## Copyright © 2014 Arpels Pty.Ltd T/As Mediscreen™

#### Mediscreen<sup>™</sup> Training Site Instructions

These instructions will walk you through the steps required to logon and complete the course.

1. First navigate to this address in your browsers address bar: <u>http://training.mediscreen.net.au</u>

HOME ► LOG IN TO T	If you have rebefore, fill in and click the	egistered here your details 'Login' button.	You are not lagged in If you have not registered here before, click on the 'Create New Account' button.
	Log in Username Example Pers Password Log in Forgotten your username or password? Cookies must be enabled in your browser (?)	Lis this your first time. Hil For full access to courses you'll need to take a ma account for yourself on this web site. Each of the indi- have a one-time "enrolment key", which you worth e- steps: 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email and 3. Read your email, and click on the web link it con 4. Your account will be confirmed and you will be loc 5. Now, select the course you want to participate in 6. If you are prompted for an "enrolment key". you teacher has given you. This will "enrol" you in the 7. You can now access the full course. From now enter your personal username and password to log in and access any course you have error	here? inute to creatividual court also acdrest taint bags b. c. One that your ourse. you will only need to the form on this page) led in.

- 2. Fill in all fields completely. If you get any error messages when submitting, read the message it is usually because you have chosen a password that doesn't fit our password policy or something minor like that.
- 3. Then once you have filled in all the fields click 'Create New Account'.

		rin. (r.og in
IOME ► LOG IN ► NEW ACC		
	▼ Co	ollapse all
- 🔻 Choose your usernar	ne and password	
Username*	Example Person	
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)	
Password*	StrongPa33word 🗷 Unmask	
- • More details		
Email address*	your@email.com.au	
Email (again)*	your@email.com.au	
First name*	Example	
Surname*	Person	
City/town*	Your Town	
Country*	Australia	
reCAPTCHA ⑦	Once Enter the words above Once tingban Get another CAPTCHA Get an audio CAPTCHA	
🗸 🔻 Other fields —		
Company*	Your Company	
Phone Number*	12345678910	
Job Title*	Your Job Title	
	Create my new account Gance 3	

You should then see this screen, when you click the 'Continue' button, you will be returned to the login screen – but you cannot login just yet...

You are not logged in: (tog in)
HOME ► CONFIRM YOUR ACCOUNT
An email should have been sent to your address at Your email address will be shown here It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.
Continue

- 4. You will then receive an email with a link to confirm your registration
  - a. Click on the link in your email (and a browser window will open) or
  - b. Cut and paste (Ctrl+C then Ctrl+V) into the address bar in your browser if the link is not active (i.e. when you click on it nothing happens)

NB: If you do not receive this email, please check your spam/junk folder before calling us – 99% of the time when emails 'don't arrive' it is because they have been deemed spam/junk and removed by your companies email filters or put into your spam/junk email folder.

http://cmmsbs:5555/	http://cmmsbs:5555/?id=(D099B40C-4478-E311-AA90-001517B6C3EC) - E-mail: Mediscreen Training: ac - Windows Internet Explorer			
🅢 🖬 🔜 Save a	and Close 🔓 🍯   🍃 Follow Up   Forward Reply Reply All 🌍 Convert Activity -	😂 SpellCheck 👋 Actions 🗸		
E-mail Med	liscreen Training: account confirmation			
E-mail Attachments	3		Sector 1	
From	mediscre@vmx10232.hosting24.com.au			
То	Stress Admin Bcc			
Subject	Mediscreen Training: account confirmation			
Hi Example Per A new account i using your email To confirm your http://training.me In most mail pro which you can ji then cut and pas line at the top of If you need help Course Adminis support@cmm.org	son, has been requested at 'Mediscreen Training' address. r new account, please go to this web address: ediscreen.net.au/login/confirm.php?data=o50RHscYfDX1PAJ/example_perse orgrams, this should appear as a blue link ust click on. If that doesn't work, ste the address into the address f your web browser window. o, please contact the site administrator, trator com au	on		
Owner *	Murray Simon			
Duration	Priority	Normal	~	
Due	Date GM			
Modified On	8/01/2014			
Status: Received				
			<b>100%</b>	

5. When you click on the link you should go to this screen.



6. If you click on the category link you will see the following screen. This example shows the current saliva drug testing courses.

