains a descriptive paragraph: 'Below you can edit your team or company's groups. Groups can be used to organize your users into groups with specific functionality provided to each group. For instance, you can create a DOT team and a NON-DOT Team.' Below this text is a table of existing groups. The table has columns for 'Title', 'Users', 'Role', and 'Actions'. There are two groups listed: 'DOT Team Members' (4 users, Driver / Reporter role, created 1 month ago) and 'Non-DOT Team Members' (0 users, Driver / Reporter role, created 9 minutes ago). A '+ Create Group' button is located at the top right of the table area.

Title	Users	Role	Actions
 DOT Team Members 1 month ago	4 users	Driver / Reporter	<a href="#">View / Edit</a>   <a href="#">Delete</a>
 Non-DOT Team Members 9 minutes ago	0 users	Driver / Reporter	<a href="#">View / Edit</a>   <a href="#">Delete</a>

Different Groups of employees within your organization can be created to segregate employees / Team Members. For instance in a trucking company there are DOT regulated drivers and warehouse or dock workers that are also in safety sensitive positions but they are subject to the same tests that the DOT employees are. These should be in separate groups. Another group could be create to further refine them, dock worker, machine operator, warehouse worker, office staff...



# TEAM MANAGER - GROUPS

## To Create a New Group –

In the upper right corner of the page click on the Green “Create Group” Button. This will take you to the “Create Group” page.

The screenshot shows the 'Edit Groups' page in the TEAM MANAGER interface. At the top right, there is a user profile for 'Examinetics' and a dropdown arrow. Below this, there are tabs for 'Users' and 'Groups'. The main heading is 'Edit Groups', followed by a descriptive paragraph: 'Below you can edit your team or company's groups. Groups can be used to organize your users into groups with specific functionality provided to each group. For instance, you can create a DOT team and a NON-DOT Team.' A green '+ Create Group' button is located in the upper right corner of the main content area, with a yellow arrow pointing to it. Below the text, there is a table with two rows of group information.

Title				
	<b>DOT Team Members</b> 1 month ago	4 users	Driver / Reporter	<a href="#">View / Edit</a>   <a href="#">Delete</a>
	<b>Non-DOT Team Members</b> 9 minutes ago	0 users	Driver / Reporter	<a href="#">View / Edit</a>   <a href="#">Delete</a>



# TEAM MANAGER - GROUPS

## To Create a New Group –

**Title** – Add a short description of the group.

**Description** – Add a more detailed description of the group.

**Icon** – You can choose from a library of icons to distinguish this new group.

**Color** – You can choose from a library of colors to distinguish this new group.

**Readi Responder** – This is to accommodate a company that employs both, people that require testing and people that are certified specimen collectors or Responders. By default this is set to “No” as this is rare.

### Is a DOT driver? –

This determines whether this Team Member requires a DOT FMCSA questionnaire in the mobile app when reporting a new incident. This will present the Team member a decision tree that will determine if a post-accident test requires a DOT mandated test.

After confirming the info is correct click “Create New User Group”

This new Group will now be available to select when adding a new Team Member.

### Create Group

---

#### Create New User Group

A user group can be used to identify users in the actions panel for creating incident types.

**Title**

**Description**

**Icon**

**Color**

---

**READI Collect Responder**

Determines whether this user type is available as a responder to incidents. Options may be limited based on the type of team.

**Is a DOT driver?**

Determines whether this user type requires a questionnaire in the mobile app when reporting a new incident.

---

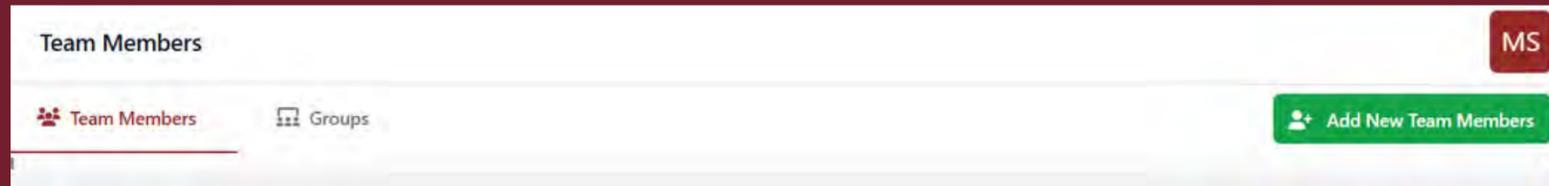
Creating the user group will take affect immediately.

[Create New User Group](#)



# TEAM MANAGER - Team Members

## Adding a new Team Member



In the upper right of the page you see a green “Add New Team Member” button. Click the button to open the add new team member page.

### Add Members to Current Team

Add Members to Current Team

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

**Creation Type**  
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

**First Name**  
The user's given name.  
John

**Last Name**  
The user's family name.  
Smith

**Email**  
The user's email address.  
john@readiresponse.com

**Phone Number**  
The user's phone number.  
555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

**Team Manager**  
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

**User Group**  
Select the user's group for **Examinetics** by clicking on the group to assign.  
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

**DOT Team Members**  
A DOT regulated employee.

**Non-DOT Team Members**  
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

[Add New Team Member](#)



# TEAM MANAGER - Team Members

## Adding a new Team Member

### Creation Type -

- By Default this is set to Create Single user. If you want to add multiple Team Members all at once and all with the same group and role you can select
- "Upload CSV to add Team Members in Bulk"
- Click on the word "**here**" to download an excel template. Add your Team Members per the template and save the file. Click on Choose file, find the file and click Open. Be sure the file name shows next to Choose file.
- When uploading in bulk, all of the individual employee data will be on the spreadsheet. So the fields for this are not visible.

