READI Collect

User Training

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*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 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

READI Collect

Hello!

You have been invited to join [redacted] **Testing LLC** on READI Collect.
You have been given a Team Manager role for [redacted] **Testing LLC**. This gives you the ability to manage the team including:

- Editing and managing team information
- Creating, managing, and monitoring incidents
- Viewing and managing team member information

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 downloads the READI Collect app. Download the app and follow the instructions to complete your account set up.

Download on the App Store | GET IT ON Google Play

Log in to READI Collect

The "Log in" button above is for one-time access to your account. When you access your account, your should set a password for easy future access to your account.

Thank you,
READI Collect

If you you are having trouble opening the "Log in to READI Collect Web" you may cut and copy this address:
https://readicollect.com/login/2K6irOiJNQv21qWZ6xFNFdn0nwHxWiyeDLoFJ97m6HQDbjbjA657YzllMDxxwesKQuoP5ySPSqZx4O92Z6mcpn2zgVL0aWhUeZMswRSfpmxqsfwKGvGZsdhx7ZjVVaDY
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:

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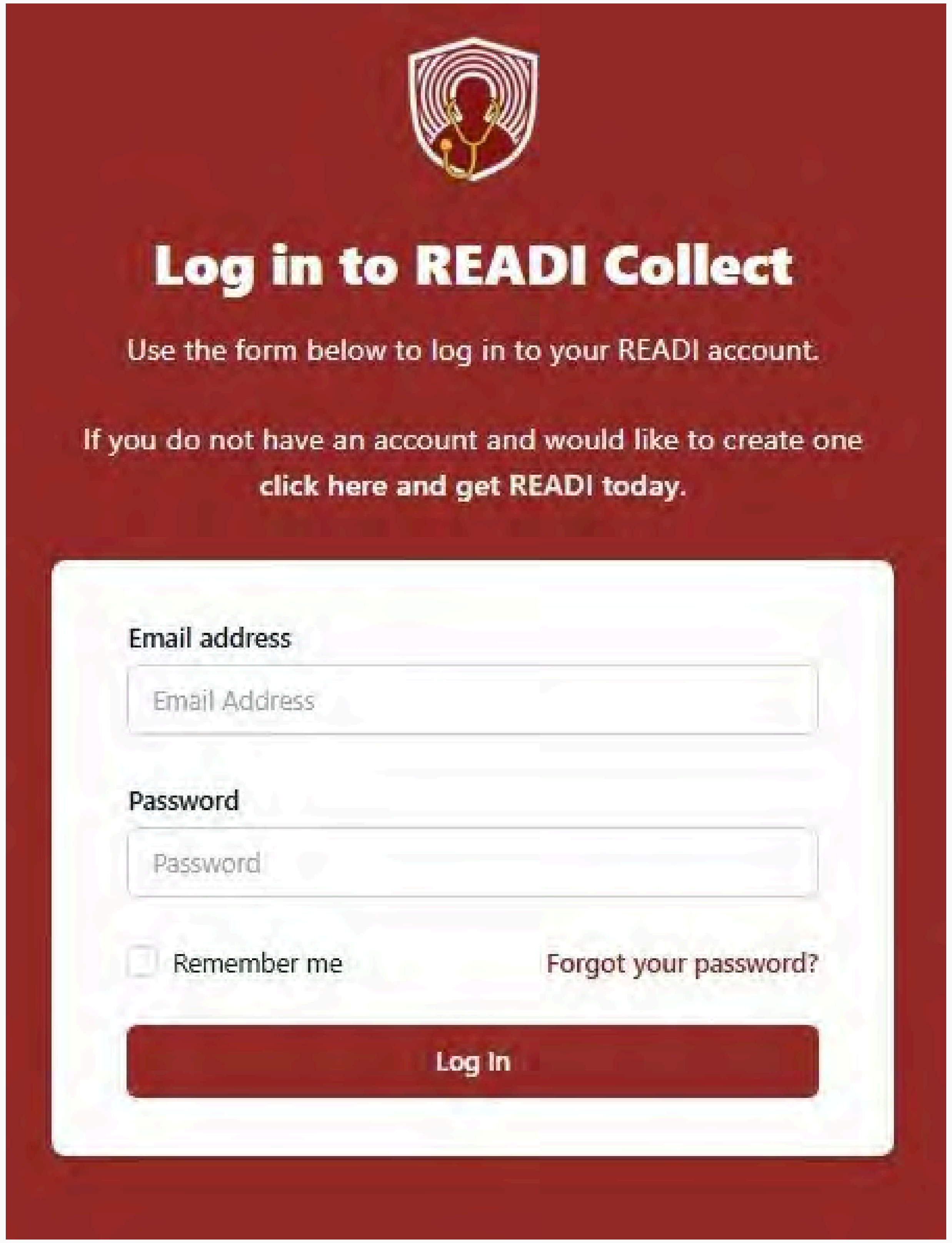


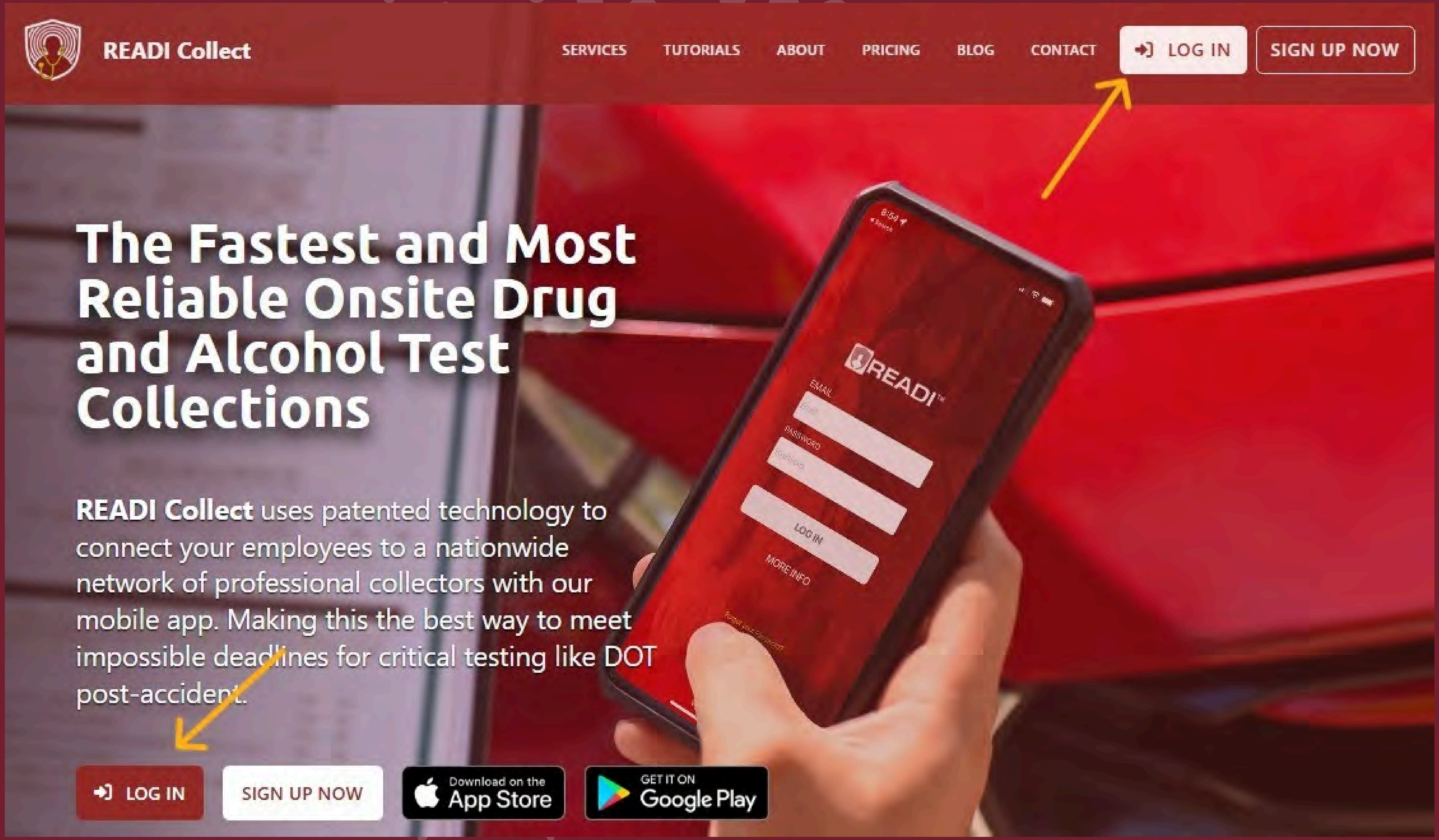
Enter your log in credentials that you created. Use the Forgot Password process as needed.

READI Collect

Return to TOC

Initial Log in

Anytime you log in from the readicollect.com website click on the LOG In button. Then you will see the log in page.

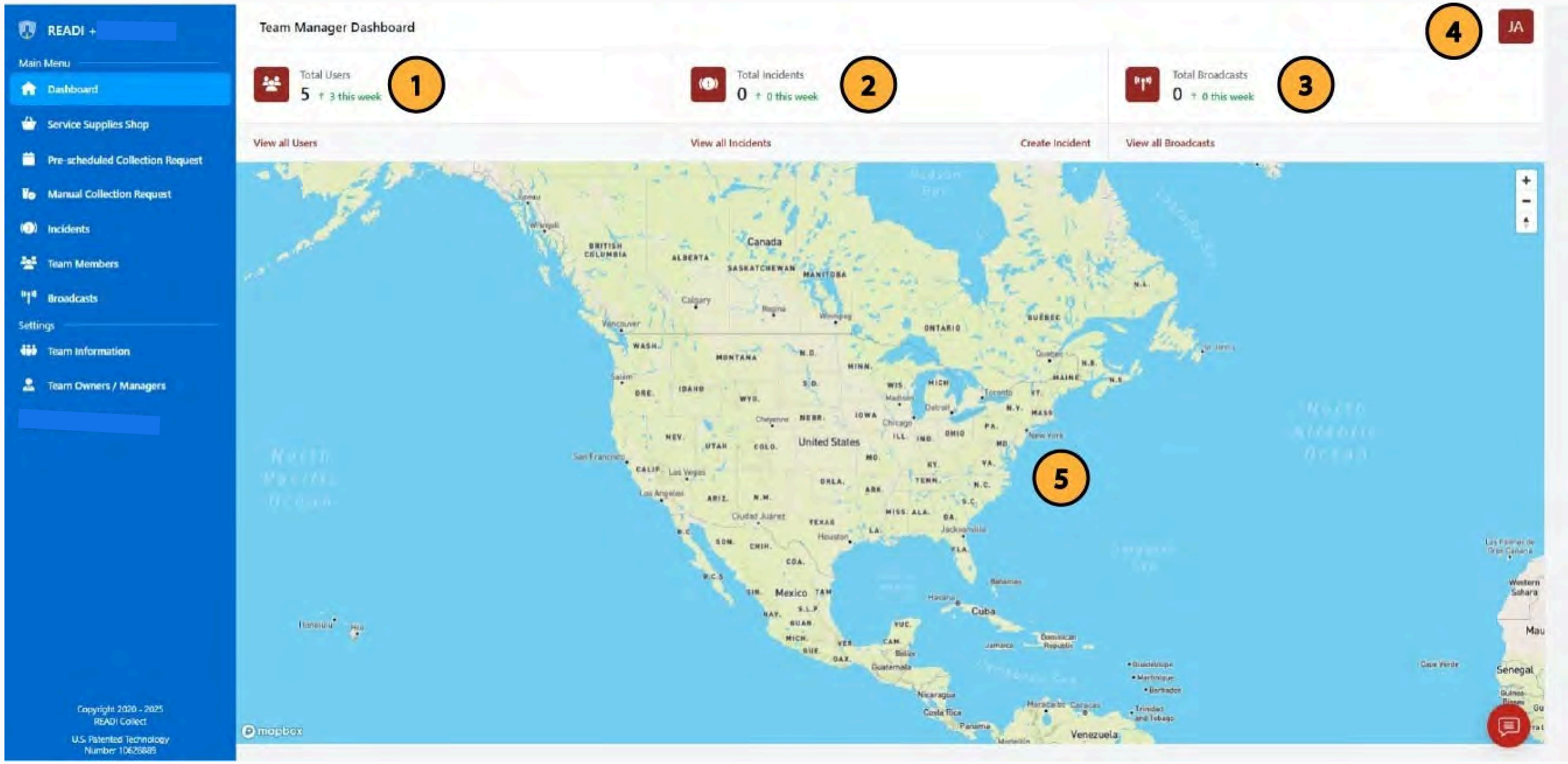


TEAM MANAGER - DASHBOARD

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:

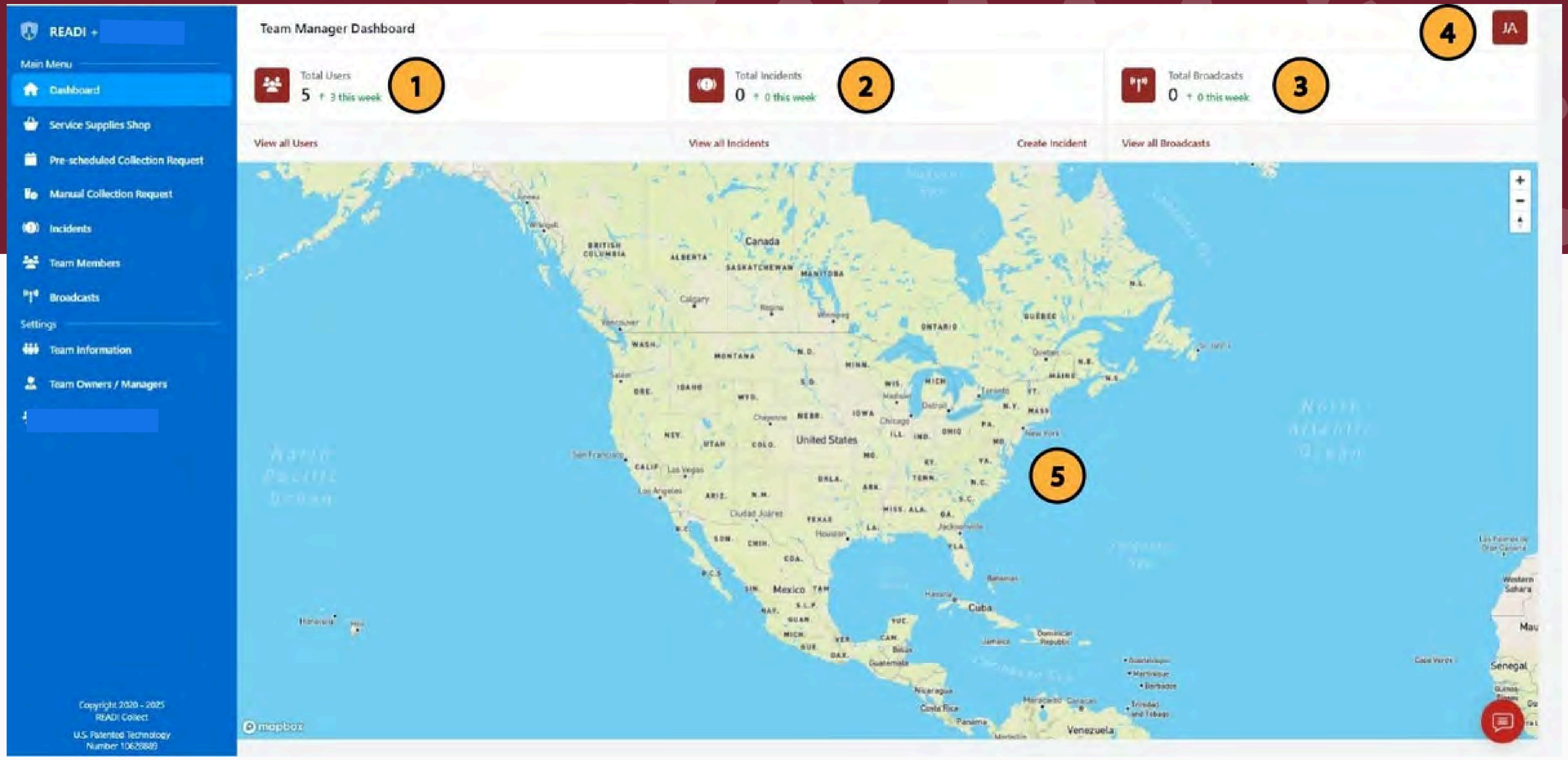


READI Collect

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

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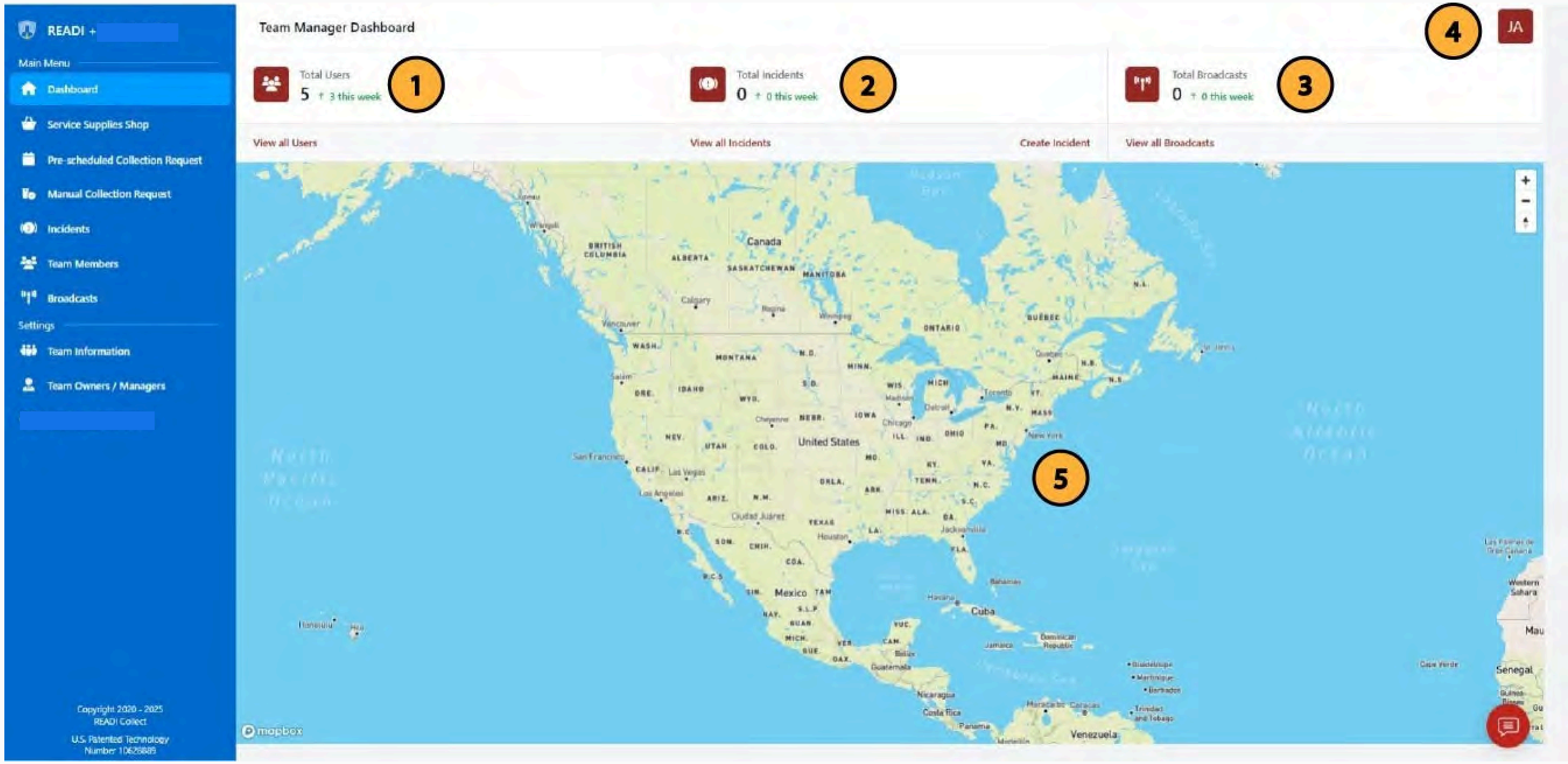
#2 - Total Incidents - This will show a list of all incidents / onsite collections that have been ordered or completed by your team. Click on the red link text "View All Incidents" to see this list.

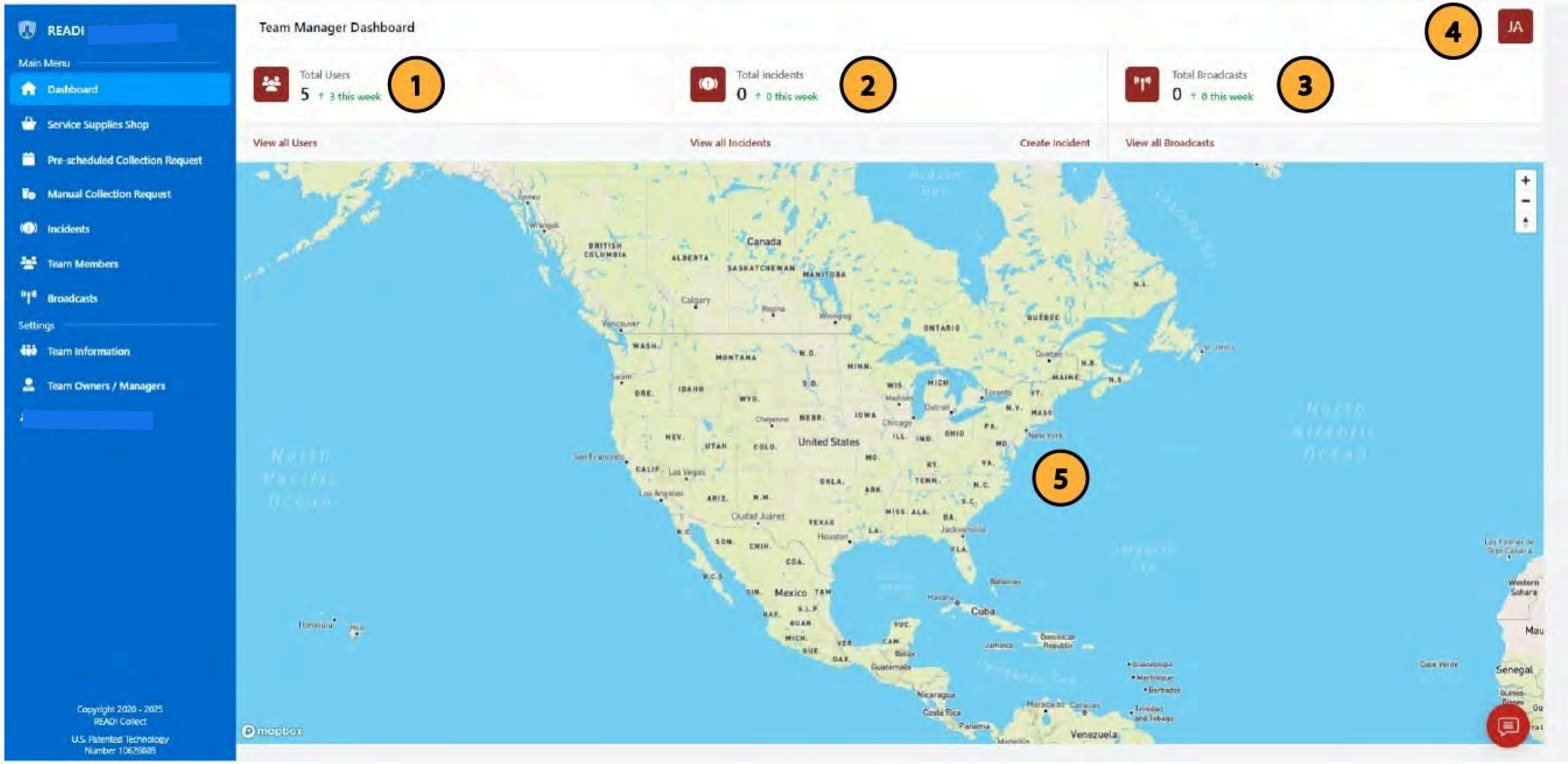
The red link text "Create Incident" can be used instead of the "Manual Collection Request" menu item.



