

Breathalyser Integration

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As part of the Blood Alcohol Concentration (BAC) Breathalyser integration, a designated site contact will receive notifications via email and SMS for those individuals that have received a non-negative result from a BAC breath test at the site. In addition to this, individuals who receive a non-negative result will have their card 'site blocked' until an Employer, Project or Site Admin lifts the block from the Cardholder's profile following a second confirmatory test. If the second confirmatory test results in a confirmed positive, then a Network Operator block will be placed.

This Quick Guide details how to:

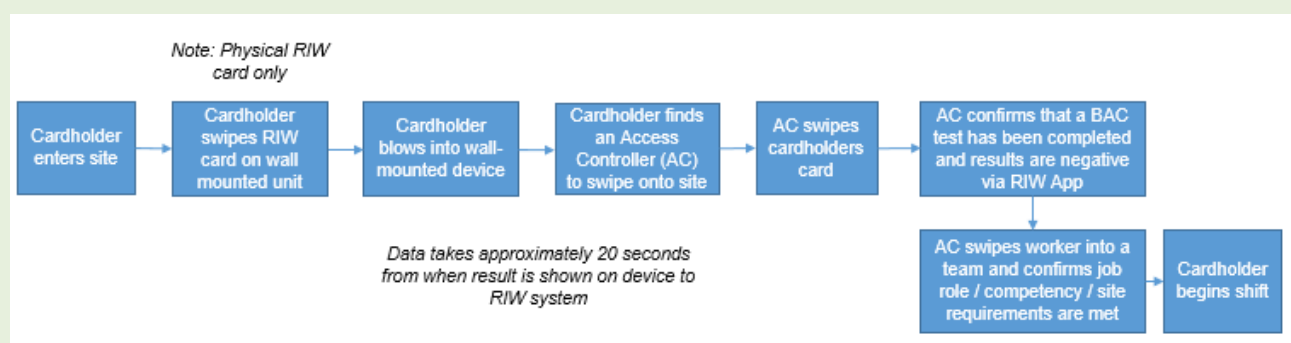
- Add a site contact
- Remove a site block
- Report on BAC test results.

Notes:

- Only the Contractor in Charge's Employer, Project or Site Administrator can lift a site-block on a cardholders RIW profile.
- Virtual cards cannot be used to record a BAC breath test against an RIW profile at present (functionality is currently in development for virtual cards). Therefore, only physical RIW cards can be used to record a result in the RIW system.
- A visitor pass will not record a BAC result against a visitor profile in the RIW system. A visitor can perform a breath test prior to site entry in accordance with site requirements, which must be confirmed by an Access Controller at point of testing.

In addition to features of this integration, BAC breath test results will be visible on the RIW system against the cardholder's profile upon being swiped in or spot checked. Only the latest BAC test record will be visible. Cardholders can also view their most recent BAC breath test record in myRIW.