A screenshot of a web form titled "Creation Type". The form has a dropdown menu currently set to "Upload CSV to add team members or users in bulk". Below this is a section for "CSV File" with instructions: "Select a CSV file with the proper formatting to create a group of users. Be sure to separate your list of team members by group, before uploading the CSV file. An example file can be downloaded here." A red arrow points to the word "here". Below the instructions is a "Choose File" button and the text "No file chosen".

**Creation Type**  
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Upload CSV to add team members or users in bulk

**CSV File**  
Select a CSV file with the proper formatting to create a group of users. Be sure to separate your list of team members by group, before uploading the CSV file. An example file can be downloaded here.

Choose File No file chosen



# TEAM MANAGER - Team Members

## Adding a new Team Member – Creation Type –

- Using the bulk upload process will send a welcome email to each new Team Member asking them to click a “One Time Use” link to create a unique password. This password should be stored for future logins but in the event it is forgotten there is a “Forgot Password” link on the log in page from the Readi Collect website.
- If you do NOT want each person to be emailed and invited to access their Readi Portal, contact Readi Collect customer support at [info@readicollect.com](mailto:info@readicollect.com) and we will add those Team Members for you. The purpose for this is if you have a large number of employees, such as a manufacturing company, and you only want supervisors to have access to the Readi System but you want your employees already in the system to expedite the creation of an incident.

A screenshot of the 'Creation Type' form. The form has a title 'Creation Type' and a subtitle 'Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.' Below the subtitle is a dropdown menu with the option 'Upload CSV to add team members or users in bulk' selected. Below the dropdown is a section titled 'CSV File' with the text 'Select a CSV file with the proper formatting to create a group of users. Be sure to separate your list of team members by group, before uploading the CSV file. An example file can be downloaded here.' A red arrow points to the text 'downloaded here.' Below this text is a 'Choose File' button and the text 'No file chosen'.

**When adding an individual Team Member -  
Enter the person's First and last name, email and  
phone number.**



# TEAM MANAGER - Team Members

## Adding a new Team Member – *Team Manager Role*

**Add Members to Current Team**

**Add Members to Current Team**

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

**Creation Type**  
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

**First Name**  
The user's given name.  
John

**Last Name**  
The user's family name.  
Smith

**Email**  
The user's email address.  
john@readiresponse.com

**Phone Number**  
The user's phone number.  
555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

**Team Manager**  
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

**User Group**  
Select the user's group for **Examinetics** by clicking on the group to assign.  
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

**DOT Team Members**  
A DOT regulated employee.

**Non-DOT Team Members**  
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

**Add New Team Member**

Decide what "Role" you want this person to have. See below for a description of each role:

**Team Manager (No Financial Access):** Ability to view all reports, add team member data but does not have access to the financial role, does not have ability to create an incident that would require an immediate/emergency response and does not have access to the READI Collect app.

As a Team Manager you have the ability to Impersonate any Team Member. This allows team managers to look into a specific account and see exactly what that Team Member is seeing and assist as needed. They also have the ability to Edit or view the person's profile and assist as needed. This is where changes to a Group and changes to their role (manager, non-manager...) They also have the ability to delete a user. This of course should be done with caution. When the Team Member is deleted they cannot be automatically brought back. They would need to be re-created.



# TEAM MANAGER - Team Members

## Adding a new Team Member - *Team Member Role*

A User can be an individual with multiple roles:

**Add Members to Current Team**

**Add Members to Current Team**

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

**Creation Type**  
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

**First Name**  
The user's given name.  
John

**Last Name**  
The user's family name.  
Smith

**Email**  
The user's email address.  
john@readiresponse.com

**Phone Number**  
The user's phone number.  
555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

**Team Manager**  
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

**User Group**  
Select the user's group for **Examinetics** by clicking on the group to assign.  
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

**DOT Team Members**  
A DOT regulated employee.

**Non-DOT Team Members**  
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

**Add New Team Member**

- **Team Manager (With Financial Access):** All of the Team Manager permissions but has the ability to cancel the account and create an immediate/emergency collection request and has access to the ReadI Collect app.
- **Team Member:** Ability to request an immediate/emergency response, has access to the READI Collect app and can be a Team Member with no manager role access or can be set up as a Team Member with Team Manager Access with or without financial access.



# TEAM MANAGER - Team Members

## Adding a new Team Member – Team Member Role

A User can be an individual with multiple roles:

Select **yes** or **no** for team manager role permissions. If yes is selected a new field appears.

**Add Members to Current Team**

**Email**  
The user's email address.

**Phone Number**  
The user's phone number.

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

**Team Manager**  
Select whether this user has access to team management features for **Examinetics**.

**Financial Access**  
Select whether this team manager will have access to financial information for **Examinetics** (including creating new team members and paying for subscriptions).

**User Group**  
Select the user's group for **Examinetics** by clicking on the group to assign.  
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

**DOT Team Members**  
A DOT regulated employee.

**Non-DOT Team Members**  
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

**Financial Access -**  
Select yes or no here for Team Manager (With Financial Access):

All of the Team Manager permissions but has the ability to cancel the account and create an immediate/emergency collection request and has access to the REDI Collect app.