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 Readi Collect APP.



TEAM MANAGER DASHBOARD

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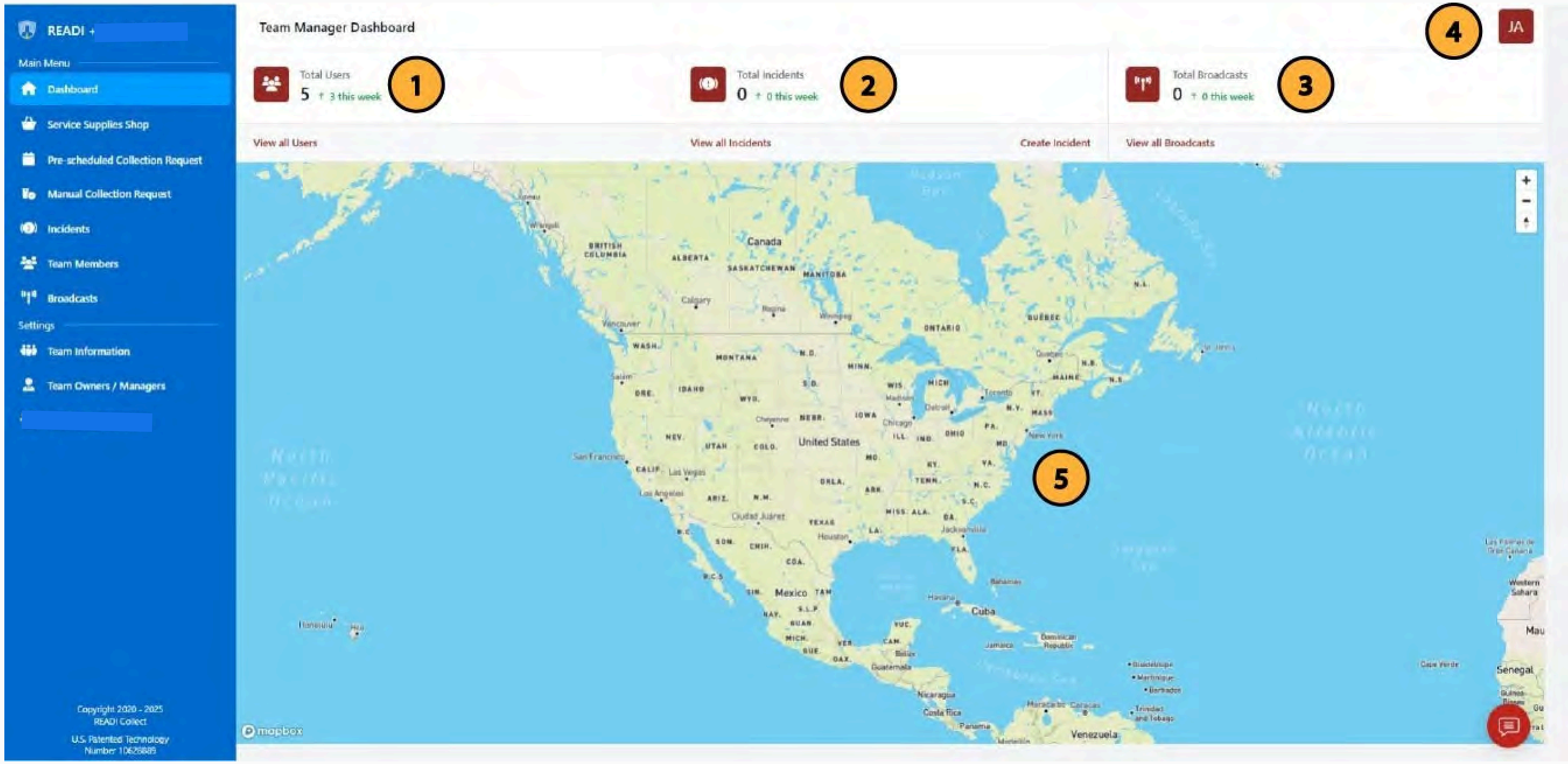
#4 - This is your settings and Profile Favicon. Click on this to your logged in profile, and the log out button



READI Collect

TEAM MANAGER DASHBOARD

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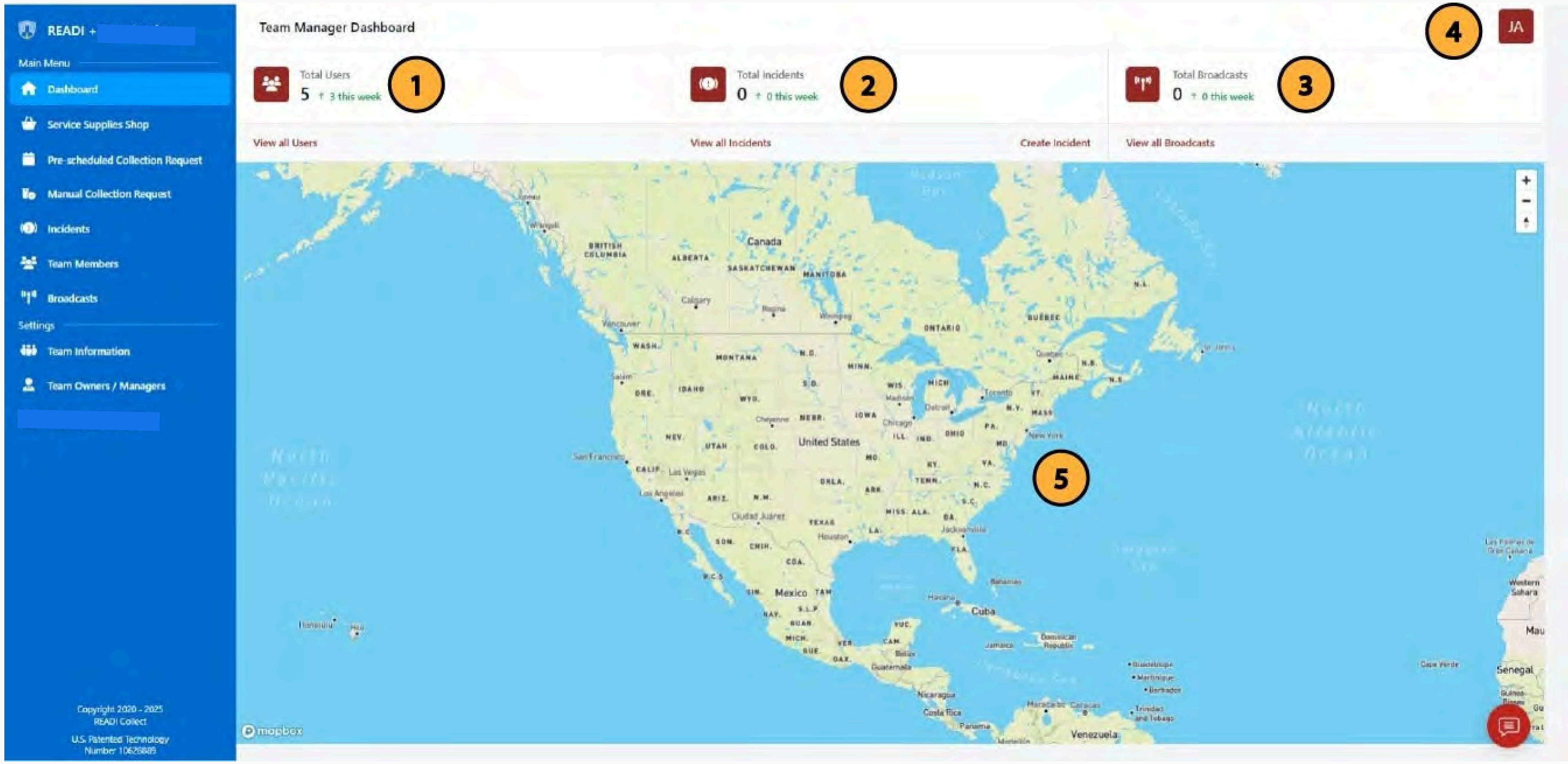
#5 - Activity Map - This is where you will see any active incidents.



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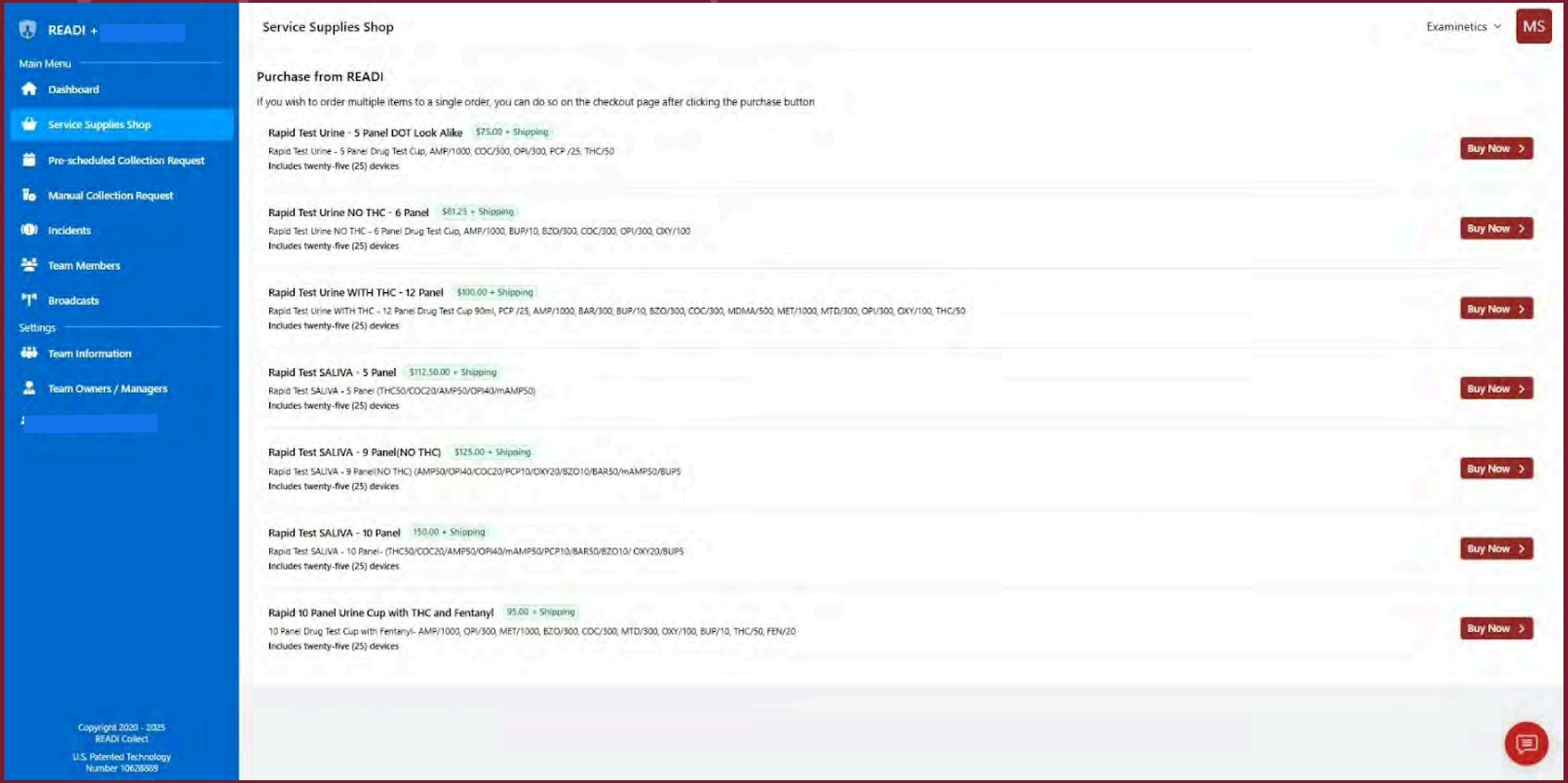
TEAM MANAGER - SERVICE SUPPLIES SHOP

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



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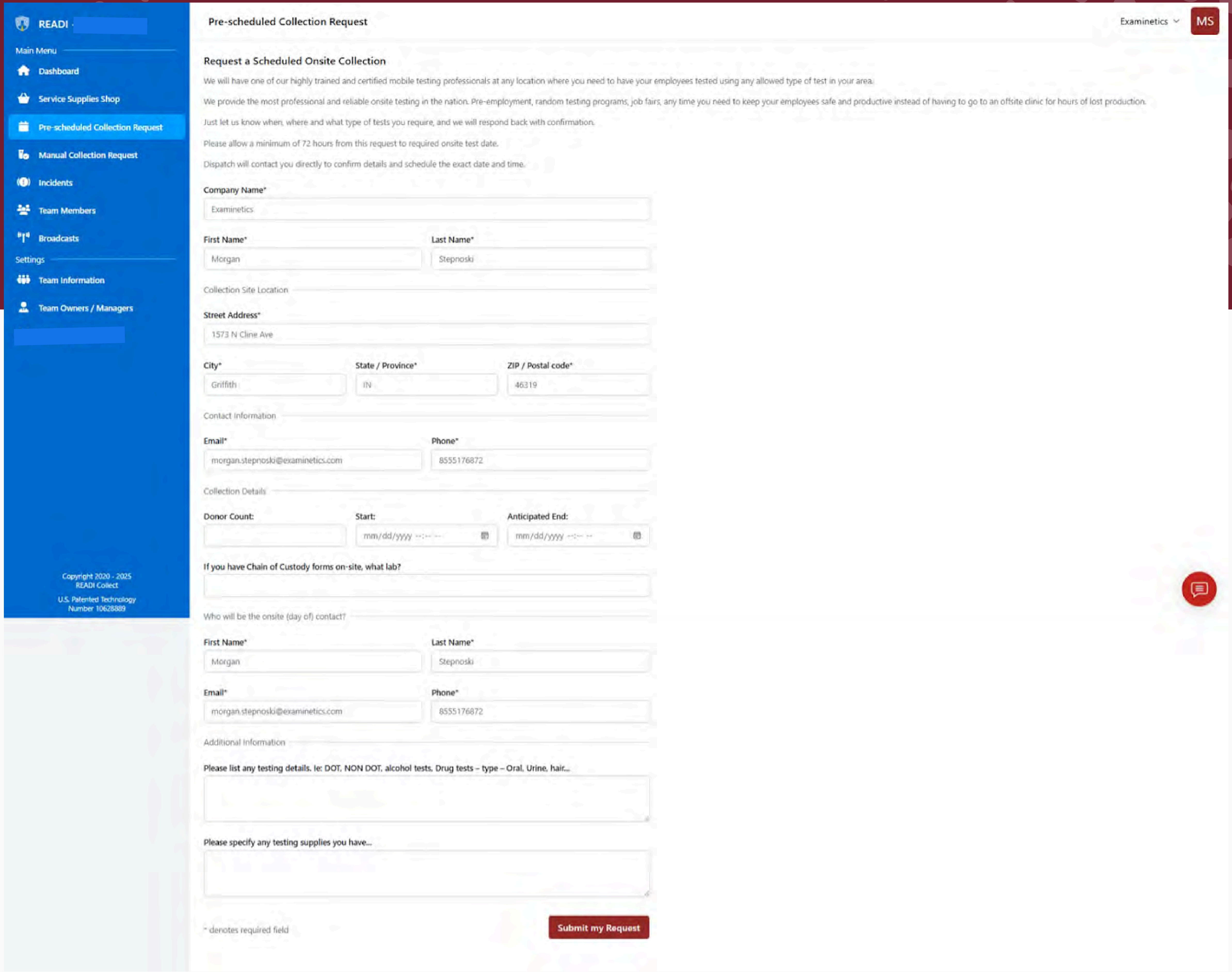
TEAM MANAGER - PRE-SCHEDULED COLLECTION REQUEST

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.



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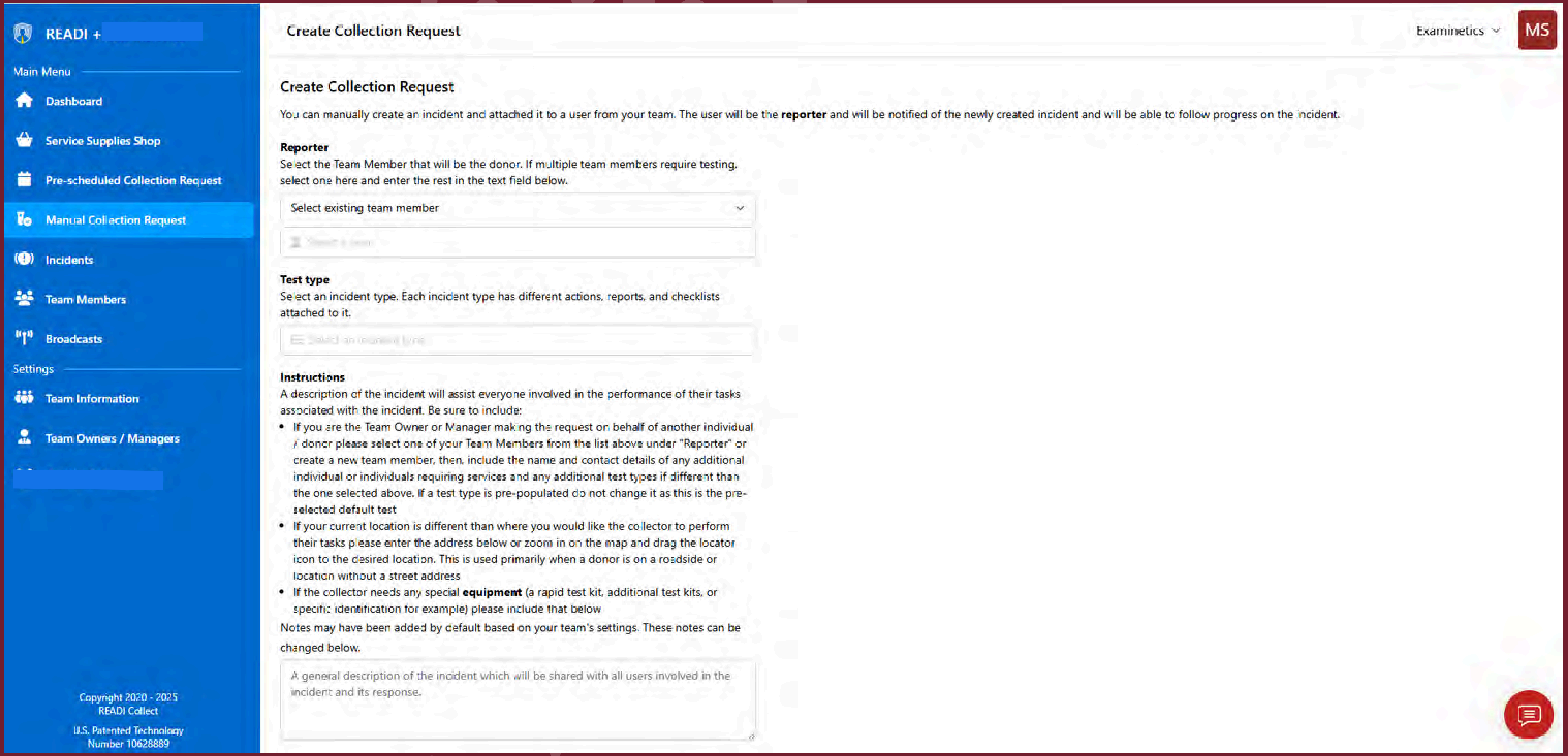
READI Collect

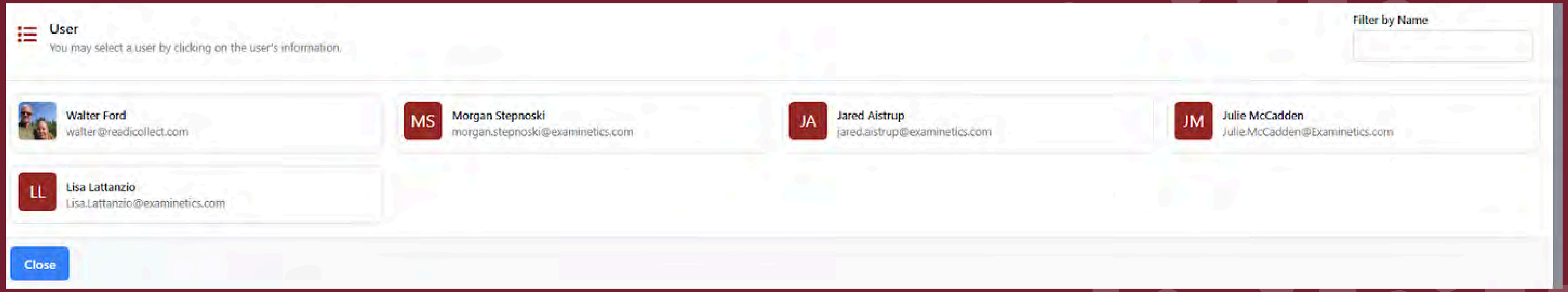
TEAM MANAGER - MANUAL COLLECTION REQUEST

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.



