



User

Instructions

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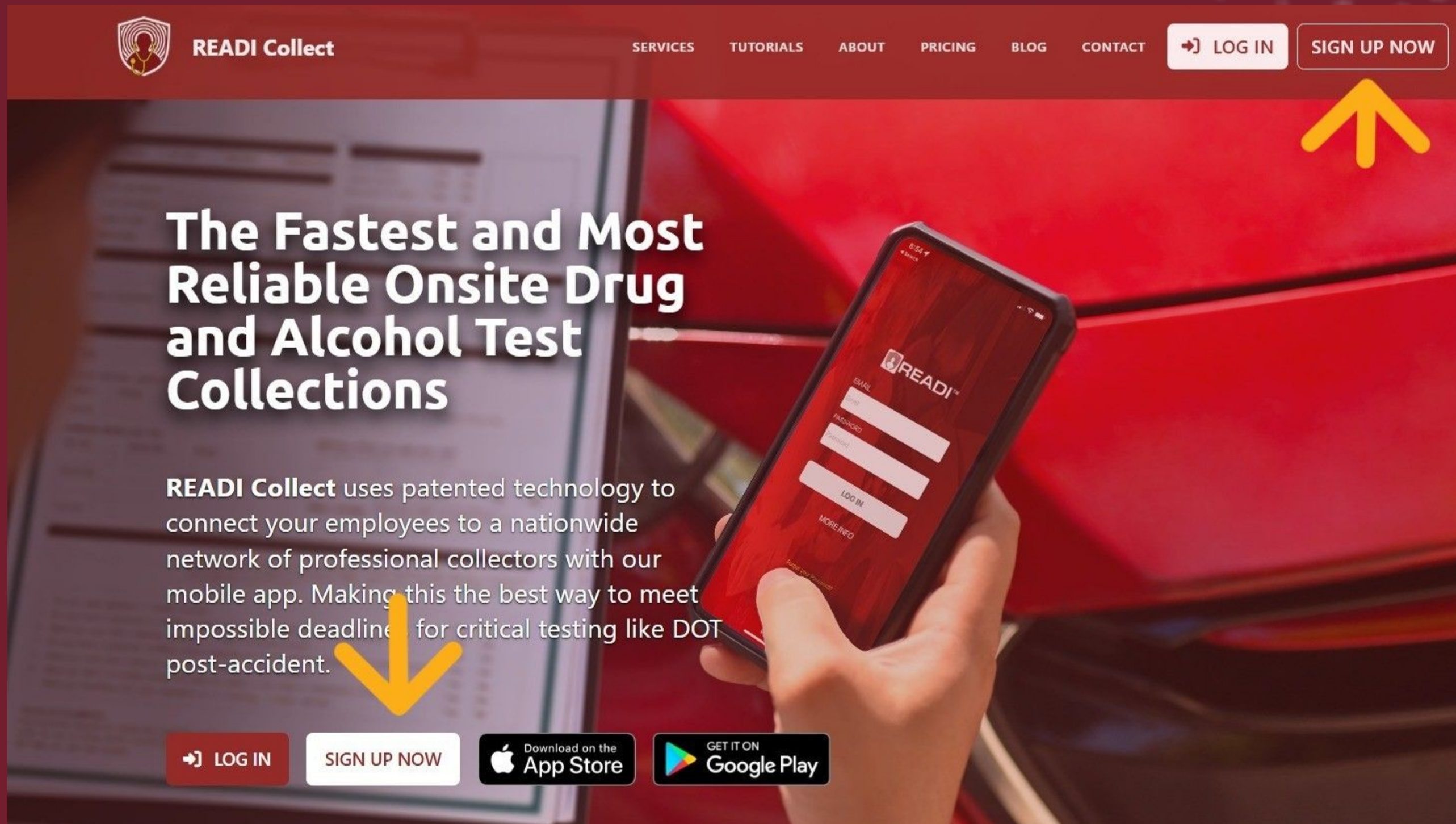
To return to this Table of Contents, Succeeding slides will have “**RETURN TO TOC**” label on the Upper right- most section .
Use **CTRL + F** (For Windows) or **COMMAND + F** (For Mac) to search for a specific keyword that you want to search in the document .



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Sign Up On Readicollect.com

Click on Sign up Now

A screenshot of the READI Collect website homepage. The header is dark red with the READI Collect logo on the left and navigation links (SERVICES, TUTORIALS, ABOUT, PRICING, BLOG, CONTACT) in the center. On the right of the header are two buttons: "LOG IN" and "SIGN UP NOW". A large yellow arrow points up to the "SIGN UP NOW" button. The main content area has a background image of a hand holding a smartphone displaying the READI Collect app login screen. Overlaid on the left side of the main content is the text "The Fastest and Most Reliable Onsite Drug and Alcohol Test Collections". Below this text is a paragraph: "READI Collect uses patented technology to connect your employees to a nationwide network of professional collectors with our mobile app. Making this the best way to meet impossible deadlines for critical testing like DOT post-accident." A large yellow arrow points down from this paragraph to the "SIGN UP NOW" button in the footer. The footer contains two buttons: "LOG IN" and "SIGN UP NOW", followed by "Download on the App Store" and "GET IT ON Google Play" logos.

READI Collect

SERVICES TUTORIALS ABOUT PRICING BLOG CONTACT

LOG IN SIGN UP NOW

The Fastest and Most Reliable Onsite Drug and Alcohol Test Collections

READI Collect uses patented technology to connect your employees to a nationwide network of professional collectors with our mobile app. Making this the best way to meet impossible deadlines for critical testing like DOT post-accident.

LOG IN SIGN UP NOW

Download on the App Store GET IT ON Google Play

Initial Registration Form

This is a very important page and it holds a lot of information. Let's look at it step by step:

#1 - Above the form is a note to any service providers;

Accident investigators and Specimen collectors.

- The REDI Network is powered by a professional, Certified Drug and Alcohol specimen collectors and every day more are joining our ranks. By clicking one of these 2 buttons they are taken to the responder registration page.

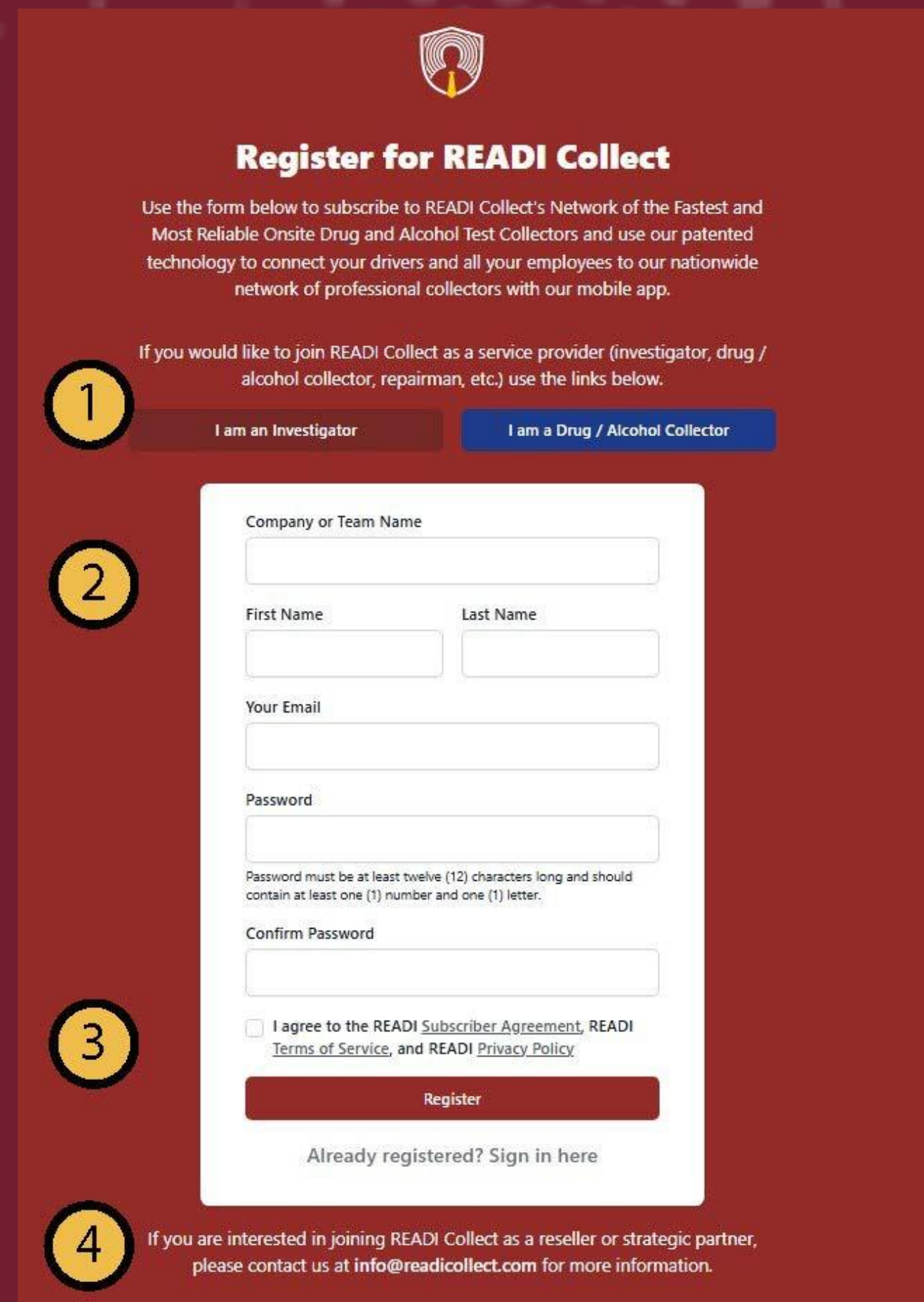
#2 - Fill in the form with the information of the person that will be taking lead on setting up your company profile.

- Be sure to create a password you will remember or carefully save it. You will need this password to access your REDI portal.

#3 - Click on and read carefully all three of these documents.

- Subscriber Agreement - this has all of the details of your REDI agreement and all of the

#4 - If you would like to partner with REDI Collect as a reseller or integrate our services into your company platform, contact us at info@readicollect.com.

A screenshot of the READI Collect registration page. The page has a dark red background. At the top center is the READI Collect logo. Below it is the title "Register for READI Collect" in white. A paragraph explains the purpose of the form: "Use the form below to subscribe to READI Collect's Network of the Fastest and Most Reliable Onsite Drug and Alcohol Test Collectors and use our patented technology to connect your drivers and all your employees to our nationwide network of professional collectors with our mobile app." Below this is a note: "If you would like to join READI Collect as a service provider (investigator, drug / alcohol collector, repairman, etc.) use the links below." There are two buttons: "I am an Investigator" (dark red) and "I am a Drug / Alcohol Collector" (blue). Below these is a white registration form. The form has four numbered steps indicated by yellow circles with numbers 1, 2, 3, and 4. Step 1 is the selection of role. Step 2 is the registration form itself, which includes fields for "Company or Team Name", "First Name", "Last Name", "Your Email", "Password", and "Confirm Password". There is a checkbox for "I agree to the READI Subscriber Agreement, READI Terms of Service, and READI Privacy Policy". A red "Register" button is at the bottom of the form. Below the form is a link: "Already registered? Sign in here". Step 3 is a note about resellers and strategic partners. Step 4 is a note about contacting the company for more information.

Register for READI Collect

Use the form below to subscribe to READI Collect's Network of the Fastest and Most Reliable Onsite Drug and Alcohol Test Collectors and use our patented technology to connect your drivers and all your employees to our nationwide network of professional collectors with our mobile app.

If you would like to join READI Collect as a service provider (investigator, drug / alcohol collector, repairman, etc.) use the links below.

1 [I am an Investigator](#) [I am a Drug / Alcohol Collector](#)

2

Company or Team Name

First Name Last Name

Your Email

Password

Password must be at least twelve (12) characters long and should contain at least one (1) number and one (1) letter.

Confirm Password

☐ I agree to the READI Subscriber Agreement, READI Terms of Service, and READI Privacy Policy

Register

[Already registered? Sign in here](#)

3

4 If you are interested in joining READI Collect as a reseller or strategic partner, please contact us at info@readicollect.com for more information.



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Payment Page

After you fill out the initial registration page you will see this payment page. This is for a full year of access to the REDI Collect system. You have choices of how you want to pay:

- Click on the Link button to use the Link payment system.
- Enter your email, card number, expiration date and CVC code to use a credit or debit card.
- Click on the pay without Link and it will give you options to use a credit card or pay with a bank account. This option will receive a \$5 discount due to REDI Collect not being charge processing fees.

After completing your payment you will receive a Welcome email with a button to log into your portal and a Stripe receipt email.

Subscribe to Team Registration

\$39.99

per year

This annual fee covers your team's access to the READI Collect Portal where you will have access to our nationwide network of mobile collectors. This is where you will add your team members and gain access to the READI Collect App that will allow you, your drivers, and any other employees that may need emergency, post-accident or scheduled onsite collections.

READI Collect

link

Email

Pay with

VISA

U.S. Bank Business Levera...

Update card expiry

Subscribe

By subscribing, you authorize READI Collect LLC to charge you according to the terms until you cancel.

Pay without Link

Powered by stripe

Terms

Privacy

READI Collect - Demo

Welcome to READI Collect - Demo!

You have created a new team on READI Collect - Demo and you now have access to the fastest way to connect with a certified mobile drug and alcohol test collector.

Log in now to READI Collect - Demo to manage your team and continue to configure your team's details in your READI Collect - Demo portal.

Click here to Log In to your new READI Collect Portal

If you haven't already added any team members, you must add at least one, even if it is just you, to have full access to the READI Collect - Demo program.