# TEAM MANAGER - Team Members

## Adding a new Team Member – User Group

**Add Members to Current Team**

**Add Members to Current Team**

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

**Creation Type**  
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

**First Name**  
The user's given name.  
John

**Last Name**  
The user's family name.  
Smith

**Email**  
The user's email address.  
john@readiresponse.com

**Phone Number**  
The user's phone number.  
555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

**Team Manager**  
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

**User Group**  
Select the user's group for **Examinetics** by clicking on the group to assign.  
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

 **DOT Team Members**  
A DOT regulated employee.

 **Non-DOT Team Members**  
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

[Add New Team Member](#)

**User Group** - By default there are 2 user groups; DOT and NON-DOT. You can select one or both. A reason to select both is if the company policy of this company stipulates that even if a DOT regulated employee gets into an accident and the accident does not rise to the level of a required DOT test that driver is then required to take a NON-DOT test.

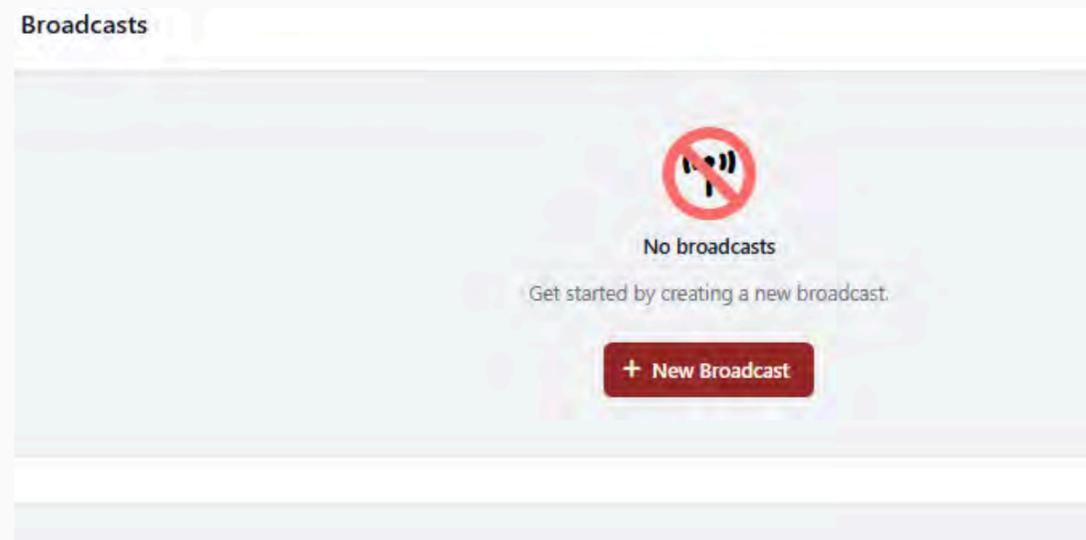
If both are selected that driver would have all of the NON-DOT test types available to choose from (typically the default test type is pre-set by the Team Owner). If only one is selected only the test types associated with that role will be available to a Team Member when requesting a test/creating an incident.

**Click "Add New Team member" button and this team member is now added. This new team member will receive a welcome email with a link to create their password.**

