

# AlcoCONNECT

## User Guide



### Disclaimer – External Documents note to reader

The BAC reading obtained by correct use of this device is only considered accurate at the time of testing.  
 Great care has been taken to ensure the accuracy of each reading.  
 Neither the manufacturer, the distributor, nor the owner accepts liability or responsibility due to any action or claim arising from the reading produced by this device, whether used correctly or incorrectly.  
 This document was last updated 1 June 2017 with the release of version 3.14

## Contents

1	Introduction .....	3
2	Features .....	3
3	Accessing AlcoCONNECT .....	3
4	Navigation .....	4
4.1	AlcoCONNECT Menu .....	4
4.2	Searching .....	4
4.3	Filtering.....	5
4.4	Sort in Order.....	5
4.5	Pages of Data.....	5
5	The Dashboard .....	5
5.1	Product Alert .....	6
5.2	Alcolizer Graphs .....	7
5.3	Druglizer Graphs.....	8
6	Sites.....	9
6.1	Add a Site.....	9
7	Staff.....	10
7.1	Adding New Staff.....	10
7.2	View and Update Staff Details .....	11
7.3	Importing Staff Details .....	11
7.4	Exporting Staff.....	12
8	Products .....	12
9	Reports.....	12
9.1	Breathalyzer Activity Report .....	13
9.2	Staff Activity Report .....	13
9.3	AOD Report .....	13
9.4	Export .....	13
10	Account.....	14
10.1	Configure Emailed Reports.....	14

## 1 Introduction

Alcolizer Technology is the largest supplier of alcohol instruments to Australian Police and industry. Over 20M tests are conducted annually using our Australian made alcohol breath testing equipment.

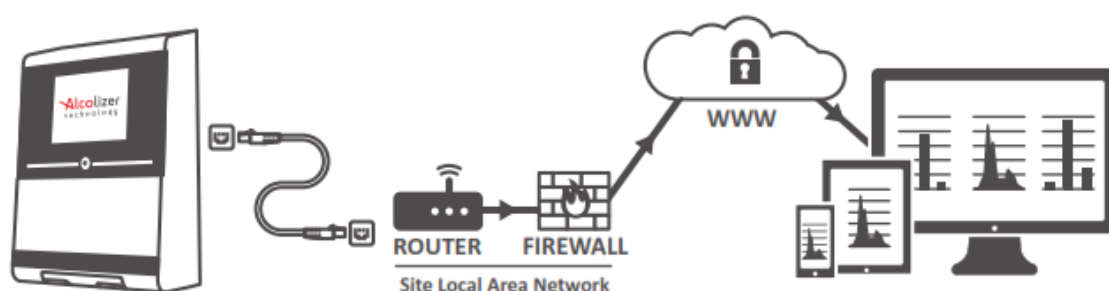
The Alcolizer AlcoCONNECT Live Data system combines Alcolizer's innovative testing technology with state of the art business solutions. It is the ideal tool for Safety and Business Managers seeking real time, analysed test results from across your business.

Our Alcolizer AlcoCONNECT Dashboard of results gives an easy to review analysis of your test data by number of tests, site location, time of day, test results and employee details.

Drug and Alcohol tests are listed separately, and data can be divided by sites or business units. Drill down into data on the Dashboard for instant access to the original alcohol, drug screen and confirmatory toxicology results.

## 2 Features

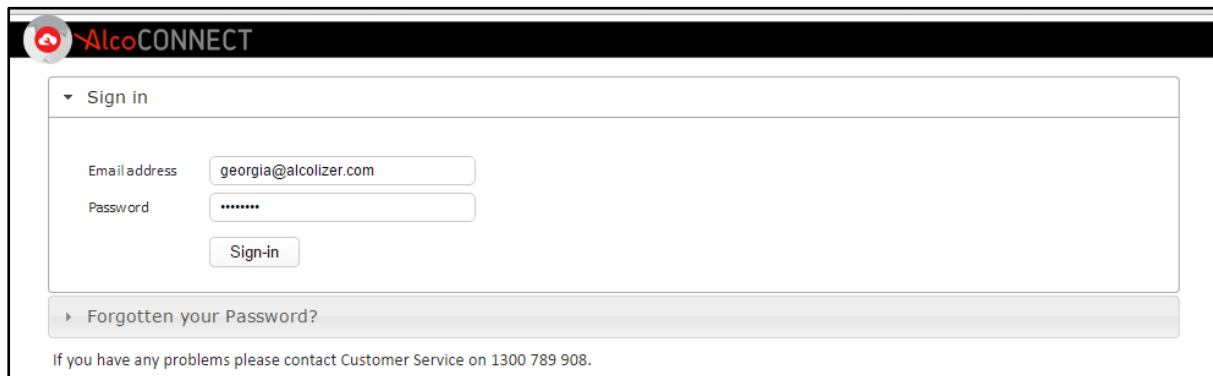
- Secure cloud-based test results storage
- Remote monitoring
- Real time alerts
- Customised messaging on screen
- Instant access from anywhere in the world
- Dashboard user interface for at-a-glance results accessibility and database creation
- Automatic service and technical issues alerts delivered directly to Alcolizer
- Multiple location synchronization



