

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.

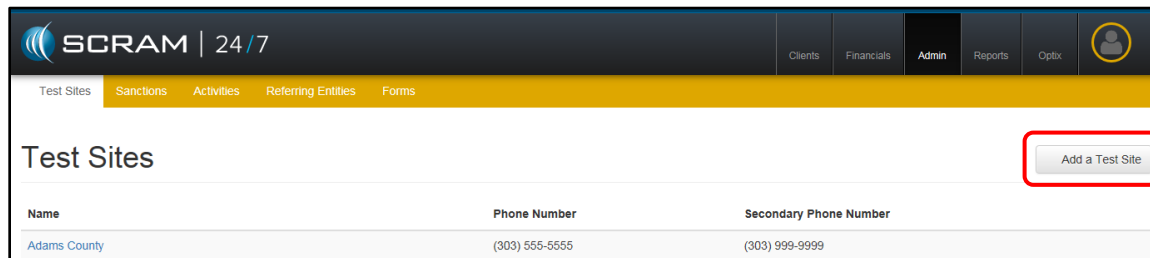
Procedure

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

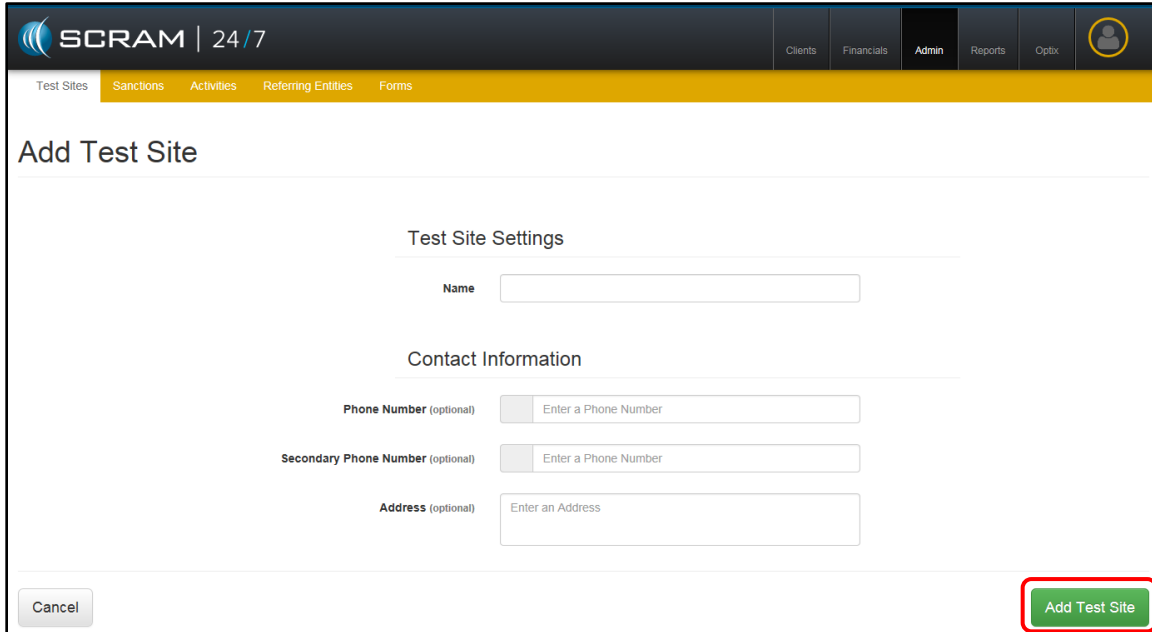
1. Log in to SCRAM 24/7.
2. Click the **Admin** top-navigation option.
3. Click the **Add a Test Site** button.