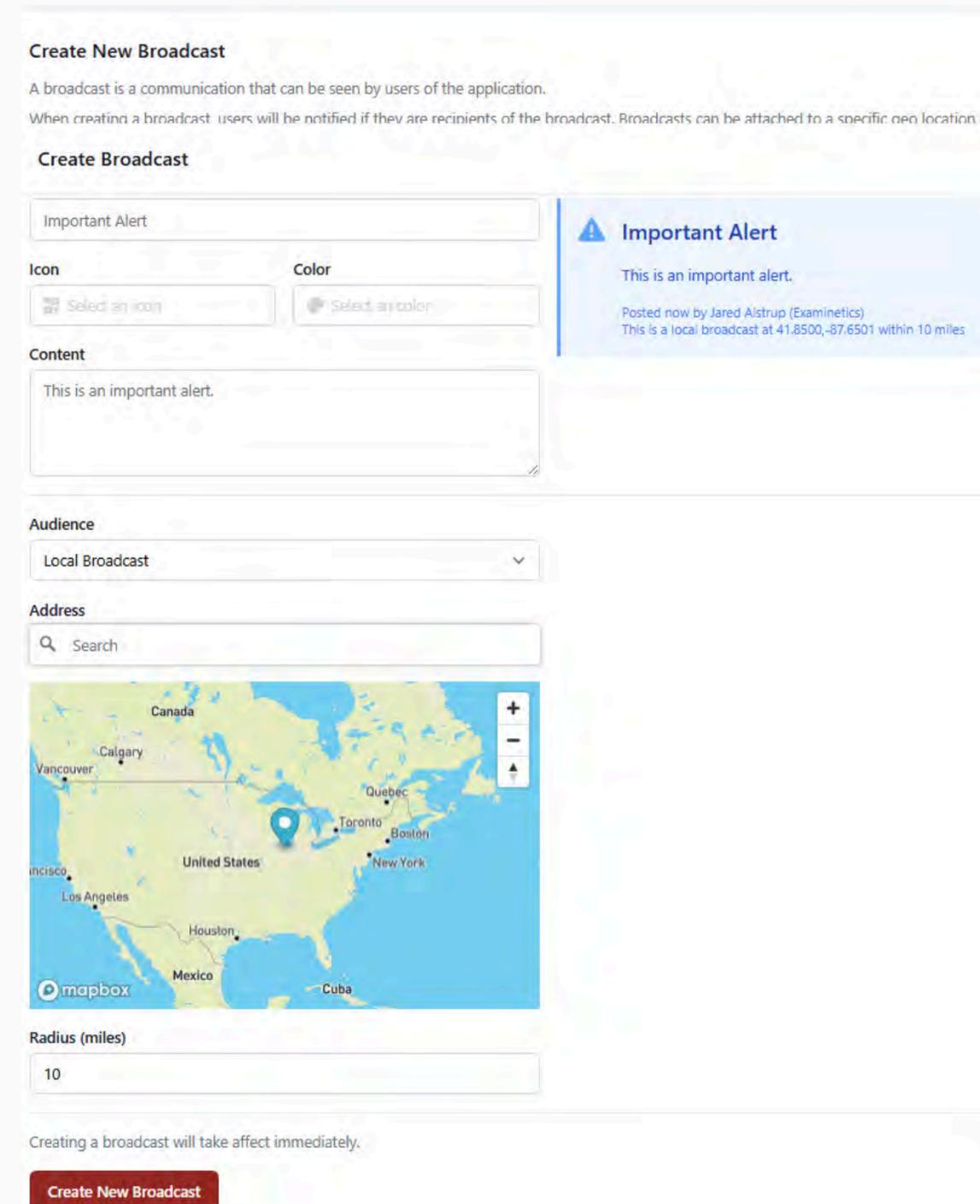
# Broadcasts

[Return to TOC](#)

Broadcasts are used to send messages to the Readi Collect APP. These can be company updates, weather reports for a geographical area, and can be set to go to a specific area, a Team or a Group.



**Click on the New Broadcast button.**

A screenshot of the 'Create New Broadcast' form. At the top, it says 'Create New Broadcast' and provides a brief description: 'A broadcast is a communication that can be seen by users of the application. When creating a broadcast users will be notified if they are recipients of the broadcast. Broadcasts can be attached to a specific geo location and...'. Below this is the 'Create Broadcast' section. It includes a dropdown menu for 'Important Alert', a preview of the alert (a blue box with a triangle icon and text: 'Important Alert', 'This is an important alert.', 'Posted now by Jared Alstrup (Examinetics)', 'This is a local broadcast at 41.8500,-87.6501 within 10 miles'), an 'Icon' selector (with a 'Select an icon' button), a 'Color' selector (with a 'Select a color' button), and a 'Content' text area containing 'This is an important alert.'. Below the content area is the 'Audience' dropdown menu set to 'Local Broadcast', an 'Address' search bar, a map of North America with a location pin over Toronto, and a 'Radius (miles)' input field set to '10'. At the bottom, there is a note: 'Creating a broadcast will take affect immediately.' and a red 'Create New Broadcast' button.

# Broadcasts

[Return to TOC](#)

Click on the New Broadcast button.

**Create New Broadcast**

A broadcast is a communication that can be seen by users of the application.  
When creating a broadcast users will be notified if they are recipients of the broadcast. Broadcasts can be attached to a specific geo location and

**Create Broadcast**

Important Alert

**Icon** **Color**

Select an icon Select a color

**Content**

This is an important alert.

**Audience**

Local Broadcast

**Address**

Search

mapbox

**Radius (miles)**

10

Creating a broadcast will take effect immediately.

**Create New Broadcast**

**Important Alert**

This is an important alert.

Posted now by Jared Alstrup (Examinetics)  
This is a local broadcast at 41.8500, -87.6501 within 10 miles

**Title** - Add a descriptive title.

**Icon** - This is optional but you can add a distinctive Icon from the library.

**Color** - This is optional but you can add a distinctive color from the library.

**Content** - This is a free text field.

**Audience** -

Local Broadcast - Select a zip code, address or move the map and select a point on the Map. Then select the radius in miles from this location.

Team Broadcast - This will go out top all members in your team.

Group Broadcast - This will go out to all members of this Group.

# SETTINGS MENU ITEMS

[Return to TOC](#)

## Team Information –

**Edit Examintics**

Information below will control the general information available for your team or company as well as the look-and-feel of the app for your users.

Company Name  
Examintics

**Edit Examintics**

Your billing information is securely stored by Stripe. However, the information here will be used to contact your team or company if necessary.

Billing Contact Name\*  
[Redacted]

Billing Contact Address\*  
[Redacted]

Billing City\* Billing State\* Billing ZIP\*  
Griffith Indiana (IN) [Redacted]

Billing Phone, ext\*  
[Redacted]

Billing Email\*  
[Redacted]

**Incident Information**

Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

No default incident type

If you have chosen any default test type other than DOT Drug and Alcohol Test, you can add a default testing panel, for example "Five panel DOT look alike", "Nine panel with THC", or "Nine panel without THC". If you chose Oral or Urine NON-DOT there are Rapid testing options. Please include this in your default test panel description.

Nine panel without THC

**Lab Information**

Your lab information is used to assist in the completion of lab reports and collections.

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the i3 default lab and MRO accounts will incur additional costs. See the pricing page.

No, use READI Collect default Lab and MRO

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

**Billing Information** – This includes Contact Name, Address, City, State, ZIP Code, Phone, and Email.

**Incident Information** – Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

If you select DOT Drug & Alcohol Test, Only the DOT mandated test types and panels will be available.