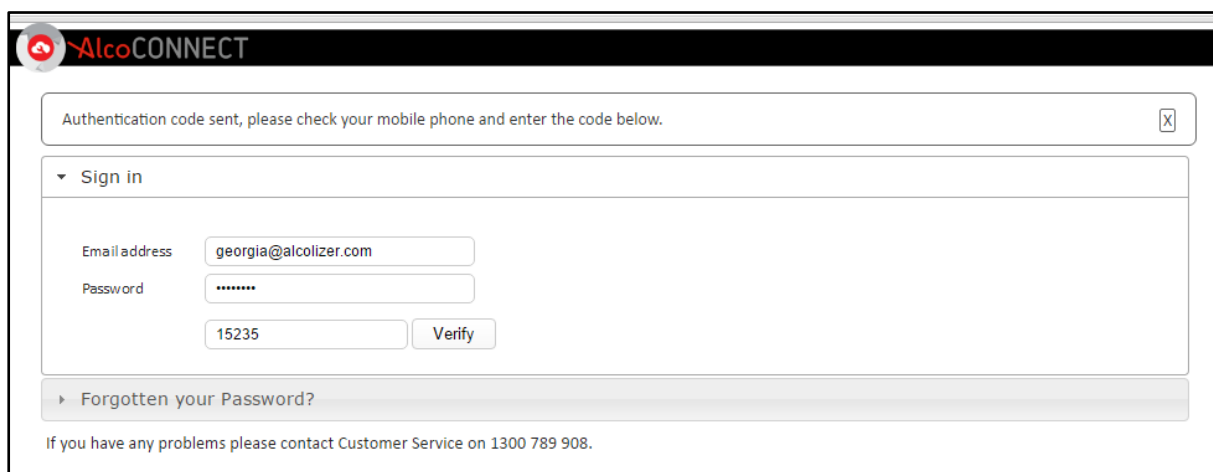
## 3 Accessing AlcoCONNECT

Accessing AlcoCONNECT requires 2-factor authentication.

1. Email address and password



2. AlcoCONNECT will send an authentication code to your mobile phone



If you forget your password, you can reset it by clicking on the 'Forgotten your Password' section. Enter your email address and you will be emailed a link to reset your password.

▶ [Forgotten your Password?](#)

## 4 Navigation

### 4.1 AlcoCONNECT Menu

The AlcoCONNECT Menu is always shown at the top of the screen when you are logged in.



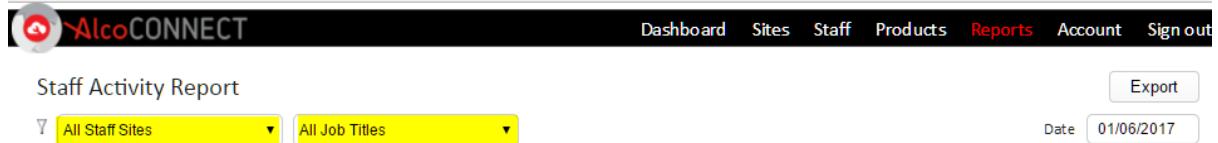
### 4.2 Searching

When a list of results can be filtered by searching, the search box is shown directly below the AlcoCONNECT Menu to the right of the screen. The list of results will update as you type. There is no need to click any on screen buttons or press enter.



### 4.3 Filtering

When a list of results can be filtered by selection, you will see one or more drop down lists below the page title. Selecting an item from a drop down list will update the list of results.



### 4.4 Sort in Order

When a list of items can be sorted in order by a column, then arrows will be shown next to each column title that can be ordered. One arrow will be highlighted to show how the list is currently ordered. Clicking on a sortable column heading will change the ordering of the list.

Name	State	Company	Contact Person	Email
------	-------	---------	----------------	-------

### 4.5 Pages of Data

When a list of results is large, you can move through the pages of data by clicking the arrows or numbers at the bottom left of the list of data.

Alcolizer HQ	Brisbane	WM4	06/05/2016	13:27:17	0.000 g/100mL	22750064
Alcolizer HQ	Brisbane	WM4	06/05/2016	13:42:18	0.000 g/100mL	22750064
Alcolizer HQ	Brisbane	WM4	06/05/2016	14:48:39	0.000 g/100mL	22750064

1 2 3 4 5 > >> Page 1 of 425 (8487 rows)

At the bottom right of the list of data is information on how many pages of data there is and how many rows of data.

Alcolizer HQ	Brisbane	WM4	06/05/2016	13:27:17	0.000 g/100mL	22750064
Alcolizer HQ	Brisbane	WM4	06/05/2016	13:42:18	0.000 g/100mL	22750064
Alcolizer HQ	Brisbane	WM4	06/05/2016	14:48:39	0.000 g/100mL	22750064

1 2 3 4 5 > >> Page 1 of 425 (8487 rows)

## 5 The Dashboard

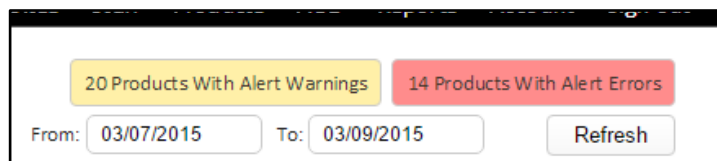
The Dashboard provides instant access to key information as a series of graphs and summaries.