We look forward to hearing from you with any questions about setting up your team or any functionality in the online portal or mobile app.

Contact us at sales@readicollect.com

Thank you,
READI Collect - Demo

If you did not expect to receive information from READI Collect - Demo, you may ignore this email. If you believe you received this email in error or would like to provide feedback, please contact support@readicollect.com. And have a wonderful day.

Your receipt from READI Collect LLC #2433-6923

Summarize

READI Collect LLC

Receipt from READI Collect LLC

\$39.99

Paid November 26, 2025

Download invoice

Download receipt

Receipt number

2433-6923

Invoice number

YB6HSS1Q-0001

Payment method

Visa - 6107

Invoice illustration

Receipt #2433-6923

NOV 26, 2025 – NOV 26, 2026

Team Registration

Qty 1

\$39.99

Total

\$39.99

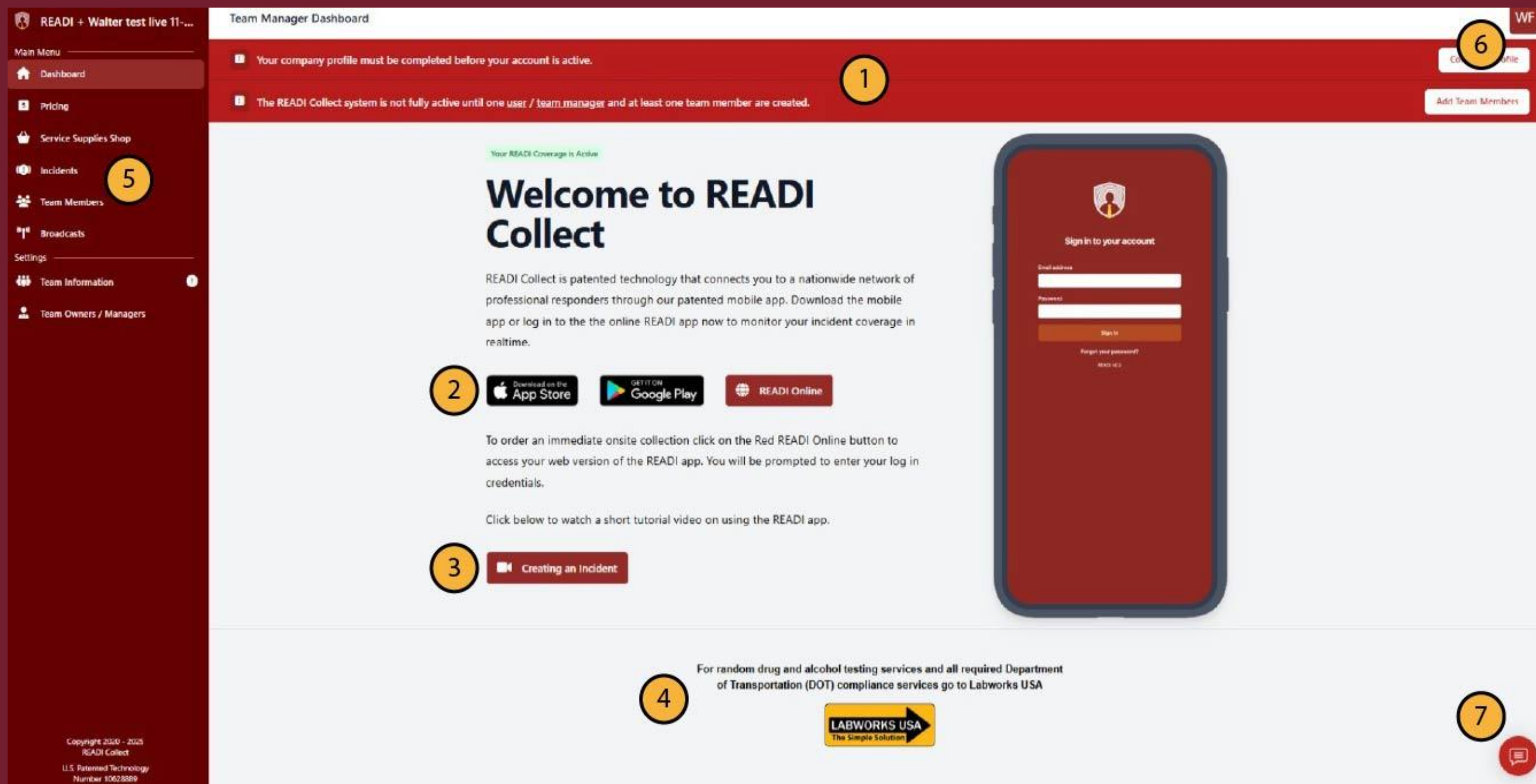
Amount paid

\$39.99

Questions? Contact us at ryan@elemodo.com or call us at +1 217-615-4424.

Your ReadI Dashboard On Your Initial Login

After you have completed your payment you will be taken to your dashboard.



The screenshot displays the 'Team Manager Dashboard' for READI Collect. The interface includes a left-hand navigation menu with options like Dashboard, Pricing, Service Supplies Shop, Incidents, Team Members, Broadcasts, Settings, Team Information, and Team Owners / Managers. The main content area features a red header with two messages: 'Your company profile must be completed before your account is active.' (callout 1) and 'The READI Collect system is not fully active until one user / team manager and at least one team member are created.' (callout 2). Below this, a 'Welcome to READI Collect' section explains the technology and provides links to download the app from the App Store or Google Play, or to access the web version via 'READI Online' (callout 3). A 'Creating an Incident' button is also visible. On the right, a 'Sign in to your account' form is shown with fields for email and password, and a 'Sign in' button. A 'Collect Profile' button (callout 6) and an 'Add Team Members' button are also present. At the bottom, a banner for 'LABWORKS USA' (callout 4) promotes drug and alcohol testing services. A chat icon (callout 7) is located in the bottom right corner. The footer contains copyright information for 2020-2025.

Here we will have a brief description of each item on your dashboard. After you have completed your profile and set your role this dashboard main image will be of your activity map.

Each area will be explained in detail later in this program.

#1 - You must complete your company profile and add at least one team member for the ReadI system to be active.

#2 - If you are viewing this on a smart device you can download the ReadI APP. If on a computer you can access the web based APP by clicking on the ReadI Online button

#3 - This is a short video explaining how to create a collection/incident request in the APP.

#4 - To have all of your DOT compliance needs met click here to be connected to Labworks USA. One of the top DOT FMCSA drug and alcohol testing compliance companies.

Update Your User Profile

This is where you will fill in all of your company’s billing contact info.

READI + Walter test live 11-26-25

Main Menu

Dashboard

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Incidents

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Broadcasts

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Team Information

Team Owners / Managers

Billing & Subscriptions

Edit Walter test live 11-26-25

edit walter test live 11-26-25

Information below will control the general information available for your team or company as well as the look-and-feel of the app for your users.

Company Name

Walter test live 11-26-25

Billing Information

Your billing information is securely stored by Stripe. However, the information here will be used to contact your team or company if necessary.

Billing Contact Name*

Walter Ford

Billing Contact Address*

10940 SW Barnes Rd.

Billing City*

Portland

Billing State*

Oregon (OR)

Billing ZIP*

97225

Billing Phone, ext*

310 951-7212

Billing Email*

walter@labworksusa.com

Incident Information

Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

No default incident type

If you have chosen any default test type other than DOT Drug and Alcohol Test, you can add a default testing panel, for example "Five panel DOT look alike", "Nine panel with THC", or "Nine panel without THC". If you chose Oral or Urine NON-DOT there are Rapid testing options. Please include this in your default test panel description.

5 Panel DOT Look a like.

Lab Information

Your lab information is used to assist in the completion of lab reports and collections.

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the I3 default lab and MRO accounts will incur additional costs. See the pricing page.

No, use READI Collect default Lab and MRO

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

WF

- **Enter the new client’s billing contact information.**
- **Incident Information –**
- Select a default incident type for your team members. When selected, this will be the default incident type when all of your team members when requesting a drug or alcohol test.
- If you select DOT Drug & Alcohol Test, Only the DOT mandated test types and panels will be available.
- Any other selection will allow you to enter a specific panel of drugs to be tested. This should be specifically spelled out in this company’s policy on drug and alcohol testing. When selecting Rapid test types as default tests, it is suggested that the drug panels be the ones that are shown in the [Services Supplies Shop](#). Any unique drug panel should be emailed to ReadI Collect customer service at info@readicollect.com to be confirmed that Quest or Labcorp has a matching panel.
- If the client requires a test before this confirmation process is complete the collector will conduct the test by manually altering a paper CCF.

Update Your User Profile

Next is the choice to use the ReadI Collect Lab and MRO account or use your existing accounts.

READI + Walter test live 11-...

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Billing & Subscriptions

Edit Walter test live 11-26-25

edit walter test live 11-26-25

Information below will control the general information available for your team or company as well as the look-and-feel of the app for your users.

Company Name

Walter test live 11-26-25

Billing Information

Your billing information is securely stored by Stripe. However, the information here will be used to contact your team or company if necessary.

Billing Contact Name*

Walter Ford

Billing Contact Address*

10940 SW Barnes Rd.

Billing City*

Portland

Billing State*

Oregon (OR)

Billing ZIP*

97225

Billing Phone, ext*

310 951-7212

Billing Email*

walter@iabworksusa.com

Incident Information

Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

No default incident type

If you have chosen any default test type other than DOT Drug and Alcohol Test, you can add a default testing panel, for example "Five panel DOT look alike", "Nine panel with THC", or "Nine panel without THC". If you chose Oral or Urine NON-DOT there are Rapid testing options. Please include this in your default test panel description.

5 Panel DOT Look a like.

Lab Information

Your lab information is used to assist in the completion of lab reports and collections.

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the i3 default lab and MRO accounts will incur additional costs. See the pricing page.

No, use READI Collect default Lab and MRO

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

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U.S. Patented Technology
Number 10628869

WF

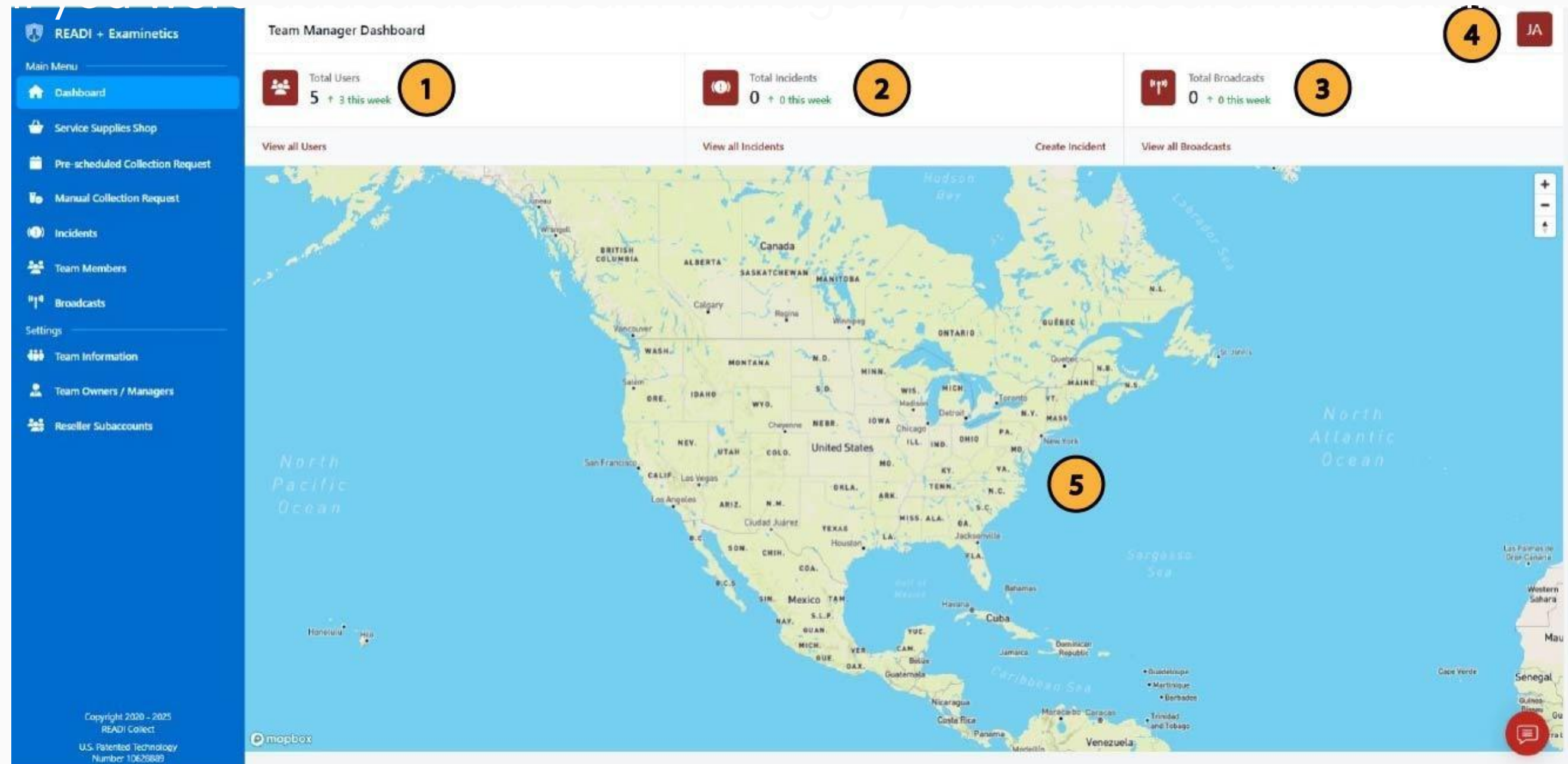
- **Lab Information** – There are 2 choices; NO, Use the ReadI Collect default Lab and MRO or Yes, Use custom lab and MRO information.
 - **Selecting “No, use ReadI Collect default Lab and MRO** –
 - When selecting to use the ReadI Collect Lab and MRO all results will automatically upload to your account and be placed in the appropriate incident report.
 - Using the ReadI Collect Lab and MRO will add the lab and MRO cost to the incident invoice. See the pricing sheet <https://readicollect.com/incident-pricing>
- **Selecting “Yes, use custom Lab and MRO”** –
 - When selecting to use a different lab and MRO all results tracking will follow the existing process that the client currently has in place. It is recommended that the final test results file be uploaded to the incident report in the ReadI Portal by an authorized user to complete the report.
 - These new fields will be visible and all fields are required.