Any other selection will allow you to enter a specific panel of drugs to be tested. This should be specifically spelled out in this company's policy on drug and alcohol testing. When selecting Rapid test types as default tests, it is suggested that the drug panels be the ones that are shown in the Services Supplies Shop.

Any unique drug panel should be emailed to readi Collect customer service at [info@readicollect.com](mailto:info@readicollect.com) to be confirmed that Quest or Labcorp has a matching panel.

If the client requires a test before this confirmation process is complete the collector will conduct the test as spelled out in this section by manually altering the paper CCF.



# SETTINGS MENU ITEMS

[Return to TOC](#)

## Team Information –

**Lab Information** – There are 2 choices.

### Selecting “No, use ReadI Collect default Lab and MRO –

When selecting to use the ReadI Collect Lab and MRO all results will automatically upload to your account and be placed in the appropriate incident report.

Using the ReadI Collect Lab and MRO will add the lab and MRO cost to the incident invoice. See the pricing sheet <https://readicollect.com/incident-pricing>

### Selecting “Yes, use custom Lab and MRO” –

When selecting to use a different lab and MRO all results tracking will follow the existing process that the client currently has in place. It is recommended that the final test results file be uploaded to the incident report in the ReadI Portal by an authorized user to complete the report.

### These new fields will be visible and all fields are required:

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the i3 default lab and MRO accounts will incur additional costs. See the pricing page.

Yes, use custom Lab and MRO

Lab Name\*  
Quest, ABBOT, Labcor

Lab Account Number\*  
87198949

Lab Address  
321 Anywhere St.

Lab City Lab State Lab ZIP  
Cityville 12357

MRO Name\*  
MRO Title

MRO Phone Number\*  
(555) 555-5555

MRO Fax Number  
(555) 555-5555

MRO Address\*  
321 Anywhere St.

MRO City\* MRO State\* MRO ZIP\*  
Cityville 12357

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

Click “Save Team Information” to update or create.





# TEAM OWNER - TEAM MANAGERS

This list shows the team owner, Team Managers and Team Members. Different roles will see different dashboards and menu items:

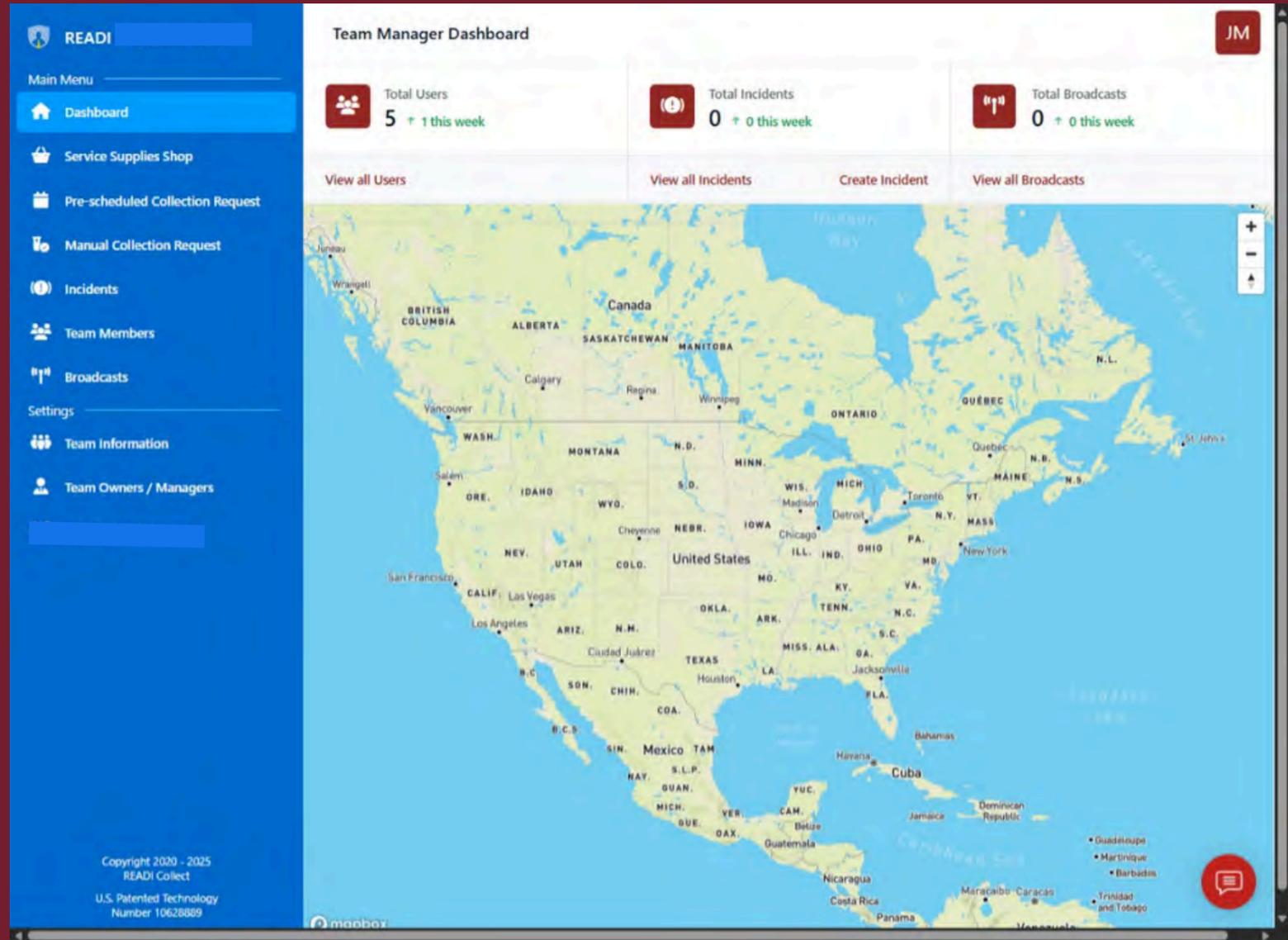
Users		JA	
Team Owner ?		<a href="#">Add New Users</a>	
<b>MS</b>	Created 1 month ago	DOT Team Members	Edit / View
Team Managers ?			
	<b>Walter Ford</b> Created 1 year ago	No roles	Team Manager Financial Access <a href="#">Edit / View</a>   <a href="#">Remove</a>
<b>MS</b>	<b>Morgan Stupinski</b> Created 1 month ago	DOT Team Members	Team Manager Financial Access DOT Team Members <a href="#">Impersonate</a>   <a href="#">Edit / View</a>   <a href="#">Remove</a>
<b>JA</b>	<b>Jane Stupinski</b> Created 1 week ago	DOT Team Members	Team Manager Financial Access DOT Team Members <a href="#">Edit / View</a>   <a href="#">Remove</a>