Dashboard graphs can be filtered by site, product, and date range.



### 5.1 Product Alert

The Dashboard provides a summary of any warning or error alerts received from Alcolizer products. The error alert summaries are displayed at the top-right of the dashboard.



From the dashboard you can click on either summary to view a complete list of products and the alerts received.

Service Alerts Back

Alcolizer HQ Warnings

Company	Site	Product	Serial	Count
Alcolizer HQ	Brisbane	WM4	22750158	1
Alcolizer HQ		WM4	22720077	2
Alcolizer HQ	Brisbane	WM4	22720085	1
Alcolizer HQ	Perth	WM4	22720457	4
Alcolizer HQ		WM4	22750114	4
Alcolizer HQ	QLD SALES	WM4	22750113	3
Alcolizer HQ	Brisbane	WM4	22750064	6
Alcolizer HQ	Brisbane	WM4	22750102	1
Alcolizer HQ	Perth	WM4	22720465	5

From the Service Alerts screen you can expand a product to view the individual alerts. Individual alerts can be cleared by clicking the Clear link for the alert. Note this will clear the alert for you only, it will continue to be viewable for other approved users.

Service Alerts Back

Alcolizer HQ Warnings

Company	Site	Product	Serial	Count				
Alcolizer HQ	Brisbane	WM4	22750158	1				
Date	Time	Company	Site	Product	Serial	Alert Type	Message	
24/11/2015	01:30:34 PM	Alcolizer HQ	Brisbane	WM4	22750158	Warning	Alcolizer Portal Warning	<a href="#">Clear</a>
Alcolizer HQ				WM4	22720077			2

## 5.2 Alcolizer Graphs

The Alcolizer graphs provide summaries of test data logged by WM devices. There are three (3) graphs provided.

- **Number** – the number of tests by month, grouped by Site.
- **Time** – the number of tests and time of testing.
- **Exception** – the number of exception test results by month grouped by Site.



Click on a graph column to see the activity list for more detail.

AlcoCONNECT Dashboard Sites Staff Products Reports Account Sign out

Activities (WM4) Export Back

Brisbane All Products Exceptions only From 01/11/2015 To 14/07/2016

Staff ID	Staff Name	Site	Product	Date	Time	BAC	Serial	Location
4118	-	Brisbane	WM4	18/12/2015	17:37:58	0.013 g/100mL BAC	22750102	Foyer Brisbane
4118	-	Brisbane	WM4	20/11/2015	18:07:36	0.026 g/100mL BAC	22750102	Foyer Brisbane
4118	-	Brisbane	WM4	22/01/2016	17:10:10	0.015 g/100mL BAC	22750102	Foyer Brisbane
4128	-	Brisbane	WM4	06/04/2016	14:19:53	0.080 g/100mL BAC	22750102	Foyer Brisbane
4128	-	Brisbane	WM4	01/02/2016	14:12:00	0.568 g/100mL BAC	22750102	Foyer Brisbane
4129	-	Brisbane	WM4	01/07/2016	17:31:12	0.027 g/100mL BAC	22750102	Foyer Brisbane

Clicking on an entry in the Activity List will open the Reading screen where you can view the details of the test and image of the employee if your machine has a camera installed.

**Activity Record** Back

The breath test result as it was displayed

Result	0.082 g/100ml BAC
Date and Time	23-03-2017 12:33:57+1100
Log Record ID	2668

Machine Identification

Serial Number	22750154
Product	WM4 KCC
Description	
Assembly Code	AS-00073-03
Software Version	ac-12.0

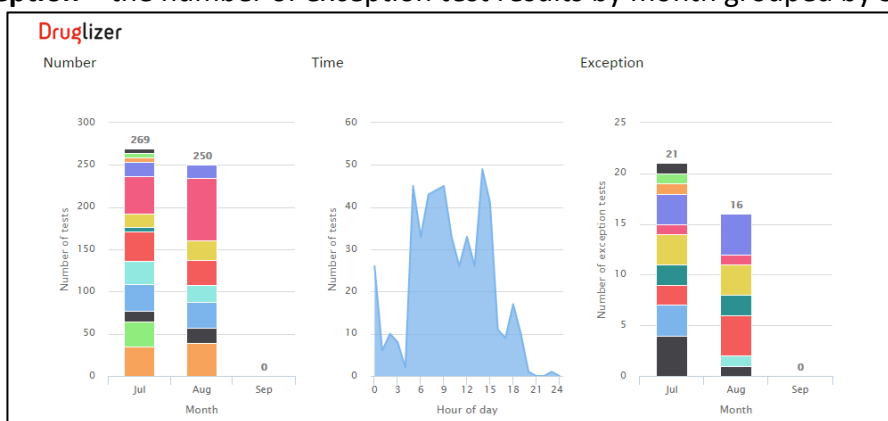
**Staff**

Staff ID	2113
Name	Staff Name
Job Title	NSW Service Technician
Phone	0400000000

### 5.3 Druglizer Graphs

The Druglizer graphs provide summaries of readings data logged from AOD testing. There are three (3) graphs provided.