Process of BAC breath testing

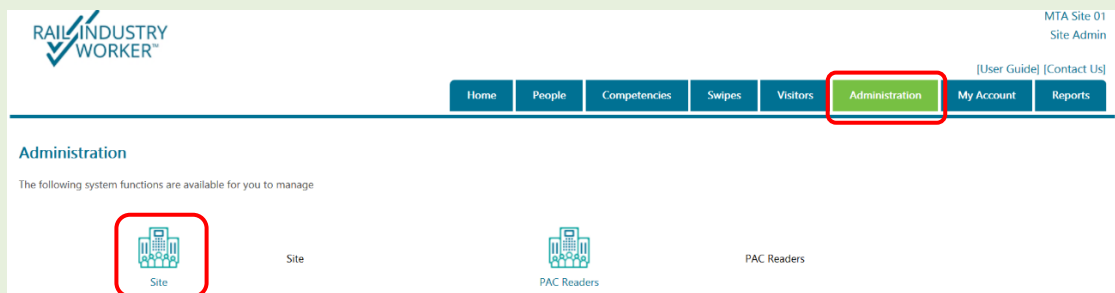


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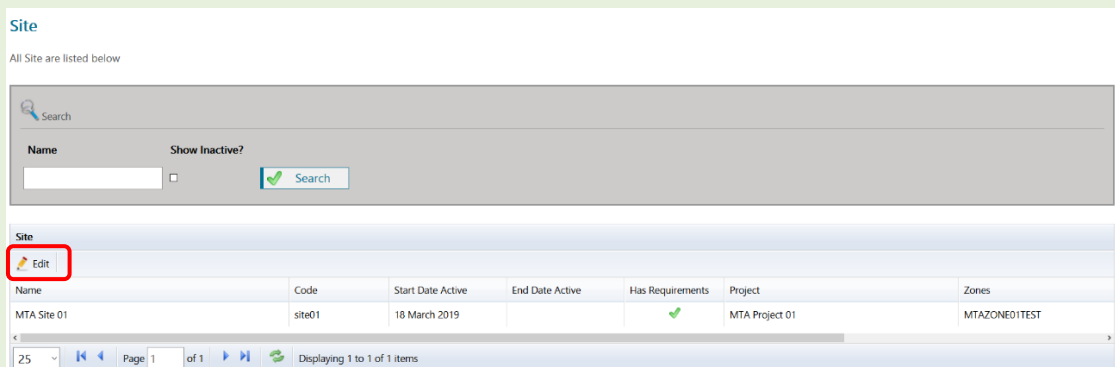
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Setting up a site contact

- Step 1** Go to <https://app.riw.net.au> and login using your Employer Administrator or Project/Site Administrator credentials.
- Step 2** Click on the **Administration tab** at the top of the screen, followed by the **Site icon**.



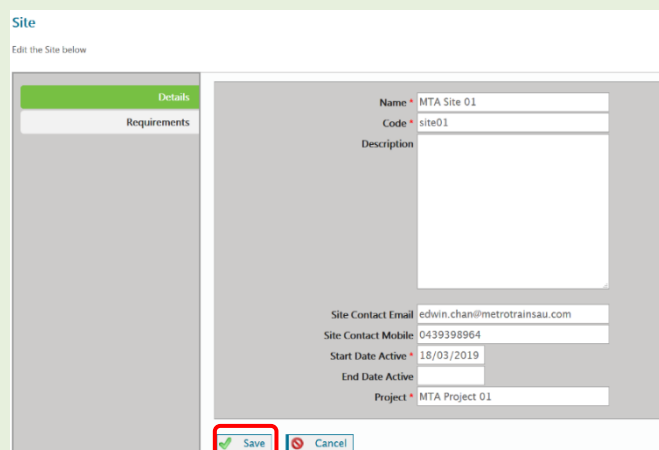
- Step 3** Select the site and click **Edit**.



- Step 4** Enter the **Site Contact Email** and **Site Contact Mobile**. Only one site contact is available per site.

The site contact will receive BAC results and all notifications in regards to the site.

Click **Save** when complete.



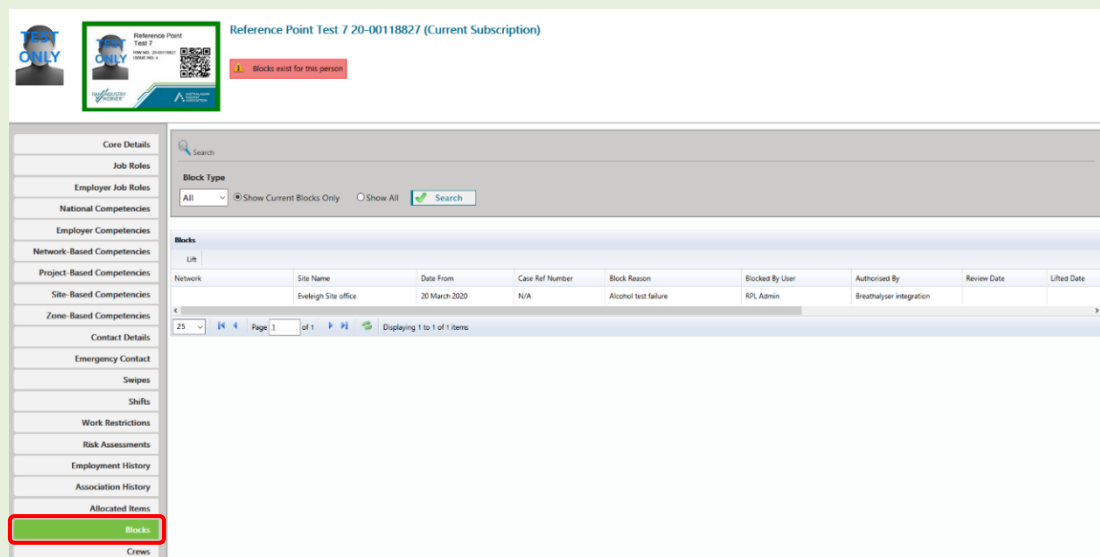
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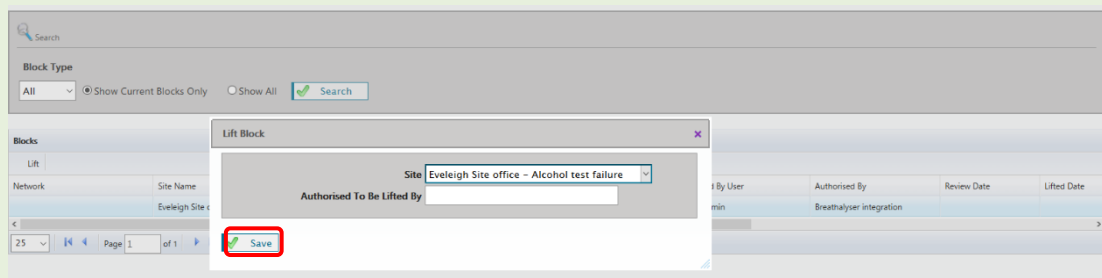
Lifting a **site block** from a cardholder's profile