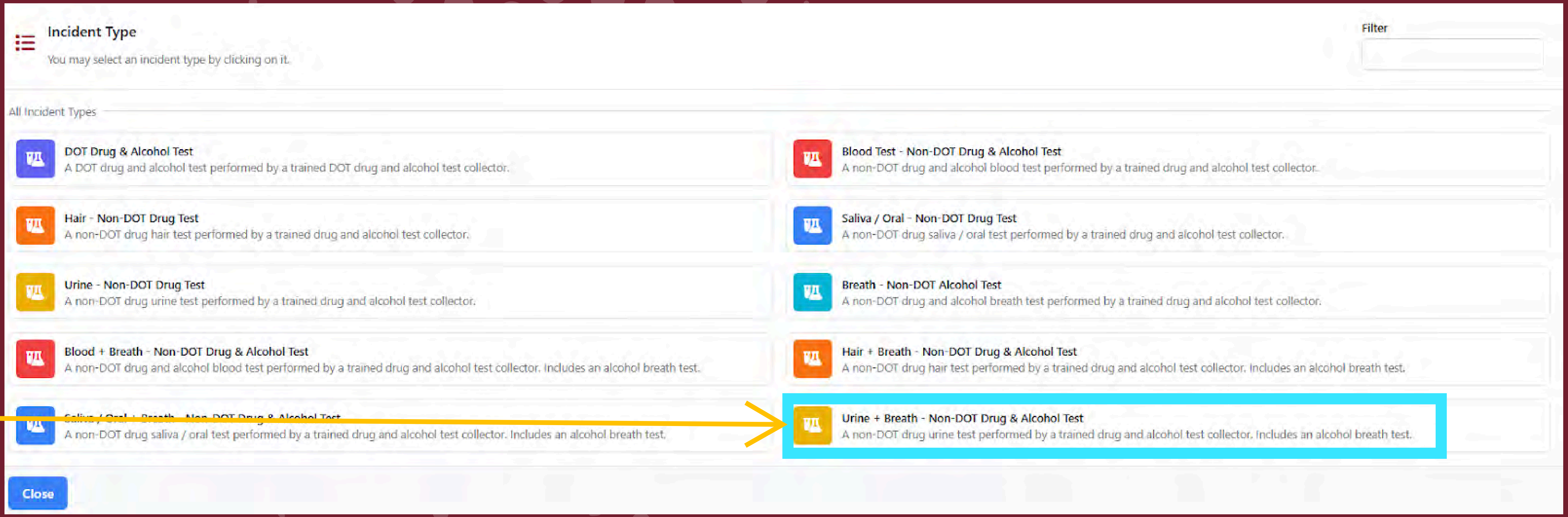
TEAM MANAGER - MANUAL COLLECTION REQUEST



- 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.

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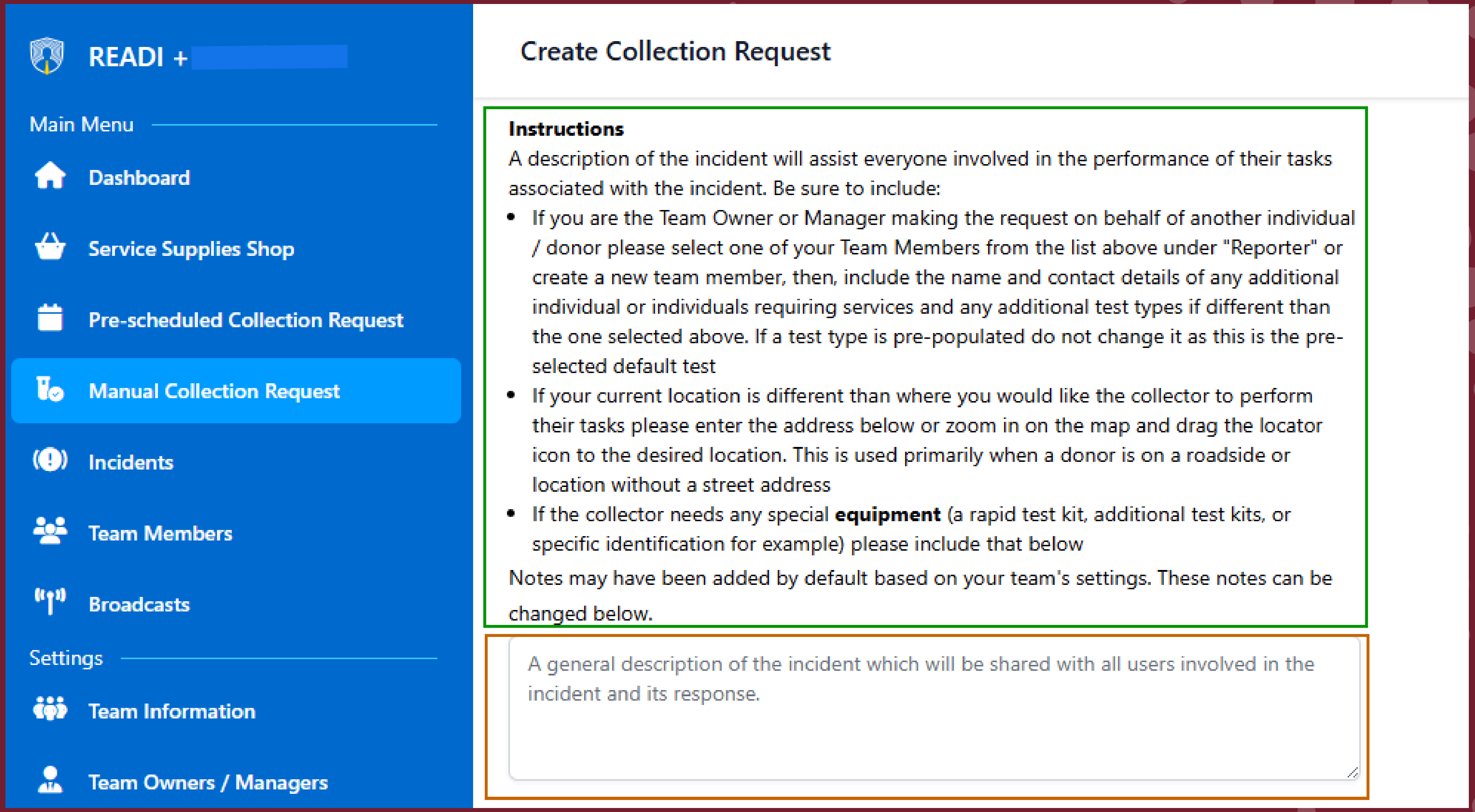
TEAM MANAGER - MANUAL COLLECTION REQUEST



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).

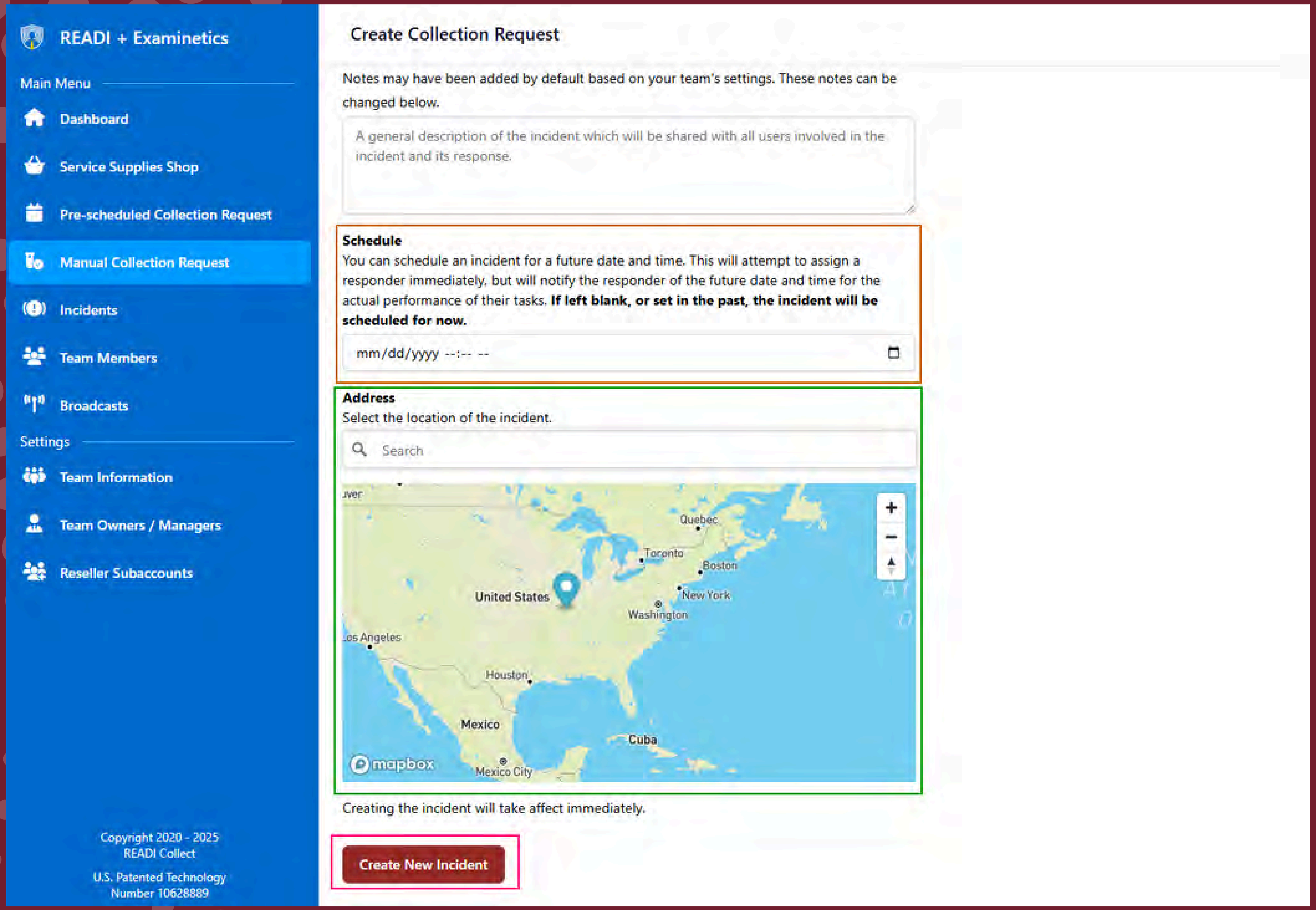
Use this field to add the names of additional donors and any specific information the collector would need to know. For instance, Check in at the front office and ask for the shift manager. Or, Donor is located at building C on the second floor.

Return to TOC

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.

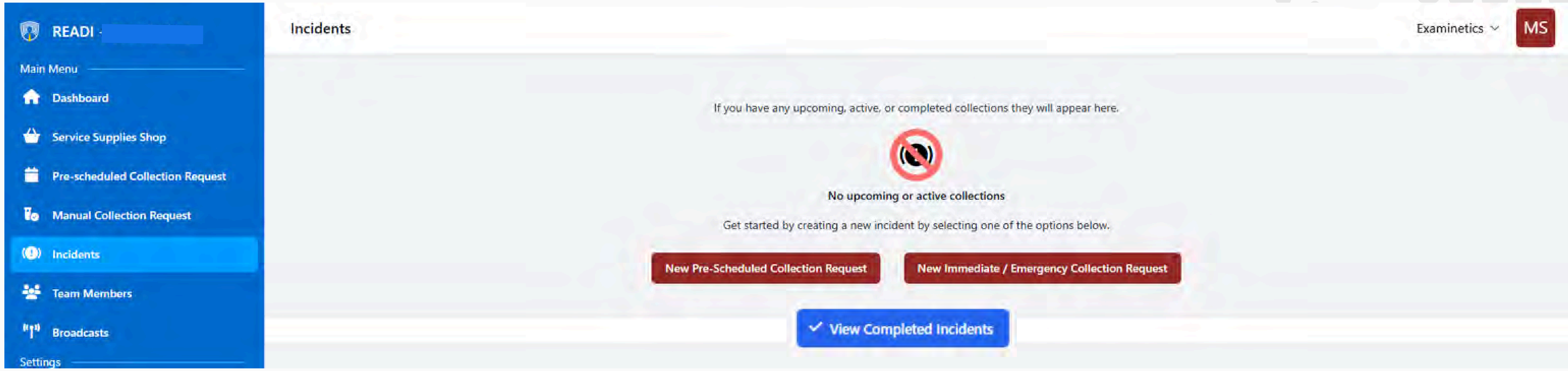


Create New Incident Button - After you have verified that all the details are correct click this button. This will immediately activate the Readi Collect system and begin locating collectors.

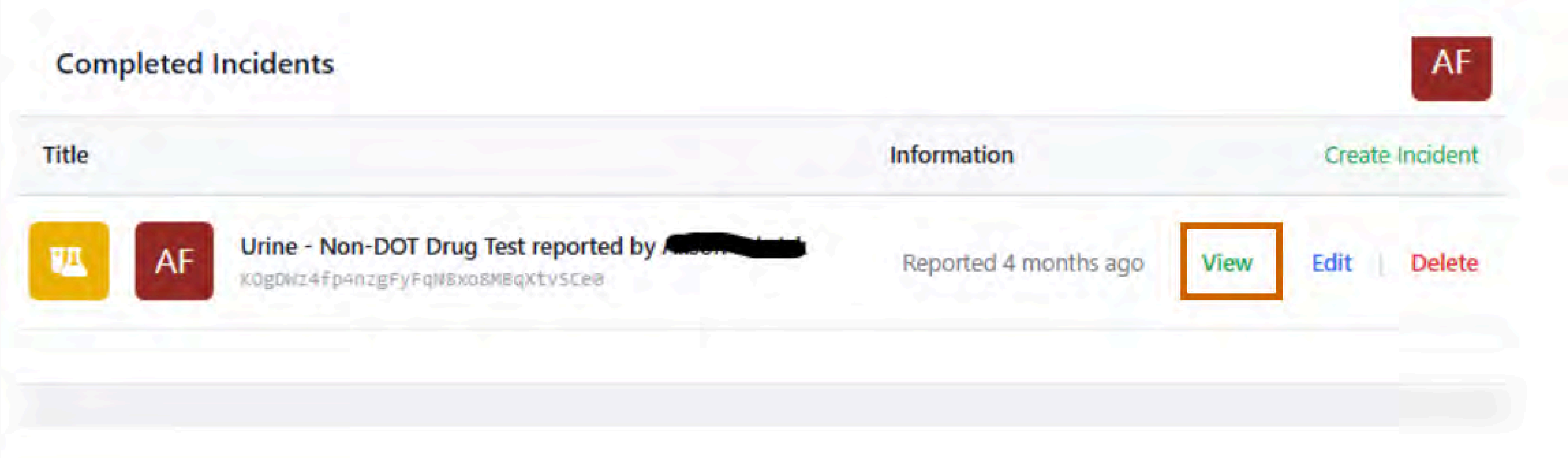
Incidents

[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.

READI Collect

Incidents

[Return to TOC](#)

Section 1

- Reporter Details

Name - Donor Name

Team - Company Name

Email - Donor Email

Phone - Donor Phone

Incidents

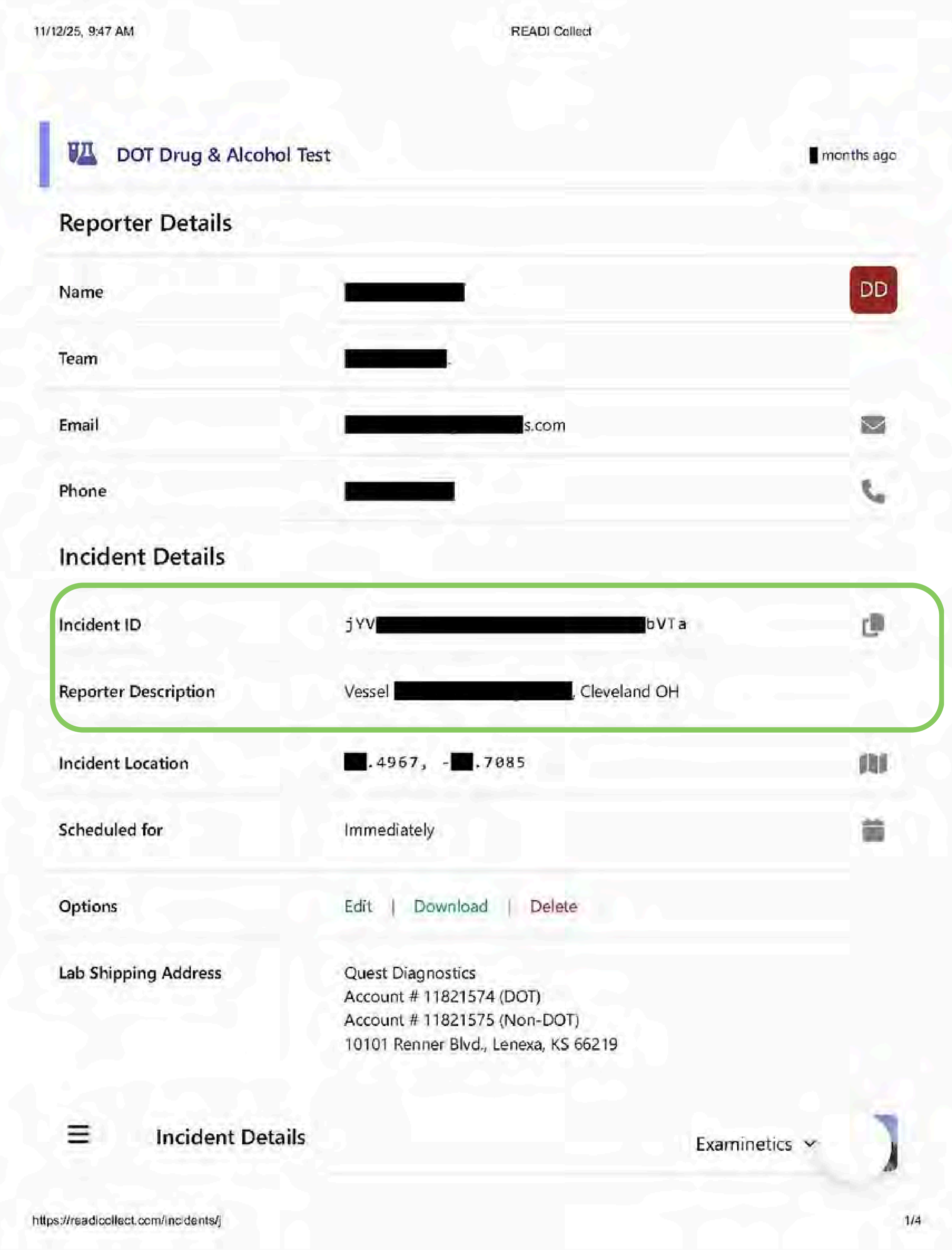
Return to TOC

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



READI Collect

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 [redacted] months ago

Reporter Details

Name	[redacted]
Team	[redacted]
Email	[redacted]s.com
Phone	[redacted]

Incident Details

Incident ID	jYV[redacted]bVTa
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/j 1/4

Return to TOC

Incidents

Section 2

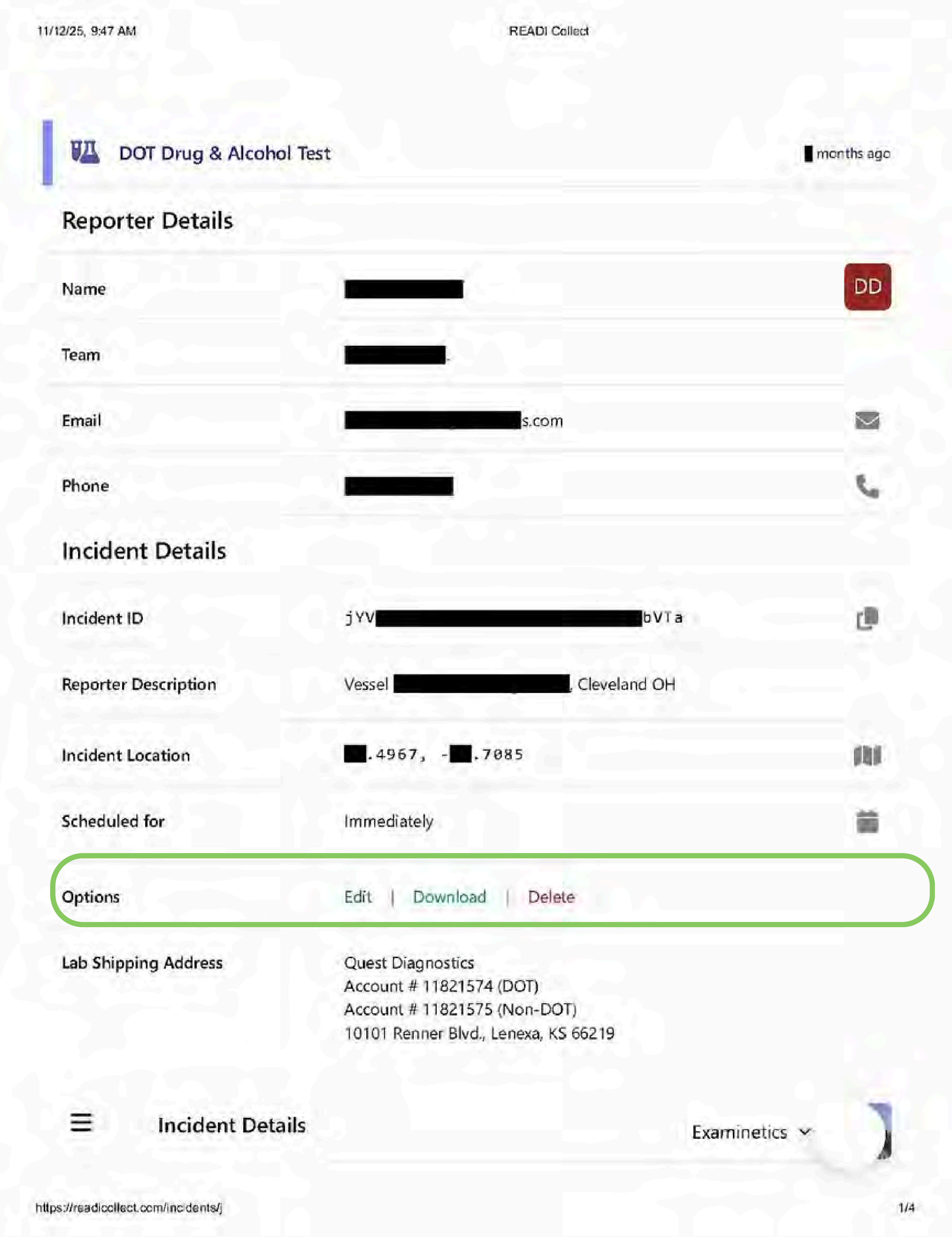
- Incident Details

[Return to TOC]

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 [redacted] months ago

Reporter Details

Name	[redacted]	DD
Team	[redacted]	
Email	[redacted]s.com	
Phone	[redacted]	

Incident Details

Incident ID	jYV[redacted]bVTa
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/j 1/4

Incidents

Section 2

- Incident Details

[Return to TOC](#)

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 [redacted] months ago

Reporter Details

Name	[redacted]	DD
Team	[redacted]	
Email	[redacted]s.com	
Phone	[redacted]	

Incident Details

Incident ID	jYV[redacted]bVTa
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/j 1/4