- **Number** – the number of tests by month, grouped by Site.
- **Time** – the number of tests and time of testing.
- **Exception** – the number of exception test results by month grouped by Site.



Click on a graph column to see the activity list for more detail.

[Dashboard](#)
[Sites](#)
[Staff](#)
[Products](#)
[Reports](#)
[Account](#)
[Sign out](#)

**Activities** Export Back

▼ All Results
From 01/05/2017 To 31/05/2017

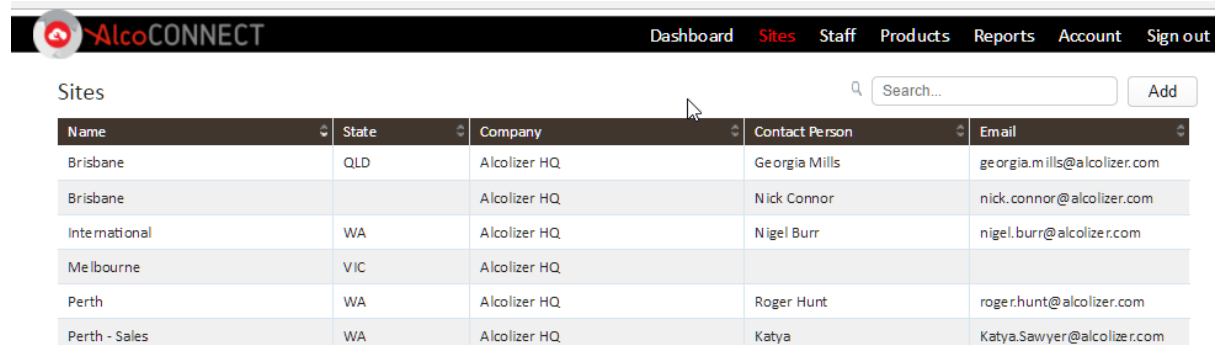
Date	Client	Site	Name	Job	DOB	BAC	Result
12/05/2017	ALCOLIZER TECHNOLOGY	CLEVELAND	AMY WILSON	CUSTOMER SERVICE	11/08/1996	0	N
12/05/2017	ALCOLIZER TECHNOLOGY	CLEVELAND	KRISTIE BEECHAM	AOD	14/08/1981	0	N
12/05/2017	ALCOLIZER TECHNOLOGY	CLEVELAND	KRISTIE BEECHAM	AOD OPERATIONS SUPERVISOR	14/08/1981	0	N



Clicking on an entry in the activity list will open the Activities screen where you can view the details of the test.

## 6 Sites

Click Sites in the main menu to open the Site list.



Name	State	Company	Contact Person	Email
Brisbane	QLD	Alcolizer HQ	Georgia Mills	georgia.mills@alcolizer.com
Brisbane		Alcolizer HQ	Nick Connor	nick.connor@alcolizer.com
International	WA	Alcolizer HQ	Nigel Burr	nigel.burr@alcolizer.com
Melbourne	VIC	Alcolizer HQ		
Perth	WA	Alcolizer HQ	Roger Hunt	roger.hunt@alcolizer.com
Perth - Sales	WA	Alcolizer HQ	Katya	Katya.Sawyer@alcolizer.com

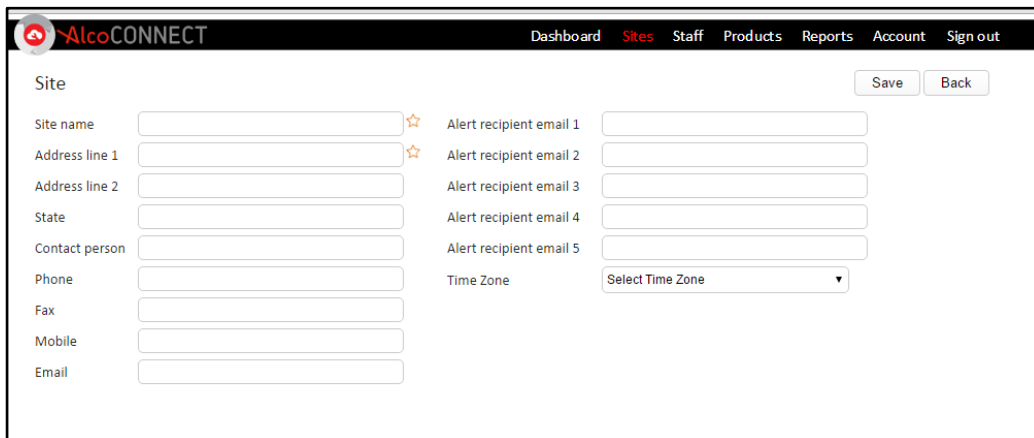
### 6.1 Add a Site

Select add button near the search field to add a new site.



