

Base Account – Manage Test Sites in SCRAM 24/7



Purpose

Use this quick sheet to manage test site contact information, test windows, and sanctions using SCRAM 24/7.

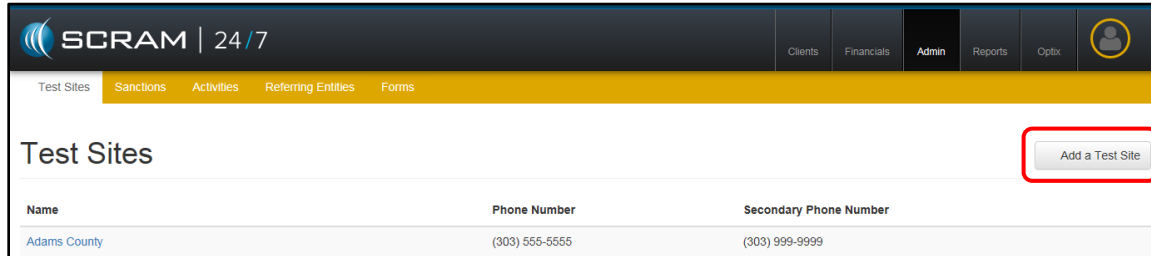
Procedure

Tasks related to managing test sites include:

- Adding a test site.
- Adding a test window to a test site.
- Adding a sanction to a test site.
- Disabling a test site.

Add a Test Site

1. Log in to SCRAM 24/7.
2. Click the **Admin** top-navigation option.
3. Click the **Add a Test Site** button.



4. Enter the test site name.
5. Enter the test site phone number. (optional)
6. Enter a secondary phone number. (optional)
7. Enter the test site address. (optional)

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8. Click the **Add Test Site** button.

The screenshot shows the 'Add Test Site' form in the SCRAM 24/7 interface. The form is titled 'Add Test Site' and is divided into two main sections: 'Test Site Settings' and 'Contact Information'. The 'Test Site Settings' section contains a single text input field for 'Name'. The 'Contact Information' section contains three text input fields: 'Phone Number (optional)', 'Secondary Phone Number (optional)', and 'Address (optional)'. Each input field has a placeholder text 'Enter a Phone Number' or 'Enter an Address'. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Add Test Site' on the right. The 'Add Test Site' button is highlighted with a red rectangular box.

Add Test Window

1. From the *Test Sites* page, click the test site link.
2. Click the **Add Test Window** button.

The screenshot shows the 'Adams County' test site page in the SCRAM 24/7 interface. The page is titled 'Adams County' and has a 'Back to Test Sites' button in the top right corner. Below the title, there is a 'Contact Information' section with an 'Edit' button. The contact information is displayed as follows:

Phone Number	(303) 555-5555
Secondary Phone Number	(303) 999-9999
Address	555 Main Street, Denver, CO 80202

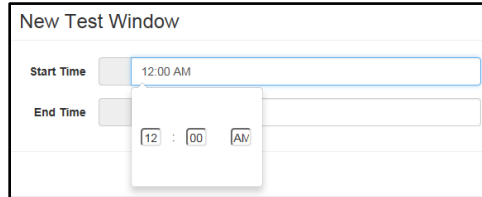
Below the contact information, there is a 'Test Windows' section with an 'Add Test Window' button highlighted by a red rectangular box. The test windows are listed as follows:

All Day	Enabled
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At the bottom of the page, there is a 'Sanctions' section with an 'Add Sanction' button. The text below the button reads: 'Caseload has no sanctions. Please add a sanction.'

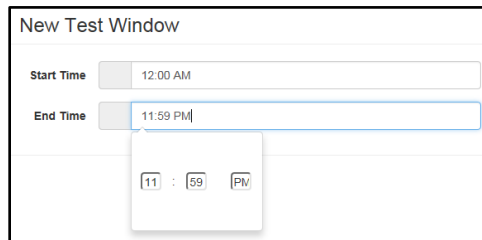
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3. Select the start time.



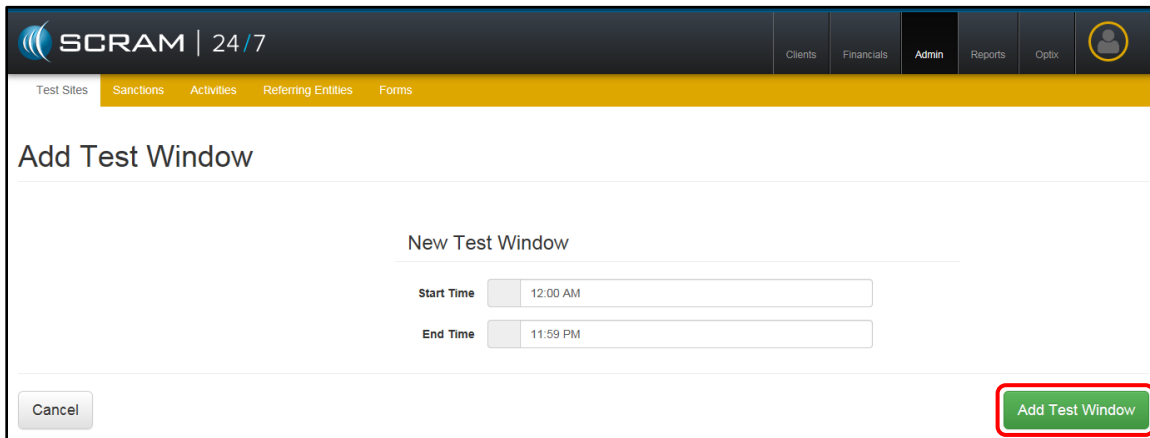
The screenshot shows a 'New Test Window' form. The 'Start Time' field is set to '12:00 AM'. The 'End Time' field has a dropdown menu open, showing '12 : 00 AM'.