Step 1 In the event a cardholder is blocked as a result of a non-negative BAC breath test and you wish to lift the block, you will need to log in as the **Employer, Project or Site Admin** of the site. Note: please ensure site requirements are followed in regards to secondary testing if required.

Once logged in, go to the cardholder's profile and click on the **Block** option on the left-hand side menu.



Step 2 Click on the block line item description then click **Edit**. Add the Authorised Person's name to lift the block and click **Save**.



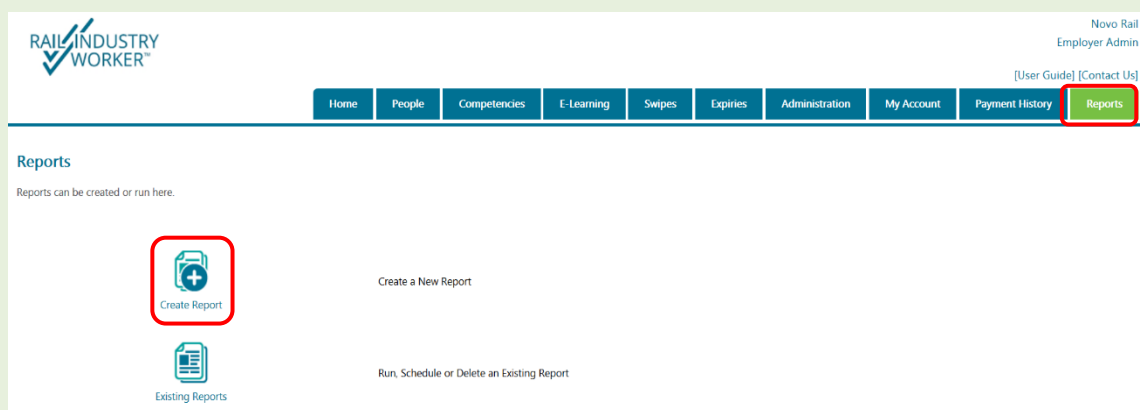
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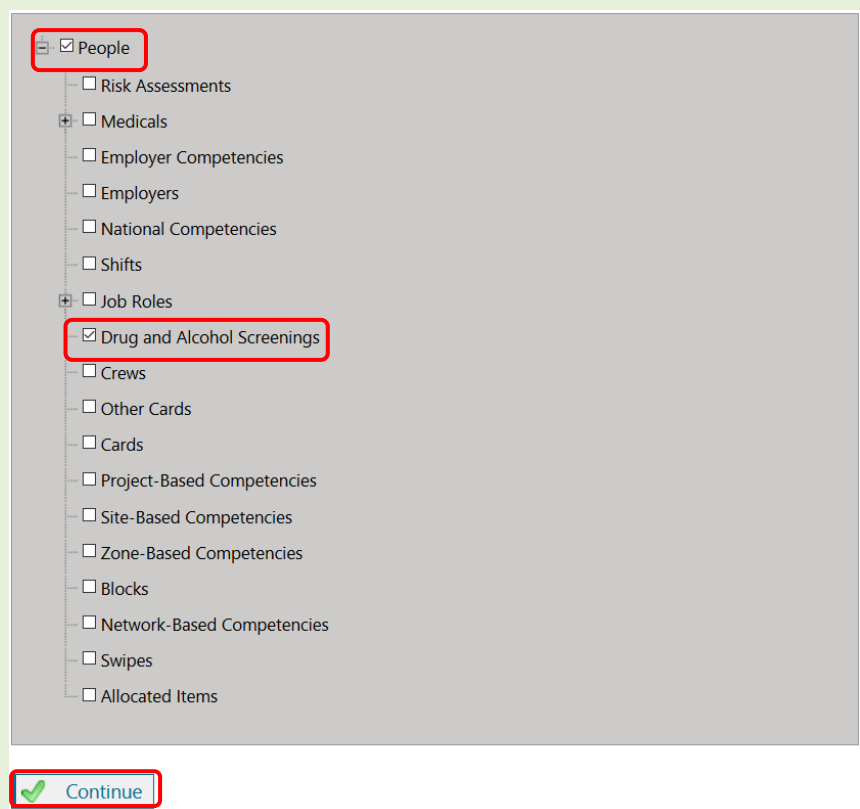
Reporting on BAC test results in RIW