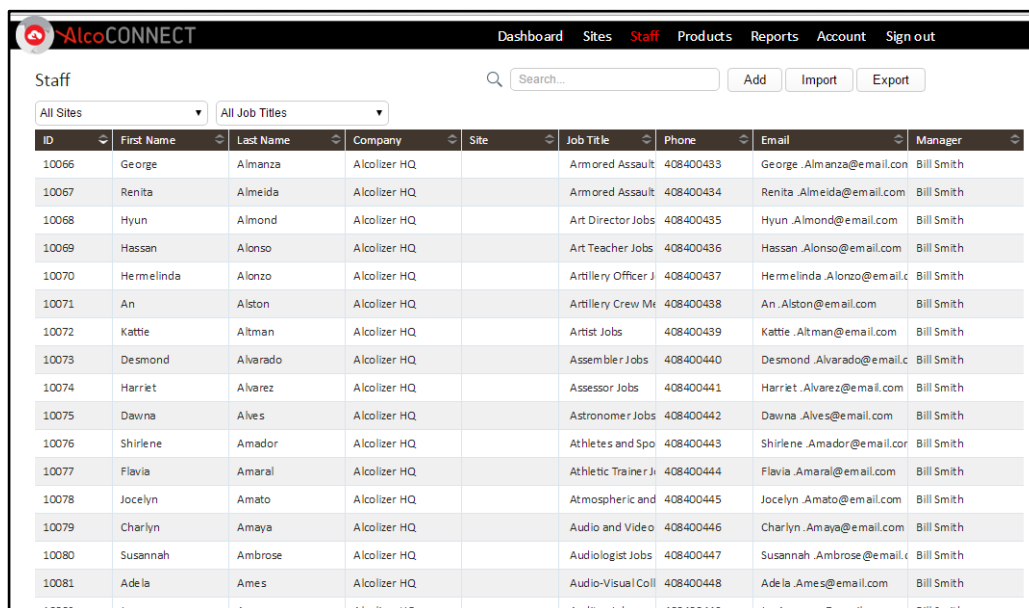
Complete the site details and save.

- Enter the Site information. Note required fields are indicated with a star.
- The Time Zone field needs to be set to the local time for a true reflection of test time.
- Once saved, you can send a test email to all emails associated with the Site to make sure all emails are correct. Click on 'Test Email' and emails will be sent.



## 7 Staff

Click Staff in the main menu to open the Staff list.