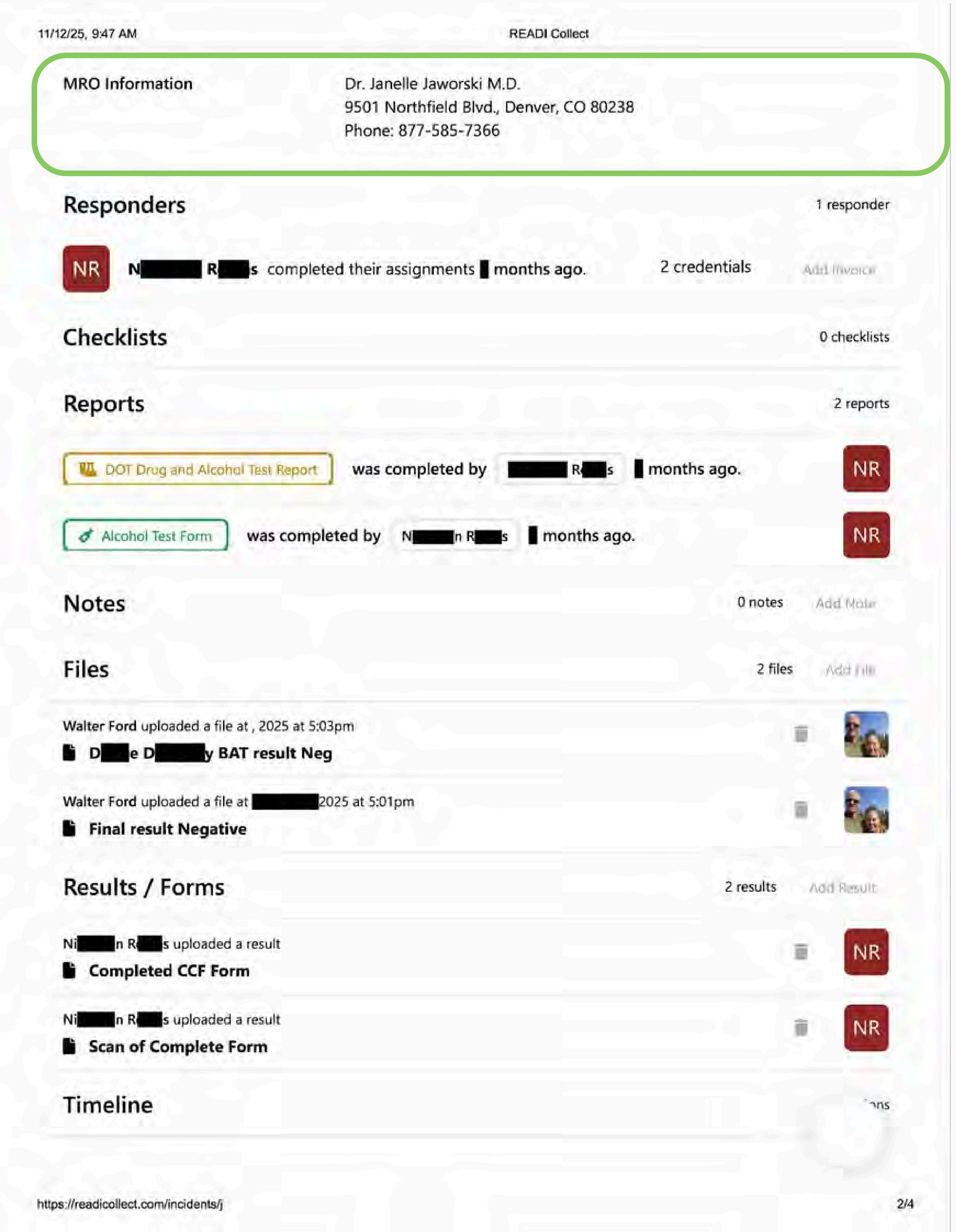
READI Collect

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 [redacted] 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] [redacted] months ago. NR

Alcohol Test Form was completed by [redacted] [redacted] months ago. NR

Notes 0 notes Add Note

Files 2 files Add File

Walter Ford uploaded a file at , 2025 at 5:03pm
[redacted] BAT result Neg

Walter Ford uploaded a file at [redacted]2025 at 5:01pm
Final result Negative

Results / Forms 2 results Add Result

[redacted] uploaded a result
Completed CCF Form NR

[redacted] 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 that one collector can be assigned as needed for a large number of collections or for specific types of tests that require specialized certification(s).

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

Ni[redacted]n R[redacted]s uploaded a result
Scan of Complete Form

Timeline

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

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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.

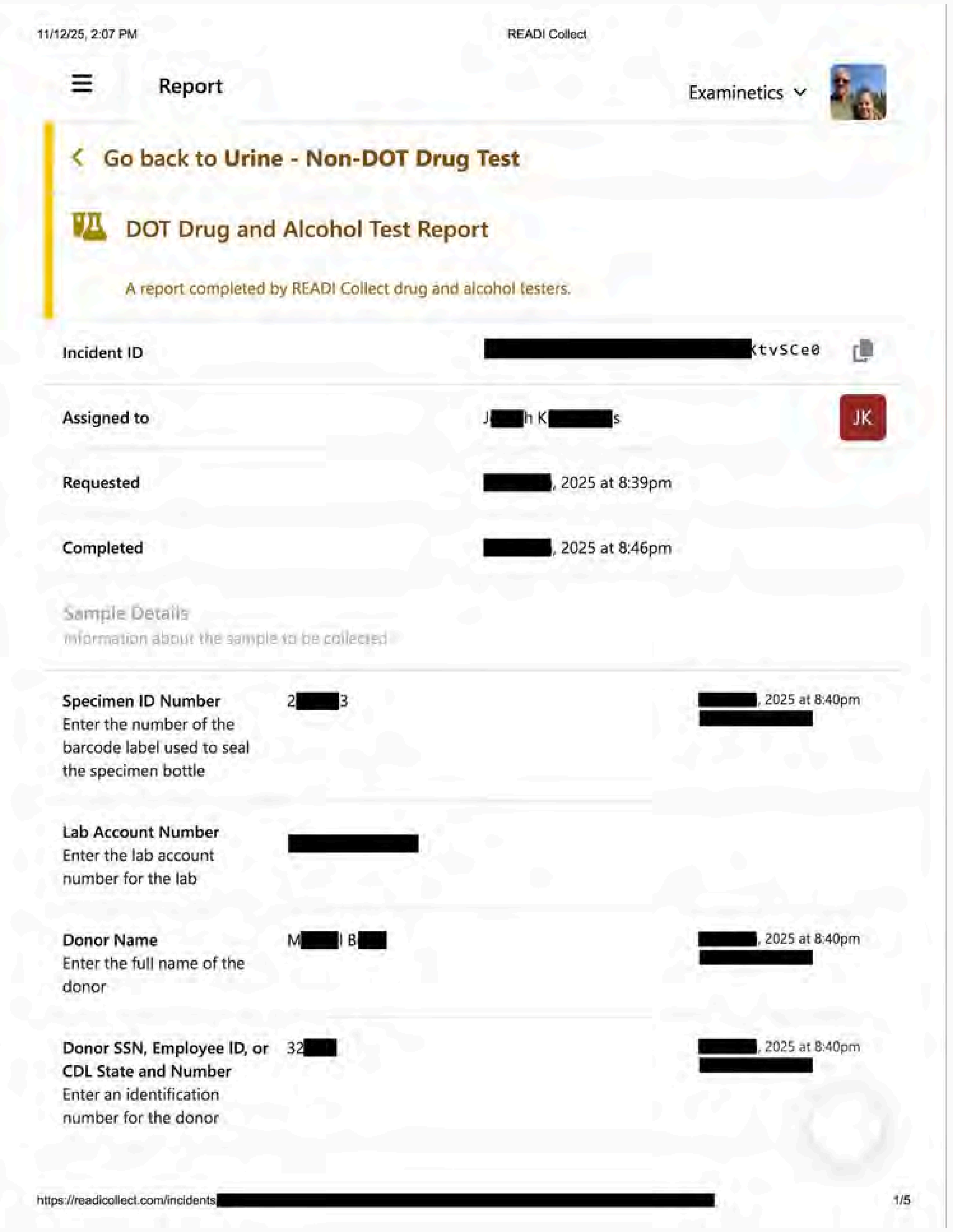
READI Collect

Return to TOC

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]h K[redacted]s	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 Enter the number of the barcode label used to seal the specimen bottle	2[redacted]3	[redacted], 2025 at 8:40pm [redacted]
Lab Account Number Enter the lab account number for the lab	[redacted]	
Donor Name Enter the full name of the donor	M[redacted]l B[redacted]	[redacted], 2025 at 8:40pm [redacted]
Donor SSN, Employee ID, or CDL State and Number Enter an identification number for the donor	32[redacted]	[redacted], 2025 at 8:40pm [redacted]

https://readicollect.com/incidents[redacted] 1/5

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

Specify Testing Authority Select the testing authority	[redacted]	
Specify DOT Agency Select the Department of Transportation agency	[redacted]	
Reason for Test Select the reason for administering the test	Post Accident	[redacted], 2025 at 8:40pm [redacted]
Other Reason for Test If you selected "Other" for the Reason for Test, please enter that reason here	No value recorded	
Drug Tests to be Performed Select the drugs test that will be performed on the sample	THC, COC, PCP, OPI, AMP	[redacted], 2025 at 8:40pm [redacted]
Other Drug Tests to be Performed If you selected "Other" for the Drug Tests to be Performed, please enter that reason here	No value recorded	
Collection Site Enter the location where the collection was performed (street, city, state, ZIP code)	13[redacted]2 Sp[redacted]i, 60[redacted]	[redacted], 2025 at 8:44pm [redacted]
Package Code Select the package code for the sample	[redacted]	

Collection Details
Information about the sample itself

Sample Type	Urine	[redacted], 2025 at [redacted]

https://readicollect.com/incidents/[redacted] 2/5

READI Collect

Incidents

Section 5 Reports

Select the method in which the sample was collected		
Collection Select the collection	Split	[redacted], 2025 at 8:41pm [redacted]
Collection Notes Enter information about the collection including notes if you entered "None Provided" above	No value recorded	
Urine Collection Within four minutes of the urine sample collection, was the sample temperature between 90° and 100° F?	Yes	[redacted], 2025 at 8:41pm [redacted]
Additional Notes Provide any notes relevant to the sample collection	No value recorded	

Final Collection Details

Provide pictures and notes about the finalized collection

CCF Number Enter the number at the top of the CCF, under the barcode	21[redacted]3	[redacted], 2025 at 8:42pm [redacted]
Donor Image Take a picture of the donor of the sample	No value recorded	

Completed CCF Form Take a picture of the completed CCF form		[redacted], 2025 at 8:42pm [redacted]
Shipping Company The name of the company used to ship the sample	Quest Diagnostics Courier	[redacted], 2025 at 8:43pm Unknown Location
Shipping Number Enter the shipping tracking number	No value recorded	
Shipping Label Take a picture of the shipping label used for the sample	No value recorded	

Lab Information

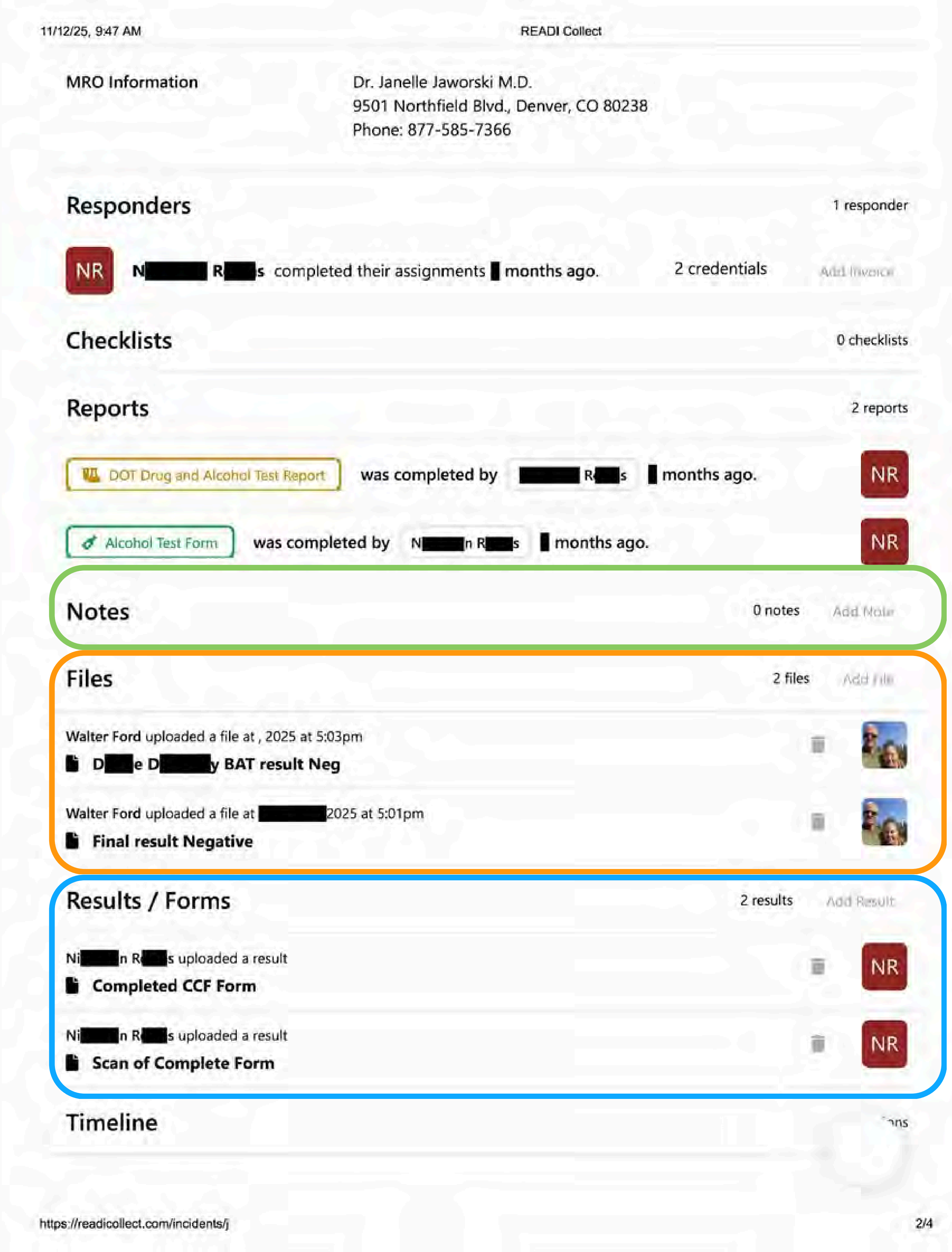
By default, the Alere Toxicology Services Lab will be used. However, if you will be using a different lab, please enter the details of the labs on this page

Lab Name Enter the name of the lab	Quest Diagnostics	[redacted], 2025 at 8:43pm [redacted]
Lab Address Enter the complete address (street, city, state, ZIP code) of the lab being used	10101 Renner Blvd., Lenexa, KS 66219	[redacted], 2025 at 8:43pm [redacted]
MRO Name Enter the name of the MRO	Dr. Janelle Jaworski M.D.	[redacted], 2025 at [redacted]ation

MRO Address Enter the full address (street, city, state, ZIP code) of the MRO	9501 Northfield Blvd., Denver, CO 80238	[redacted], 2025 at 8:43pm [redacted]
MRO Phone Enter the phone number for the MRO	877-585-7366	[redacted], 2025 at 8:43pm [redacted]

READI Collect

Incidents



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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 Readi 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 Readi Report. BAT and Rapid results will be presented to the donor or supervisor immediately.

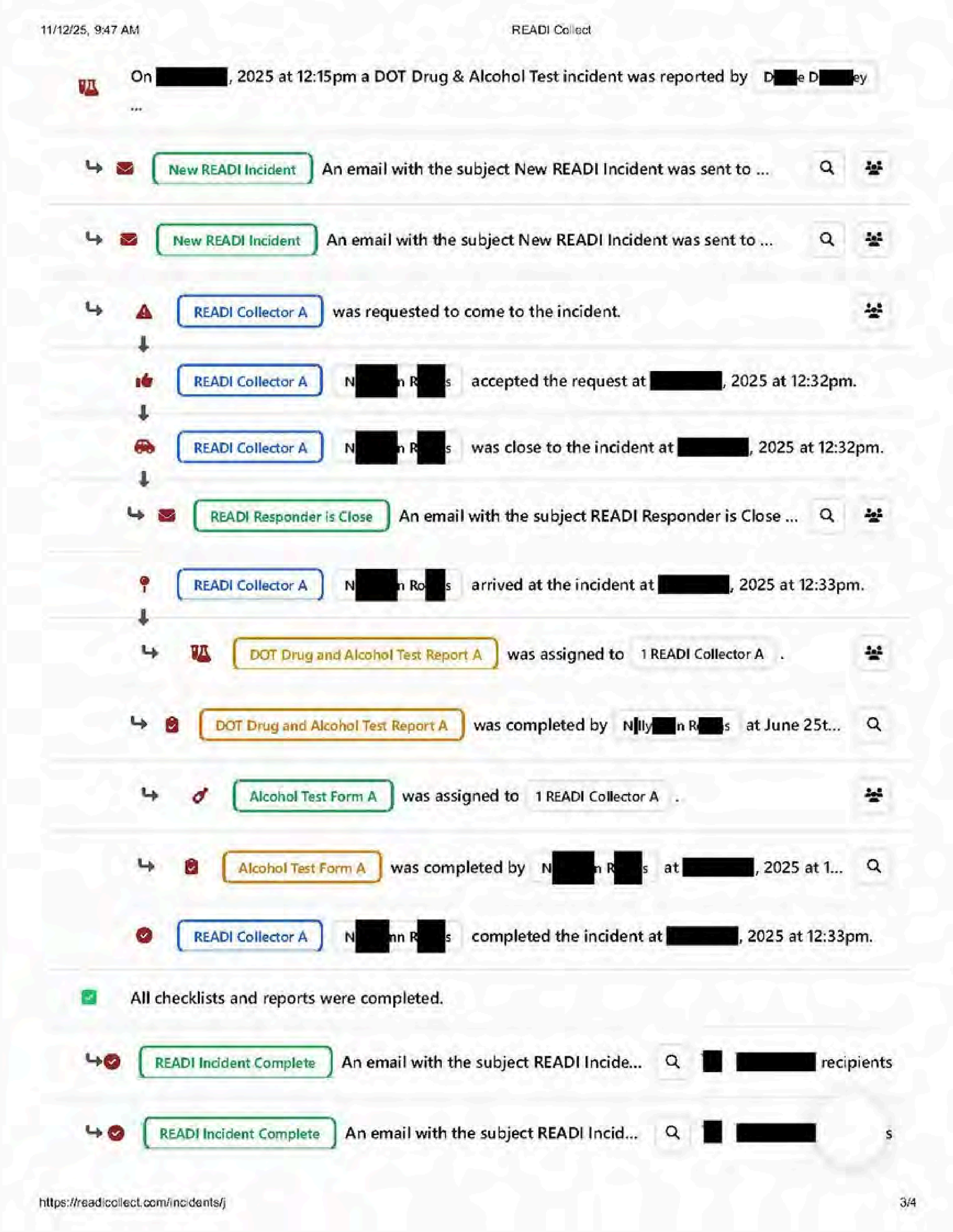
READI Collect

Incidents

Section 9 Timeline -

[Return to TOC]

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


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

On [redacted], 2025 at 12:15pm a DOT Drug & Alcohol Test incident was reported by D[redacted]e D[redacted]ey ...

New READI Incident — An email with the subject New READI Incident was sent to ...

New READI Incident — An email with the subject New READI Incident was sent to ...

READI Collector A — was requested to come to the incident.

READI Collector A — N[redacted]n R[redacted]s accepted the request at [redacted], 2025 at 12:32pm.

READI Collector A — N[redacted]n R[redacted]s was close to the incident at [redacted], 2025 at 12:32pm.

READI Responder is Close — An email with the subject READI Responder is Close ...

READI Collector A — N[redacted]n Ro[redacted]s arrived at the incident at [redacted], 2025 at 12:33pm.

DOT Drug and Alcohol Test Report A — was assigned to 1 READI Collector A .

DOT Drug and Alcohol Test Report A — was completed by N[redacted]lly[redacted]n R[redacted]s at June 25t...

Alcohol Test Form A — was assigned to 1 READI Collector A .

Alcohol Test Form A — was completed by N[redacted]n R[redacted]s at [redacted], 2025 at 1...

READI Collector A — N[redacted]nn R[redacted]s completed the incident at [redacted], 2025 at 12:33pm.

All checklists and reports were completed.

READI Incident Complete — An email with the subject READI Incide... [redacted] recipients

READI Incident Complete — An email with the subject READI Incid... [redacted] s

https://readicollect.com/incidents/j 3/4

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...

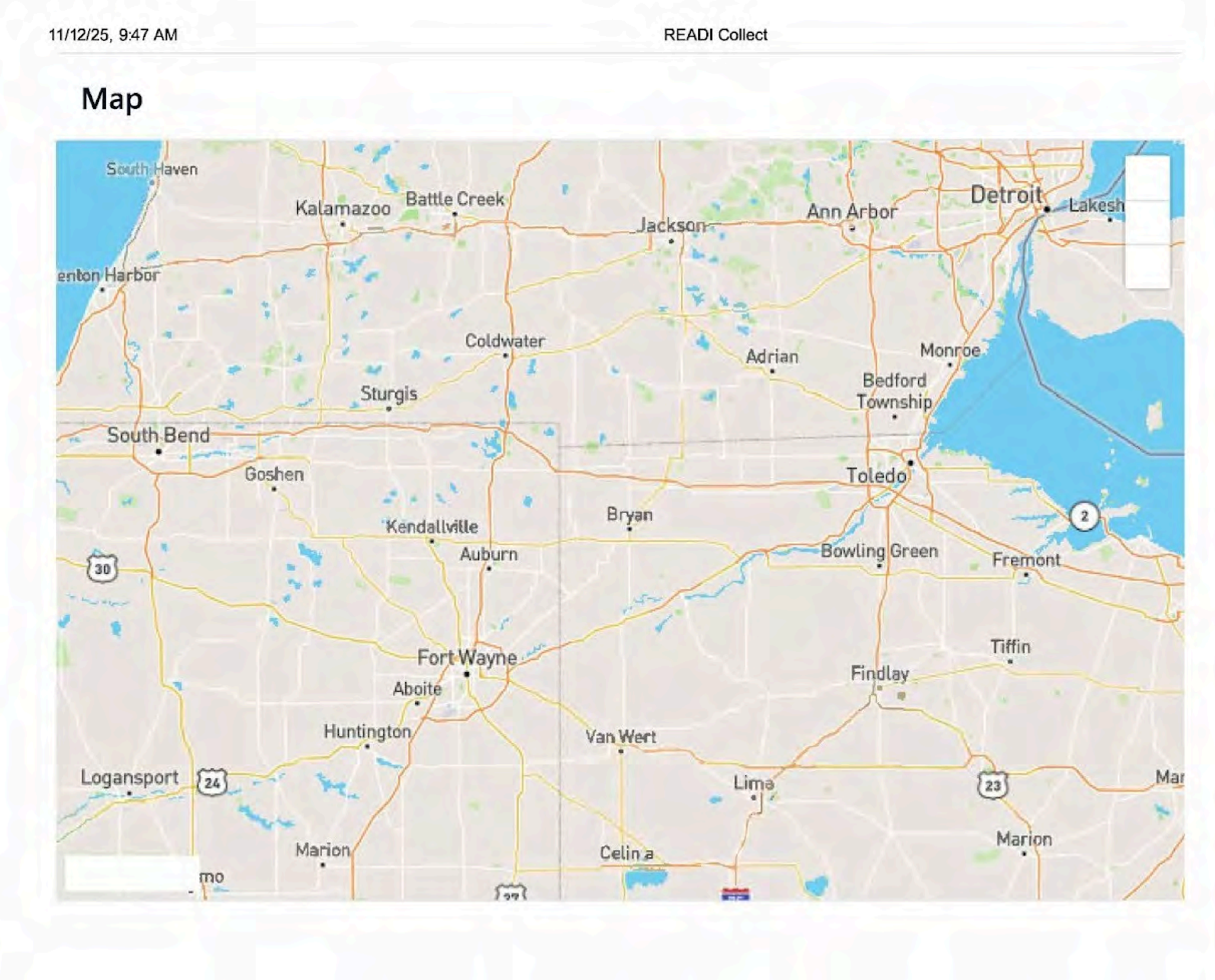
This "Magnifying Glass" icon shows details of what was sent or entered. This could be an image of the email or the forms or report associated ect...