Click Save Team Information to save these updates.

TEAM MANAGER/TEAM OWNER - DASHBOARD

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After completing your company profile and added a Team Member you will be taken to your Team Manager dashboard.



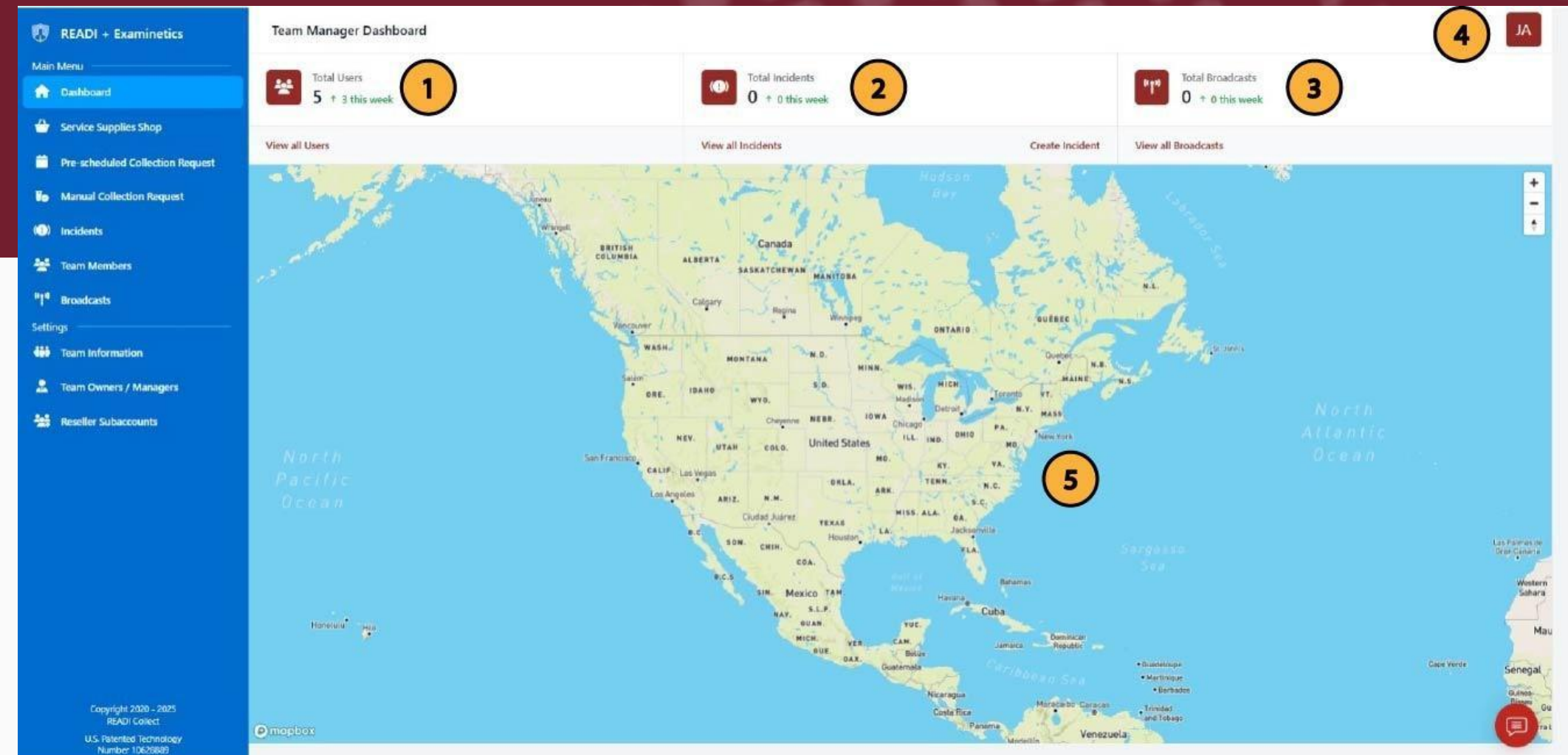
TEAM MANAGER - DASHBOARD

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#1 – Total Users – This shows the number of Team Members that have Roles that are at your level or a. Click on the red link text “View All Users” to see a list of these users.

USER ROLE DESCRIPTIONS:

- **Team Owner:** is the default role for the individual who originated the account and has all roles except Team Member.
- **Team Manager** (No Financial Access): Ability to view all reports, add team member data but does not have access to the financial role, does not have ability to create an incident that would require an immediate/emergency response and does not have access to the READI Collect app.
- **Team Manager** (With Financial Access): All of the Team manager permissions but can pay for annual and team member subscriptions and has the ability to cancel any subscriptions.
- **Team member:** Ability to request an immediate/emergency response, has access to the READI Collect app and can be a team member with no manager role access or can be set up as a team member with Team Manager Access with or without financial access. Team member with Team manager and Financial access: See Role descriptions above.

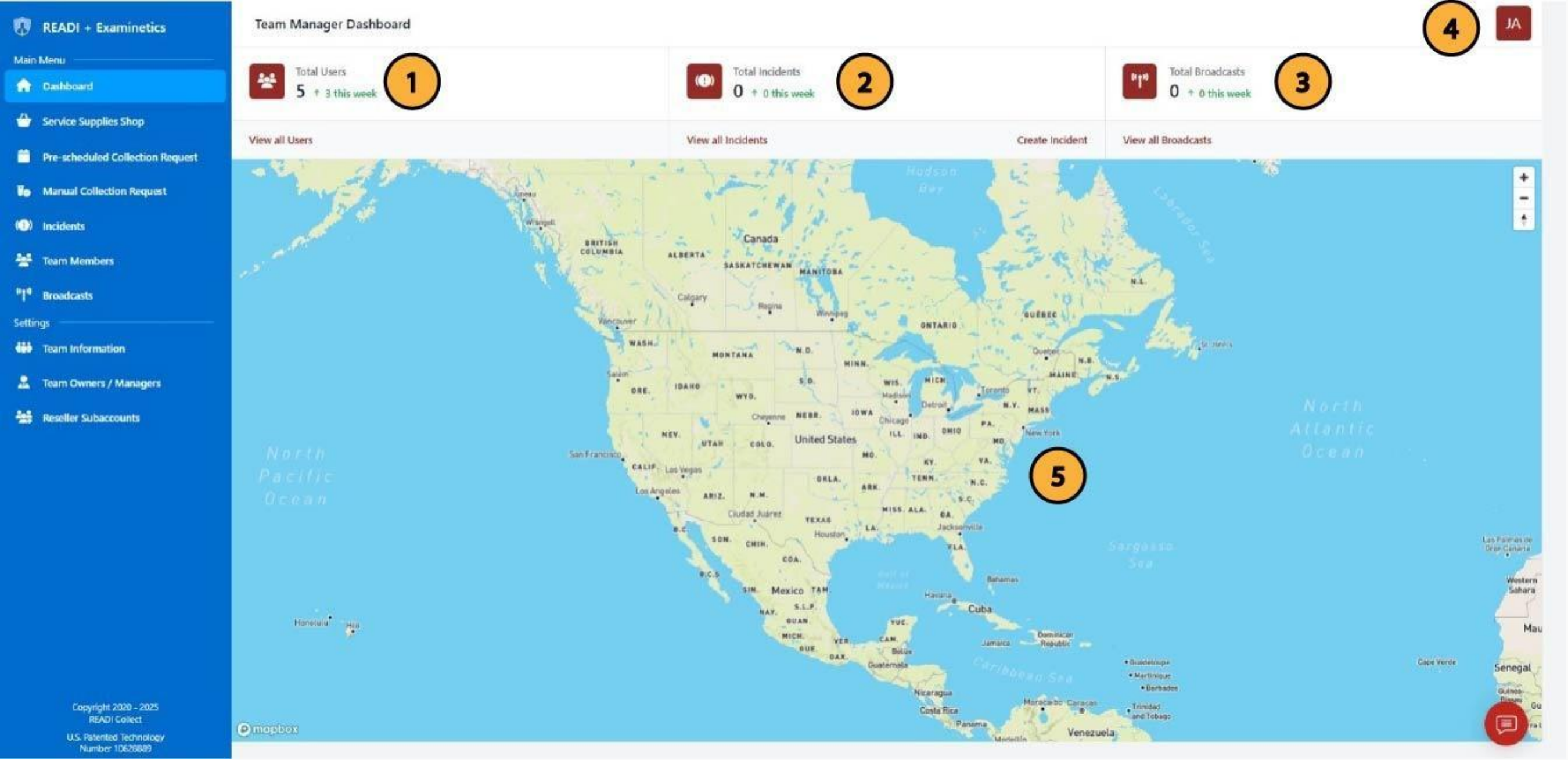


TEAM MANAGER DASHBOARD

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#2 – Total Incidents – This will show a list of all incidents / onsite collections that have been ordered or completed by your team. Click on the red link text “View All Incidents” to see this list.

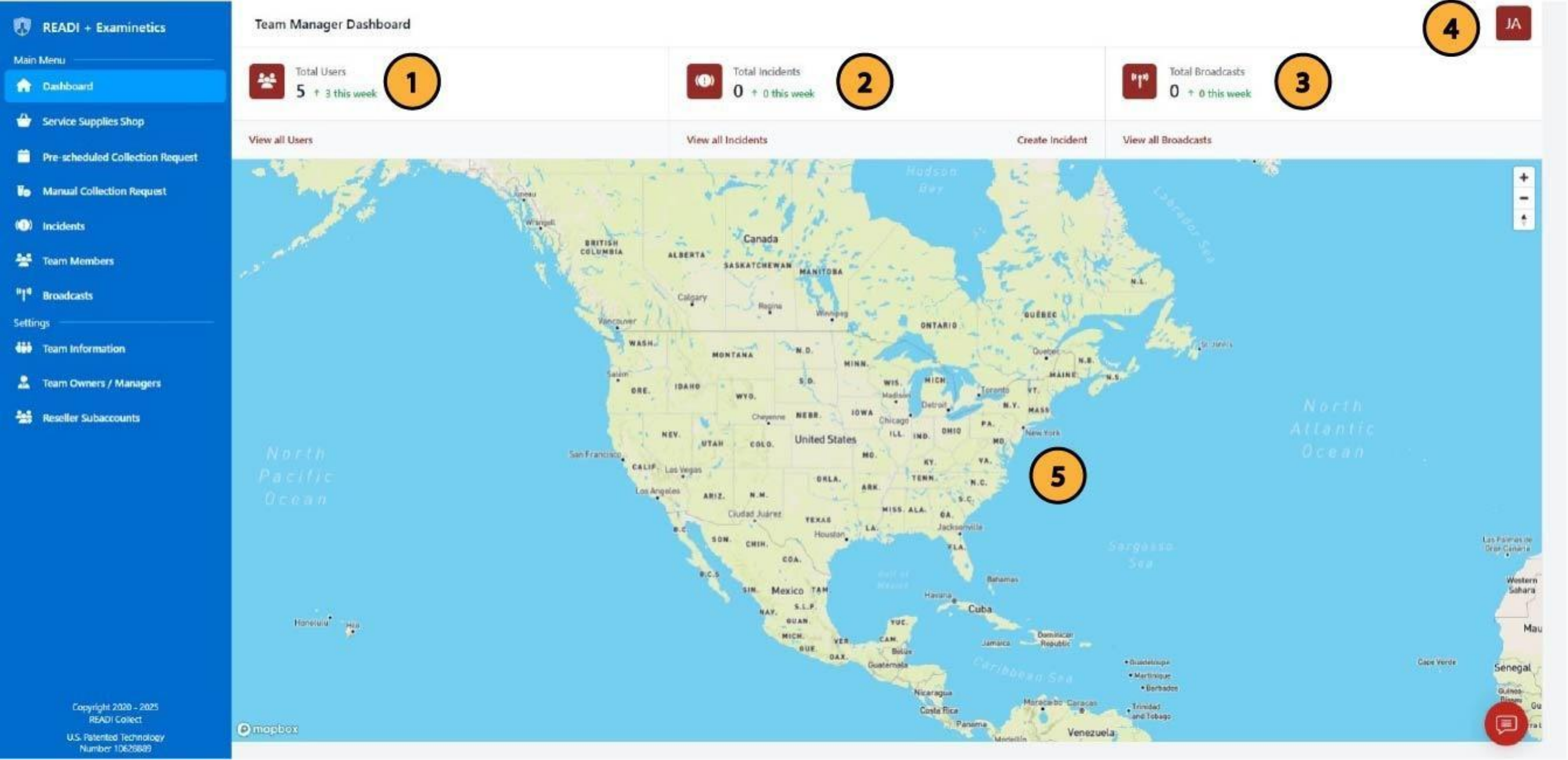
The red link text “Create Incident” can be used instead of the “Manual Collection Request” menu item.