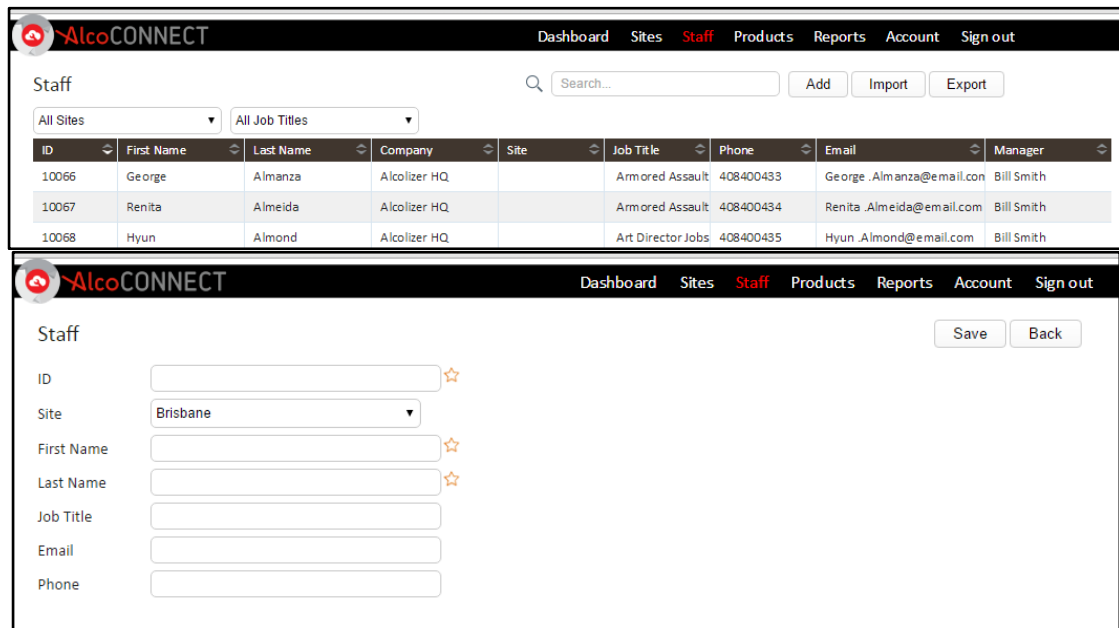


ID	First Name	Last Name	Company	Site	Job Title	Phone	Email	Manager
10066	George	Almanza	Alcolizer HQ		Armored Assault	408400433	George_Almanza@email.com	Bill Smith
10067	Renita	Almeida	Alcolizer HQ		Armored Assault	408400434	Renita_Almeida@email.com	Bill Smith
10068	Hyun	Almond	Alcolizer HQ		Art Director Jobs	408400435	Hyun_Almond@email.com	Bill Smith
10069	Hassan	Alonso	Alcolizer HQ		Art Teacher Jobs	408400436	Hassan_Alonso@email.com	Bill Smith
10070	Hermelinda	Alonzo	Alcolizer HQ		Artillery Officer J	408400437	Hermelinda_Alonzo@email.c	Bill Smith
10071	An	Alston	Alcolizer HQ		Artillery Crew Me	408400438	An_Alston@email.com	Bill Smith
10072	Kattie	Altman	Alcolizer HQ		Artist Jobs	408400439	Kattie_Altman@email.com	Bill Smith
10073	Desmond	Alvarado	Alcolizer HQ		Assembler Jobs	408400440	Desmond_Alvarado@email.c	Bill Smith
10074	Harriet	Alvarez	Alcolizer HQ		Assessor Jobs	408400441	Harriet_Alvarez@email.com	Bill Smith
10075	Dawna	Alves	Alcolizer HQ		Astronomer Jobs	408400442	Dawna_Alves@email.com	Bill Smith
10076	Shirlene	Amador	Alcolizer HQ		Athletes and Spo	408400443	Shirlene_Amador@email.cor	Bill Smith
10077	Flavia	Amaral	Alcolizer HQ		Athletic Trainer J	408400444	Flavia_Amaral@email.com	Bill Smith
10078	Jocelyn	Amato	Alcolizer HQ		Atmospheric and	408400445	Jocelyn_Amato@email.com	Bill Smith
10079	Charlyn	Amaya	Alcolizer HQ		Audio and Video	408400446	Charlyn_Amaya@email.com	Bill Smith
10080	Susannah	Ambrose	Alcolizer HQ		Audiologist Jobs	408400447	Susannah_Ambrose@email.c	Bill Smith
10081	Adela	Ames	Alcolizer HQ		Audio-Visual Coll	408400448	Adela_Ames@email.com	Bill Smith
10082	Jo	Ampson	Alcolizer HQ		Auditor Jobs	408400449	Jo_Ampson@email.com	Bill Smith

### 7.1 Adding New Staff

Staff members can be added individually, or imported from an excel list.

To add a staff member individually, from the Staff screen select the Add button near the Search field at the top right of the staff list.



Enter the Staff information. Note required fields are indicated with a star.

Click the Save button at the top right of the screen to save the data. The staff details will be saved and a message displayed at the top of the screen reporting success, or an error message if there are any problems (i.e. missing required fields).

Select the Back button to return to the staff list.

## 7.2 View and Update Staff Details


To view and update staff details.

- Click on Staff in the main menu to open the Staff List.
- Click on the Staff record in the Staff List. This will open the selected staff record in the Staff Details screen where you can update the staff information. Note required fields are indicated with a star.
- Click the Save button at the top right of the screen to save the data. The staff details will be saved and a message displayed at the top of the screen reporting success, or an error message if there were any problems (i.e. missing required fields).
- Click the Back button to return to the Staff List.

## 7.3 Importing Staff Details

When importing staff details from an excel file it is important that you prepare the file and follow the instructions. The order of the columns MUST be exactly the same as described in the import instructions.

### Staff Import

**Instructions** 

1. The file must be .xls
2. Each entry must be on its own line.
3. Header row must be in import file
4. The order of columns MUST be like this: ID, First Name, Last Name, Job Title, Company, Staff Site, Phone, Email, Business Unit Manager
5. Ensure the Company exists and the spelling is correct.
6. You cannot add a new Staff Site with this form. The Site must already exist for the Company.

Choose file No file chosen
Import

Select Choose File to add the import file, then select Import.

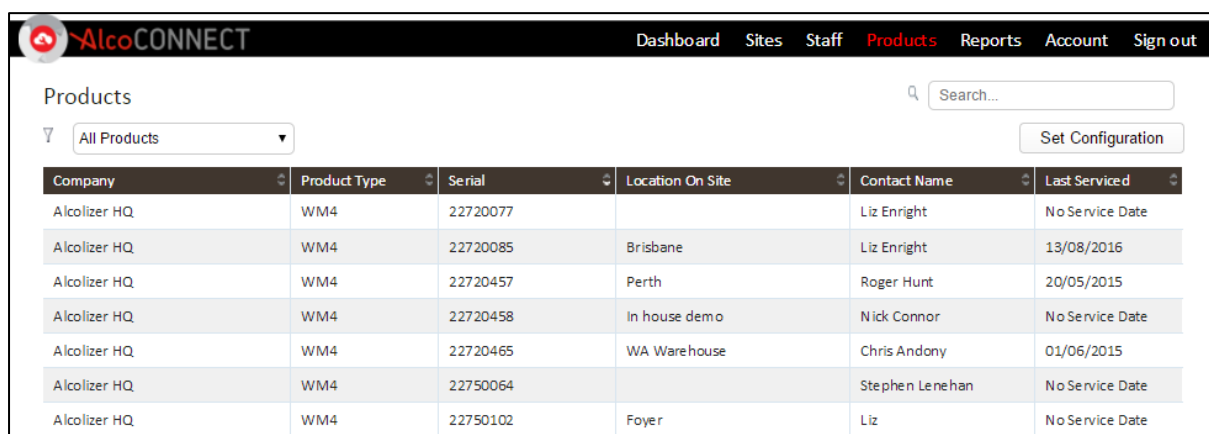
On Completion, AlcoCONNECT will report the number of records inserted, updated or in error.