	discreen™	You are	e logged in as Example Person (Log out)
HOME ► COURSES ► SALIVA DRUG TESTING		Search	courses: Go
Course categories: Saliva Drug Testing	•	P	NAVIGATION
Teacher: Mediscreen Teacher	This course will teach you how to use the Oral Cube Saliva Drug Te	st	My profile     Courses
Operation of the Salicule Saliva Collection Device		P	<ul> <li>Saliva Drug Testing</li> <li>Oralcube</li> </ul>
Teacher: Mediscreen Teacher	This course will teach you how to operate the Salicule Saliva Collect Device	ion	<ul> <li>salicule101</li> <li>oralcube+ALC</li> <li>RAPID_STAT_101</li> <li>Airmed101</li> <li>DDS2</li> <li>ORALV1</li> <li>Urine Drug Testing</li> </ul>
How to use the Oral Cube Saliva Drug & Alcohol Test Teacher: Mediscreen Teacher	This course will teach you how to use the Oral Cube Saliva Drug & A Test	[P Alcohol	
How to use the Rapid STAT Saliva Drug Test		P	<ul> <li>Breathalyser Operation</li> <li>Onsite Drug Testing</li> <li>Documentation</li> </ul>
Teacher: Mediscreen Teacher	This course will teach you how to use and operate the Rapid STAT S Drug Test.	Saliva	
The second secon		P	My profile settings

7. If you click on the course link you will then be asked for the 'Enrolment Key' this is a password that allows you to undertake the course and should have been emailed to you by CMM/Mediscreen upon request. Enter the key EXACTLY as it is written with no extra spaces (including blank spaces) and click the 'Enrol Me' button.

S3	Mediscreen <sup>™</sup>	You are logged in as Example Person (Log out)
HOME ► COURSES ► SALIVA DRUG TESTING ►	ORALV1 ► ENROL ME IN THIS COURSE ► ENROLMENT OPTIONS	
Enrolment options <sup>©</sup> How to use the Oralview Saliva Test	Drug	NAVIGATION     Home     My home
Teacher: Mediscreen Teacher	This course will teach you how to complete an Oralview saliva drug scree according to the manufacturers guidelines.	en    Site pages  My profile  Current course  CURLV1
Enrolment key	Unmask	Courses
	Enrol me	ADMINISTRATION

If you get the following 'error' screen then it is most likely that you have pasted the enrolment key in and included a blank space at the end of the key – a very common mistake.

HOME ► COURSES ► SALIVA DRUG TESTING ►		
Enrolment options <sup>©</sup> How to use the Oralview Saliva Test	Drug	Le NAVIGATION - III Home • My home
Teacher: Mediscreen Teacher	This course will teach you how to complete an Oralview saliva drug scree according to the manufacturers guidelines.	n > Site pages > My profile Current course
- Self enrolment (Student)		▼ ORALV1
Enrolment key That enrolment key was (Here's a hint - it starts	incorrect, please try again with 'C')	▶ Courses
	Unmask	ADMINISTRATION - III
	Enrol me	Course administration

- 8. Once you have correctly entered the enrolment key and clicked the 'Enrol Me' button you should be directed to the course and see this screen.
  - a. This is the training material you need to read before undertaking the quiz.
  - b. This is the link for the Quiz
  - c. Here is a link for your certificate. Your certificate is issued once the course is completed. Please note that after completing the course an email will be sent to you containing a link to download your certificate however if your system does not allow our emails through, then you may have to log back into the course and manually download the certificate by clicking on this link.

a	-	
Course Material Course material before attempting the quiz.	Home My home Site pages My profile Current course General Fopic 1 My courses ADMINISTRATION COURSE administration Unenrol me from ORALV1 My profile settings SEARCH FORUMS Advanced search Co	There are no upcoming events Go to calendar New event RECENT ACTIVITY Activity since Wednesday, 28 August 2013, 9:45 AM Full report of recent activity Nothing new since your last login

9. Once you have read the course material and are ready to take the quiz – then click on the quiz link, you will then be taken to the window below.