Step 1 Go to <https://app.riw.net.au> and login using your Employer, Project or Site Administrator credentials.

Step 2 Click on the **Reports tab** at the top of the screen, followed by **Create Report**.



Step 3 Expand the report table and select **People and Drug and Alcohol Screenings** then click **Continue**



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Step 4 Select the relevant information that you need from the fields, in particular select **Test Type** to filter out tests conducted by the Breathalyser Unit.

Report Columns

Please select which columns you require for your report.

You can add a maximum number of 20 columns in a custom report

People		Show All Columns	
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Surname	<input checked="" type="checkbox"/> RIW Number	
<input checked="" type="checkbox"/> Primary Employer	<input type="checkbox"/> Latest Site	<input type="checkbox"/> Latest Project	<input type="checkbox"/> Latest Network
<input type="checkbox"/> Is Blocked	<input type="checkbox"/> Blocked Reason		
<input type="checkbox"/> Mobile Number	<input type="checkbox"/> Email Address		
<input type="checkbox"/> Annual Subscription End Date			
<input type="checkbox"/> Permission Access Agreement	<input type="checkbox"/> Permission Access Agreement Approved Date		
<input type="checkbox"/> Secondary Employers	<input type="checkbox"/> Associations		
Drug and Alcohol Screenings			
<input checked="" type="checkbox"/> Drug And Alcohol Test Date	<input type="checkbox"/> Expiry Date	<input type="checkbox"/> Authorised Tester Name	<input checked="" type="checkbox"/> Test Type
<input type="checkbox"/> Drug Test Result	<input checked="" type="checkbox"/> Alcohol Test Result	<input type="checkbox"/> Notes	<input type="checkbox"/> AHP
<input type="checkbox"/> Test Reason	<input type="checkbox"/> Certificate Number	<input type="checkbox"/> Medical Device	<input checked="" type="checkbox"/> Site

Continue

Click **Continue** when complete.

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Step 5 Within the **Test Type** select **Alcohol Breath Test** and enter the **Site Name** to produce a report for the site.

Report Filters

Please select the filters you require for your report.

You can add a maximum number of 5 filters in a custom report

Employment Relationship:

(drag to sort)	Table	Field	Set Value at Runtime?	Filter
↑ ↓	People	<input checked="" type="checkbox"/> First Name	<input type="checkbox"/>	Equal To <input type="text"/>
↑ ↓	People	<input checked="" type="checkbox"/> Surname	<input type="checkbox"/>	Equal To <input type="text"/>
↑ ↓	People	<input checked="" type="checkbox"/> RIW Number	<input type="checkbox"/>	Equal To <input type="text"/>
↑ ↓	People	<input checked="" type="checkbox"/> Primary Employer	<input type="checkbox"/>	Equal To <input type="text"/>
↑ ↓	Drug and Alcohol Screenings	<input checked="" type="checkbox"/> Drug And Alcohol Test Date	<input type="checkbox"/>	Equal To <input type="text"/> Fixed Date <input type="text"/>
↑ ↓	Drug and Alcohol Screenings	<input checked="" type="checkbox"/> Test Type	<input type="checkbox"/>	Equal To <input type="text"/> Alcohol Breath Test <input type="button" value="..."/>
↑ ↓	Drug and Alcohol Screenings	<input checked="" type="checkbox"/> Alcohol Test Result	<input type="checkbox"/>	Equal To <input type="text"/> <input type="button" value="..."/>
↑ ↓	Drug and Alcohol Screenings	<input checked="" type="checkbox"/> Site	<input type="checkbox"/>	Equal To <input type="text"/> <input type="button" value="..."/>

Click **Continue** when all fields are complete to display the report.