## 7.4 Exporting Staff

To export staff details, from the Staff screen select Export. This will export all the staff records in the staff list to an excel spreadsheet.

## 8 Products

The products screen lists all the Alcolizer devices that you have linked to AlcoCONNECT. Click Products in the main menu to open the Products List.

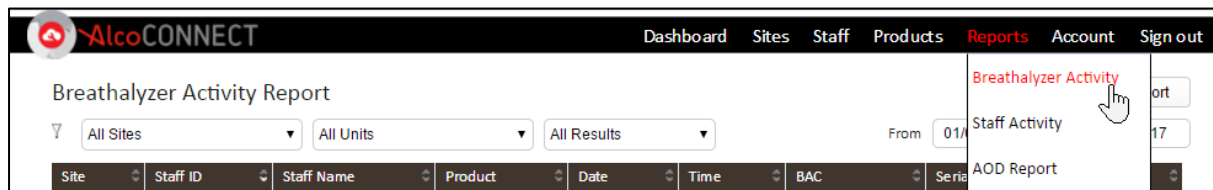


The screenshot shows the 'Products' screen in the AlcoCONNECT application. At the top, there is a navigation bar with 'Dashboard', 'Sites', 'Staff', 'Products' (highlighted), 'Reports', 'Account', and 'Sign out'. Below the navigation bar, the 'Products' section has a search bar and a 'Set Configuration' button. A dropdown menu is set to 'All Products'. The main content is a table with the following data:

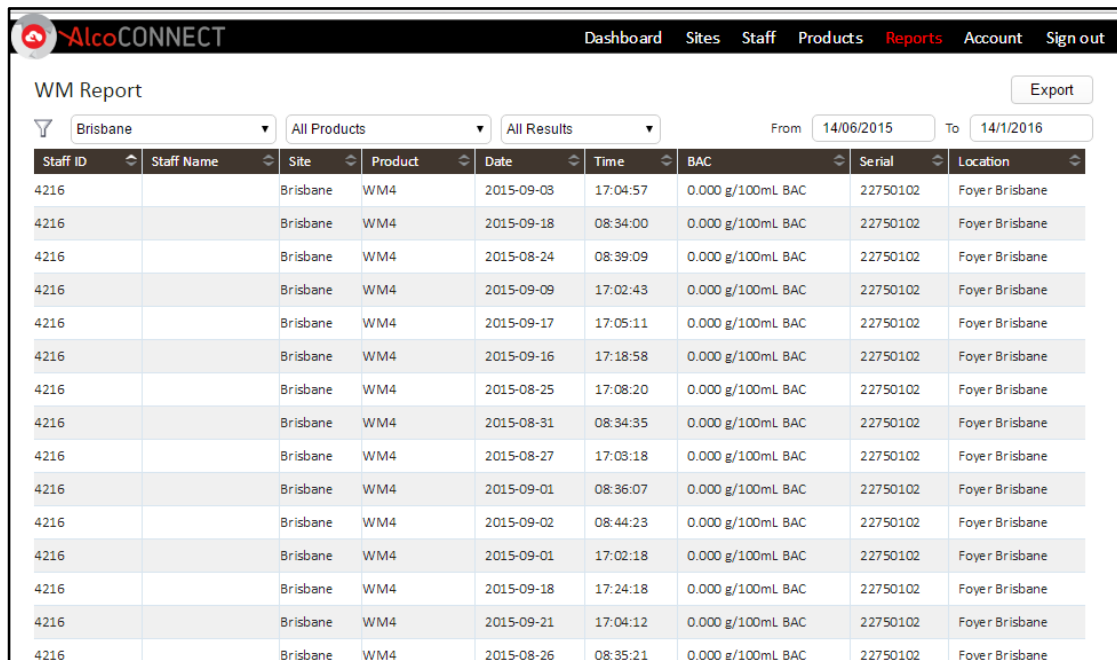
Company	Product Type	Serial	Location On Site	Contact Name	Last Serviced
Alcolizer HQ	WM4	22720077		Liz Enright	No Service Date
Alcolizer HQ	WM4	22720085	Brisbane	Liz Enright	13/08/2016
Alcolizer HQ	WM4	22720457	Perth	Roger Hunt	20/05/2015
Alcolizer HQ	WM4	22720458	In house demo	Nick Connor	No Service Date
Alcolizer HQ	WM4	22720465	WA Warehouse	Chris Andony	01/06/2015
Alcolizer HQ	WM4	22750064		Stephen Lenehan	No Service Date
Alcolizer HQ	WM4	22750102	Foyer	Liz	No Service Date

## 9 Reports

Reports can be viewed on the Reports screen. Reports can also be exported to excel. Click the dropdown menu on Reports to select the required report.



Select the site, product, and result type and date range for reporting period.