# TEAM OWNER - TEAM MANAGERS

## Team Owner and Team Manager Dashboard:

The Team Owner / Team Manager dashboard has access to all features and functionality of the ReadI Platform.





# TEAM OWNER - TEAM MANAGERS

## A NON-Manager Team Member Dashboard:

The screenshot shows the "User Dashboard" for a non-manager team member. On the left is a blue sidebar with a "Main Menu" containing "Dashboard" (selected) and "Pre-scheduled Collection Request". The main content area has a white background and includes a "User Dashboard" header with a user profile icon and initials "LL". Below the header, a green status message reads "Your READI Coverage is Active". The main heading is "Welcome to READI Collect". A paragraph of text explains that READI Collect is patented technology connecting users to a nationwide network of professional responders through a mobile app. Below this text are three buttons: "Download on the App Store", "GET IT ON Google Play", and a red "READI Online" button. To the right of the text is a large image of a smartphone displaying a "Sign in to your account" screen with fields for "Email address" and "Password", a "Sign in" button, and a "Forgot your password?" link. At the bottom of the dashboard, there is a footer with copyright information (2020-2025), a "LABWORKS USA The Simple Solution" logo, and a red chat bubble icon.

### A NON-Manager Team member can:

- Create a "Pre-Scheduled Collection Request".
- Access to download the ReadI Collect APP from the Apple Store and the Google Play store for all android devices.
- Log Into the ReadI Web based APP by clicking the Red "ReadI Online Button.



# READI APP DETAILS

## APP: Home Screen

This is the Login page for the App:

A screenshot of the READI Collect app's login screen. It features a dark blue background with the READI Collect logo at the top. Below the logo is the text "Sign in to READI Collect". There are two input fields: "Email address" with the text "collector@readicollect.com" and "Password" with masked characters. A red "Sign in" button is positioned below the password field. At the bottom, there is a link that says "Request your password".

Sign in to READI Collect

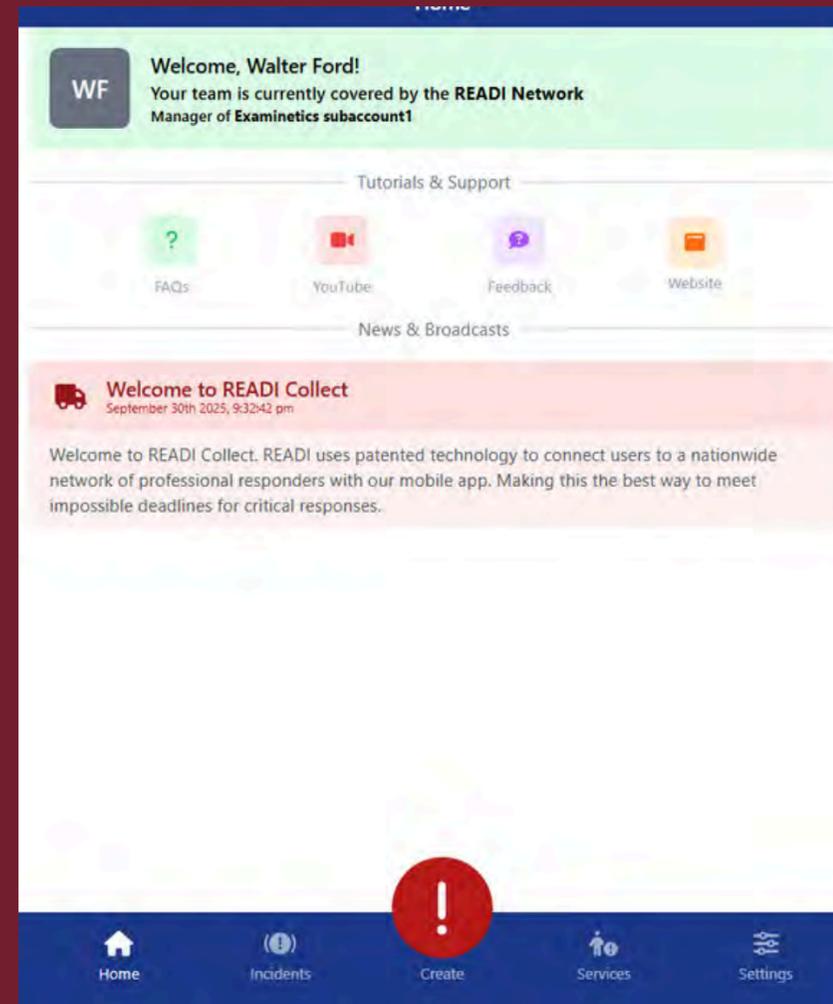
Email address  
collector@readicollect.com

Password  
.....