4. Select the end time.



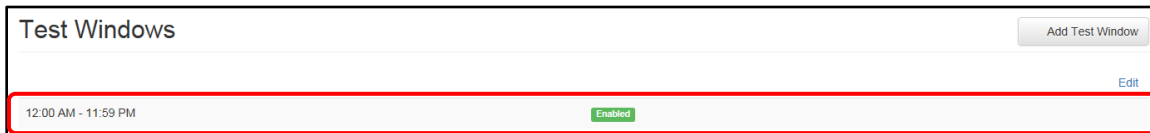
The screenshot shows the 'New Test Window' form with the 'End Time' field set to '11:59 PM'. The dropdown menu is still open, showing '11 : 59 PM'.

5. Click the **Add Test Window** button.



The screenshot shows the SCRAM 24/7 Admin interface. The 'Add Test Window' form is displayed, with the 'Add Test Window' button highlighted in a red box. The form shows 'Start Time' as '12:00 AM' and 'End Time' as '11:59 PM'.

The new test window appears in the *Test Windows* section.



The screenshot shows the 'Test Windows' section. A new test window entry is visible, showing the time range '12:00 AM - 11:59 PM' and a green 'Enabled' status. The entry is highlighted in a red box.

Each test site that is set up represents a time frame in each day that a client can perform an activity. For example, two windows must be set up for a test site for a tester to assign twice-daily breath tests.

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Add Sanction

1. From the *Test Sites* page, click the test site link.
2. Click the **Add Sanction** button.

The screenshot shows the SCRAM 24/7 interface for the 'Adams County' test site. The top navigation bar includes 'Test Sites', 'Sanctions', 'Activities', 'Referring Entities', and 'Forms'. The 'Sanctions' section at the bottom right has a red box around the 'Add Sanction' button. The page also displays contact information for Adams County, including phone numbers and an address.

3. Enter the sanction name.
4. Click the **Add Sanction** button.

The screenshot shows the 'Add Sanction' dialog box in the SCRAM 24/7 interface. The 'Name' field contains the text 'One day in jail'. The 'Add Sanction' button at the bottom right is highlighted with a red box. There is also a 'Cancel' button on the left.

The new sanction appears in the *Sanctions* section.

The screenshot shows the 'Sanctions' section of the SCRAM 24/7 interface. The new sanction 'One day in jail' is listed and highlighted with a red box. The 'Add Sanction' button is visible at the top right, and an 'Edit' link is visible at the bottom right of the list item.

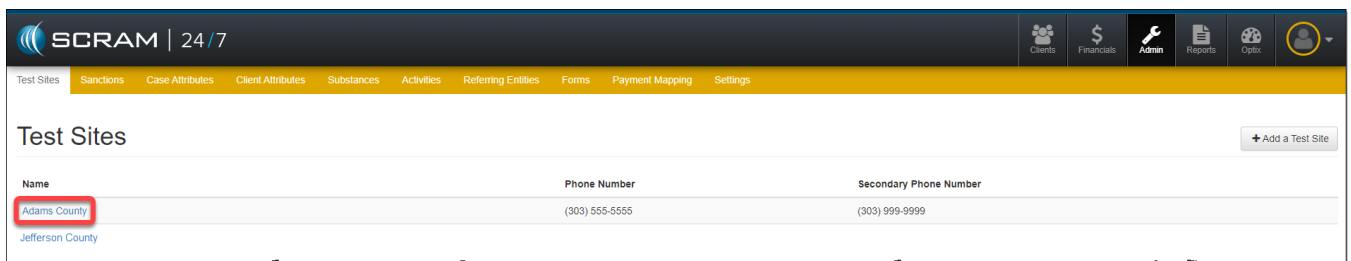
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Disable a Test Site