<b>Mediscreen</b> ™	You are logged in as Example Person (Log-out)
HOME ► MY COURSES ► SALIVA DRUG TESTING ► ORALV1 ► TOPIC 1 ► ORAL-VIEW QUIZ	
Oral-View Quiz	NAVIGATION - 1
This quiz will test you on your knowledge using the OralView device	<ul> <li>My home</li> <li>Site pages</li> </ul>
Grading method: Highest grade Attempt quiz now	My profile Current course ORALV1
	<ul> <li>Participants</li> <li>Badoes</li> </ul>
	Conorol

10. Click the attempt Quiz Now' button and it will take you to the quiz.

	Mediscreen <sup>™</sup>	You are logged in as Example Person (Log out)
OME  MY COURSE	IS IN SALIVA DRUG TESTING IN ORALVI IN TOPIC 1 IN ORAL-VIEW QUIZ	
Question 1 Not yet answered Marked out of 1.00 IP Flag question	When a test line fails to appear the results test are? Select one: a. Conclusive and final b. Open to discussion and negotiation c. Preliminary and require laboratory confirmation d. Deemed to be a negative result	QUIZ NAVIGATION          1       2       3       4       5       6       7         8       9       10       11       12       13       14         15       16       Finish attempt
Question 2 Not yet answered Marked out of 1.00 V Flag question	What must you do before commencing the test? Select one: a. Check the expiry date on the foil pouch b. Check the pouch is not torn or opened c. All of the above	
Question 3 Not yet answered Marked out of 1.00 V Flag question	<ul> <li>Why should a donor not eat, drink or smoke for 10 minutes prior to completing a saliva drug test?</li> <li>Select one: <ul> <li>a. It could interfere with the result of the test.</li> <li>b. It doesn't matter if a donor has anything in the 10 minutes before a test.</li> <li>c. The donor can eat in the 10 minutes prior but cannot smoke or have anything to drink.</li> <li>d. The donor can smoke in the 10 minutes prior but cannot eat or drink anything.</li> </ul> </li> </ul>	
Question 4 Not yet answered Marked out of 1.00 IP Flag question	What drug classes does Orahiew test for? Select one: a. THC, Cocaine, Methamphetamine, Opiates b. Amphetamines, Methamphetamine, Opiates and Marijuana c. Amphetamines, Opiates, Marijuana and Cocaine d. It tests for alcohol not drugs	

11. Click the next button onceyou have completed the quiz.

	Collection Pad 3		
Question 16 Not yet answered Marked out of 1.00 V Flag question	What must you do before commencing the test? Select one: O a. Check the expiry date on the foil pouch O b. Check the pouch is not torn or opened © c. All of the above		
Next			
	Y	u are logged in as Name Example (Logout).	

12. You will then see this screen. Click the 'Submit all and Finish' button to complete the quiz.

	Mediscreen™	You are logged in as Example Person (Log out)
HOME ► MY COURSES ► SALIVA DRUG TESTIN	G ⊨ ORALV1 ⊨ TOPIC 1 ⊨ ORAL-VIEW QUIZ ⊨ SUMMARY OF ATTEMPT	
	Oral-View Quiz Summary of attempt	QUIZ NAVIGATION           1         2         3         4         5         6         7           8         9         10         11         12         13         14
	Question Status	15 16
	1 Answer saved	Finish attempt
	2 Answer saved	
	3 Answer saved	
	4 Answer saved	
	5 Answer saved	
	6 Answer saved	
	7 Answer saved	
	8 Answer saved	
	9 Answer saved	
	10 Answer saved	
	11 Answer saved	
	12 Answer saved	
	13 Answer saved	
	14 Answer saved	
	15 Answer saved	
	16 Answer saved	
	Return to attempt	
	Submit all and finish	
	Custonic de de la maso	

13. A pop-up window will ask you whether you are sure you want to continue – Click the 'Submit all and Finish' button if you are sure you want to.