READI Collect

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.



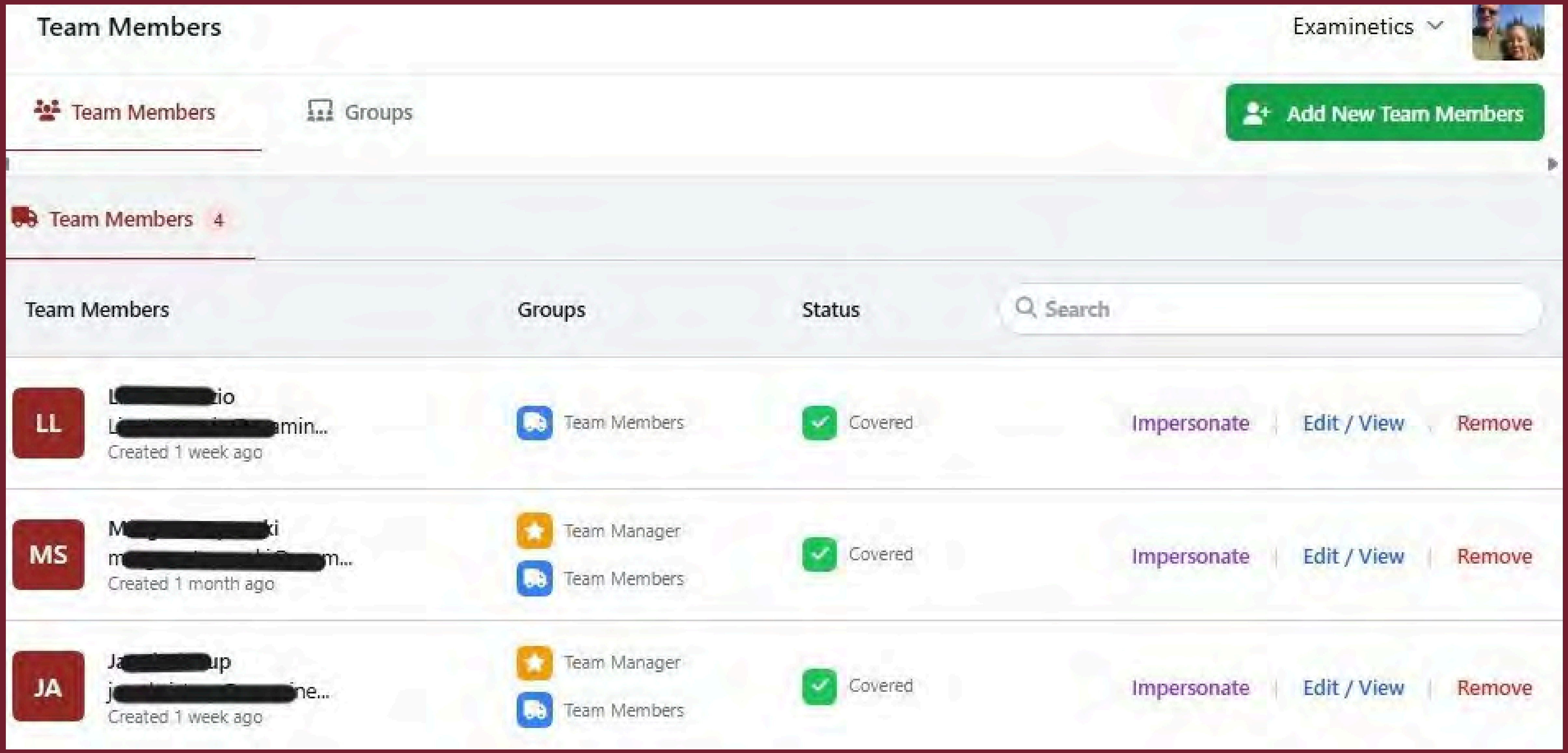
READI Collect

Return to TOC

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.



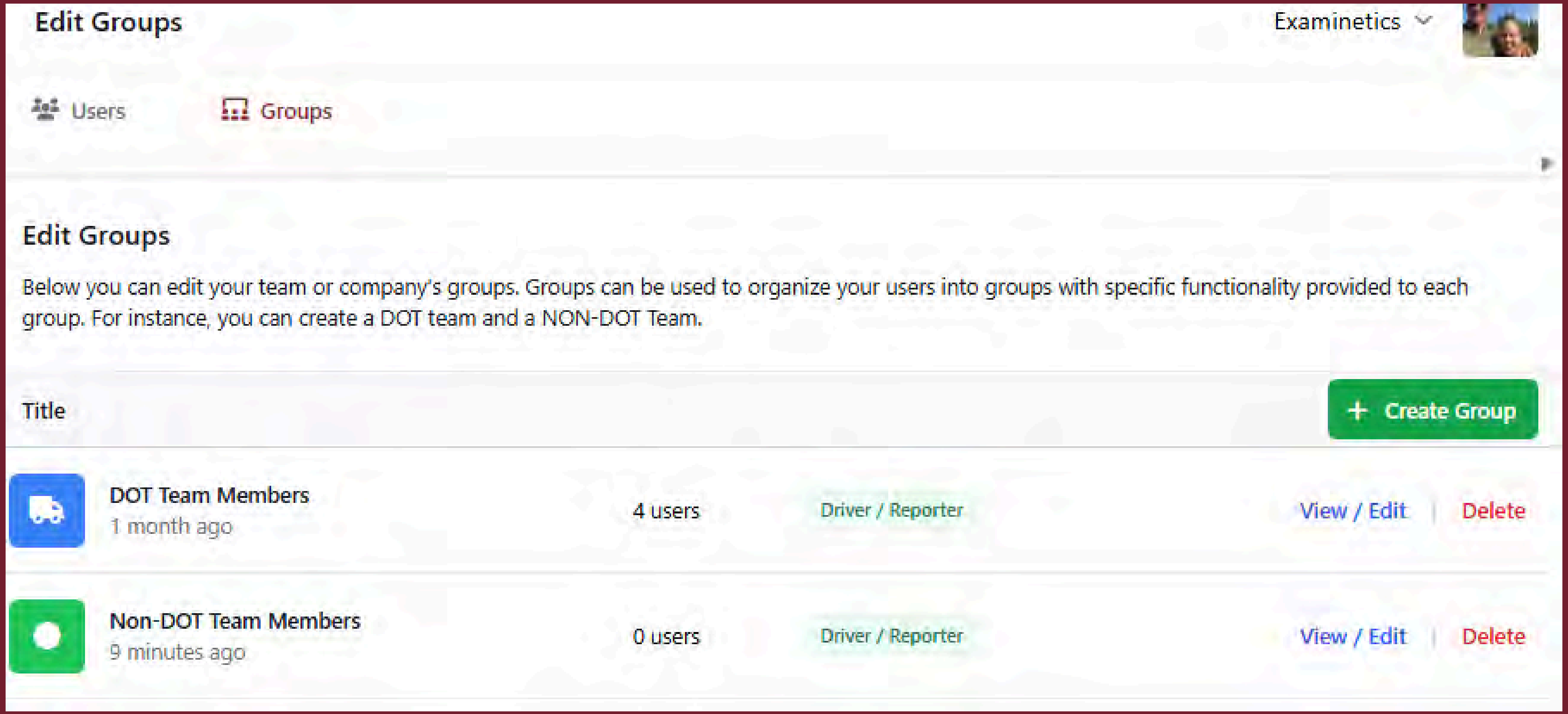
There is a search field to find a specific Team Member. Simply begin typing and the search filter will begin to narrow down the search as you type.

Return to TOC

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.



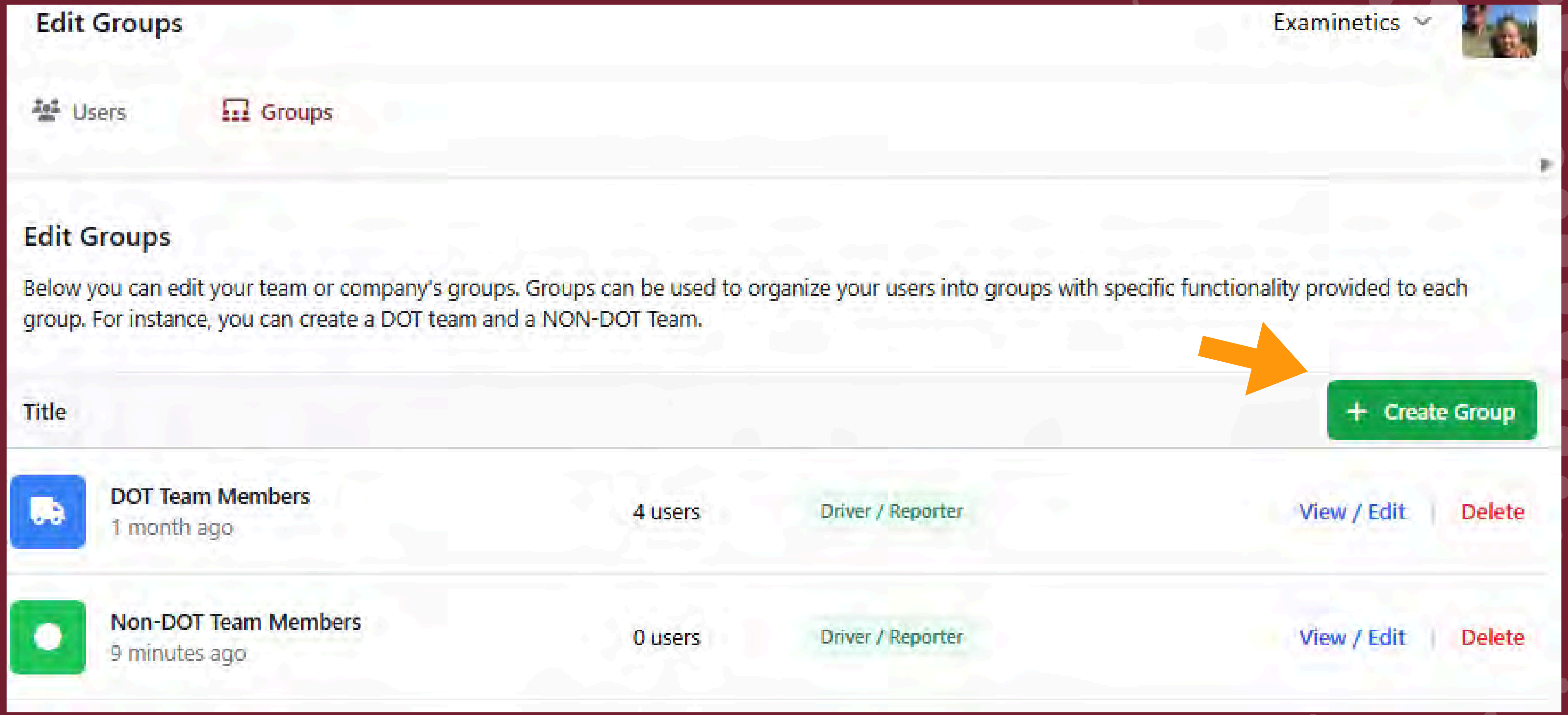
Different Groups of employees within your organization can be created to segregate employees / Team Members. For instance in a trucking company there are DOT regulated drivers and warehouse or dock workers that are also in safety sensitive positions but they are subject to the same tests that the DOT 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...

Return to TOC

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.



Return to TOC

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.

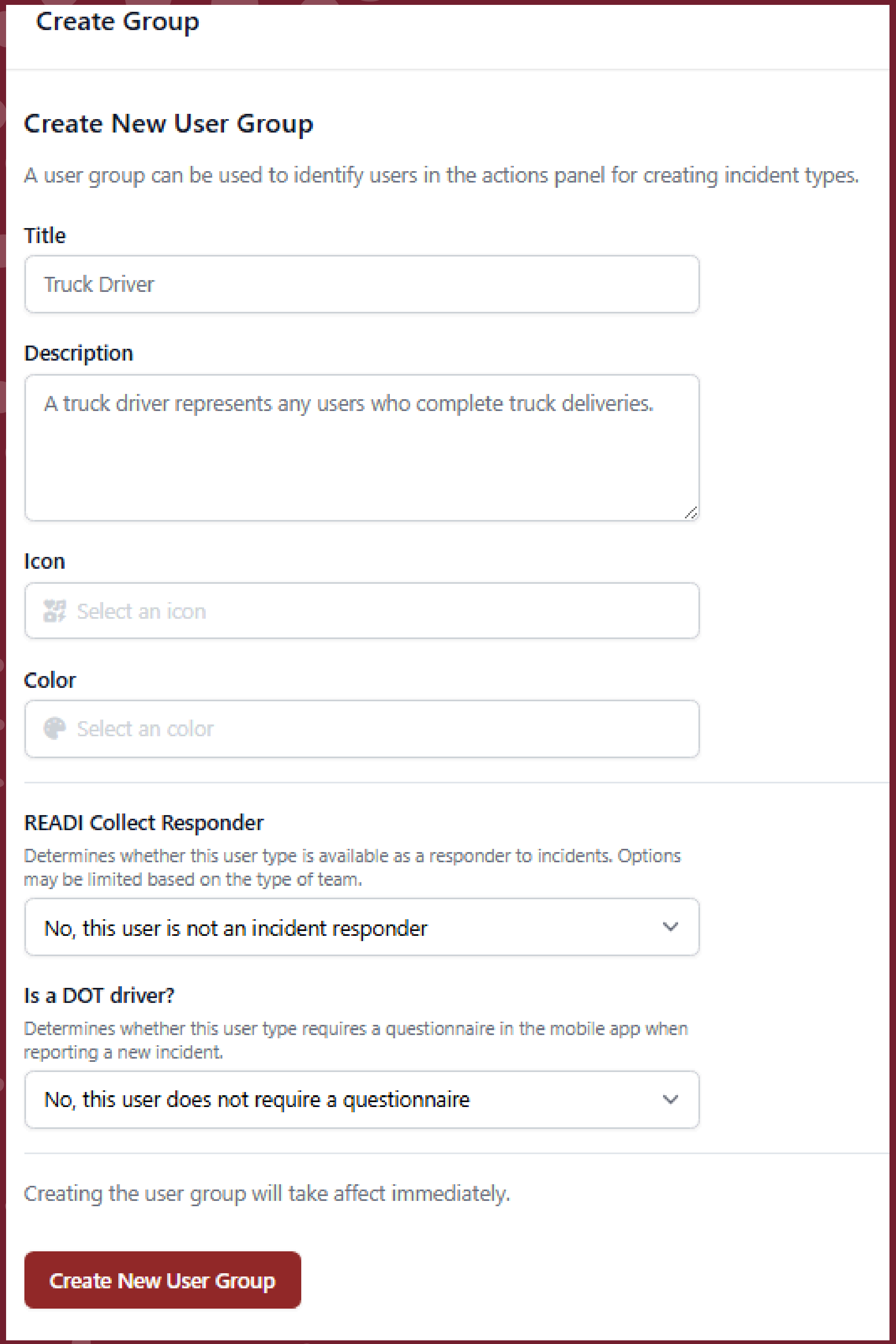
Color - You can choose from a library of colors to distinguish this new group.

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.



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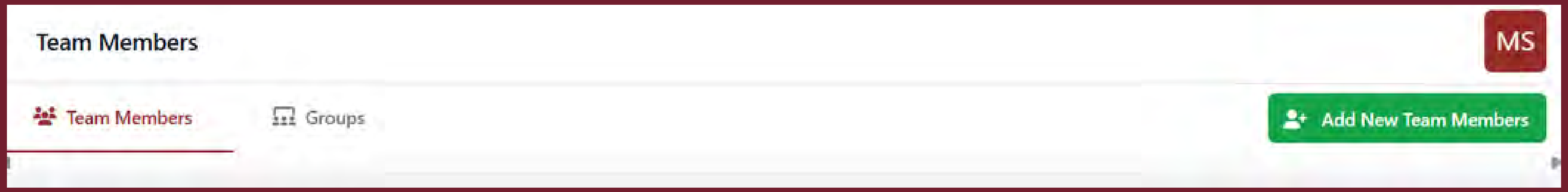
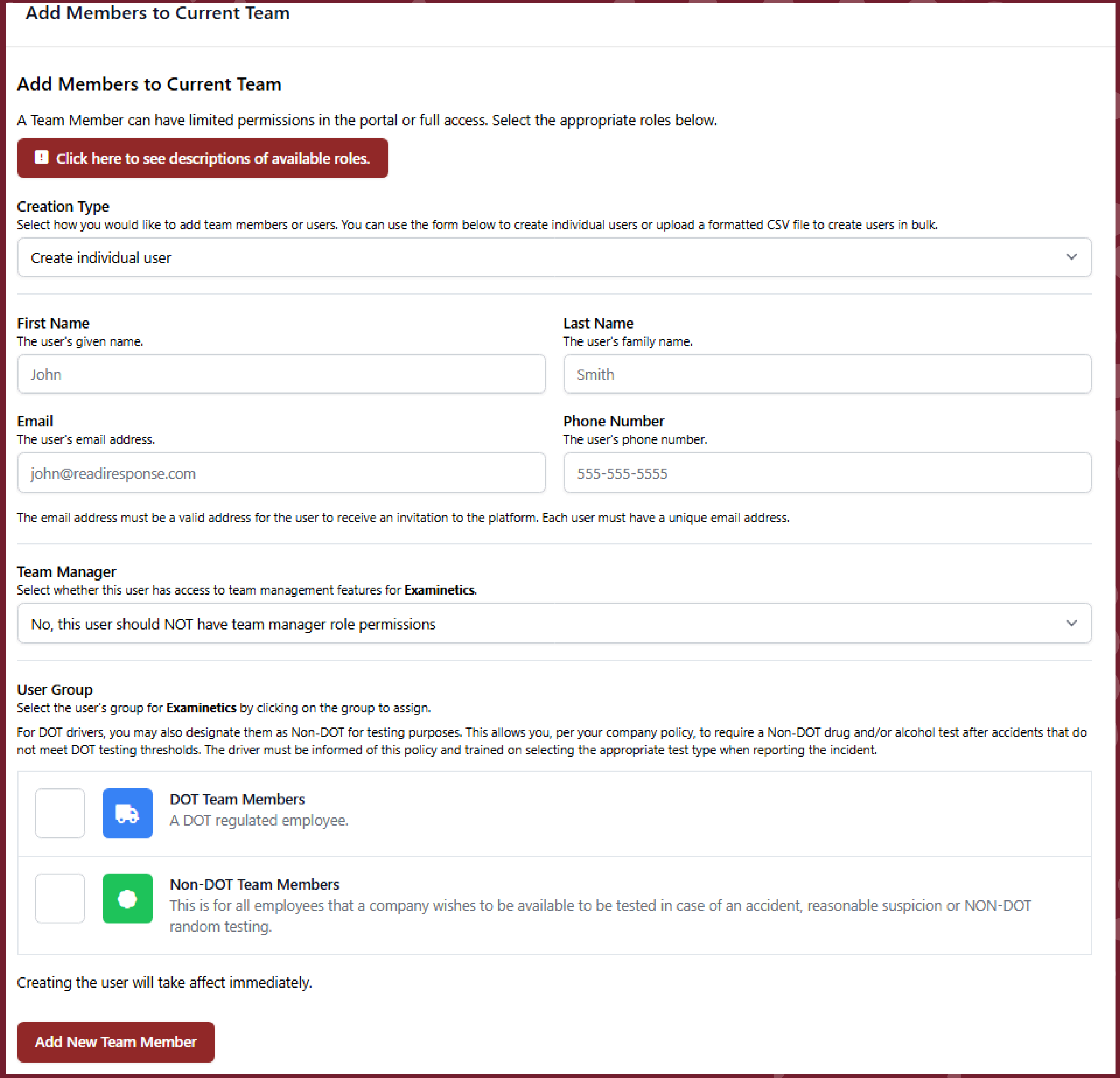
TEAM MANAGER - Team Members

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.



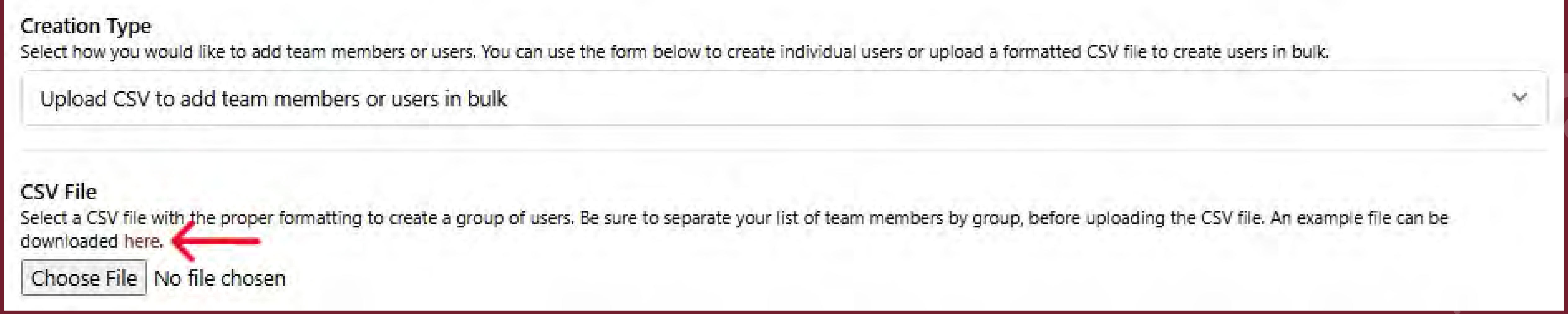
Return to TOC

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.