Sign in

Request your password

## HOME SCREEN



**FAQ's** - This takes you to the Tutorials page with the FAQ's under the videos. There is a search field just below the video section. Here you can search by keywords.

[READI Collect - Tutorials](#)

**YouTube** - Takes you to the Readi Collect YouTube Channel. This includes all of our social media videos and tutorial videos.

[Readi Collect Post-Accident Drug and Alcohol Test - YouTube](#)

**Feedback** - Here you can choose from 3 topic types that will direct your comments to the correct department. Enter your feedback and we will get back to you as needed asap.

**Website** - When you click this it takes you to our Readi Network selection site. Here you have the choice of our 3 platforms:

**Readi Response** - This is a nationwide network of accident investigators. The system is very similar to Readi Collect but for an investigator instead of a Drug and Alcohol specimen collector.

**Readi Repair** - Is our newest network of tow truck and repair shops. This network is expected to launch in late 2026.

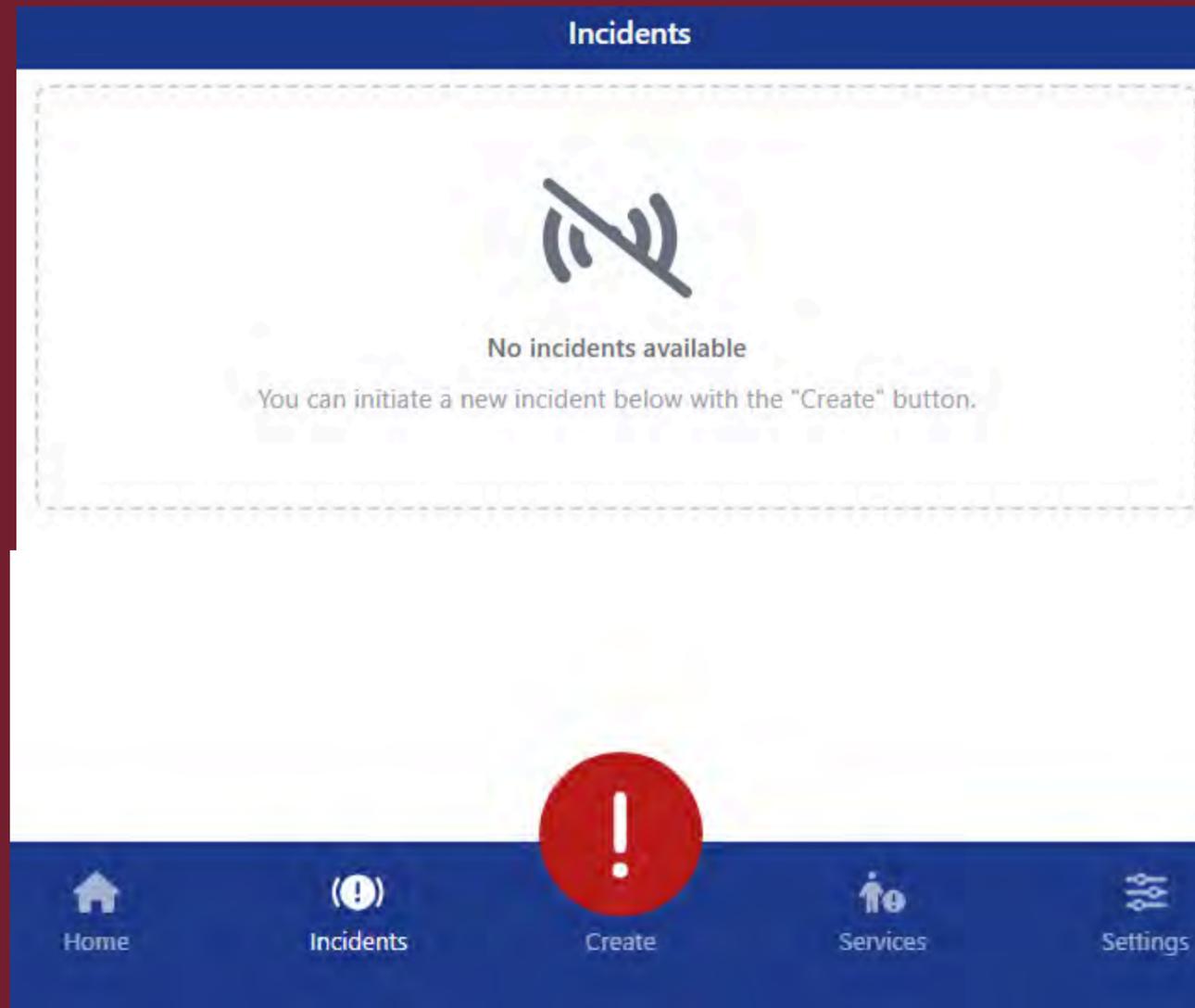
Click on the Readi Collect button to go to the home page at [www.readicollect.com](http://www.readicollect.com)



# READI APP DETAILS

## APP: Incidents Page

This is how the Incidents Page looks like on the the Web-Based App.