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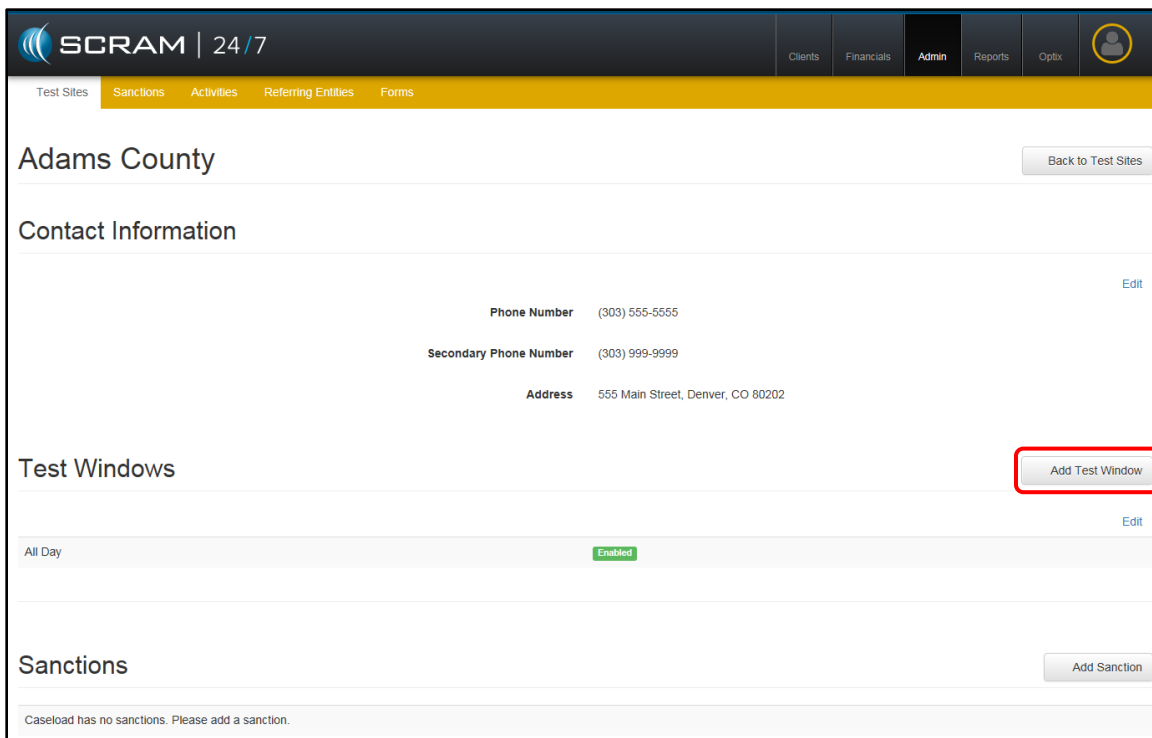
8. Click the **Add Test Site** button.



The screenshot shows the SCRAM 24/7 interface for adding a test site. The top navigation bar includes 'Clients', 'Financials', 'Admin', 'Reports', and 'Optix'. The main menu has 'Test Sites', 'Sanctions', 'Activities', 'Referring Entities', and 'Forms'. The 'Add Test Site' form is titled 'Add Test Site' and contains two sections: 'Test Site Settings' with a 'Name' input field, and 'Contact Information' with 'Phone Number (optional)', 'Secondary Phone Number (optional)', and 'Address (optional)' input fields. A 'Cancel' button is on the bottom left, and an 'Add Test Site' button is on the bottom right, highlighted with a red box.

Add Test Window

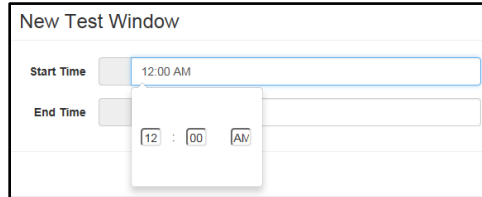
1. From the *Test Sites* page, click the test site link.
2. Click the **Add Test Window** button.



The screenshot shows the SCRAM 24/7 interface for adding a test window. The top navigation bar and main menu are the same as in the previous screenshot. The page title is 'Adams County' with a 'Back to Test Sites' button. The 'Contact Information' section displays 'Phone Number (303) 555-5555', 'Secondary Phone Number (303) 999-9999', and 'Address 555 Main Street, Denver, CO 80202'. The 'Test Windows' section has an 'Add Test Window' button highlighted with a red box. Below it, a table shows 'All Day' with a green 'Enabled' status and an 'Edit' button. The 'Sanctions' section has an 'Add Sanction' button and a message: 'Caseload has no sanctions. Please add a sanction.'

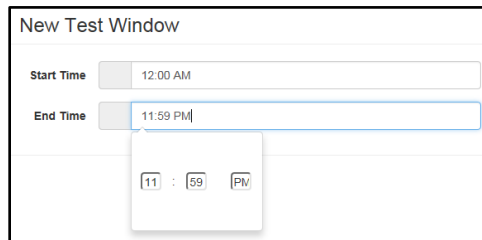
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3. Select the start time.