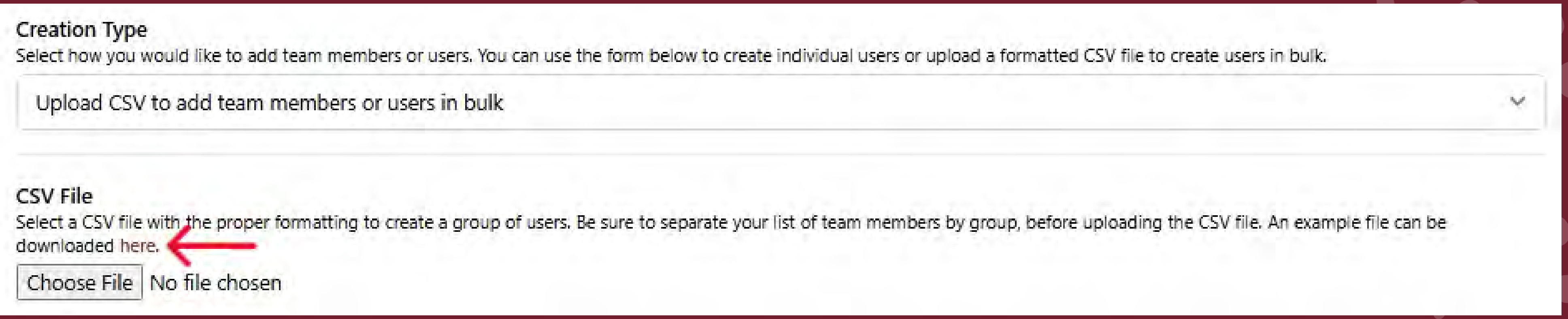
Return to TOC

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 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.



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

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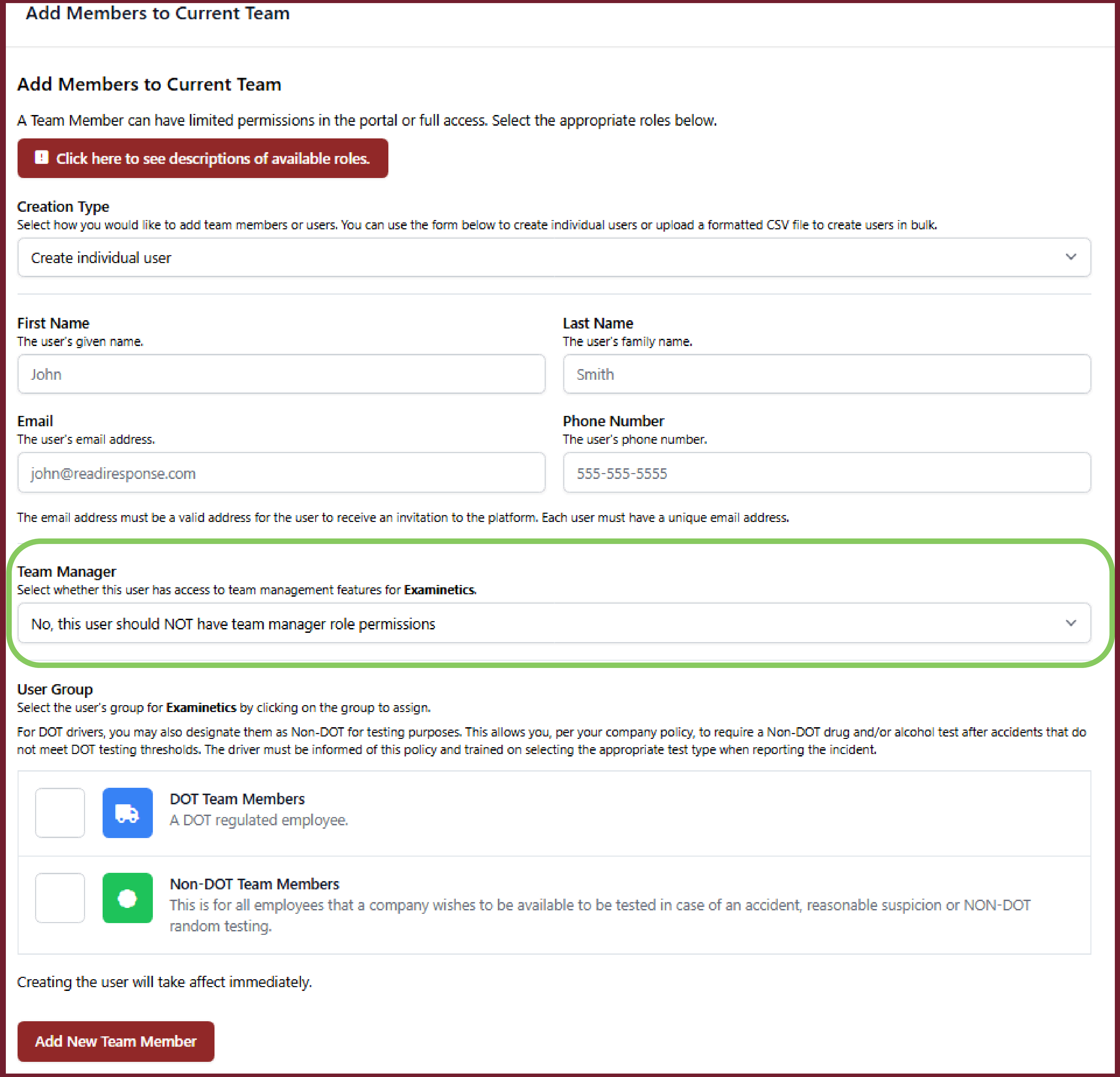
TEAM MANAGER - Team Members

Adding a new Team Member - *Team Manager Role*



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.

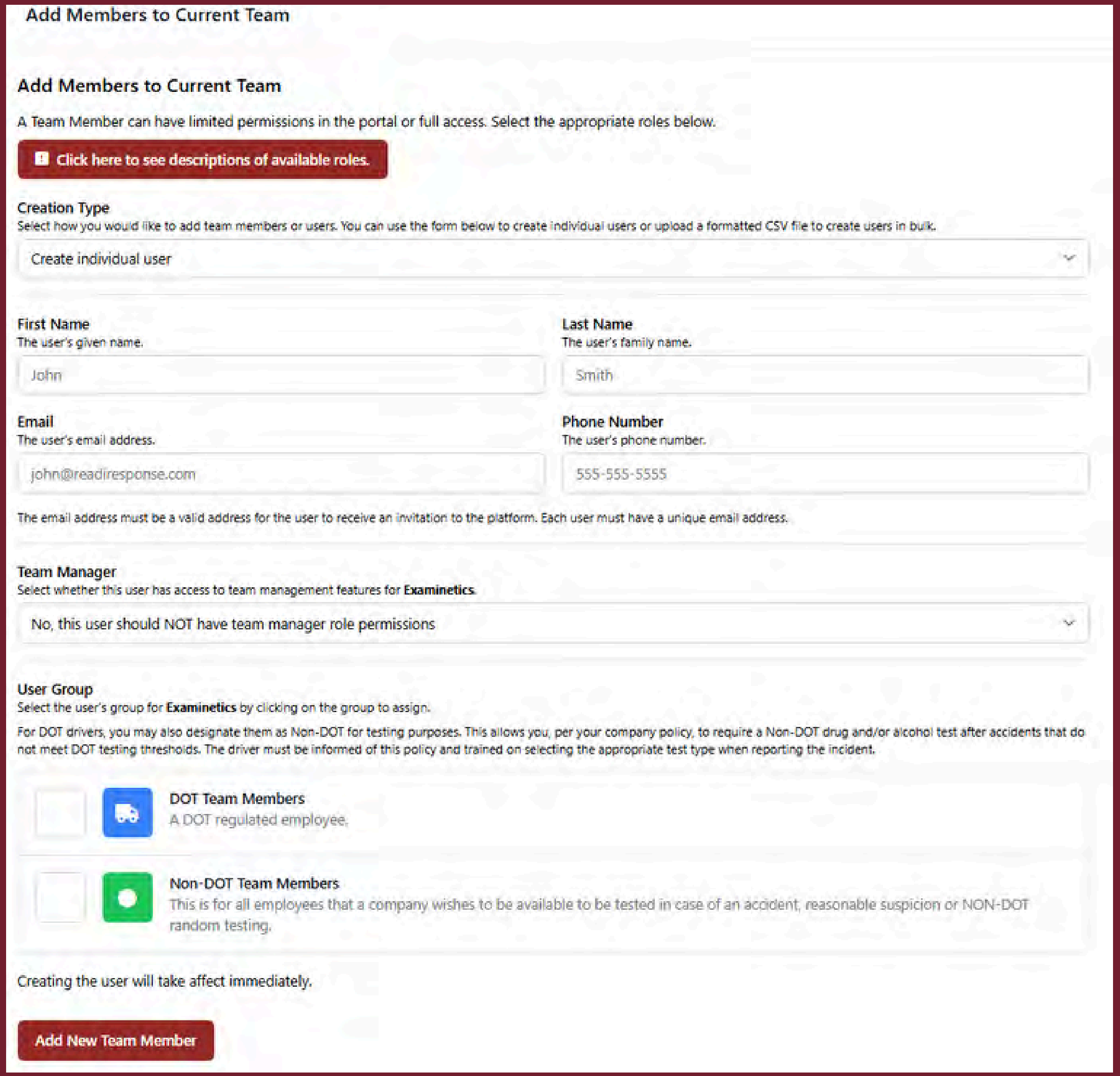
Return to TOC

READI Collect

TEAM MANAGER - Team Members

Adding a new Team Member - *Team Member Role*

A User can be an individual with multiple roles:



- **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.

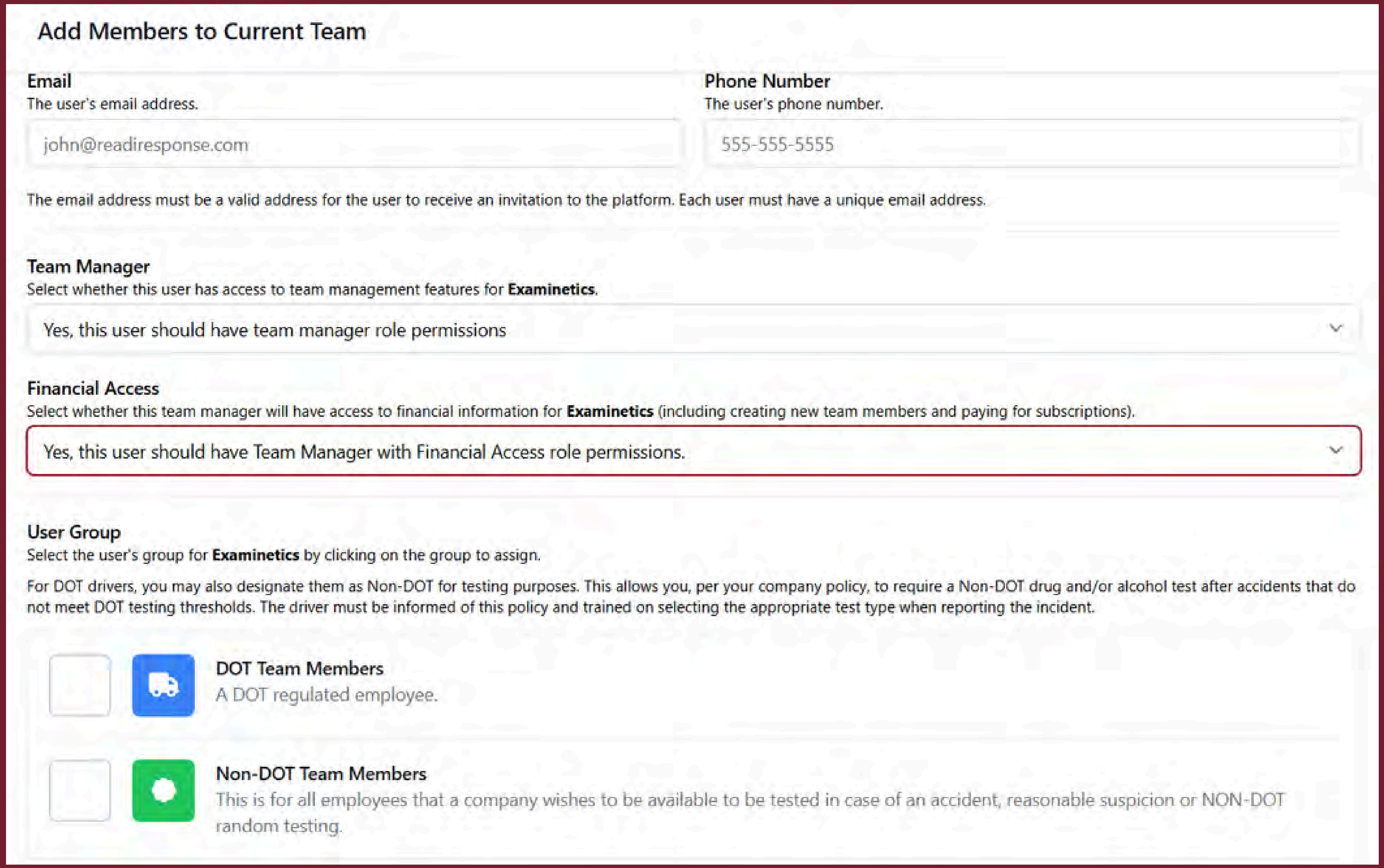
Return to TOC

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.
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**.
Yes, this user should have team manager role permissions

Financial Access
Select whether this team manager will have access to financial information for **Examinetics** (including creating new team members and paying for subscriptions).
Yes, this user should have Team Manager with Financial Access 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.

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 Readi Collect app.

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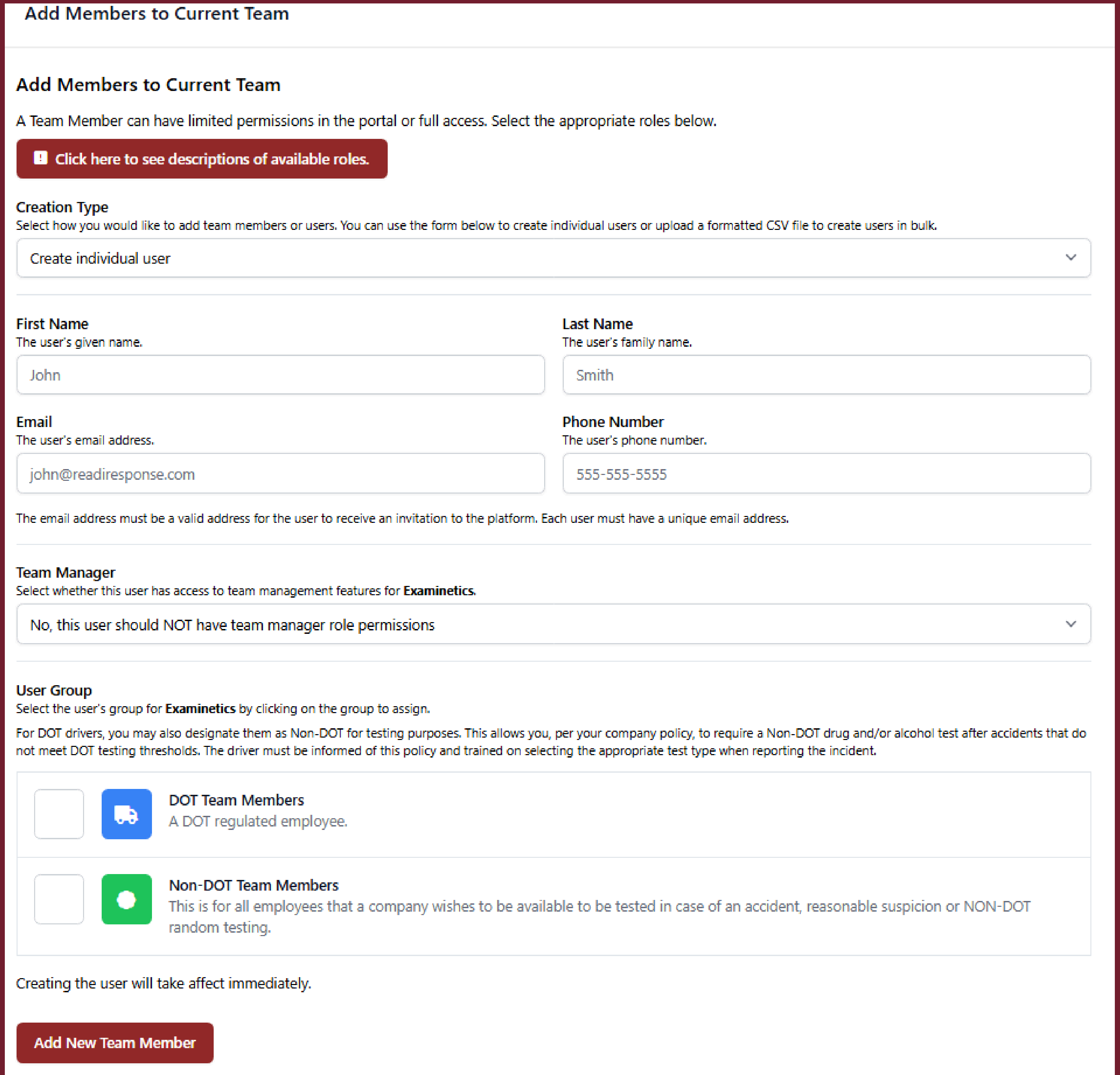
READI Collect

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

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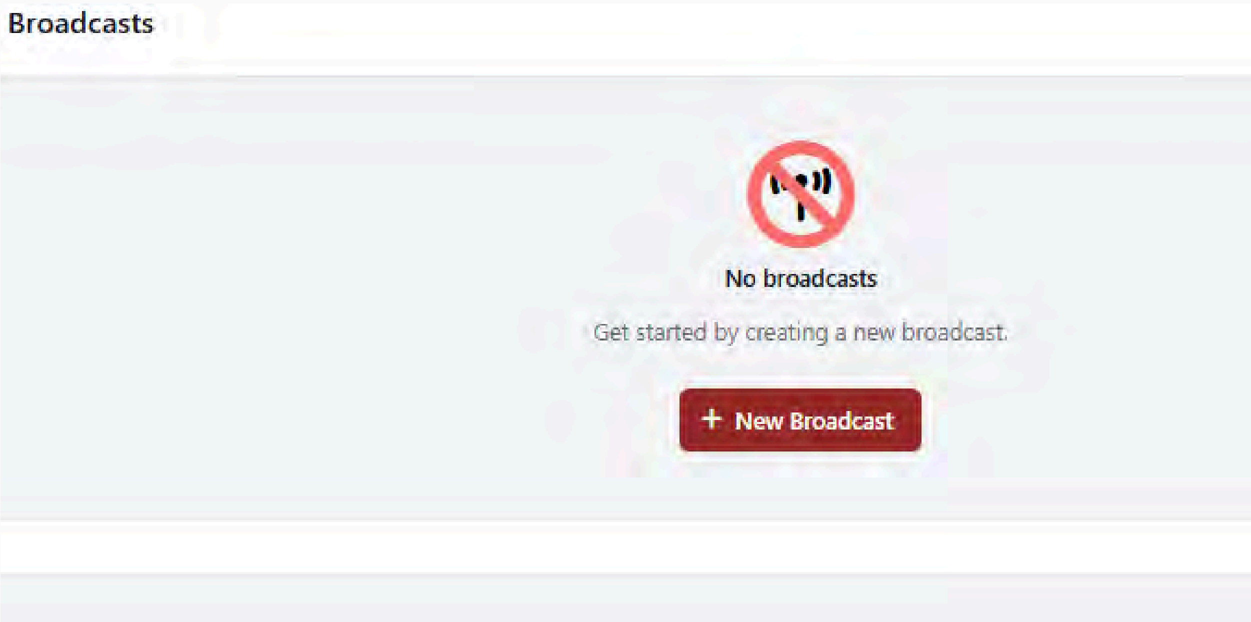
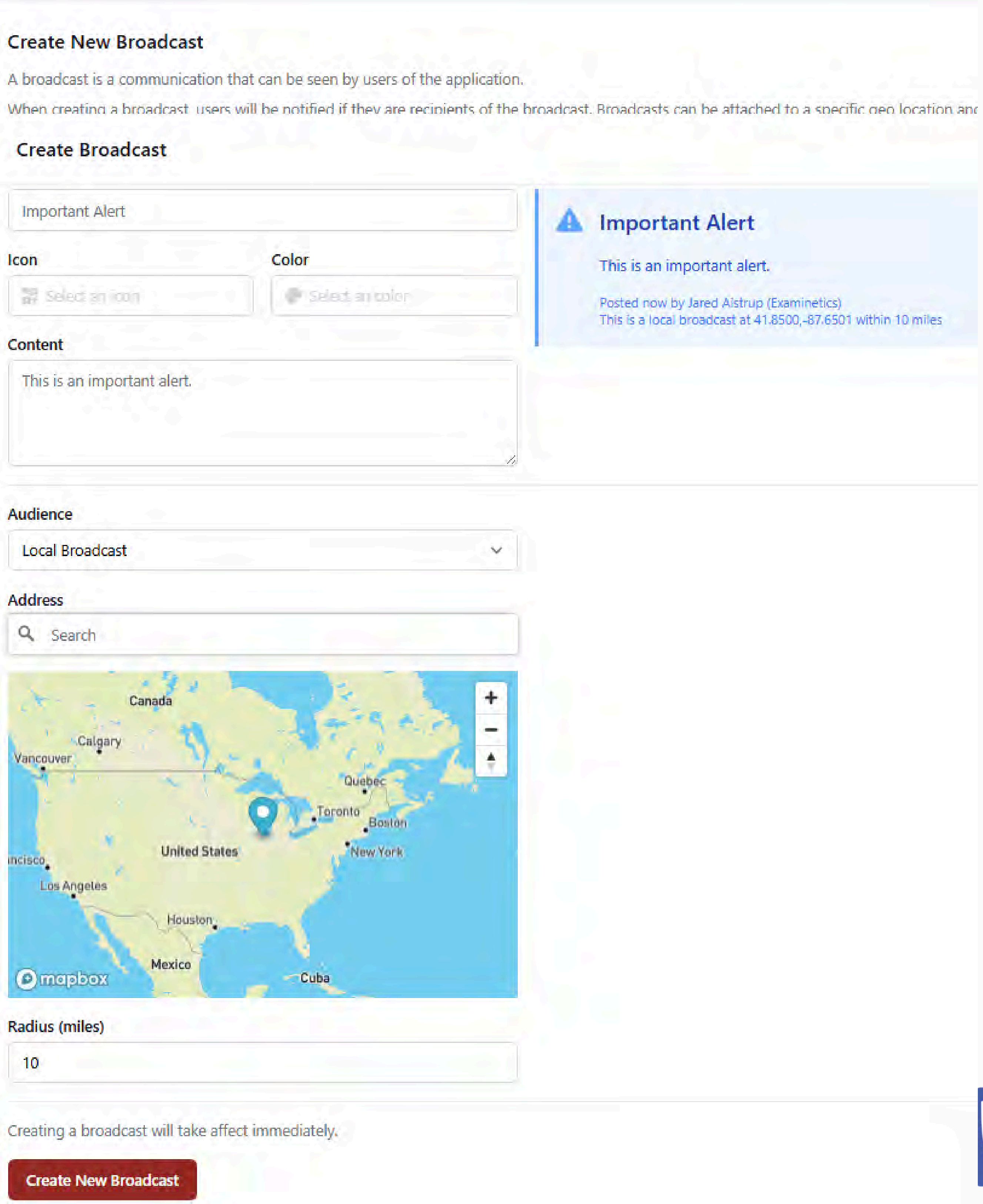
Broadcasts are used to send messages to the Readi Collect APP. These can be company updates, weather reports for a geographical area, and can be set to go to a specific area, a Team or a Group.