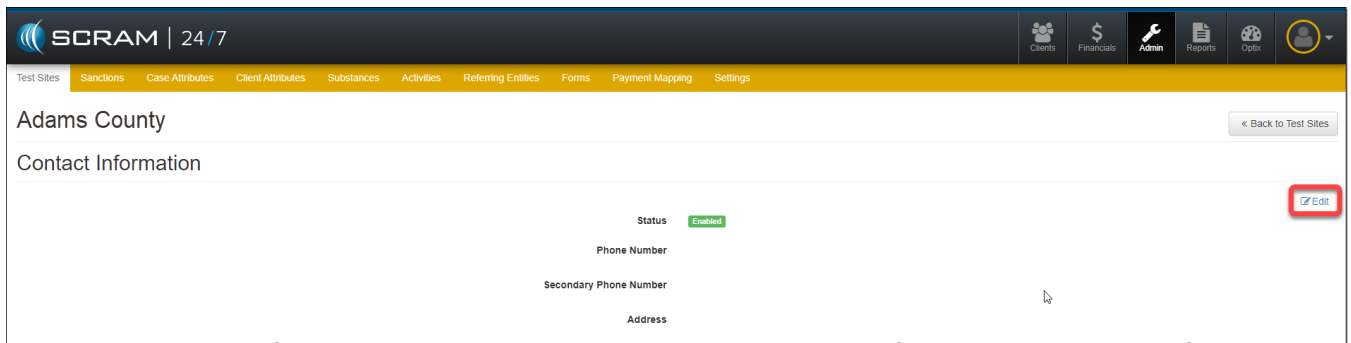
When a test site is no longer utilized for client monitoring, the test site should be *Disabled* in the system. Before disabling the test site, ensure the test site has been removed from all active client accounts. This includes association to the test site as a courtesy test site. You are not able to disable the test site until all active client associations are removed.

To disable a test site:

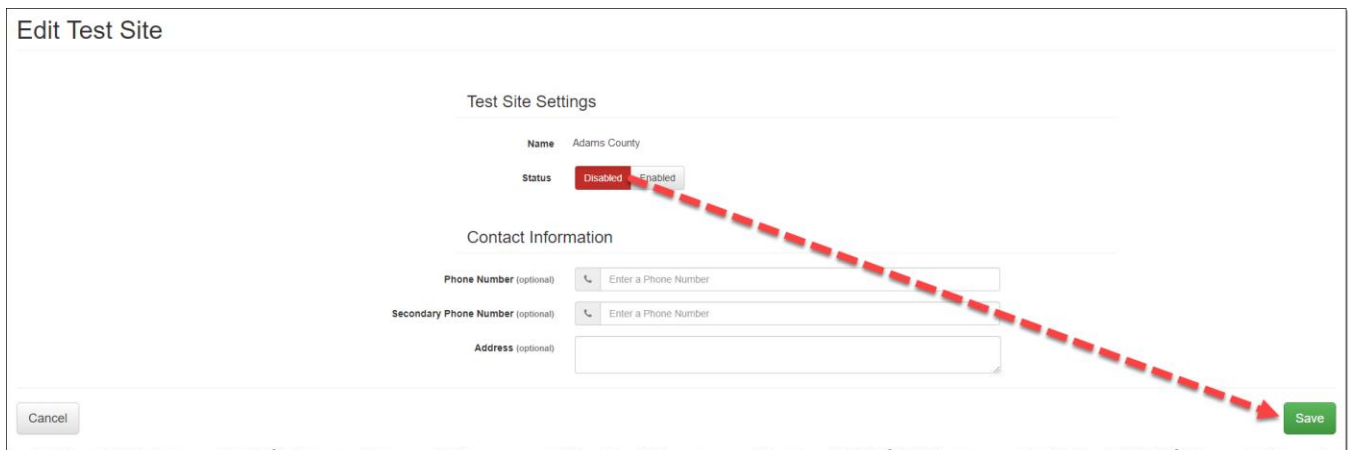
1. Click the **Admin** button and then the **Test Sites** tab.
2. Click the name hyperlink for the test site to be disabled.



3. In the *Contact Information* section, click the **Edit** hyperlink.



4. Under the *Test Site Settings* section, click the **Disabled** button next to the *Status* field.
5. Click the **Save** button to complete the process.



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The status of *Disabled* will now be displayed in the test site's *Contact Information* page and the test site will be listed under the *Disabled Test Sites* section on the main *Test Sites* page.

SCRAM | 24/7

Test Sites | Sanctions | Case Attributes | Client Attributes | Substances | Activities | Referring Entities | Forms | Payment Mapping | Settings

Adams County « Back to Test Sites

Contact Information 🔗 Edit

Status **Disabled**

Phone Number

Secondary Phone Number

Address

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Test Sites | Sanctions | Case Attributes | Client Attributes | Substances | Activities | Referring Entities | Forms | Payment Mapping | Settings

Test Sites + Add a Test Site

Name	Phone Number	Secondary Phone Number
Jefferson County	(303) 555-5555	(303) 999-9999

Disabled Test Sites

Adams County	Inactive
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Note: On the *Reports* page, the disabled test site will display as “(inactive)” on the *Select an Account* menu and in the *Account* column.