	Mediscreen <sup>™</sup>	You are logged in as Example Person (Log out)
HOME > MY COURSES > SALIVA DRUG TESTING > OF	ALV1 ► TOPIC 1 ► ORAL-VIEW QUIZ ► SUMMARY OF ATTEMPT	
	Oral-View Quiz Summary of attempt	QUIZ NAVIGATION           1         2         3         4         5         6         7           8         9         10         11         12         13         14
	Question Status	15 16
	1 Answer saved	Finish attempt
	2 Answer saved	
	3 Answer saved	
	4 Answer saved	
	5 Answer saved	
	6 Confirmation X	
	7 A Once you submit, you will no longer be able to change your answers for this attempt.	
	8 Cance ] Submit all and finish	
	9 Answer saved	
	10 Answer saved	
	11 Answer saved	
	12 Answer saved	
	13 Answer saved	
	15 Answer saved	
	16 Answer saved	
	Return to attempt	
	Submit all and finish	

## 14. You will then see the results of your quiz.

	<b>Mediscreen™</b>	You are logged in as Example Person (Log eut)
IOME > MY COUR	SES ► SALIVA DRUG TESTING ► ORALV1 ► TOPIC 1 ► ORAL-VIEW QUIZ	
Sta Comple Tim	rted on Wednesday, 28 August 2013, 2:44 PM State Finished vednesday, 28 August 2013, 2:53 PM e taken 8 mins 30 secs Grade 16.00 out of a maximum of 16.00 (100%)	QUIZ NAVIGATION 1 2 3 4 5 6 7 8 9 10 11 12 13 14
Question 1 Correct Mark 1.00 out of 1.00 V Flag question	When should you read the results? Select one: ○ a. Ten minutes after you remove the test from the mouth ○ b. After 5 minutes after you remove the test from the mouth ○ b. After 5 minutes after 5 hours ○ c. Between 5 and 7 minutes after the 'C' line appears ✓ ○ d. Before 5 hours but after 5 minutes The correct answer is: Between 5 and 7 minutes after the 'C' line appears	Finish review
Question 2 Correct Mark 1.00 out of 1.00 V Flag question	Why should you dispose of a device that has expired or the seal is broken? Select one:	
Question 3	What drug classes does Oralview test for?	

15. Click 'Finish review' and you will be taken to this screen. If you have previously attempted the quiz you will see the previous attempts listed as below. If you are not satisifed with the result, you can re-attempt the quiz as many times as you like by clicking the 'Re-attempt quiz' button. You have now finished the course.

	P SALIVA DROUTE	STING P ONALVIP TOTIC I P ONAL	-VILVV QUIL		
This qu	iz will test you on yo	Oral-View Qui	Z		NAVIGATION - III Home My home Site pages
	S	Grading method: Highest	<sup>grade</sup> us attempt	s	My profile Current course ORALV1 Participants
	Attempt	State	Grade / 16.00	Review	<ul> <li>Badges</li> <li>General</li> </ul>
	1	Finished Submitted Wednesday, 28 August 2013, 9:44 AM	15.33	Review	Topic 1 Oral-View Quiz
	2	Finished Submitted Wednesday, 28 August 2013, 2:53 PM	16.00	Review	How to use the Oralview Saliva
		Highest grade: 16.00	/ 16.00.		My courses
					ADMINISTRATION 🚽 🏢
		Re-attempt quiz			Course administration
					My profile settings

#### TROUBLESHOOTING - FORGOTTEN USERNAME OR PASSWORD:

If when logging in, you forget your password or username or both, you can retrieve this information by clicking on the 'Forgotten Password' link.

IOME ► LOGIN TO THE SITE	
Returning to this web site? Login here using your username and password (Cookies must be enabled in your browser) Username examplepers PasswordLogin Remember username Forgotten your username or password?	Is this your first time here? Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps: 1. Fill out the New Account form with your details. 2. An email will be immediately sent to your email address. 3. Read your email, and click on the web link it contains. 4. Your account will be confirmed and you will be logged in.
	<ol> <li>Now, select the course you want to participate in.</li> <li>If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.</li> <li>You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.</li> </ol>

- clicking on the 'Forgotten Password' link will take you to the next screen below. Here you can choose which identifier of yours that you can remember and enter it into the appropriate field you may search by username or email address.
- Clicking 'search will trigger the system to verify if what you entered matched what is in the database. And if it does it will trigger the system to send you an email with a verification link in it.

	SUMERISC	JEEU			
HOME   LOGIN  FORGOTTEN PASSWORD					
	To reset your password, su in the database, an email v access anain	ubmit your username or your e will be sent to your email addre	mail address below. If we can find ess, with instructions how to get	уоц	
- Search by username Username		ŝ	earch		
- Search by email address Email address		ē	arab		

- You should receive an email as below.
- Click on the link contained in the email (if the link is active if not cut and paste into your address bar in the browser).