Click on the New Broadcast button.



Broadcasts

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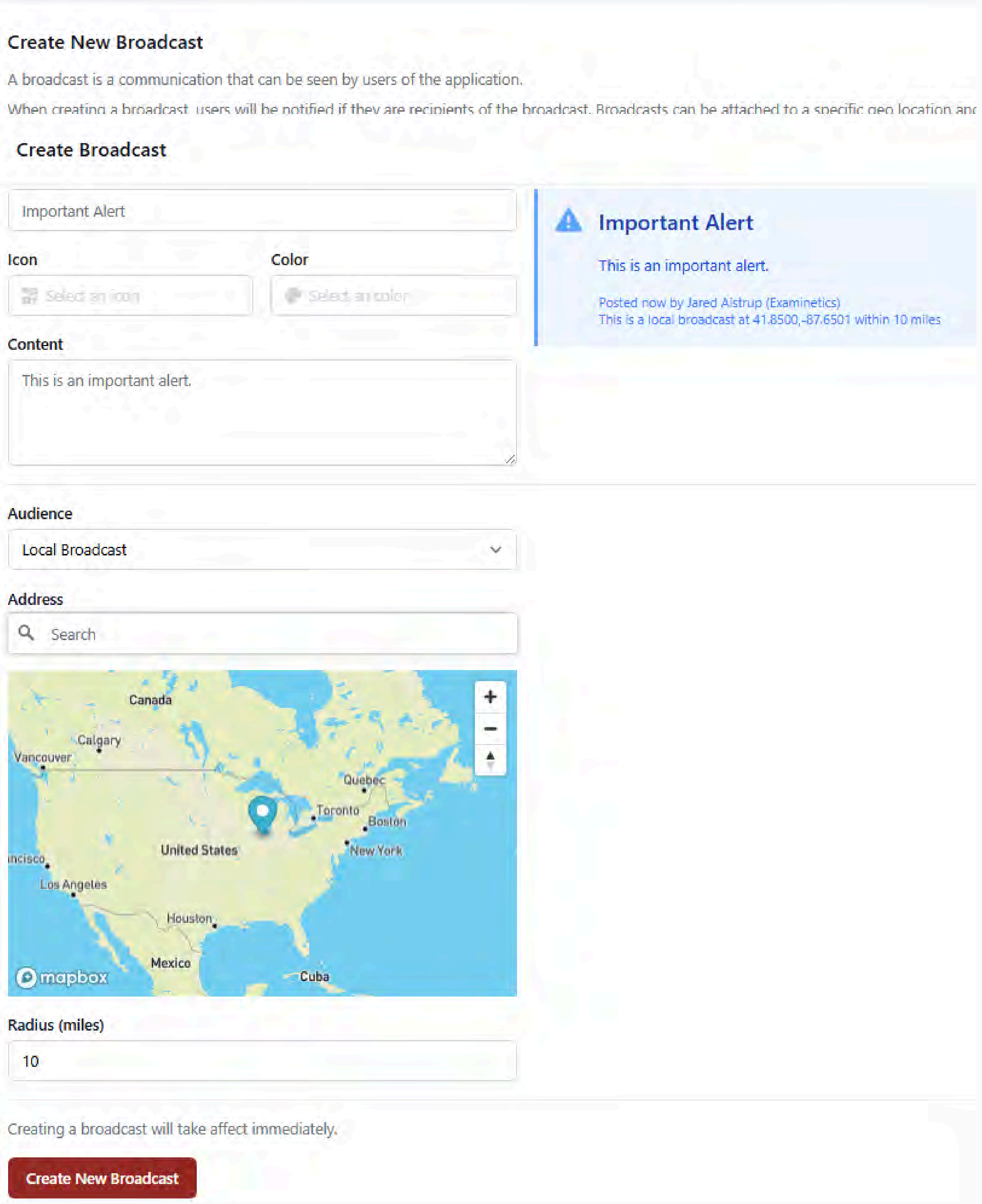
Click on the New Broadcast button.



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.

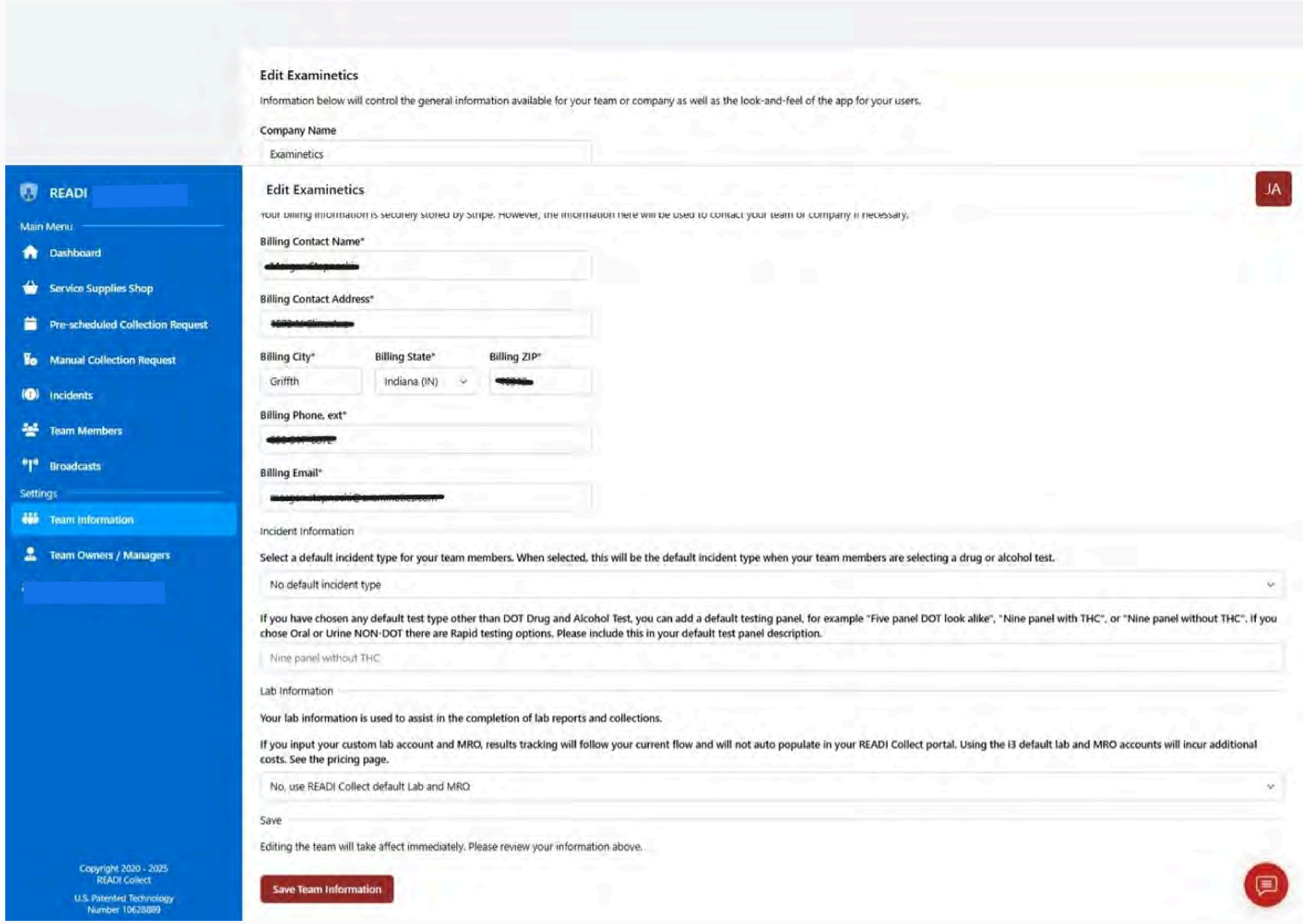
Group Broadcast - This will go out to all members of this Group.

READI Collect

SETTINGS MENU ITEMS

Return to TOC

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 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.

READI Collect

SETTINGS MENU ITEMS

Return to TOC

Team Information -

Lab Information - There are 2 choices.

Selecting "No, use Readi Collect default Lab and MRO -

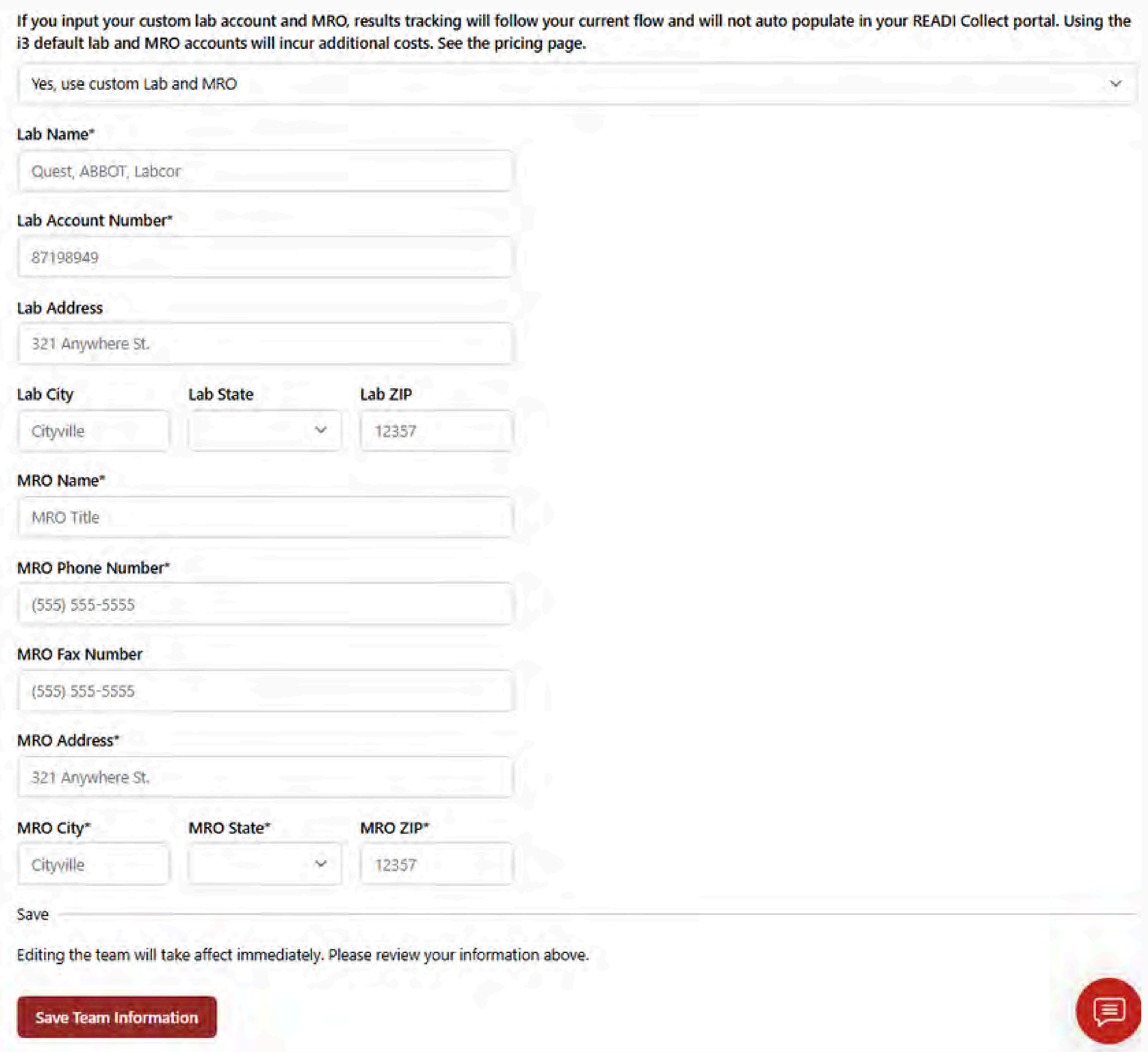
When selecting to use the Readi Collect Lab and MRO all results will automatically upload to your account and be placed in the appropriate incident report.

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:



Click "Save Team Information" to update or create.

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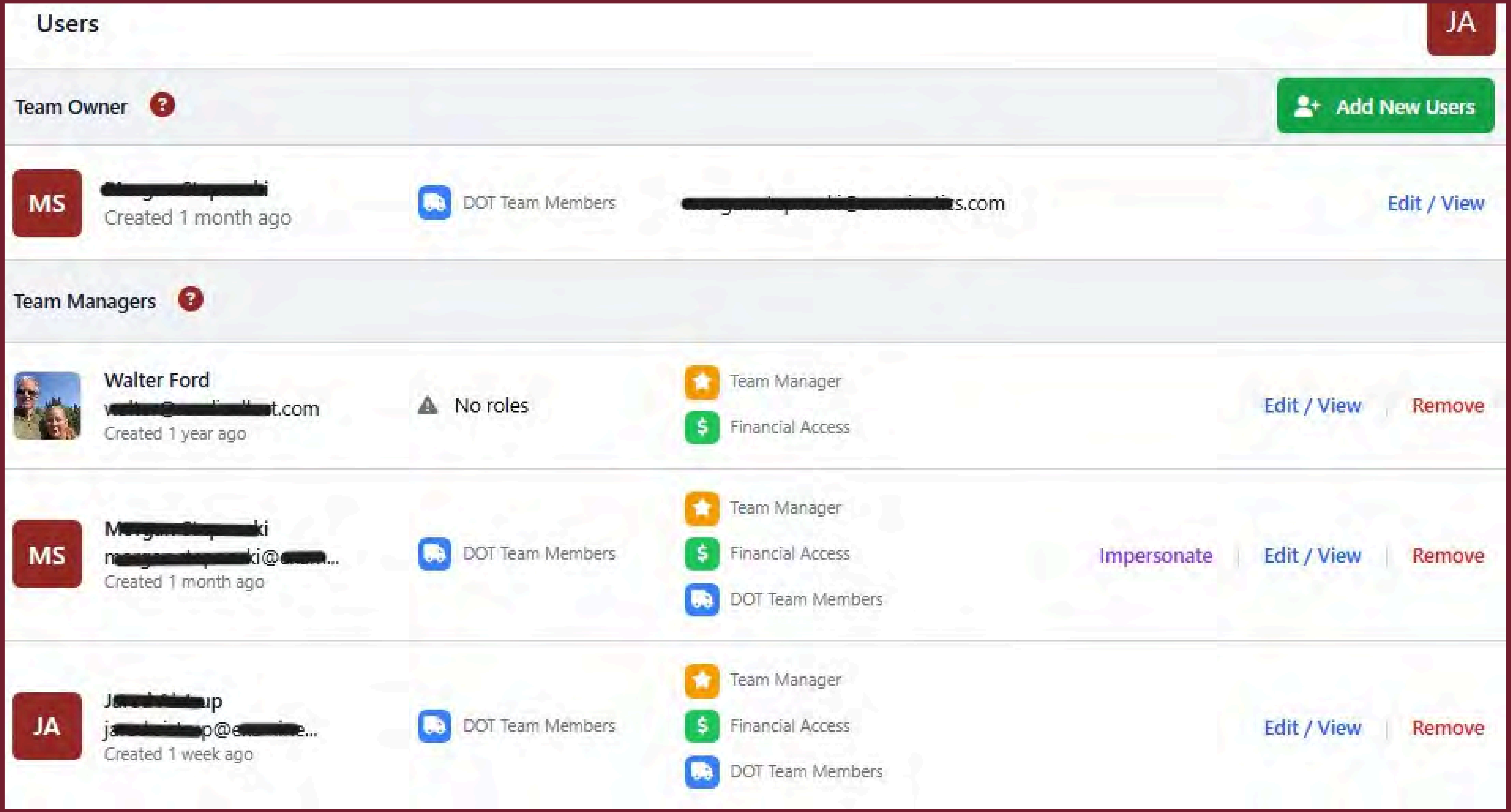
TEAM OWNER - TEAM MANAGERS

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



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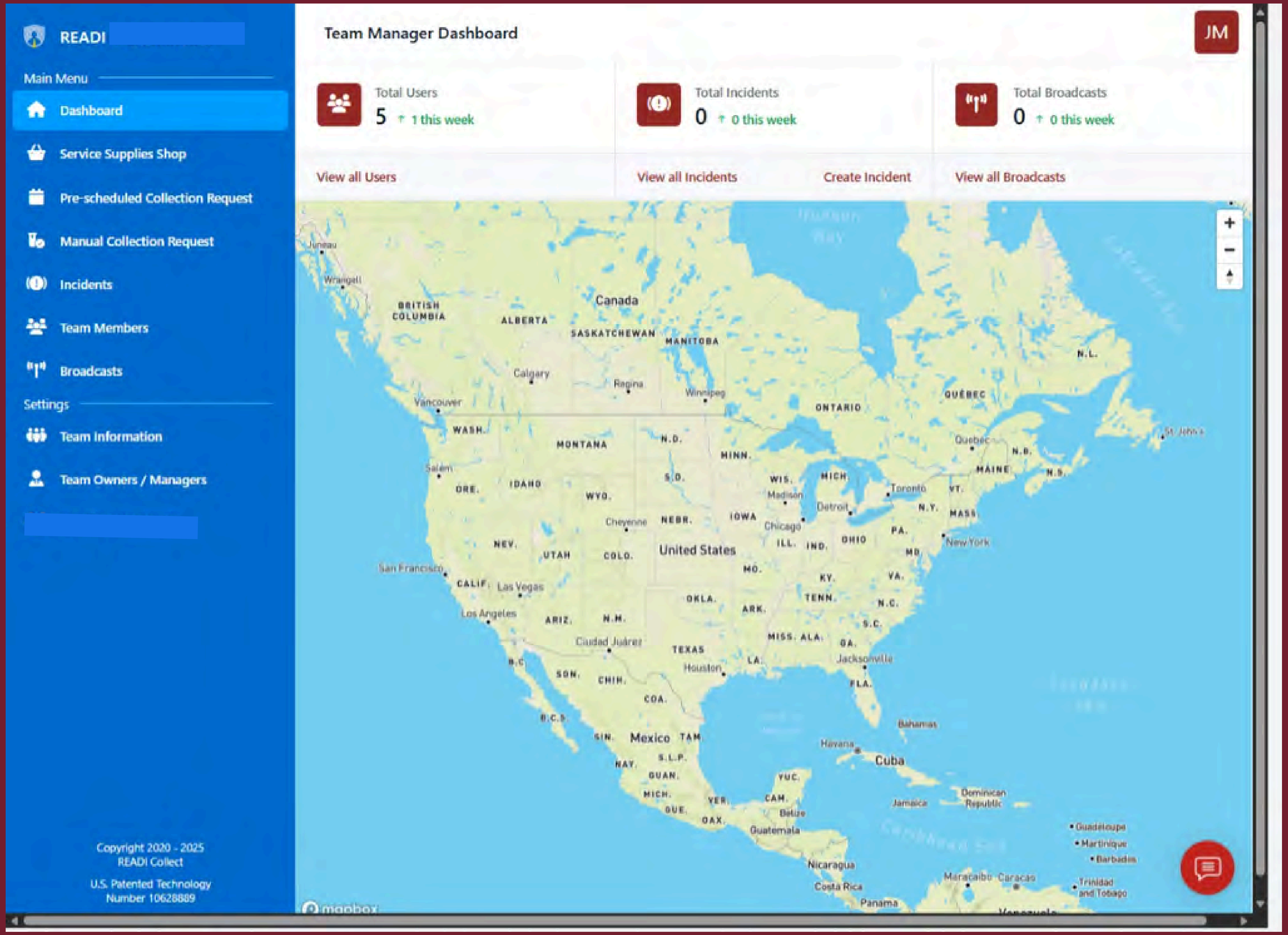
Team Owner and Team Manager Dashboard:

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



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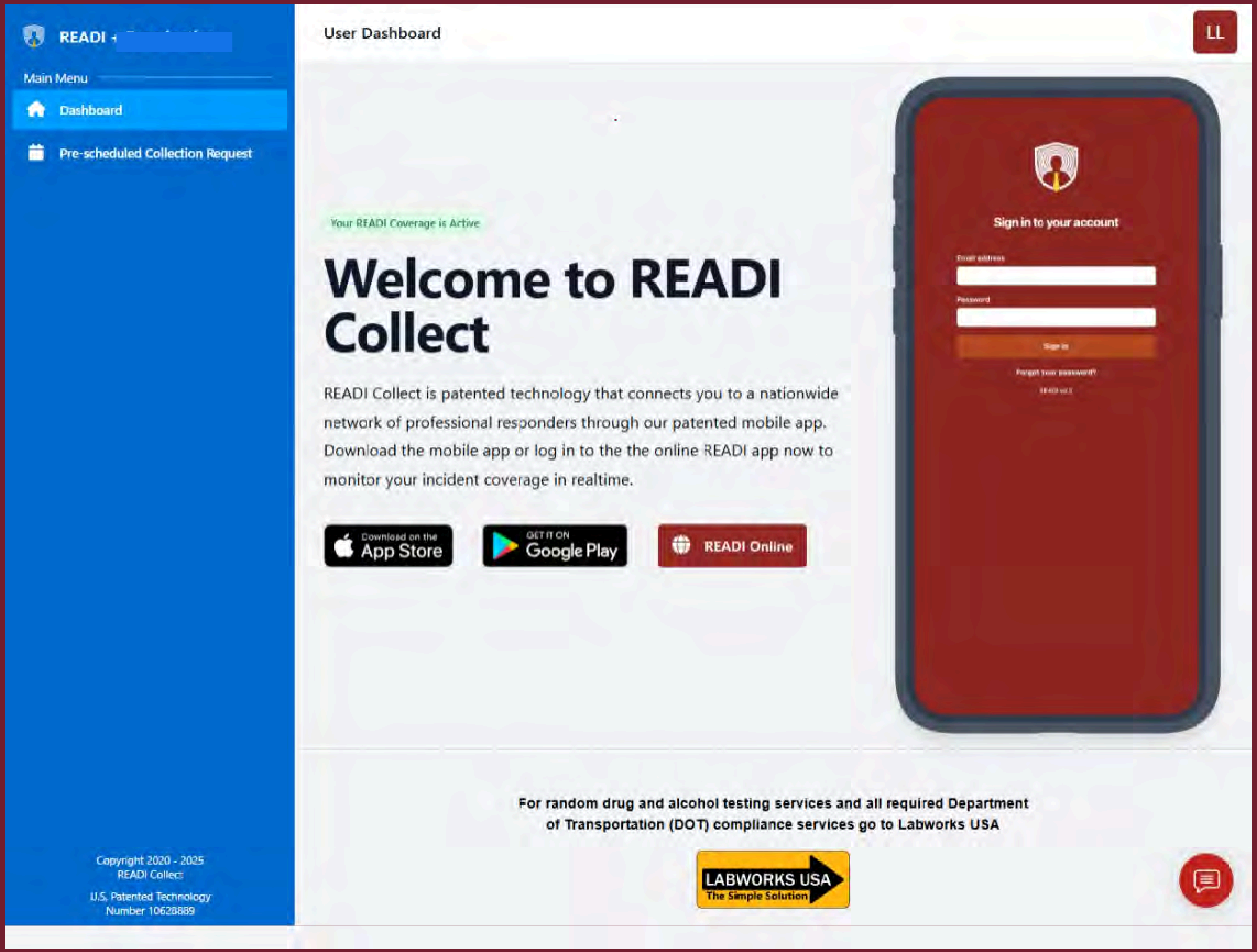
READI Collect

TEAM OWNER - TEAM MANAGERS

A NON-Manager Team Member Dashboard:



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.