TEAM MANAGER DASHBOARD

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#3 – Total Broadcasts – Broadcasts are a team wide messaging system that will go out to the full team or those in a specific geographic area and will show up on the REDI Collect APP.



TEAM MANAGER DASHBOARD

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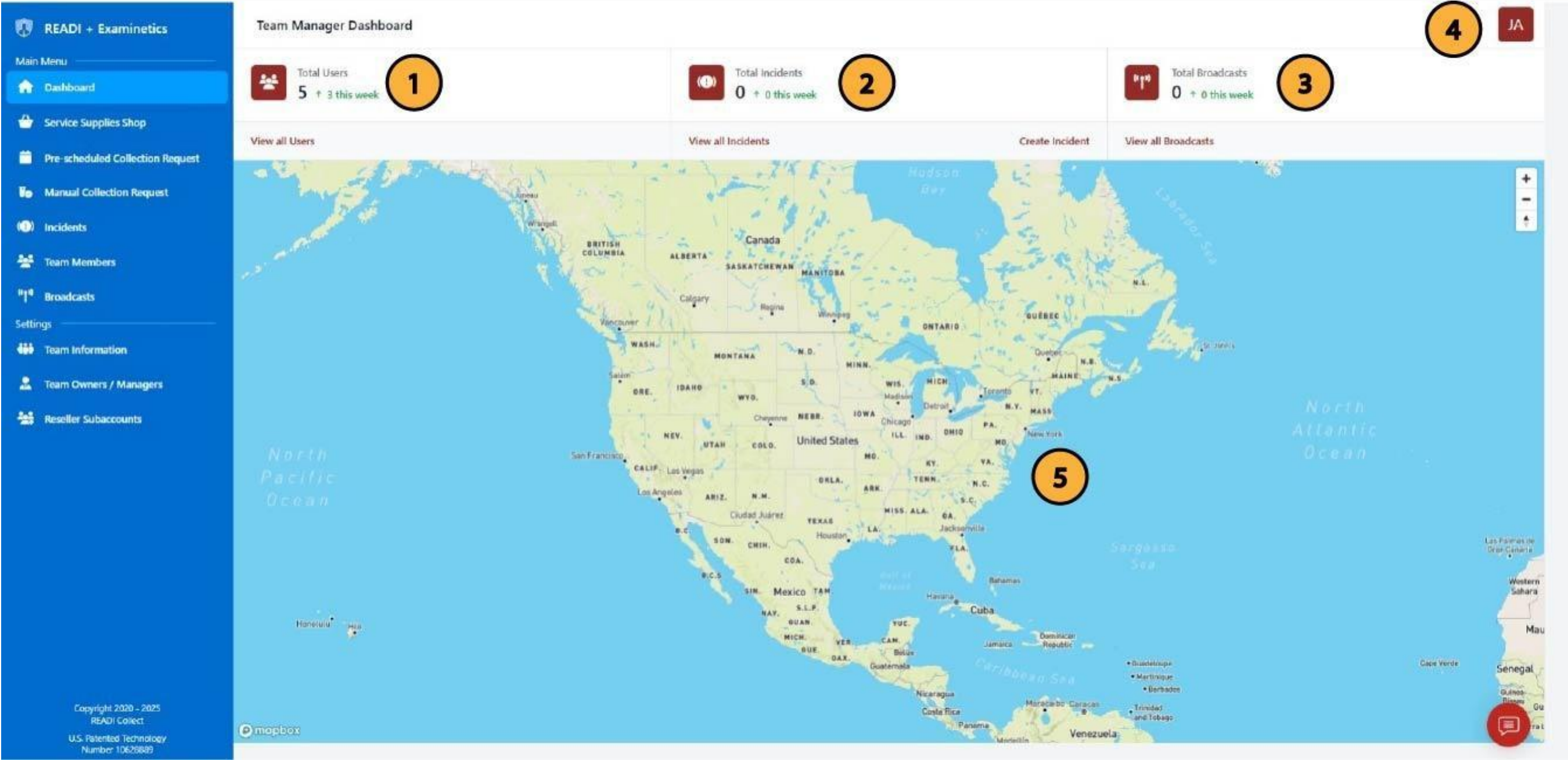
#4 – This is your settings and Profile Favicon. Click on this to your logged in profile, and the log out button

The screenshot displays the 'Team Manager Dashboard' interface. On the left is a blue sidebar with the 'READI + Examintics' logo and a 'Main Menu' containing links to Dashboard, Service Supplies Shop, Pre-scheduled Collection Request, Manual Collection Request, Incidents, Team Members, Broadcasts, and Settings. The 'Settings' section is expanded, showing 'Team Information', 'Team Owners / Managers', and 'Reseller Subaccounts'. The main content area features a top navigation bar with a user profile icon (labeled 4) and the initials 'JA'. Below this is a row of three summary cards: 'Total Users' (5, +3 this week, labeled 1), 'Total Incidents' (0, +0 this week, labeled 2), and 'Total Broadcasts' (0, +0 this week, labeled 3). Under each card is a link: 'View all Users', 'View all Incidents', and 'Create Incident'. A fourth link, 'View all Broadcasts', is also present. The central part of the dashboard is a map of North America, with a red location pin (labeled 5) placed in the Eastern United States. The map includes labels for various countries and regions like Canada, the United States, Mexico, and the Caribbean Sea. At the bottom left of the map area is the 'mopbox' logo. The bottom of the sidebar contains copyright information: 'Copyright 2020 - 2025 READI Collect. U.S. Patented Technology. Number 10629849'.

TEAM MANAGER DASHBOARD

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#5 – Activity Map – This is where you will see any active incidents.





TEAM MANAGER - SERVICE SUPPLIES SHOP

This is where you can purchase supplies like rapid test devices and have them delivered anywhere.

READI + Examinetics

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Service Supplies Shop

Examinetics MS

Purchase from READI

If you wish to order multiple items to a single order, you can do so on the checkout page after clicking the purchase button

Rapid Test Urine - 5 Panel DOT Look Alike

\$75.00 + Shipping

Rapid Test Urine - 5 Panel Drug Test Cup, AMP/1000, COC/300, OPI/300, PCP /25, THC/50

Includes twenty-five (25) devices

Buy Now >

Rapid Test Urine NO THC - 6 Panel

\$81.25 + Shipping

Rapid Test Urine NO THC - 6 Panel Drug Test Cup, AMP/1000, BUP/10, BZO/300, COC/300, OPI/300, OXY/100

Includes twenty-five (25) devices

Buy Now >

Rapid Test Urine WITH THC - 12 Panel

\$100.00 + Shipping

Rapid Test Urine WITH THC - 12 Panel Drug Test Cup 90ml, PCP /25, AMP/1000, BAR/300, BUP/10, BZO/300, COC/300, MDMA/500, MET/1000, MTD/300, OPI/300, OXY/100, THC/50

Includes twenty-five (25) devices

Buy Now >

Rapid Test SALIVA - 5 Panel

\$112.50.00 + Shipping

Rapid Test SALIVA - 5 Panel (THC50/COC20/AMP50/OPI40/mAMP50)

Includes twenty-five (25) devices

Buy Now >

Rapid Test SALIVA - 9 Panel(NO THC)

\$125.00 + Shipping

Rapid Test SALIVA - 9 Panel(NO THC) (AMP50/OPI40/COC20/PCP10/OXY20/BZO10/BAR50/mAMP50/BUP5

Includes twenty-five (25) devices

Buy Now >

Rapid Test SALIVA - 10 Panel

150.00 + Shipping

Rapid Test SALIVA - 10 Panel- (THC50/COC20/AMP50/OPI40/mAMP50/PCP10/BAR50/BZO10/ OXY20/BUP5

Includes twenty-five (25) devices

Buy Now >

Rapid 10 Panel Urine Cup with THC and Fentanyl

95.00 + Shipping

10 Panel Drug Test Cup with Fentanyl- AMP/1000, OPI/300, MET/1000, BZO/300, COC/300, MTD/300, OXY/100, BUP/10, THC/50, FEN/20

Includes twenty-five (25) devices

Buy Now >

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READI Collect
U.S. Patented Technology
Number 10628889



TEAM MANAGER - PRE-SCHEDULED COLLECTION REQUEST

This is where a mobile collection is requested for at least 72 hours in advance. This is typically used for multiple randoms or when hiring several people and having a collector come to perform multiple tests at once.

- Fill in the form out with as much detail as possible.
- Click on Submit my Request when complete.
- This sends the request to the ReadI Collect support to locate the best collector(s) and submit an estimated cost and a confirmation of service.

READI + Examinetics

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Reseller Subaccounts

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READI Collect
U.S. Patented Technology
Number 10628889

Pre-scheduled Collection Request

Examinetics MS

Request a Scheduled Onsite Collection

We will have one of our highly trained and certified mobile testing professionals at any location where you need to have your employees tested using any allowed type of test in your area.

We provide the most professional and reliable onsite testing in the nation. Pre-employment, random testing programs, job fairs, any time you need to keep your employees safe and productive instead of having to go to an offsite clinic for hours of lost production.

Just let us know when, where and what type of tests you require, and we will respond back with confirmation.

Please allow a minimum of 72 hours from this request to required onsite test date.

Dispatch will contact you directly to confirm details and schedule the exact date and time.

Company Name*

Examinetics

First Name*

Morgan

Last Name*

Stepnoski

Collection Site Location

Street Address*

1573 N Cline Ave

City*

Griffith

State / Province*

IN

ZIP / Postal code*

46319

Contact Information

Email*

morgan.stepnoski@examinetics.com

Phone*

8555176872

Collection Details

Donor Count:

Start:

mm/dd/yyyy --:-- --

Anticipated End:

mm/dd/yyyy --:-- --

If you have Chain of Custody forms on-site, what lab?

Who will be the onsite (day of) contact?

First Name*

Morgan

Last Name*

Stepnoski

Email*

morgan.stepnoski@examinetics.com

Phone*

8555176872

Additional Information

Please list any testing details. I.e: DOT, NON DOT, alcohol tests, Drug tests -- type -- Oral, Urine, hair...

Please specify any testing supplies you have...

* denotes required field

Submit my Request



TEAM MANAGER - MANUAL COLLECTION REQUEST

This is where you will create a collection request that will utilize the ReadI Collect Geo locating software to find the closest collector certified to perform the type of collection(s) you need.

Reporter - First you must either select a Team Member that has been previously created or uploaded via the bulk upload, or add them at the time of the incident. By default it is set to “Select existing Team Member” if the employee/donor has been previously added, click in the “select a User” field and a pop-up window will open with all available team members.

READI + Examinetics

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Create Collection Request

Examinetics MS

Create Collection Request

You can manually create an incident and attached it to a user from your team. The user will be the **reporter** and will be notified of the newly created incident and will be able to follow progress on the incident.

Reporter

Select the Team Member that will be the donor. If multiple team members require testing, select one here and enter the rest in the text field below.

Select existing team member

Select a user

Test type

Select an incident type. Each incident type has different actions, reports, and checklists attached to it.

Select an incident type

Instructions

A description of the incident will assist everyone involved in the performance of their tasks associated with the incident. Be sure to include:

- If you are the Team Owner or Manager making the request on behalf of another individual / donor please select one of your Team Members from the list above under "Reporter" or create a new team member, then, include the name and contact details of any additional individual or individuals requiring services and any additional test types if different than the one selected above. If a test type is pre-populated do not change it as this is the pre-selected default test
- If your current location is different than where you would like the collector to perform their tasks please enter the address below or zoom in on the map and drag the locator icon to the desired location. This is used primarily when a donor is on a roadside or location without a street address
- If the collector needs any special **equipment** (a rapid test kit, additional test kits, or specific identification for example) please include that below

Notes may have been added by default based on your team's settings. These notes can be changed below.

A general description of the incident which will be shared with all users involved in the incident and its response.



TEAM MANAGER - MANUAL COLLECTION REQUEST

- Click on one of the available team members

User
You may select a user by clicking on the user's information.

Filter by Name

**Walter Ford**
walter@readicollect.com

**Morgan Stepnoski**
morgan.stepnoski@examinetics.com

**Jared Aistrup**
jared.aistrup@examinetics.com

**Julie McCadden**
Julie.McCadden@Examinetics.com

**Lisa Lattanzio**
Lisa.Lattanzio@examinetics.com

[Close](#)

Test Type - Next click in the Test Type field. This will show a list of all available test types. If this account was set up with a Default test type it would be pre-populated.

Incident Type
You may select an incident type by clicking on it.

Filter

All Incident Types

**DOT Drug & Alcohol Test**
A DOT drug and alcohol test performed by a trained DOT drug and alcohol test collector.

**Hair - Non-DOT Drug Test**
A non-DOT drug hair test performed by a trained drug and alcohol test collector.

**Urine - Non-DOT Drug Test**
A non-DOT drug urine test performed by a trained drug and alcohol test collector.

**Blood + Breath - Non-DOT Drug & Alcohol Test**
A non-DOT drug and alcohol blood test performed by a trained drug and alcohol test collector. Includes an alcohol breath test.

**Saliva / Oral + Breath - Non-DOT Drug & Alcohol Test**
A non-DOT drug saliva / oral test performed by a trained drug and alcohol test collector. Includes an alcohol breath test.

**Blood Test - Non-DOT Drug & Alcohol Test**
A non-DOT drug and alcohol blood test performed by a trained drug and alcohol test collector.

**Saliva / Oral - Non-DOT Drug Test**
A non-DOT drug saliva / oral test performed by a trained drug and alcohol test collector.

**Breath - Non-DOT Alcohol Test**
A non-DOT drug and alcohol breath test performed by a trained drug and alcohol test collector.