Staff ID	Staff Name	Site	Product	Date	Time	BAC	Serial	Location
4216		Brisbane	WM4	2015-09-03	17:04:57	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-18	08:34:00	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-08-24	08:39:09	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-09	17:02:43	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-17	17:05:11	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-16	17:18:58	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-08-25	17:08:20	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-08-31	08:34:35	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-08-27	17:03:18	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-01	08:36:07	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-02	08:44:23	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-01	17:02:18	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-18	17:24:18	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-09-21	17:04:12	0.000 g/100mL BAC	22750102	Foyer Brisbane
4216		Brisbane	WM4	2015-08-26	08:35:21	0.000 g/100mL BAC	22750102	Foyer Brisbane

## 9.1 Breathalyzer Activity Report

This report lists all breath tests in a selected date range. It can be filtered to only show those results above the set limit.

## 9.2 Staff Activity Report

This report gives you a list of all staff and shows which staff have given a breath sample on the selected date.

## 9.3 AOD Report

This report gives you information on any AOD tests run in a selected date range.

## 9.4 Export

Select the Export button to export the report to excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Site	Staff ID	Staff nam	Job Title	Phone	Email	Manager	Product	Date	Time	BAC	Serial	Location		
2	Brisbane	4116	Flavio Qua	Production	4.31E+08	flavio.qua		WM4	2015-08-04	12:54:23	0.000 g/10	22750102	Foyer Brisbane		
3	Brisbane	4116	Flavio Qua	Production	4.31E+08	flavio.qua		WM4	2015-08-04	16:53:55	0.000 g/10	22750102	Foyer Brisbane		
4	Brisbane	4113	Michael S	National S	4.12E+08	michael.s		WM4	2015-08-04	17:12:38	0.000 g/10	22750102	Foyer Brisbane		
5	Brisbane	4112	Liz Enright	Customer	040142658	liz.enright		WM4	2015-08-04	17:01:18	0.000 g/10	22750102	Foyer Brisbane		
6	Brisbane	4120	Kristie Be	AOD Coord	7.33E+09	kristie.be		WM4	2015-08-05	12:04:13	0.000 g/10	22750102	Foyer Brisbane		
7	Brisbane	4119	Sharleen	AOD Coord	7.38E+08	sharleen.s		WM4	2015-08-05	09:27:48	0.000 g/10	22750102	Foyer Brisbane		
8	Brisbane	4117	Phill Sedd	Sales	4.17E+08	phill.sedd		WM4	2015-08-05	09:03:19	0.000 g/10	22750102	Foyer Brisbane		
9	Brisbane	4116	Flavio Qua	Production	4.31E+08	flavio.qua		WM4	2015-08-05	08:15:52	0.000 g/10	22750102	Foyer Brisbane		
10	Brisbane	4113	Michael S	National S	4.12E+08	michael.s		WM4	2015-08-05	17:10:47	0.000 g/10	22750102	Foyer Brisbane		
11	Brisbane	4113	Michael S	National S	4.12E+08	michael.s		WM4	2015-08-05	07:41:12	0.000 g/10	22750102	Foyer Brisbane		
12	Brisbane	4112	Liz Enright	Customer	040142658	liz.enright		WM4	2015-08-05	17:31:59	0.011 g/10	22750102	Foyer Brisbane		
13	Brisbane	4112	Liz Enright	Customer	040142658	liz.enright		WM4	2015-08-05	09:03:00	0.000 g/10	22750102	Foyer Brisbane		
14	Brisbane	4117	Phill Sedd	Sales	4.17E+08	phill.sedd		WM4	2015-08-06	09:54:43	0.000 g/10	22750102	Foyer Brisbane		
15	Brisbane	4117	Phill Sedd	Sales	4.17E+08	phill.sedd		WM4	2015-08-06	08:29:31	0.000 g/10	22750102	Foyer Brisbane		
16	Brisbane	4116	Flavio Qua	Production	4.31E+08	flavio.qua		WM4	2015-08-06	14:11:34	0.000 g/10	22750102	Foyer Brisbane		
17	Brisbane	4113	Michael S	National S	4.12E+08	michael.s		WM4	2015-08-06	07:37:15	0.000 g/10	22750102	Foyer Brisbane		
18	Brisbane	4112	Liz Enright	Customer	040142658	liz.enright		WM4	2015-08-06	17:01:23	0.000 g/10	22750102	Foyer Brisbane		
19	Brisbane	4112	Liz Enright	Customer	040142658	liz.enright		WM4	2015-08-06	08:14:27	0.000 g/10	22750102	Foyer Brisbane		

## 10 Account

Under the account section you can set your contact details and change your password.

### 10.1 Configure Emailed Reports

The Breathalyser Activity and Staff Activity Reports can be emailed to you at up to 3 selected times a day. You must select a Time Zone, so we can email you at the right time. Select which report you want to configure.

### Emailed Reports

Time Zone: (UTC+08:00) Australia/Perth

Report: Staff Activity

Days: Shift One

Then select the days and times you would like to receive the report emailed to you and click the Save button.

### Emailed Reports

Time Zone

(UTC+08:00) Australia/Perth ▼

Report

Staff Activity ▼

Days

Shift One

Shift Two

Shift Three

Monday

06 ▼ : 00 ▼

12 ▼ : 00 ▼

18 ▼ : 00 ▼

Tuesday

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