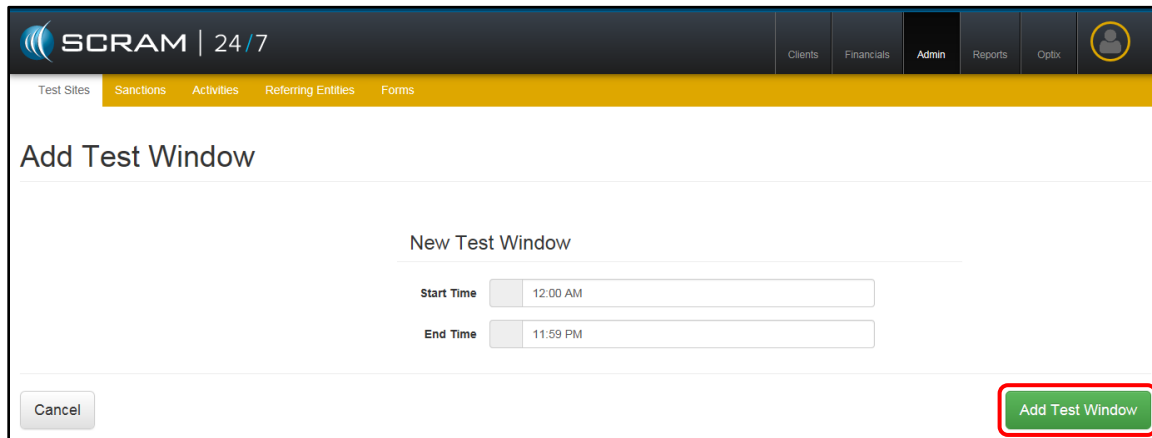
The screenshot shows a 'New Test Window' form. The 'Start Time' field is selected, and a time picker is open, showing '12 : 00 AM'.

4. Select the end time.



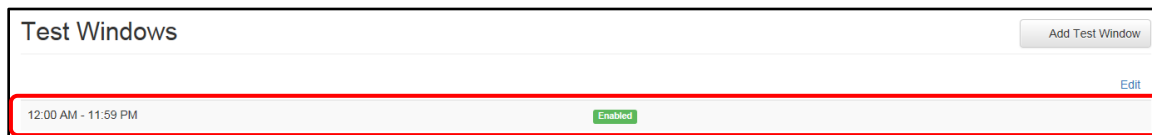
The screenshot shows the 'New Test Window' form. The 'End Time' field is selected, and a time picker is open, showing '11 : 59 PM'.

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



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

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



The screenshot shows the 'Test Windows' section. A new test window is listed with the time range '12:00 AM - 11:59 PM' and a green 'Enabled' status. The 'Add Test Window' button is visible in the top right corner.

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 'Clients', 'Financials', 'Admin', 'Reports', and 'Optix'. Below the navigation bar, there are tabs for 'Test Sites', 'Sanctions', 'Activities', 'Referring Entities', and 'Forms'. The main content area is titled 'Adams County' and includes a 'Back to Test Sites' button. Under 'Contact Information', there are fields for 'Phone Number' (303) 555-5555, 'Secondary Phone Number' (303) 999-9999, and 'Address' 555 Main Street, Denver, CO 80202. Below this is the 'Test Windows' section with an 'Add Test Window' button and an 'All Day' window that is 'Enabled'. At the bottom, the 'Sanctions' section shows a message: 'Caseload has no sanctions. Please add a sanction.' and a red box highlights the 'Add Sanction' button.

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 dialog has a title 'Add Sanction' and a 'New Sanction' section. The 'Name' field contains the text 'One day in jail'. There are 'Cancel' and 'Add Sanction' buttons at the bottom. The 'Add Sanction' button is highlighted with a red box.

The new sanction appears in the *Sanctions* section.

The screenshot shows the 'Sanctions' section of the SCRAM 24/7 interface. It displays a list of sanctions with a red box around the first entry: 'One day in jail' with a green 'Enabled' status. There are 'Add Sanction' and 'Edit' buttons at the top right of the section.

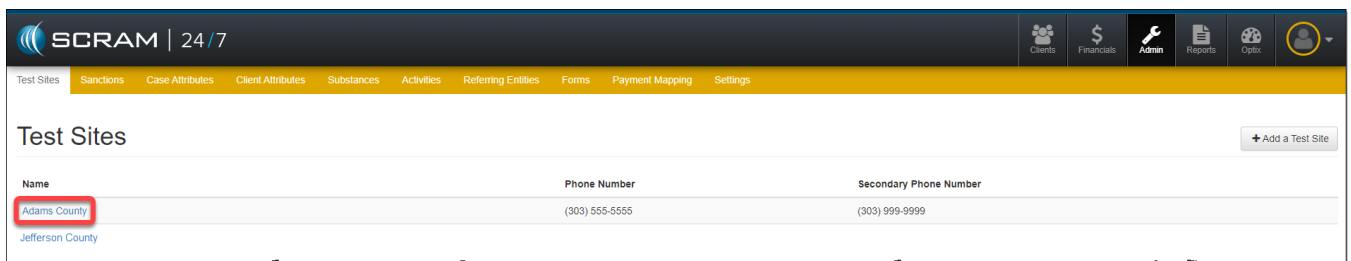
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Disable a Test Site