**Hair + Breath - Non-DOT Drug & Alcohol Test**
A non-DOT drug hair test performed by a trained drug and alcohol test collector. Includes an alcohol breath test.

**Urine + Breath - Non-DOT Drug & Alcohol Test**
A non-DOT drug urine test performed by a trained drug and alcohol test collector. Includes an alcohol breath test.

[Close](#)

- Click on the desired test type to select it.



TEAM MANAGER - MANUAL COLLECTION REQUEST

READI + Examinetics

Main Menu

Dashboard

Service Supplies Shop

Pre-scheduled Collection Request

Manual Collection Request

Incidents

Team Members

Broadcasts

Settings

Team Information

Team Owners / Managers

Create Collection Request

Instructions

A description of the incident will assist everyone involved in the performance of their tasks associated with the incident. Be sure to include:

- If you are the Team Owner or Manager making the request on behalf of another individual / donor please select one of your Team Members from the list above under "Reporter" or create a new team member, then, include the name and contact details of any additional individual or individuals requiring services and any additional test types if different than the one selected above. If a test type is pre-populated do not change it as this is the pre-selected default test
- If your current location is different than where you would like the collector to perform their tasks please enter the address below or zoom in on the map and drag the locator icon to the desired location. This is used primarily when a donor is on a roadside or location without a street address
- If the collector needs any special **equipment** (a rapid test kit, additional test kits, or specific identification for example) please include that below

Notes may have been added by default based on your team's settings. These notes can be changed below.

A general description of the incident which will be shared with all users involved in the incident and its response.

Instructions - Read through these instructions to ensure all details have been entered properly.

General Description text field - Use this to enter the specific test panel (if other than DOT) and test device if it is to be a rapid test. This is information that should be acquired from the client. All NON-DOT tests must be specifically and clearly noted in the client's company policy on drug and alcohol testing. This should include the type of test (Urine, Blood, Saliva and the drugs tested for (test Panel).

Use this field to add the names of additional donors and any specific information the collector would need to know. For instance, Check in at the front office and ask for the shift manager. Or, Donor is located at building C on the second floor.



TEAM MANAGER - MANUAL COLLECTION REQUEST

Schedule - Leave this blank if you need an immediate collection. If you know the donor will not be available until a certain time then enter that here. The difference between entering a future date here and the “Pre-Scheduled Collection Request” is that this will activate the automated system and will notify all collectors in the defined area immediately. In this case the collector would accept the incident and commit to being there at the defined time.

Address - Begin typing the address and it will give you recommendations for identified addresses. You must select one of these in order for the geo location system to operate properly. Even though the address selected does not completely render you can see on the map that it has identified the correct address.

READI + Examinetics

Main Menu

Dashboard

Service Supplies Shop

Pre-scheduled Collection Request

Manual Collection Request

Incidents

Team Members

Broadcasts

Settings

Team Information

Team Owners / Managers

Reseller Subaccounts

Copyright 2020 - 2025
READI Collect
U.S. Patented Technology
Number 10628889

Create Collection Request

Notes may have been added by default based on your team's settings. These notes can be changed below.

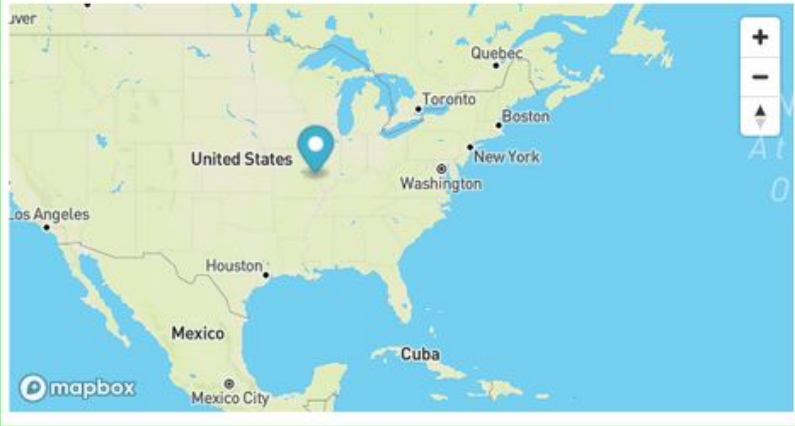
A general description of the incident which will be shared with all users involved in the incident and its response.

Schedule
You can schedule an incident for a future date and time. This will attempt to assign a responder immediately, but will notify the responder of the future date and time for the actual performance of their tasks. **If left blank, or set in the past, the incident will be scheduled for now.**

mm/dd/yyyy --:-- --

Address
Select the location of the incident.

Search



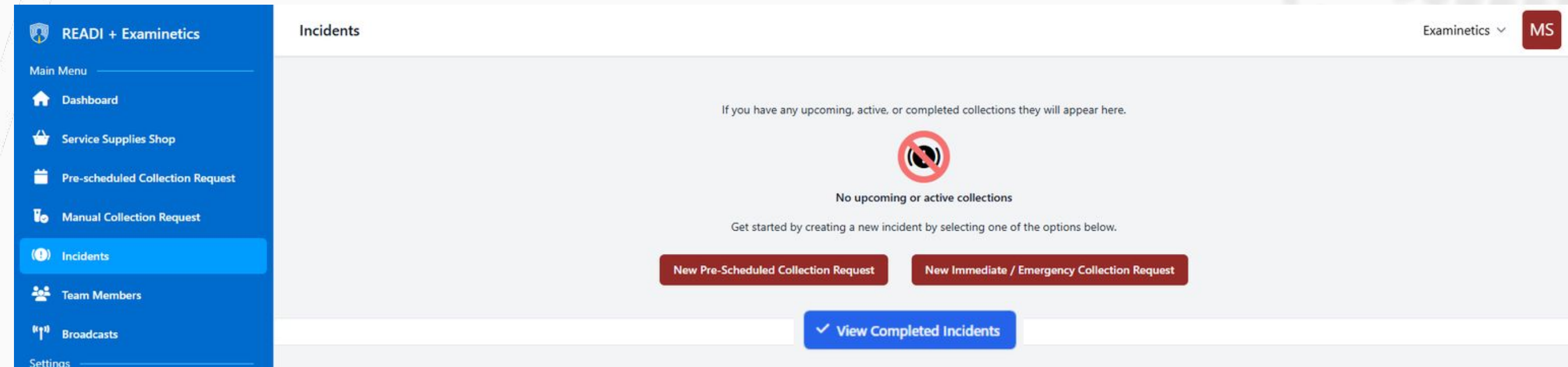
Creating the incident will take affect immediately.

Create New Incident

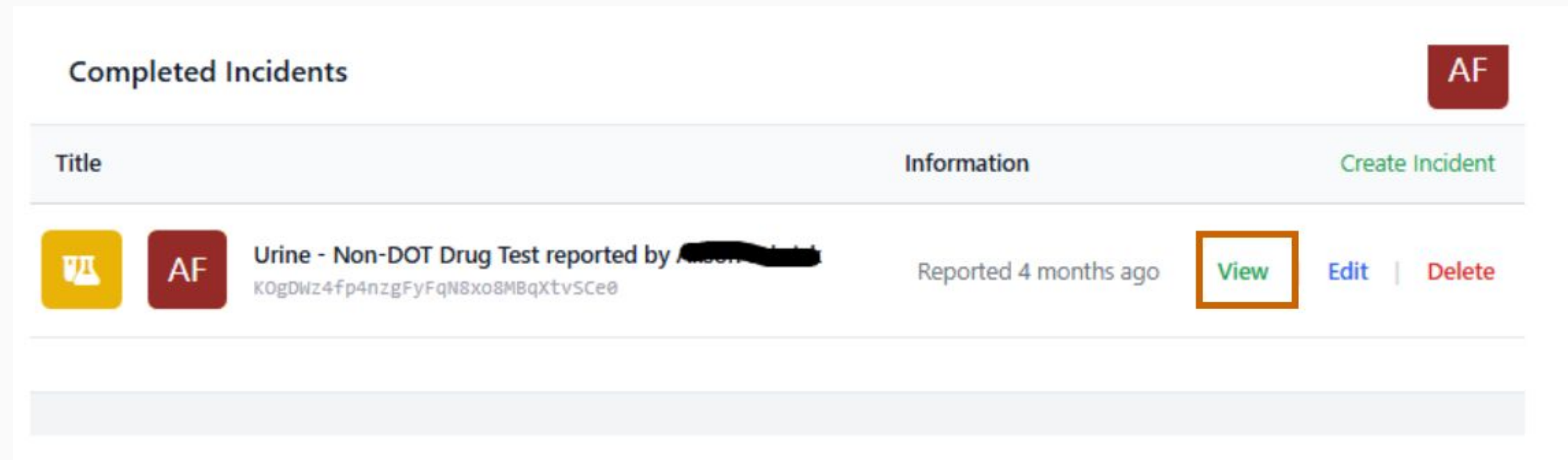
Create New Incident Button - After you have verified that all the details are correct click this button. This will immediately activate the ReadI Collect system and begin locating collectors.

Incidents

– This is where all current or upcoming pre-scheduled incidents will show. There are also 2 buttons here to schedule a new immediate collection or a pre-scheduled collection.



– If there are completed incidents you will see a blue button “Completed Incidents”. Click on this to view your completed incidents.



– Click on “View” to see the details and reports for this incident.

[Return to TOC](#)

Incidents

Section 1

- Reporter Details

Name – Donor Name

Team – Company Name

Email – Donor Email

Phone – Donor Phone

11/12/25, 9:47 AM READI Collect

 DOT Drug & Alcohol Test 1 months ago

Reporter Details

Name	[REDACTED]	DD
Team	[REDACTED]	
Email	[REDACTED]@s.com	
Phone	[REDACTED]	

Incident Details

Incident ID	jYV [REDACTED] bVT a	
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	
Scheduled for	Immediately	
Options	Edit Download Delete	
Lab Shipping Address	Quest Diagnostics Account # 11821574 (DOT) Account # 11821575 (Non-DOT) 10101 Renner Blvd., Lenexa, KS 66219	

 Incident Details Examinetics 

[https://readicollect.com/incidents/jYV \[REDACTED\] bVT a](https://readicollect.com/incidents/jYV [REDACTED] bVT a) 1/4

[Return to TOC](#)

Incidents

Section 2

- Incident Details

Incident ID – Auto generated unique incident ID

Reporter Description –

Description of incident entered in the free text field. This should be used to give details like; specific location, requirements to gain access to location, additional donor names, specific testing device or drug panels

11/12/25, 9:47 AM READI Collect

 DOT Drug & Alcohol Test 1 months ago

Reporter Details

Name	[REDACTED]	DD
Team	[REDACTED]	
Email	[REDACTED]@s.com	
Phone	[REDACTED]	

Incident Details

Incident IDjYV[REDACTED]bVTa

Reporter DescriptionVessel [REDACTED] Cleveland OH

Incident Location[REDACTED].4967, -[REDACTED].7085

Scheduled forImmediately

OptionsEdit | Download | Delete

Lab Shipping AddressQuest Diagnostics
Account # 11821574 (DOT)
Account # 11821575 (Non-DOT)
10101 Renner Blvd., Lenexa, KS 66219

 Incident Details Examinetics 

[https://readicollect.com/incidents/jYV\[REDACTED\]bVTa](https://readicollect.com/incidents/jYV[REDACTED]bVTa) 1/4

[Return to TOC](#)

Incidents

Section 2

- Incident Details

Incident location - Exact Latitude and Longitude of reporter. This will be the location of the IP address of the computer that created the incident if they left the location/Address field blank, the address entered into the address field or the Geo location of the smart phone or tablet that created an incident away from base.

Scheduled for - This is typically "Immediately" but can be set in the future if set in the date/time field.

11/12/25, 9:47 AM READI Collect

 DOT Drug & Alcohol Test 1 months ago

Reporter Details

Name  

Team 

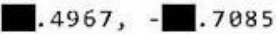
Email  s.com 

Phone  

Incident Details

Incident ID jYV  bVT a 

Reporter Description Vessel  Cleveland OH

Incident Location  .4967, - .7085 

Scheduled for Immediately 

Options [Edit](#) | [Download](#) | [Delete](#)

Lab Shipping Address Quest Diagnostics
Account # 11821574 (DOT)
Account # 11821575 (Non-DOT)
10101 Renner Blvd., Lenexa, KS 66219

 Incident Details Examinetics  

<https://readicollect.com/incidents/jYVbVTa> 1/4

[Return to TOC](#)

Incidents

Section 2

- Incident Details

Options -

Edit - only Team Managers have access to Edit. The report should only be edited to correct errors such as donor name(s) spelling, or contact information. Dates, times and locations should not be edited.

Download - Download a PDF of the full report including and uploaded documents and results when available. Note: some browsers only give the option to Print.

[Return to TOC](#)

11/12/25, 9:47 AM READI Collect

 DOT Drug & Alcohol Test 1 months ago

Reporter Details

Name	[REDACTED]	
Team	[REDACTED]	
Email	[REDACTED]@s.com	
Phone	[REDACTED]	

Incident Details

Incident ID	jYV [REDACTED] bVT a	
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	
Scheduled for	Immediately	

Options

Edit | Download | Delete

Lab Shipping Address	Quest Diagnostics Account # 11821574 (DOT) Account # 11821575 (Non-DOT) 10101 Renner Blvd., Lenexa, KS 66219
----------------------	---

 Incident Details

Examinetics 

[https://readicollect.com/incidents/jYV \[REDACTED\] bVT a](https://readicollect.com/incidents/jYV [REDACTED] bVT a) 1/4

Incidents

Section 2

- Incident Details

Lab Shipping Address

- This will be the Lab info that was entered during the account initial registration. This information should be reviewed prior to creating an incident if you are unsure that the entered data is correct. This is the account number and Lab location that the collected samples will be sent to.