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E-mail Train	ning Site: Change password confirmation				
😣 At least one recipien	t could not be resolved to a record in the system.				
E-mail Attachments					3
From	Support@cmm.com.au	Q	Cc		
То	by EVSS Admin	Q	Bcc		
Subject	Training Site: Change password confirmation				
The e-mail below might	contain script or content that is potentially harmful and has been blocked. Open Message	2			
Hi Name, Someone (probably account on Trainin To confirm this and go to the following http://training.cmm In most mail progra- which you can just then cut and paste inc at the top of syc If you need help, pi Course A daministra support@cmm.com	y you) has requested a new password for your g Site'. 1 have a new password sent to you via email, web address: .com au login forgot password php?p=FFlokht/ZC3sq7e9&s=exampleperson ms, this should appear as a blue link cick on. If that doesn't work, the address into the address sur web browser window. lease contact the site administrator, tor .au				
Owner *	Murray Simon				
Duration		200	Priority	Normal V	
Due			Date GM		
Modified On	28/08/2013				
hadever Described					

- You will then see the following screen. -
- Click 'Continue'. -

Mediscreen™	You are logged in as Example Person (Log out)
IOME ► LOGIN ► FORGOTTEN PASSWORD	
Thank you for confirming the change of password. An email containing your new passw admin@evss.com.au.	vord has been sent to your address at
The new password was automatically generated - you might like to change your password	ord to something easier to remember.

- You will then be sent another email containing the username and password associated with that email address or username (see screen below).

3 At least or	ne recipient could not be resolved to a record in the system.				
E-mail Att	tachments				
From	Support@cmm.com.au	Q	Cc		
Го	State	<b>Q</b>	Bcc		
Subject	Training Site: Changed password				
The e-mail b	elow might contain script or content that is potentially harmful and has been blo	cked. Open Message			
Hi Name, Your accc and you h Your curr useman passwo Please go http://tr In most m which you then cut a line at the Cheers fro Course A support@	ount password at "Training Site' has been reset have been issued with a new temporary password. ent login information is now: ne: exampleperson 2015 2017/08s/H it of this page to change your password: and programs, this should appear as a blue link u can just click on. If that doesn't work, and paste the address into the address to pof your we browser window. om the "Training Site' administrator, dministrator				
Negarung					
		[aa]	Priority	Normal	<u></u>
uration		1961		TYOTHC	*
luration	्र सम्प्र		Date GM		

### FURTHER INFORMATION:

Once you are logged in you may also see past courses that you have undertaken and edit your profile etc. Please feel free to explore via the sidebar in the window – see screen below:

eacher: CMM Technology	This course will tech you how to use the Oral Cube Saliva Drug & Alcohol Test	rate for certification.	
How to use the Rapid STAT Saliva Drug Test	[*	Upon completion of the exam, a certificate will be awarded and you can revisit your	
eacher: CMM Technology	This course will teach you how to use and operate the Rapid STAT Saliva Drug Test.	results anytime and re-print your certificate if required.	
How to operate the Airmed Bio OFCD	[ <sup>p</sup>	Please click here to download full instructions before	
eacher: CMM Technology	This course will teach you how to collect oral fluid using the AirMed Bio Oral Fluid Collection Device.	walk you through it step by step.	
How to Operate & Use the Alere DDS2 Saliva Drug Testing System	[P	Thank you for coming and good luck!	
eacher: CMM Technology	This will teach you how to operate & use the Alere DDS2 Saliva Drug Testing System.	NAVIGATION - III	
Correct Use of the A and B Sample Kit (Urine)	P	Home My home	
eacher: CMM Technology	This is a course in the operation of the A& B Split sample kit.	Site pages	
Operation & Use of the Medix Integrated Pro-Split 6+6 Urine Drug Test	[₽	<ul> <li>My profile</li> <li>My courses</li> </ul>	
eacher: CMM Technology	This is a course in the operation of the Medix Integrated Pro- Split Cup 6+6 with Adulterants.	ADMINISTRATION - III	
How to Operate & Use the Disposable Mission Breath Detector	[²	<ul> <li>Edit profile</li> <li>Change password</li> <li>Messaging</li> </ul>	
eacher: CMM Technology	This course will teach you how to Operate & Use the Disposable Mission Breath Detector	▶ Badges	