

MRO RESULTS ON LINE SYSTEM INSTRUCTIONS

WEB ACCESS TO THE SYSTEM

GO TO:

www.mroresultsonline.com

User Name: Your e-mail address

Password: Password#1 – you will then be prompted to set up your own individual password

Once you log in to access completed results:

1. Select: Occupational Health Screening
2. Select: Completed Results
3. Once you find a result, Click on the result and Click Result on the top menu bar to open the PDF of the result.

To Add an employee to the system:

1. Select: Participants and again Select Participants
2. Make sure the Participant is not already in the system
3. Click Add on the top menu bar
4. Complete the fields for First Name, Last Name, Phone Number, Location, and Type
5. For Type if this is a DOT position, select RANDOM PARTICIPANT DOT
6. Click Submit to save
7. Go back and Click Edit on the menu bar
8. In Position Type select Driver, Click Submit to save

To Terminate an employee from the system and your random pool:

1. Select: Participants and again Select Participants
2. Find the Participant and click on the record
3. Click Edit on the menu bar
4. In Status select Inactive or Terminated
5. In Status Reason select a reason

To add the participant back go back and change Status back to Active

To send an updated employee rooster:

Send excel spreadsheet to info@lgsdrugtesting.com; send in the following format:

First name	Last name	SSN	Location	DOT	Company
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Procedure: Adding an Employee for Random Testing Manually

If employee is already in the database from a pre-employment test for the same location, go to Step II

I. Add employee for Random Testing Manually

(The random testing pool must be created in advance)

START, RANDOMS MANAGEMENT

- a. Navigation: Participants
- b. ADD
- c. Choose Customer, Add Last name, First Name, SSN, Location,
- d. Choose Type: Random Participant DOT or Random Participant NonDOT
- e. Submit
- f. Go to the Participant Record, EDIT
Position Type: Choose Driver or other employee category
- g. Participant is now added to Participant Database, coded for random testing and coded for employee category: Driver or other
- h. Go to Active Pools
- i. Select the Pool
- j. Click Entities, Click Add Participants, Select the Participant and Click Add to Pool

II. Add employee existing in the system for Random Testing

START, RANDOMS MANAGEMEN Navigation: Participant

- a. Find the participant
- b. Choose Type: Choose Random Participant DOT or Random Participant NonDOT
- c. Choose Position Type: Choose Driver or other employee category
- d. Submit
- e. Go to Active Pools
- f. Select the Pool
- g. Click Entities, Click Add Participants, Select the Participant and Click Add to Pool