[Return to TOC](#)

11/12/25, 9:47 AM READI Collect

 DOT Drug & Alcohol Test 1 months ago

Reporter Details

Name	[REDACTED]	
Team	[REDACTED]	
Email	[REDACTED]@s.com	
Phone	[REDACTED]	

Incident Details

Incident ID	jYV [REDACTED] bVT a	
Reporter Description	Vessel [REDACTED] Cleveland OH	
Incident Location	[REDACTED].4967, -[REDACTED].7085	
Scheduled for	Immediately	

Options [Edit](#) | [Download](#) | [Delete](#)

Lab Shipping Address

Quest Diagnostics
Account # 11821574 (DOT)
Account # 11821575 (Non-DOT)
10101 Renner Blvd., Lenexa, KS 66219

 Incident Details Examinetics ▾

[https://readicollect.com/incidents/jYV \[REDACTED\] bVT a](https://readicollect.com/incidents/jYV [REDACTED] bVT a) 1/4

Incidents

Section 2

- Incident Details

11/12/25, 9:47 AM

READI Collect

MRO Information

Dr. Janelle Jaworski M.D.
9501 Northfield Blvd., Denver, CO 80238
Phone: 877-585-7366

Responders

1 responder

NR

N [REDACTED] R [REDACTED]s completed their assignments [REDACTED] months ago.

2 credentials

Add Invoice

Checklists

0 checklists

Reports

2 reports

DOT Drug and Alcohol Test Report

was completed by [REDACTED] R [REDACTED]s [REDACTED] months ago.

NR

Alcohol Test Form

was completed by N [REDACTED]n R [REDACTED]s [REDACTED] months ago.

NR

Notes

0 notes

Add Note

Files

2 files

Add File

Walter Ford uploaded a file at , 2025 at 5:03pm

D [REDACTED]e D [REDACTED]y BAT result Neg

Walter Ford uploaded a file at [REDACTED] 2025 at 5:01pm

Final result Negative

Results / Forms

2 results

Add Result

Ni [REDACTED]n R [REDACTED]s uploaded a result

Completed CCF Form

NR

Ni [REDACTED]n R [REDACTED]s uploaded a result

Scan of Complete Form

NR

Timeline

https://readicollect.com/incidents/fj

2/4

[Return to TOC](#)

MRO Information – This will be the MRO info that was entered during the account initial registration. This information should be reviewed prior to creating an incident. The MRO or Medical Review Officer is essential to confirmation tests and any DOT regulated testing.

 **READI**
Collect

Incidents

Section 3 – Responders

This will list the Responder(s)/Collector(s) that were assigned to the incident. With special handling by Admin more that one collector can be assigned as needed for a large number of collections or for specific types of tests that require specialized certification(s).

11/12/25, 9:47 AM

READI Collect

MRO Information

Dr. Janelle Jaworski M.D.
9501 Northfield Blvd., Denver, CO 80238
Phone: 877-585-7366

Responders

1 responder

NR

N [REDACTED] R [REDACTED]s completed their assignments [REDACTED] months ago.

2 credentials

Add Invoice

Checklists

0 checklists

Reports

2 reports

DOT Drug and Alcohol Test Report

was completed by [REDACTED] R [REDACTED]s [REDACTED] months ago.

NR

Alcohol Test Form

was completed by N [REDACTED] n R [REDACTED]s [REDACTED] months ago.

NR

Notes

0 notes

Add Note

Files

2 files

Add File

Walter Ford uploaded a file at , 2025 at 5:03pm

D [REDACTED] e D [REDACTED] y BAT result Neg

Walter Ford uploaded a file at [REDACTED] 2025 at 5:01pm

Final result Negative

Results / Forms

2 results

Add Result

Ni [REDACTED] n R [REDACTED]s uploaded a result

Completed CCF Form

NR

Ni [REDACTED] n R [REDACTED]s uploaded a result

Scan of Complete Form

NR

Timeline

https://readicollect.com/incidents/fj

2/4

[Return to TOC](#)

Section 4 – Checklists

Checklists – depending on the type of testing and account set up, collectors may be required to complete a check list. Checklists include; “Pre-Departure” to make sure the collector has the required supplies like specifically required rapid testing devices, “DOT Collection” to ensure all of the DOT SAMSHA steps were completed. Checklists can be assigned and created by Super Admin and assigned to specific test types.

READI
Collect

Incidents

Section 5 Reports

Reports – These are specific detailed reports that can be separately viewed and downloaded. In some browsers you may need to use the browser print function to get a PDF copy of these reports. Each test type will have their own report. Here is an example:

11/12/25, 2:07 PM

READI Collect

Report

Examinetics

Go back to Urine - Non-DOT Drug Test

DOT Drug and Alcohol Test Report

A report completed by READI Collect drug and alcohol testers.

Incident ID

Kt v S C e 0

Assigned to

J. K.

JK

Requested

, 2025 at 8:39pm

Completed

, 2025 at 8:46pm

Sample Details

Information about the sample to be collected

Specimen ID Number

2

, 2025 at 8:40pm

Enter the number of the barcode label used to seal the specimen bottle

Lab Account Number

Enter the lab account number for the lab

Donor Name

M. B.

, 2025 at 8:40pm

Enter the full name of the donor

Donor SSN, Employee ID, or CDL State and Number

32

, 2025 at 8:40pm

Enter an identification number for the donor

https://readicollect.com/incidents/

1/5

11/12/25, 2:07 PM

READI Collect

Specify Testing Authority

Select the testing authority

Specify DOT Agency

Select the Department of Transportation agency

Reason for Test

Select the reason for administering the test

Post Accident

, 2025 at 8:40pm

Other Reason for Test

If you selected "Other" for the Reason for Test, please enter that reason here

No value recorded

Drug Tests to be Performed

Select the drugs test that will be performed on the sample

THC, COC, PCP, OPI, AMP

, 2025 at 8:40pm

Other Drug Tests to be Performed

If you selected "Other" for the Drug Tests to be Performed, please enter that reason here

No value recorded

Collection Site

Enter the location where the collection was performed (street, city, state, ZIP code)

132 Sp. i, 60

, 2025 at 8:44pm

Package Code

Select the package code for the sample

Collection Details

Information about the sample itself

Sample Type

Urine

, 2025 at

https://readicollect.com/incidents/

2/5



Incidents

[Return to TOC](#)

Section 5 Reports

11/12/25, 2:07 PM

READI Collect

Select the method in which the sample was collected

Collection

Split

2025 at 8:41pm

Collection Notes

No value recorded

Urine Collection

Yes

2025 at 8:41pm

Additional Notes

No value recorded

Final Collection Details

CCF Number

213

2025 at 8:42pm

Donor Image

No value recorded

https://readicollect.com/incidents/KOgDWz4fp4nzgFyFqN8xo8MBqXtvSCe0/report/FclEGKk3JlM12DC21VjOZDq3xNf1Qesl

3/5

11/12/25, 2:07 PM

READI Collect

Completed CCF Form

Take a picture of the completed CCF form

2025 at 8:42pm

Shipping Company

Quest Diagnostics Courier

2025 at 8:43pm

Shipping Number

No value recorded

Shipping Label

No value recorded

Lab Information

Lab Name

Quest Diagnostics

2025 at 8:43pm

Lab Address

10101 Renner Blvd., Lenexa, KS 66219

2025 at 8:43pm

MRO Name

Dr. Janelle Jaworski M.D.

2025 at

https://readicollect.com/incidents/

4/5

11/12/25, 2:07 PM

READI Collect

MRO Address

9501 Northfield Blvd., Denver, CO 80238

2025 at 8:43pm

MRO Phone

877-585-7366

2025 at 8:43pm

https://readicollect.com/incidents/

5/5



Incidents

11/12/25, 9:47 AM

READI Collect

MRO Information

Dr. Janelle Jaworski M.D.
9501 Northfield Blvd., Denver, CO 80238
Phone: 877-585-7366

Responders

1 responder

NR

N [REDACTED] R [REDACTED]s completed their assignments [REDACTED] months ago.

2 credentials

Add Invoice

Checklists

0 checklists

Reports

2 reports

DOT Drug and Alcohol Test Report

was completed by [REDACTED] R [REDACTED]s [REDACTED] months ago.

NR

Alcohol Test Form

was completed by N [REDACTED] in R [REDACTED]s [REDACTED] months ago.

NR

Notes

0 notes

Add Note

Files

2 files

Add File

Walter Ford uploaded a file at , 2025 at 5:03pm

D [REDACTED]e D [REDACTED]y BAT result Neg

Walter Ford uploaded a file at [REDACTED] 2025 at 5:01pm

Final result Negative

Results / Forms

2 results

Add Result

N [REDACTED] in R [REDACTED]s uploaded a result

Completed CCF Form

NR

N [REDACTED] in R [REDACTED]s uploaded a result

Scan of Complete Form

NR

Timeline

https://readicollect.com/incidents/j

2/4

Section 6 – Notes

[Return to TOC](#)

Notes can be entered by a Manager in the web portal to communicate with all parties that are involved with or watching the incident. The Collector and Donor use this to communicate details such as specific location details, movements of the donor, detailed description of donor especially if at a remote location, ect...

Section 7 – Files

Files are documents or images uploaded via the Radi APP or the Web portal. These may include; completed CCF forms, Images of the scene or any witnesses, written statements, company policy excerpts showing the drug and alcohol testing section, ect...

Section 8 – Results / Forms

This is where all results will be uploaded when available. BAT forms/results will be posted here by the collector. Some collector companies/networks have policies that require all test results including BAT be reviewed internally before releasing to the donor or supervisor so there may be a day or 2 before results are available in the Radi Report. BAT and Rapid results will be presented to the donor or supervisor immediately.

The logo for READI Collect, featuring a stylized red and white circular icon with a person silhouette inside, followed by the text "READI Collect" in a bold, sans-serif font.

Incidents

Section 9 Timeline –

[Return to TOC](#)

This section shows the minute by minute status of the collection and is updated in real time.



This “People” icon shows details of anyone that was involved with this line item. It may show the details of the collector, all of the individuals that received a notification email ect...



This “Magnifying Glass” icon shows details of what was sent or entered. This could be an image of the email or the forms or report associated ect...

11/12/25, 9:47 AM READI Collect

On [REDACTED], 2025 at 12:15pm a DOT Drug & Alcohol Test incident was reported by [REDACTED] D [REDACTED] e D [REDACTED] ey

...

↳ [New READI Incident] An email with the subject New READI Incident was sent to ... [Q] [People]

↳ [New READI Incident] An email with the subject New READI Incident was sent to ... [Q] [People]

↳ [READI Collector A] was requested to come to the incident. [People]

↓

↳ [READI Collector A] [N [REDACTED] n R [REDACTED] s] accepted the request at [REDACTED], 2025 at 12:32pm.

↓

↳ [READI Collector A] [N [REDACTED] n R [REDACTED] s] was close to the incident at [REDACTED], 2025 at 12:32pm.

↓

↳ [READI Responder is Close] An email with the subject READI Responder is Close ... [Q] [People]

↓

↳ [READI Collector A] [N [REDACTED] n R [REDACTED] s] arrived at the incident at [REDACTED], 2025 at 12:33pm.

↓

↳ [DOT Drug and Alcohol Test Report A] was assigned to 1 READI Collector A . [People]

↳ [DOT Drug and Alcohol Test Report A] was completed by [N [REDACTED] n R [REDACTED] s] at June 25t... [Q]

↳ [Alcohol Test Form A] was assigned to 1 READI Collector A . [People]

↳ [Alcohol Test Form A] was completed by [N [REDACTED] n R [REDACTED] s] at [REDACTED], 2025 at 1... [Q]

✓ [READI Collector A] [N [REDACTED] n R [REDACTED] s] completed the incident at [REDACTED], 2025 at 12:33pm.

✓ All checklists and reports were completed.