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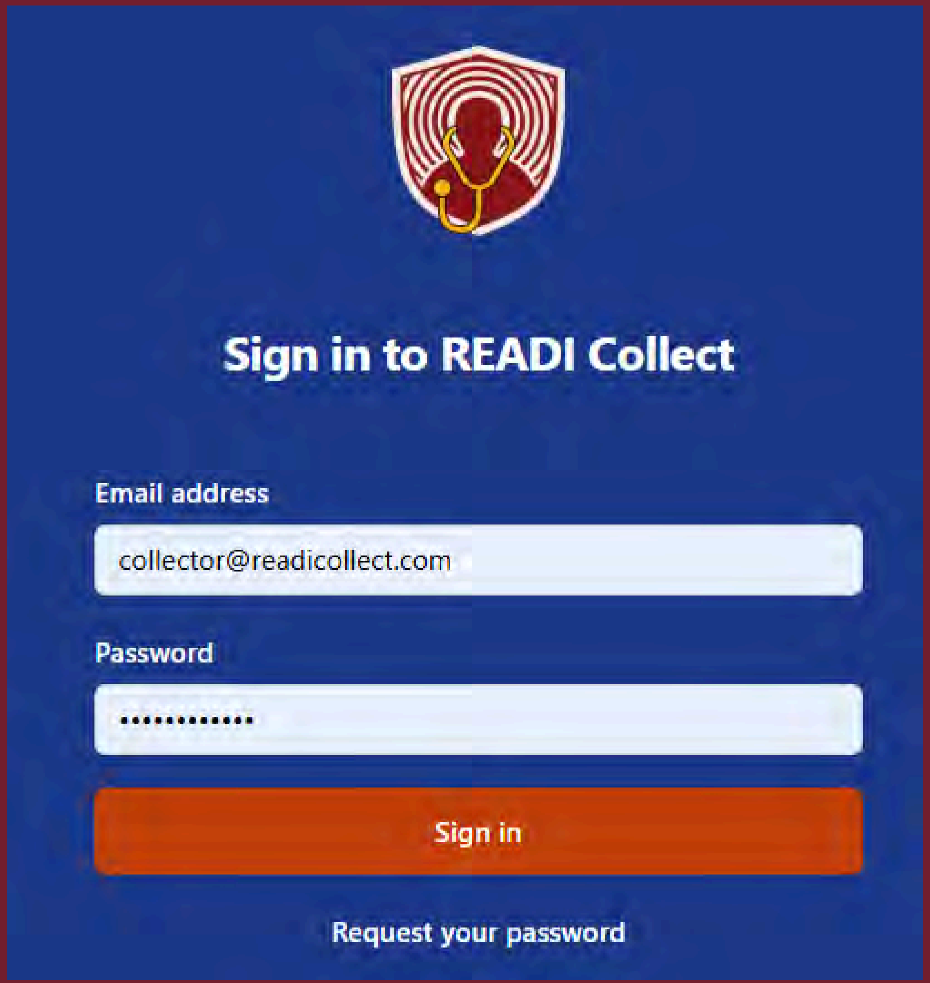
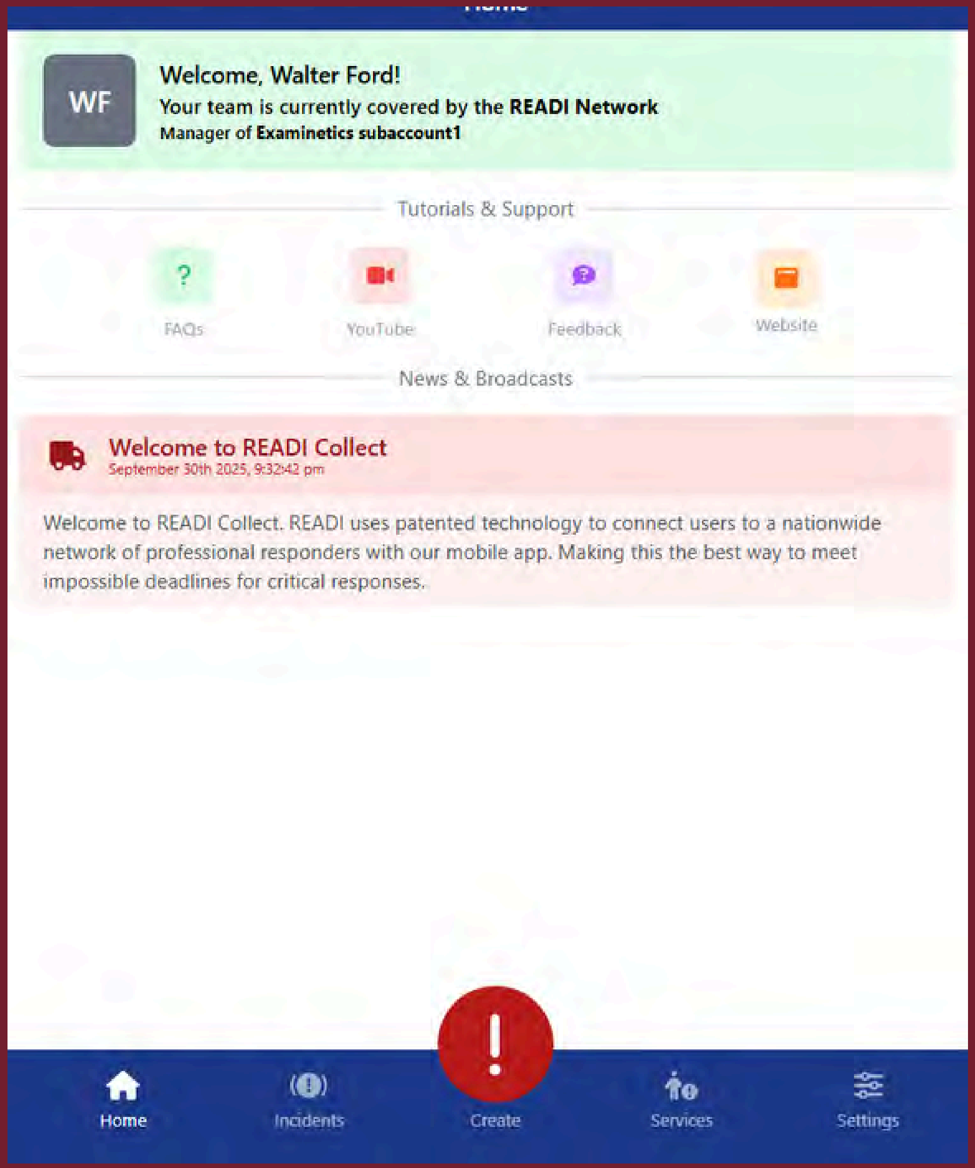
READI APP DETAILS

APP: *Home Screen*

This is the Login page for the App:



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

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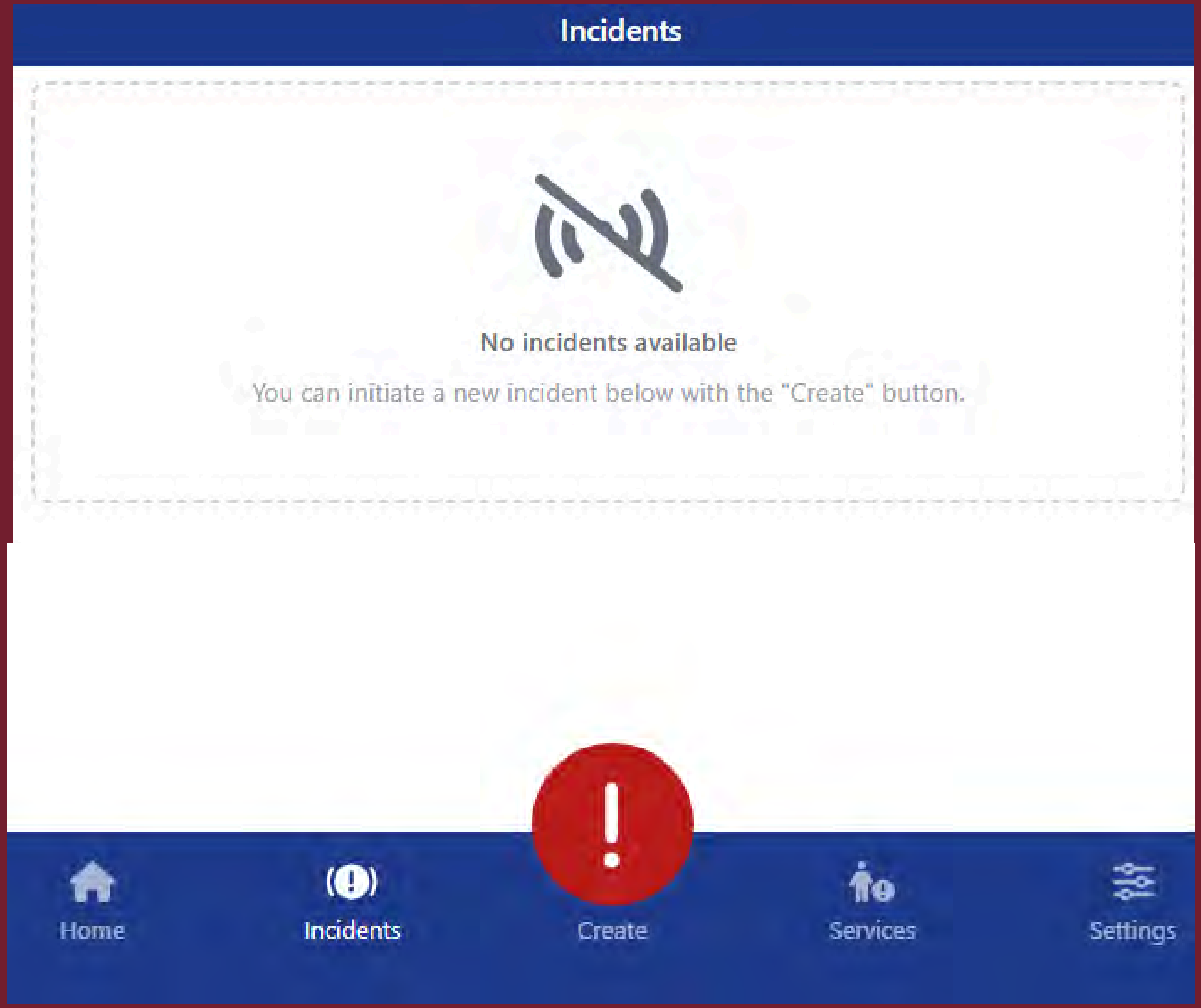
READI APP DETAILS

APP: *Incidents Page*

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



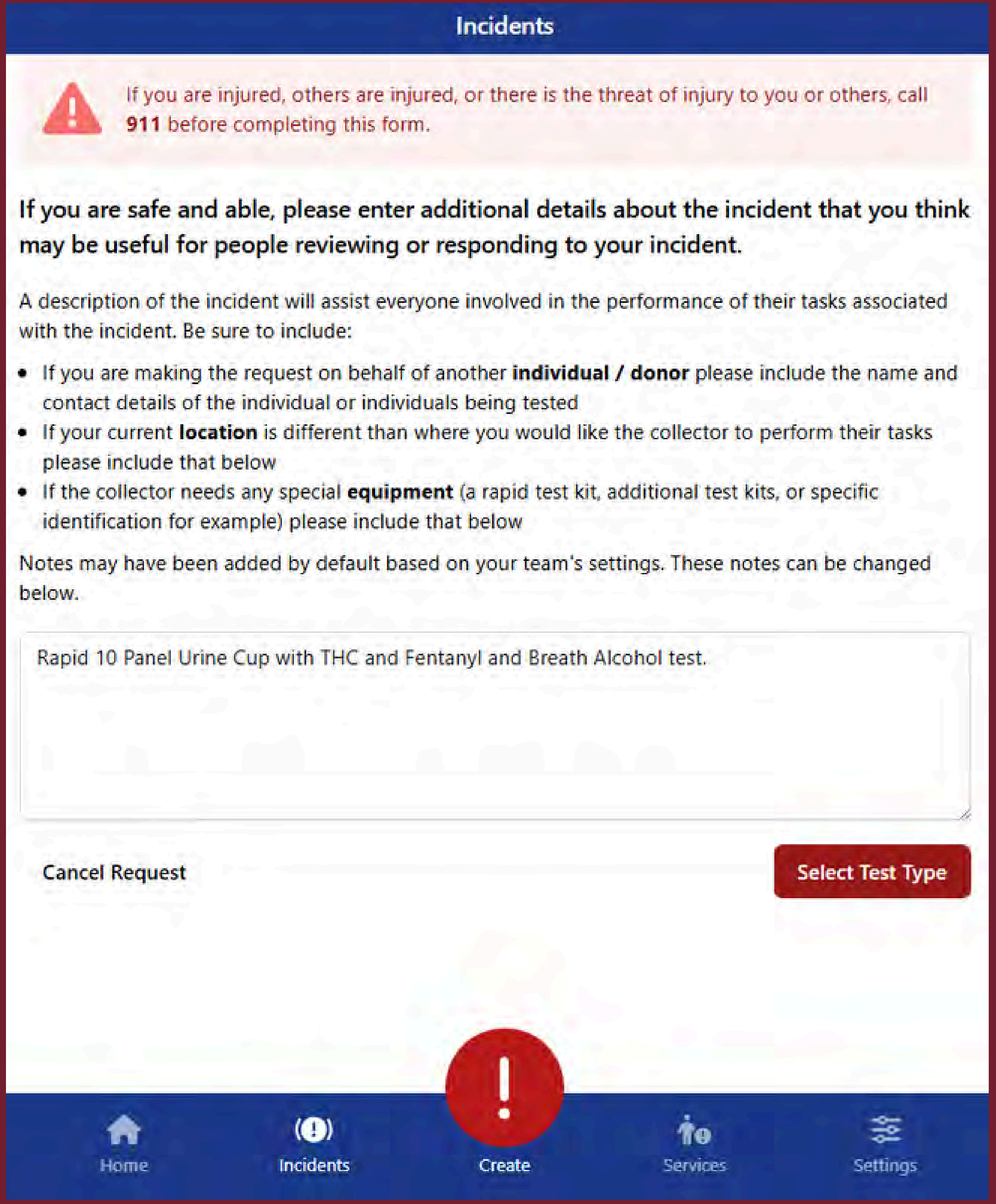
All of the pending and past incidents related to this user will be listed here.

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.

Return to TOC

READI APP DETAILS

APP: Big Red Button / *Create Page*



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.

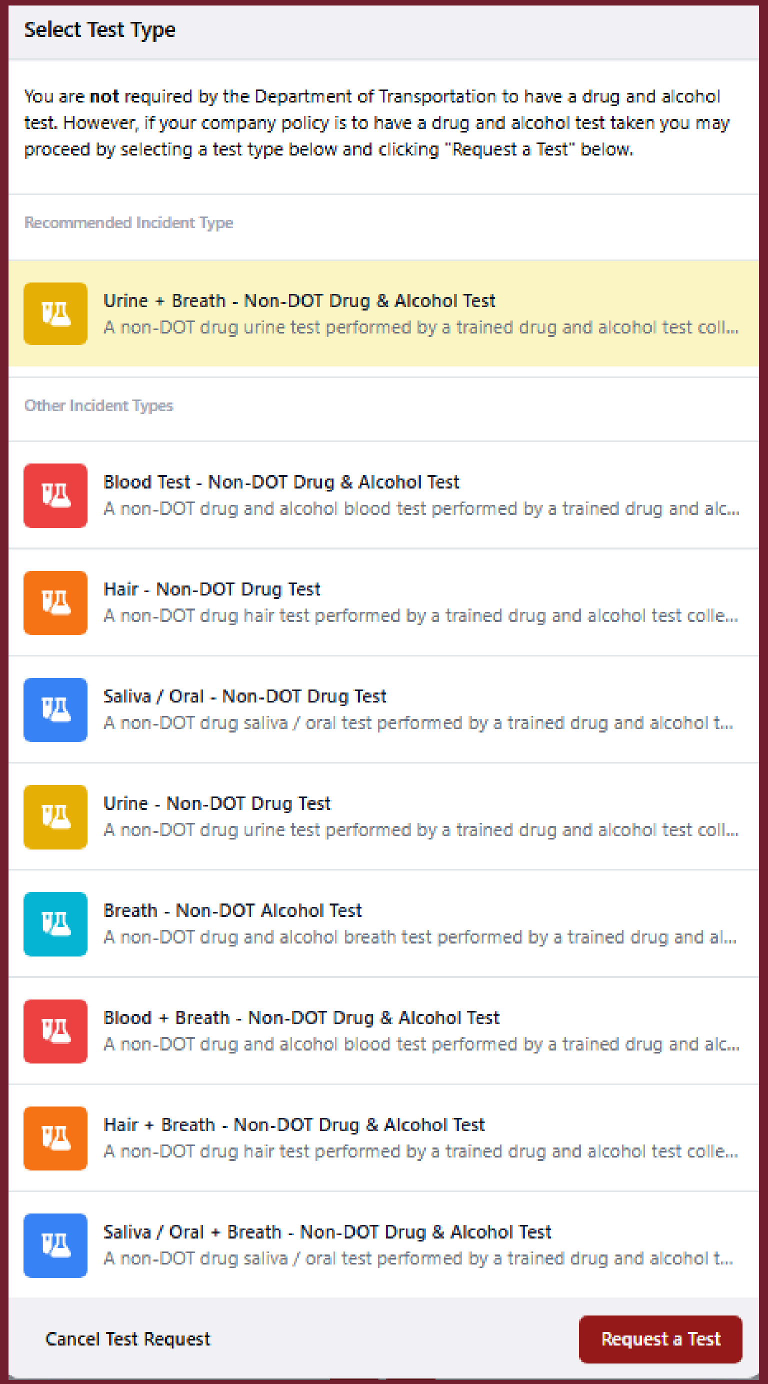
If the account was set up with a default test type and details were added about the drug panel they will show in the text field . Any specific details pertaining to this current incident creation should be added in this field * DO NOT Delete the details about the default drug panel. Any additional notes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



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**.

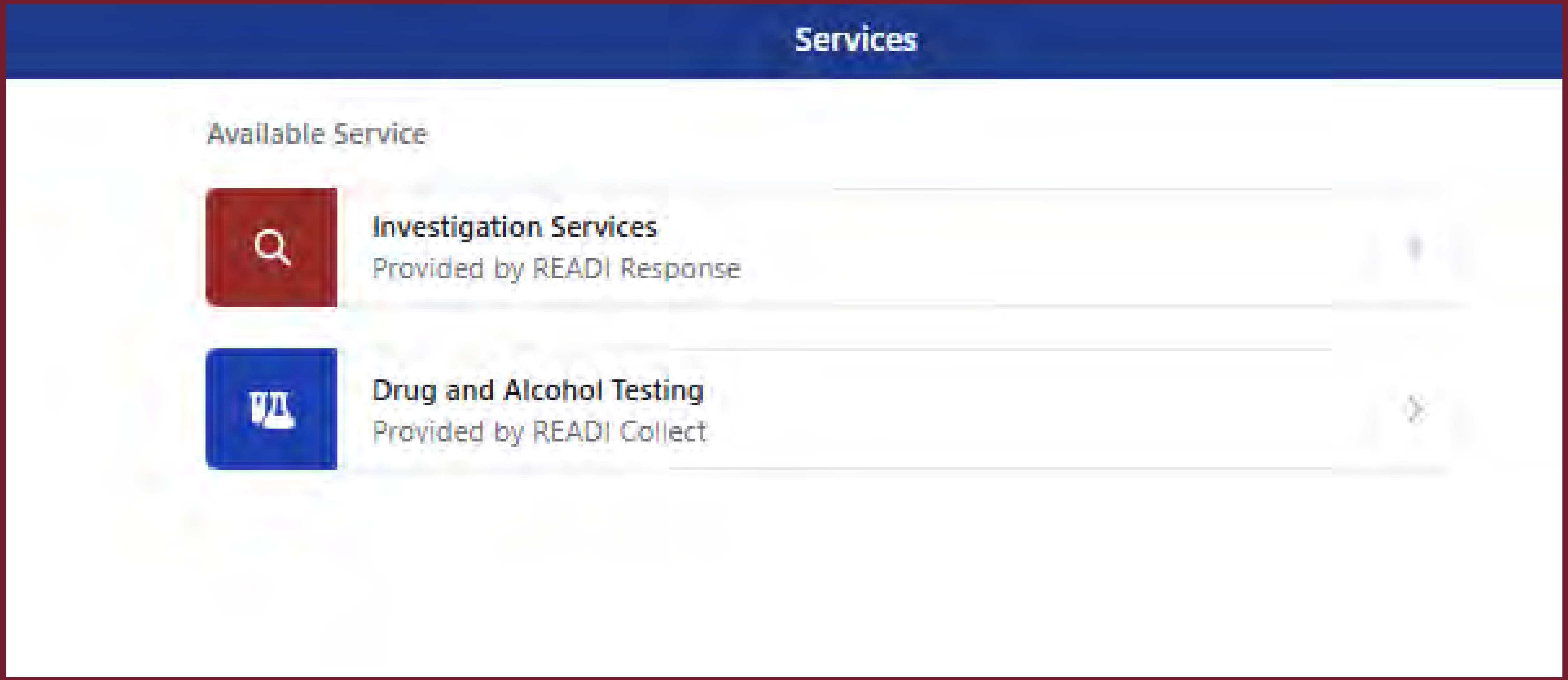
This will activate the automated search for a collector.

Return to TOC

APP DETAILS

APP: *Services Page*

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



Return to TOC

WE ARE READI TO SUPPORT YOU!

READICOLLECT.COM

info@readicollect.com

(217) 615-4424