All of the pending and past incidents related to this user will be listed here.

If there is a pending / in process incident click on it and monitor the status as it progresses, add notes that will be visible to the collector and any monitoring Team Managers and see completed incidents' reports.



# READI APP DETAILS

## APP: Big Red Button / *Create Page*

A screenshot of the READI app's 'Incidents' page. At the top, there's a blue header with the word 'Incidents'. Below it is a red warning banner with a triangle icon and text: 'If you are injured, others are injured, or there is the threat of injury to you or others, call 911 before completing this form.' The main content area has a heading: 'If you are safe and able, please enter additional details about the incident that you think may be useful for people reviewing or responding to your incident.' Below this is a paragraph: 'A description of the incident will assist everyone involved in the performance of their tasks associated with the incident. Be sure to include:' followed by a bulleted list of instructions. A text input field contains the text: 'Rapid 10 Panel Urine Cup with THC and Fentanyl and Breath Alcohol test.' At the bottom of the form area, there are two buttons: 'Cancel Request' and 'Select Test Type'. The bottom navigation bar is blue and contains five icons: Home, Incidents, Create (highlighted with a large red circle and exclamation mark), Services, and Settings.

**The Big Red Create Button!** – This is really what the entire thing is all about. Hitting this button initiates all of the magic.

If the Team member is a NON-DOT regulated employee then they will see this screen first.

Follow all of the instructions and add any detail that might be pertinent to the collector.

If the account was set up with a default test type and details were added about the drug panel they will show in the text field . Any specific details pertaining to this current incident creation should be added in this field \* DO NOT Delete the details about the default drug panel. Any additional notes should be added under this default text.

**After adding any notes, Click on the Red “Select Test Type” Button**



# APP DETAILS

## APP: *Select a Test Type Page*

This will take you to the “Select Test Type” page:

A screenshot of the "Select Test Type" page in the READI Collect app. The page has a white background with a light blue header. Below the header, there is a paragraph of text explaining that users are not required by the Department of Transportation to have a drug and alcohol test, but they can proceed if their company policy requires it. The page is divided into two sections: "Recommended Incident Type" and "Other Incident Types". The "Recommended Incident Type" section is highlighted in yellow and contains one option: "Urine + Breath - Non-DOT Drug & Alcohol Test". The "Other Incident Types" section contains eight options, each with a colored icon and a brief description. At the bottom of the page, there are two buttons: "Cancel Test Request" and "Request a Test".

Select Test Type

You are **not** required by the Department of Transportation to have a drug and alcohol test. However, if your company policy is to have a drug and alcohol test taken you may proceed by selecting a test type below and clicking "Request a Test" below.

Recommended Incident Type

**Urine + Breath - Non-DOT Drug & Alcohol Test**  
A non-DOT drug urine test performed by a trained drug and alcohol test colle...

Other Incident Types

**Blood Test - Non-DOT Drug & Alcohol Test**  
A non-DOT drug and alcohol blood test performed by a trained drug and alc...

**Hair - Non-DOT Drug Test**  
A non-DOT drug hair test performed by a trained drug and alcohol test colle...

**Saliva / Oral - Non-DOT Drug Test**  
A non-DOT drug saliva / oral test performed by a trained drug and alcohol t...

**Urine - Non-DOT Drug Test**  
A non-DOT drug urine test performed by a trained drug and alcohol test colle...

**Breath - Non-DOT Alcohol Test**  
A non-DOT drug and alcohol breath test performed by a trained drug and alc...

**Blood + Breath - Non-DOT Drug & Alcohol Test**  
A non-DOT drug and alcohol blood test performed by a trained drug and alc...

**Hair + Breath - Non-DOT Drug & Alcohol Test**  
A non-DOT drug hair test performed by a trained drug and alcohol test colle...

**Saliva / Oral + Breath - Non-DOT Drug & Alcohol Test**  
A non-DOT drug saliva / oral test performed by a trained drug and alcohol t...

Cancel Test Request **Request a Test**

This page is generic for NON-DOT and DOT Team Members. If a DOT regulated Team Member attempts to create an Incident for a Post-Accident test, they will be presented with a series of questions that could determine that they do not meet the requirements for a mandated test, in this case IF they have been instructed by a supervisor or DER that regardless of the DOT requirements their company policy dictates that they take a NON-DOT test then they see this page.

If the Team Member has any question about which test to select, they should click “Cancel Request” and contact their supervisor.

Once the correct test type has been selected, click the Red “Request Test” button.

**This will activate the automated search for a collector.**



# APP DETAILS

## APP: *Services Page*

If you would like to find an accident Investigator click on ReadI Response.

A screenshot of the "Services" page in the app. The page has a blue header with the word "Services" in white. Below the header, there is a section titled "Available Service" in a light blue font. There are two service cards listed. The first card has a red square icon with a white magnifying glass, the title "Investigation Services", and the text "Provided by READI Response". The second card has a blue square icon with a white scale of justice, the title "Drug and Alcohol Testing", and the text "Provided by READI Collect". Both cards have a right-pointing arrow on the right side.

Services	
Available Service	
	<b>Investigation Services</b> Provided by READI Response
	<b>Drug and Alcohol Testing</b> Provided by READI Collect

**WE ARE READY TO  
SUPPORT YOU!**

**[READICOLLECT.COM](https://readicollect.com)**

**[info@readicollect.com](mailto:info@readicollect.com)**

** (217) 615-4424**