↳ [READI Incident Complete] An email with the subject READI Incide... [Q] [REDACTED] recipients

↳ [READI Incident Complete] An email with the subject READI Incid... [Q] [REDACTED] s

<https://readicollect.com/incidents/> 3/4

Incidents

Section 10 – Map –

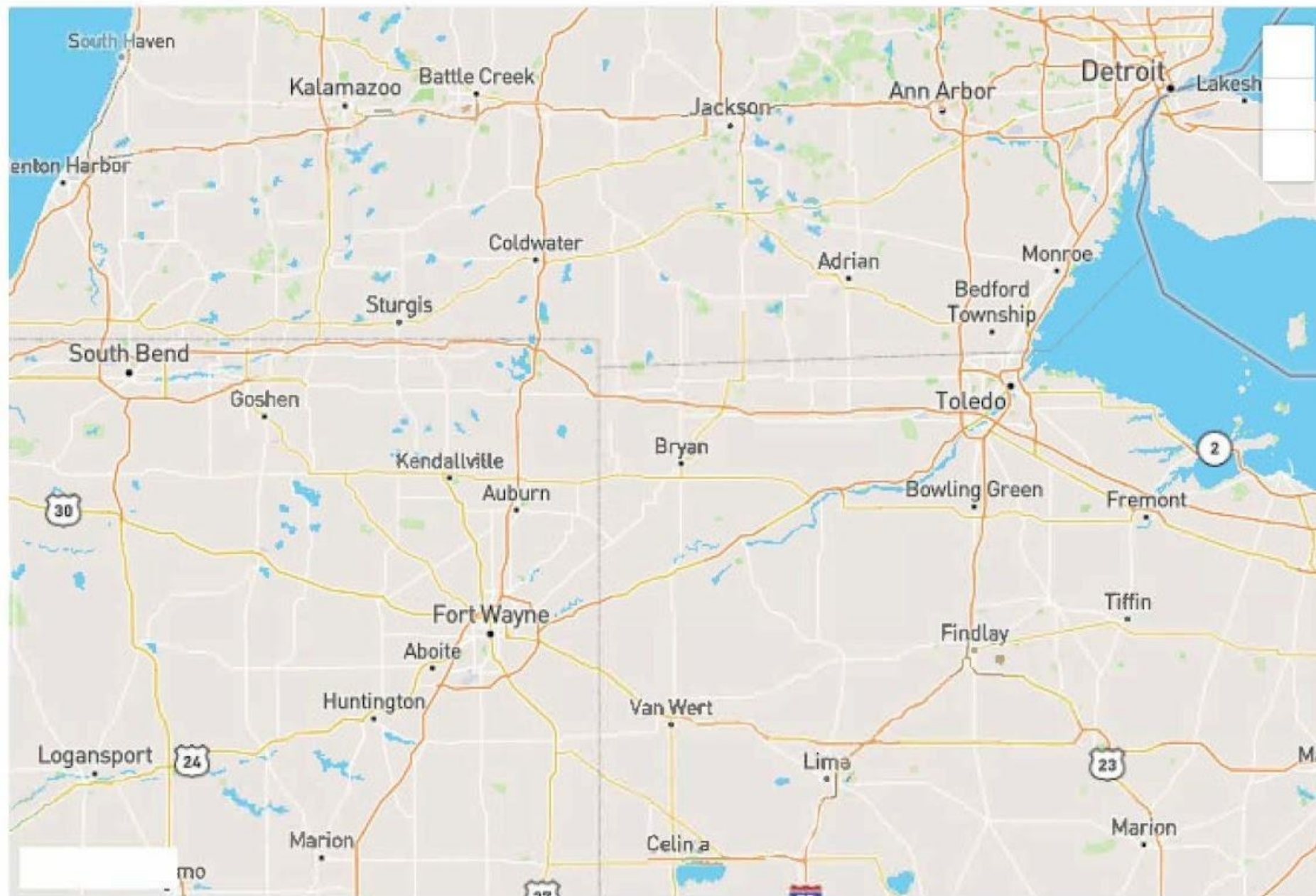
[Return to TOC](#)

This shows the location of the incident and any progressive activity. This will update in real time as the collection progresses.

11/12/25, 9:47 AM

READI Collect

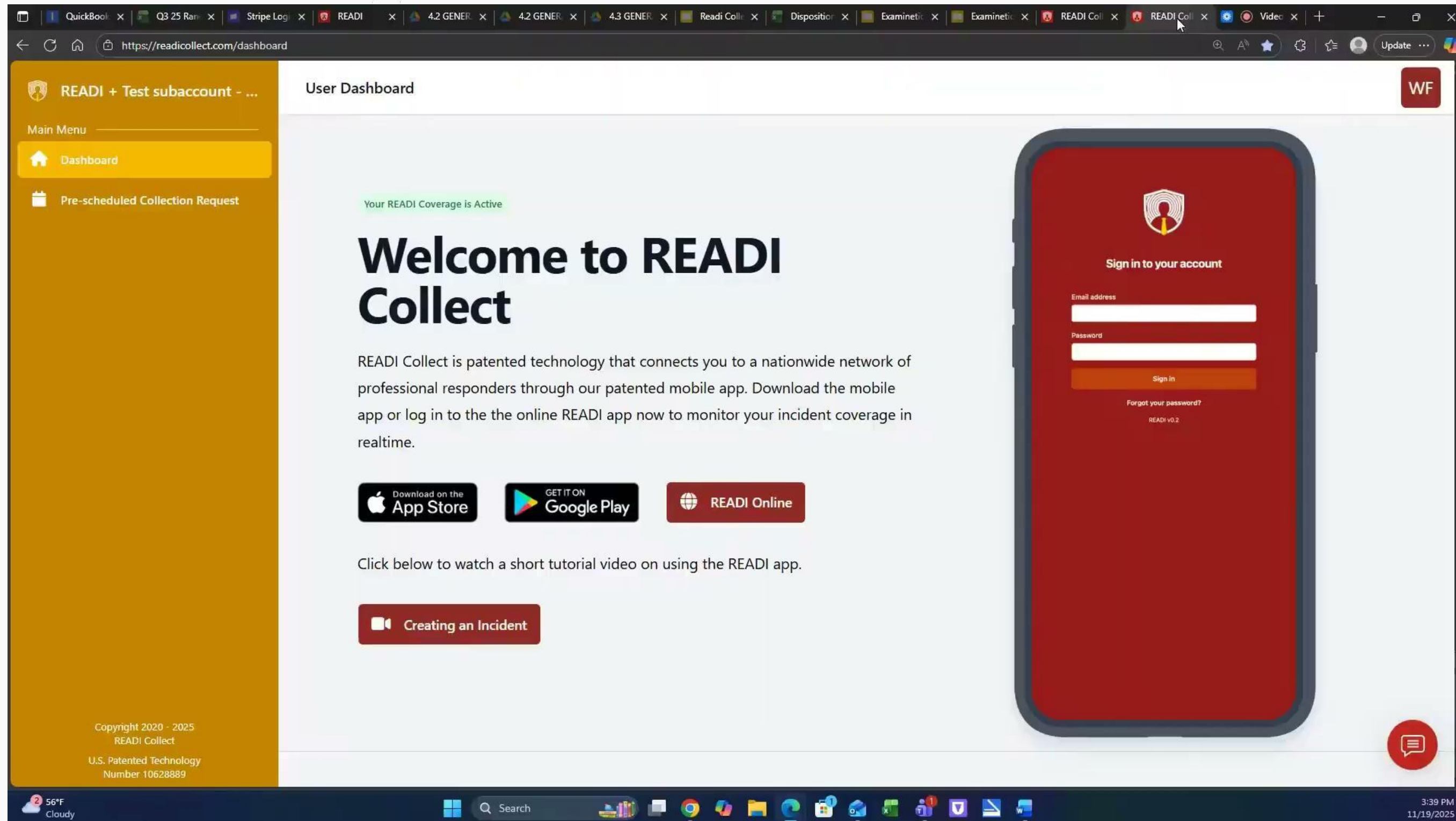
Map



Incidents

[Return to TOC](#)

Here is an actual Demo on How to Create an Incident.



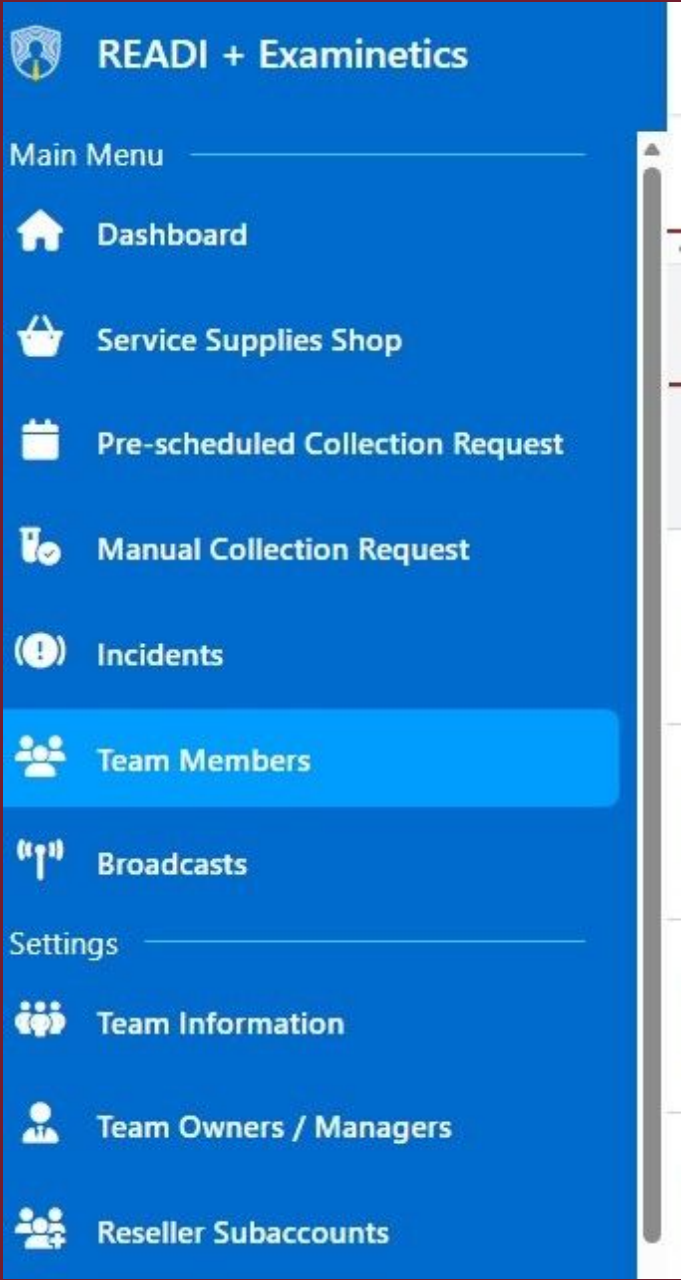
The screenshot shows a web browser window displaying the READI Collect User Dashboard. The browser's address bar shows the URL <https://readicollect.com/dashboard>. The dashboard has a yellow sidebar on the left with the text "READI + Test subaccount - ..." and a "Main Menu" containing "Dashboard" and "Pre-scheduled Collection Request". The main content area is titled "User Dashboard" and features a status message "Your READI Coverage is Active". Below this is a large heading "Welcome to READI Collect" and a paragraph explaining that READI Collect is patented technology connecting users to a nationwide network of professional responders. There are three buttons: "Download on the App Store", "GET IT ON Google Play", and "READI Online". A link "Click below to watch a short tutorial video on using the READI app." points to a button labeled "Creating an Incident". On the right, a large red smartphone graphic displays a login screen with fields for "Email address" and "Password", a "Sign in" button, and a "Forgot your password?" link. The bottom of the dashboard shows copyright information: "Copyright 2020 - 2025 READI Collect" and "U.S. Patented Technology Number 10628889". The browser's taskbar at the bottom shows the system clock as 3:39 PM on 11/19/2025.



Team Members

Team Members Page

Here you will see all of your team members, their Groups, Status, links to Impersonate, edit/View and Remove.



Team Members

Examinetics

Team Members

Groups

Add New Team Members

Team Members

4

Team Members	Groups	Status	Search
LL Lio Lamin... Created 1 week ago	Team Members	Covered	Impersonate Edit / View Remove
MS Miki m...m... Created 1 month ago	Team Manager Team Members	Covered	Impersonate Edit / View Remove
JA Jup j...ne... Created 1 week ago	Team Manager Team Members	Covered	Impersonate Edit / View Remove

There is a search field to find a specific Team Member. Simply begin typing and the search filter will begin to narrow down the search as you type.



Groups

Groups Page

Here you will see the default groups of DOT Team Members and Non-DOT Team Members. When adding a new Team Member you will select either a DOT or a NON-DOT group for them.

Edit Groups

Examinetics

Users

Groups

Edit Groups

Below you can edit your team or company's groups. Groups can be used to organize your users into groups with specific functionality provided to each group. For instance, you can create a DOT team and a NON-DOT Team.

Title				+ Create Group
	DOT Team Members 1 month ago	4 users	Driver / Reporter	View / Edit Delete
	Non-DOT Team Members 9 minutes ago	0 users	Driver / Reporter	View / Edit Delete

Different Groups of employees within your organization can be created to segregate employees / Team Members. For instance in a trucking company there are DOT regulated drivers and warehouse or dock workers that are also in safety sensitive positions but they are subject to the same tests that the DOT employees are. These should be in separate groups. Another group could be create to further refine them, dock worker, machine operator, warehouse worker, office staff...

Groups

To Create a New Group –

In the upper right corner of the page click on the Green “Create Group” Button. This will take you to the “Create Group” page.

Edit Groups

Examinetics 

 Users

 Groups

Edit Groups

Below you can edit your team or company's groups. Groups can be used to organize your users into groups with specific functionality provided to each group. For instance, you can create a DOT team and a NON-DOT Team.

Title



+ Create Group

	DOT Team Members 1 month ago	4 users	Driver / Reporter	View / Edit Delete
	Non-DOT Team Members 9 minutes ago	0 users	Driver / Reporter	View / Edit Delete



To Create a New Group –

Title – Add a short description of the group.

Description – Add a more detailed description of the group.

Icon – You can choose from a library of icons to distinguish this new group.

Color – You can choose from a library of colors to distinguish this new group.

Readi Responder – This is to accommodate a company that employs both, people that require testing and people that are certified specimen collectors or Responders. By default this is set to “No” as this is rare.

Is a DOT driver? –

This determines whether this Team Member requires a DOT FMCSA questionnaire in the mobile app when reporting a new incident. This will present the Team member a decision tree that will determine if a post-accident test requires a DOT mandated test.

After confirming the info is correct click “Create New User Group”

This new Group will now be available to select when adding a new Team Member.

Groups

Create Group

Create New User Group

A user group can be used to identify users in the actions panel for creating incident types.

Title

Truck Driver

Description

A truck driver represents any users who complete truck deliveries.

Icon

Select an icon

Color

Select an color

READI Collect Responder

Determines whether this user type is available as a responder to incidents. Options may be limited based on the type of team.

No, this user is not an incident responder

Is a DOT driver?

Determines whether this user type requires a questionnaire in the mobile app when reporting a new incident.