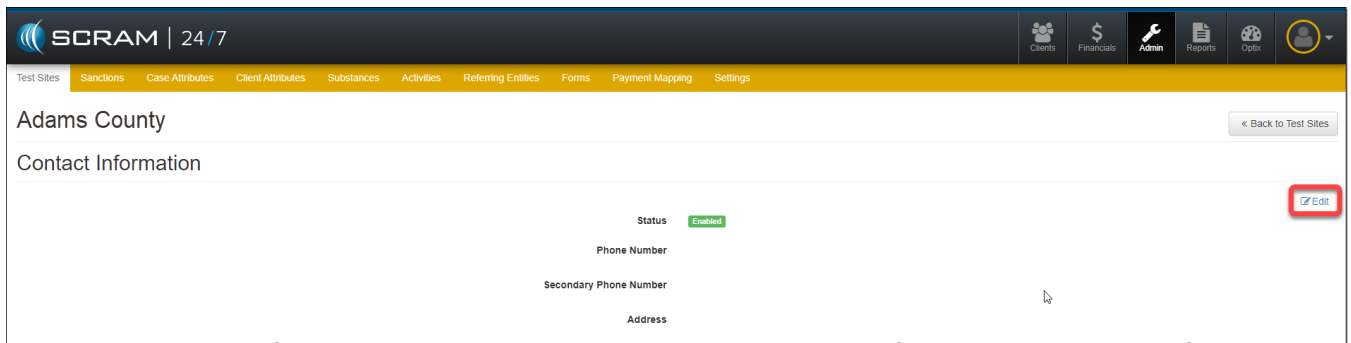
When a test site is no longer utilized for client monitoring, the test site should be *Disabled* in the system. Before disabling the test site, ensure the test site has been removed from all active client accounts. This includes association to the test site as a courtesy test site. You are not able to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

To disable a test site:

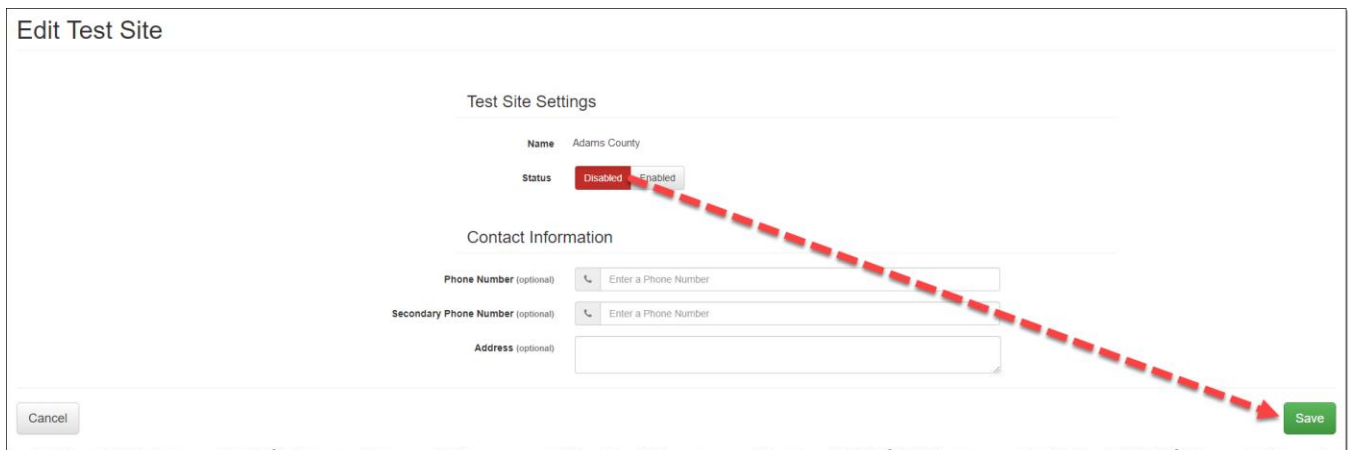
1. Click the **Admin** button and then the **Test Sites** tab.
2. Click the name hyperlink for the test site to be disabled.



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.

The screenshot shows the 'Contact Information' page for Adams County. The status is 'Disabled', which is highlighted with a red box. The page includes fields for Phone Number, Secondary Phone Number, and Address. A 'Back to Test Sites' button is visible in the top right corner.

The screenshot shows the 'Test Sites' page. A table lists active test sites, including Jefferson County. Below the table, a 'Disabled Test Sites' section is highlighted with a red box, showing Adams County with an 'Inactive' status. An 'Add a Test Site' button is located in the top right corner.

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

Disabled Test Sites	
Adams County	Inactive



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