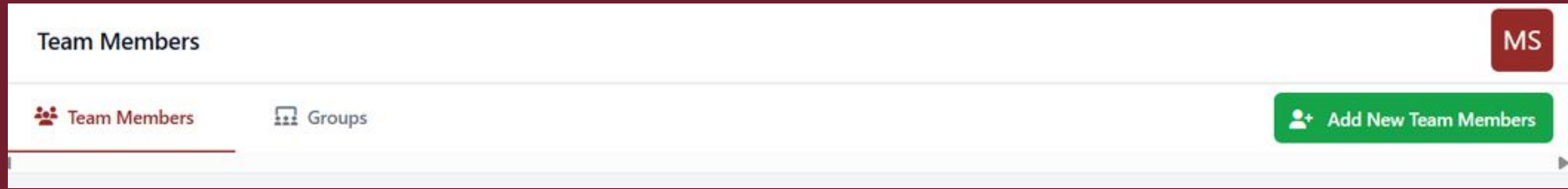
No, this user does not require a questionnaire

Creating the user group will take affect immediately.

Create New User Group



Adding a new Team Member



In the upper right of the page you see a green “Add New Team Member” button. Click the button to open the add new team member page.

Add Members to Current Team

Add Members to Current Team

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

Click here to see descriptions of available roles.

Creation Type

Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

First Name

The user's given name.

John

Last Name

The user's family name.

Smith

Email

The user's email address.

john@readiresponse.com

Phone Number

The user's phone number.

555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

Team Manager

Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

User Group

Select the user's group for **Examinetics** by clicking on the group to assign.

For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

☐

DOT Team Members

A DOT regulated employee.

☐

Non-DOT Team Members

This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

Add New Team Member



Team Members

Adding a new Team Member

Creation Type –

- By Default this is set to Create Single user. If you want to add multiple Team Members all at once and all with the same group and role you can select
- “Upload CSV to add Team Members in Bulk”
- Click on the word “**here**” to download an excel template. Add your Team Members per the template and save the file. Click on Choose file, find the file and click Open. Be sure the file name shows next to Choose file.
- When uploading in bulk, all of the individual employee data will be on the spreadsheet. So the fields for this are not visible.

Creation Type
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Upload CSV to add team members or users in bulk

CSV File
Select a CSV file with the proper formatting to create a group of users. Be sure to separate your list of team members by group, before uploading the CSV file. An example file can be downloaded [here](#).

Choose File No file chosen



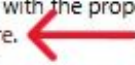
Team Members

Adding a new Team Member – *Creation Type* –

- Using the bulk upload process will send a welcome email to each new Team Member asking them to click a “One Time Use” link to create a unique password. This password should be stored for future logins but in the event it is forgotten there is a “Forgot Password” link on the log in page from the ReadI Collect website.
- If you do NOT want each person to be emailed and invited to access their ReadI Portal, contact ReadI Collect customer support at info@readicollect.com and we will add those Team Members for you. The purpose for this is if you have a large number of employees, such as a manufacturing company, and you only want supervisors to have access to the ReadI System but you want your employees already in the system to expedite the creation of an incident.

Creation Type
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Upload CSV to add team members or users in bulk

CSV File
Select a CSV file with the proper formatting to create a group of users. Be sure to separate your list of team members by group, before uploading the CSV file. An example file can be downloaded here. 

[Choose File](#) No file chosen

**When adding an individual Team Member -
Enter the person's First and last name, email and
phone number.**



Team Members

Adding a new Team Member – *Team Manager Role*

Decide what “Role” you want this person to have. See below for a description of each role:

Add Members to Current Team

Add Members to Current Team

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

Creation Type
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

First Name
The user's given name.

John

Last Name
The user's family name.

Smith

Email
The user's email address.

john@readiresponse.com

Phone Number
The user's phone number.

555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

Team Manager
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

User Group
Select the user's group for **Examinetics** by clicking on the group to assign.

For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

☐ **DOT Team Members**
A DOT regulated employee.

☐ **Non-DOT Team Members**
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

Add New Team Member

Team Manager (No Financial Access): Ability to view all reports, add team member data but does not have access to the financial role, does not have ability to create an incident that would require an immediate/emergency response and does not have access to the READI Collect app.

As a Team Manager you have the ability to Impersonate any Team Member. This allows team managers to look into a specific account and see exactly what that Team Member is seeing and assist as needed. They also have the ability to Edit or view the person's profile and assist as needed. This is where changes to a Group and changes to their role (manager, non-manager...) They also have the ability to delete a user. This of course should be done with caution. When the Team Member is deleted they cannot be automatically brought back. They would need to be re-created.



Team Members

Adding a new Team Member – *Team Manager Role*

A User can be an individual with multiple roles:

Select **yes** or **no** for team manager role permissions. If yes is selected a new field appears.

Add Members to Current Team

Email
The user's email address.

Phone Number
The user's phone number.

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

Team Manager
Select whether this user has access to team management features for **Examinetics**.

Financial Access
Select whether this team manager will have access to financial information for **Examinetics** (including creating new team members and paying for subscriptions).

User Group
Select the user's group for **Examinetics** by clicking on the group to assign.
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

☐

DOT Team Members
A DOT regulated employee.

☐

Non-DOT Team Members
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Team Manager (with Financial Access) - Select yes or no here for Team Manager (With Financial Access):

All of the Team Manager permissions but has the ability to cancel the account and create an immediate/emergency collection request and has access to the REDI Collect app.



Team Members

Adding a new Team Member – *Team Member Role*

A User can be an individual with multiple roles:

Add Members to Current Team

Add Members to Current Team
A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.
[Click here to see descriptions of available roles.](#)

Creation Type
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.
Create individual user

First Name
The user's given name.
John

Last Name
The user's family name.
Smith

Email
The user's email address.
john@readiresponse.com

Phone Number
The user's phone number.
555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

Team Manager
Select whether this user has access to team management features for **Examinetics**.
No, this user should NOT have team manager role permissions

User Group
Select the user's group for **Examinetics** by clicking on the group to assign.
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

☐

DOT Team Members
A DOT regulated employee.

☐

Non-DOT Team Members
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

Add New Team Member

- Team Member:** Ability to request an immediate/emergency response, and has access to the READI Collect APP.



Team Members

Adding a new Team Member – *User Group*

Add Members to Current Team

Add Members to Current Team

A Team Member can have limited permissions in the portal or full access. Select the appropriate roles below.

[Click here to see descriptions of available roles.](#)

Creation Type
Select how you would like to add team members or users. You can use the form below to create individual users or upload a formatted CSV file to create users in bulk.

Create individual user

First Name
The user's given name.

John

Last Name
The user's family name.

Smith

Email
The user's email address.

john@readiresponse.com

Phone Number
The user's phone number.

555-555-5555

The email address must be a valid address for the user to receive an invitation to the platform. Each user must have a unique email address.

Team Manager
Select whether this user has access to team management features for **Examinetics**.

No, this user should NOT have team manager role permissions

User Group
Select the user's group for **Examinetics** by clicking on the group to assign.
For DOT drivers, you may also designate them as Non-DOT for testing purposes. This allows you, per your company policy, to require a Non-DOT drug and/or alcohol test after accidents that do not meet DOT testing thresholds. The driver must be informed of this policy and trained on selecting the appropriate test type when reporting the incident.

☐

DOT Team Members
A DOT regulated employee.

☐

Non-DOT Team Members
This is for all employees that a company wishes to be available to be tested in case of an accident, reasonable suspicion or NON-DOT random testing.

Creating the user will take affect immediately.

Add New Team Member

User Group - By default there are 2 user groups; DOT and NON-DOT. You can select one or both. A reason to select both is if the company policy of this company stipulates that even if a DOT regulated employee gets into an accident and the accident does not rise to the level of a required DOT test that driver is then required to take a NON-DOT test.

If both are selected that driver would have all of the NON-DOT test types available to choose from (typically the default test type is pre-set by the Team Owner). If only one is selected only the test types associated with that role will be available to a Team Member when requesting a test/creating an incident.

Click “Add New Team Member” button and this team member is now added. This new team member will receive a welcome email with a link to create their password.



The new Team Member will get a welcome email.

They will receive an email from info@readicollect.com with a Red “Log In to REDI Collect” button, They need to Click this to create a password that will be used to log into their online portal and the Downloaded REDI APP.

NOTE:

Note: The Log Into REDI Collect” link is good for only one click due to the security of your password. If this link does not take you to the “Create Password” page, use the Forgot Your Password process

[Return to TOC](#)



READI Collect

Hello!

You have been invited to join **Testing LLC** on READI Collect.

You have been given a Team Manager role for **Testing LLC**. This gives you the ability to manage the team including:

- Editing and managing team information
- Creating, managing, and monitoring incidents
- Viewing and managing team member information

If this is your first time accessing READI Collect, click below to log into your portal and set a password. You will then see links to download the READI Collect app. Download the app and follow the instructions to complete your account set up.



[Log in to READI Collect](#)

The "Log in" button above is for one-time access to your account. When you access your account, you should set a password for easy future access to your account.

Thank you,
READI Collect

If you are having trouble opening the "Log in to READI Collect Web" you may cut and copy this address:

<https://readicollect.com/login/2K6irOiJNQv21qWZ6xFNFdn0nwHxWiyeDLofJ97m6HQDbjbJA657YzllMDxxwesKQuoP5ySPSqZx4O92Z6mcpn2zgVL0aWhUeZMswRSfpmxqsfwKGvGZsdhx7ZjVVaDY>

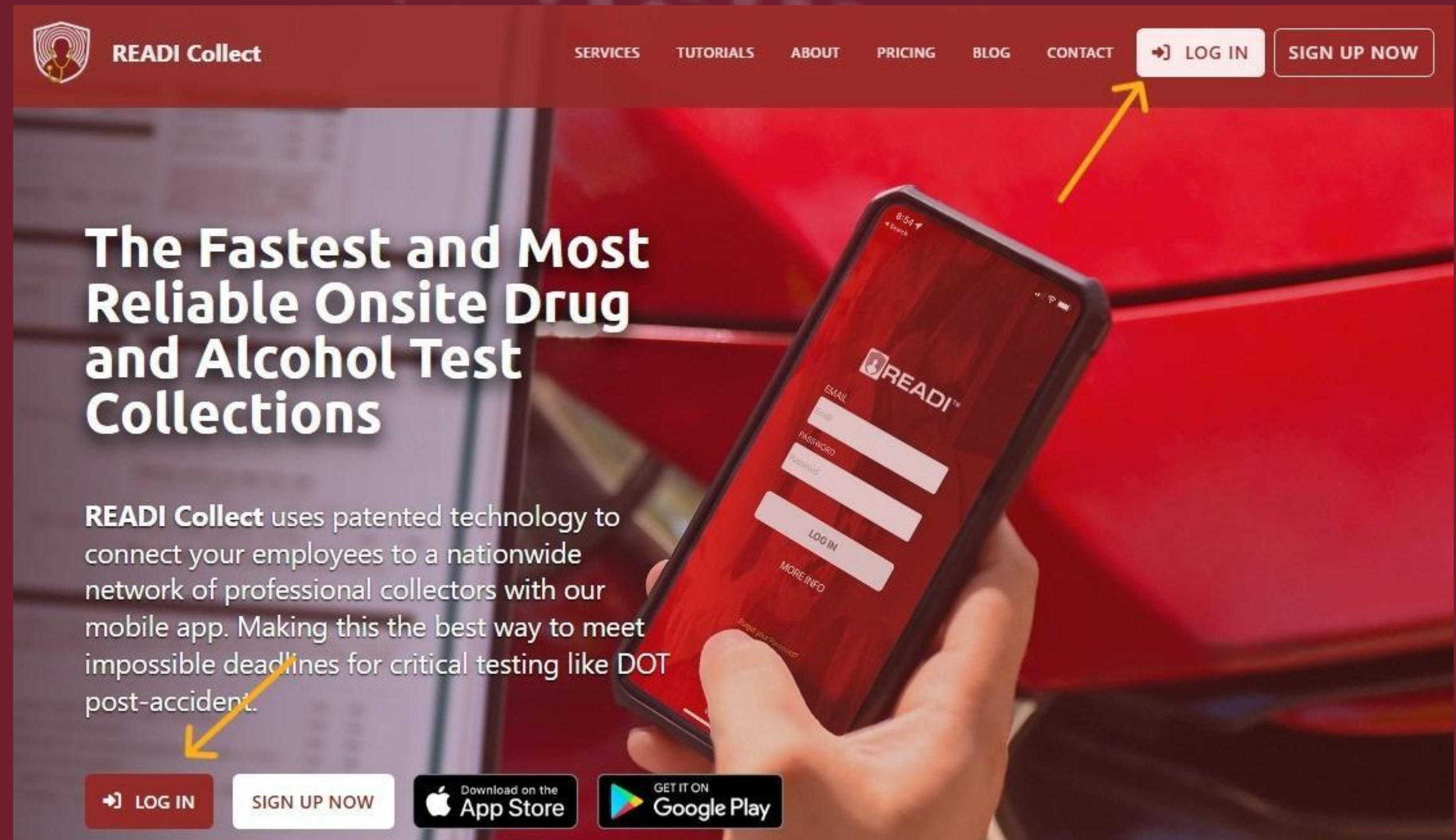
If you did not expect to receive an invitation to READI Collect, you may ignore this email. If you believe you received this email in error or would like to provide feedback, please contact info@readicollect.com. And have a wonderful day.



[Return to TOC](#)

Initial Log in

Anytime you log in from the readicollect.com website click on the LOG In button. Then you will see the log in page.



You will be taken to this log in page:

[Return to TOC](#)

Enter your log in credentials that you created. Use the Forgot Password process as needed.



Log in to READI Collect

Use the form below to log in to your READI account.

If you do not have an account and would like to create one [click here and get READI today.](#)

Email address

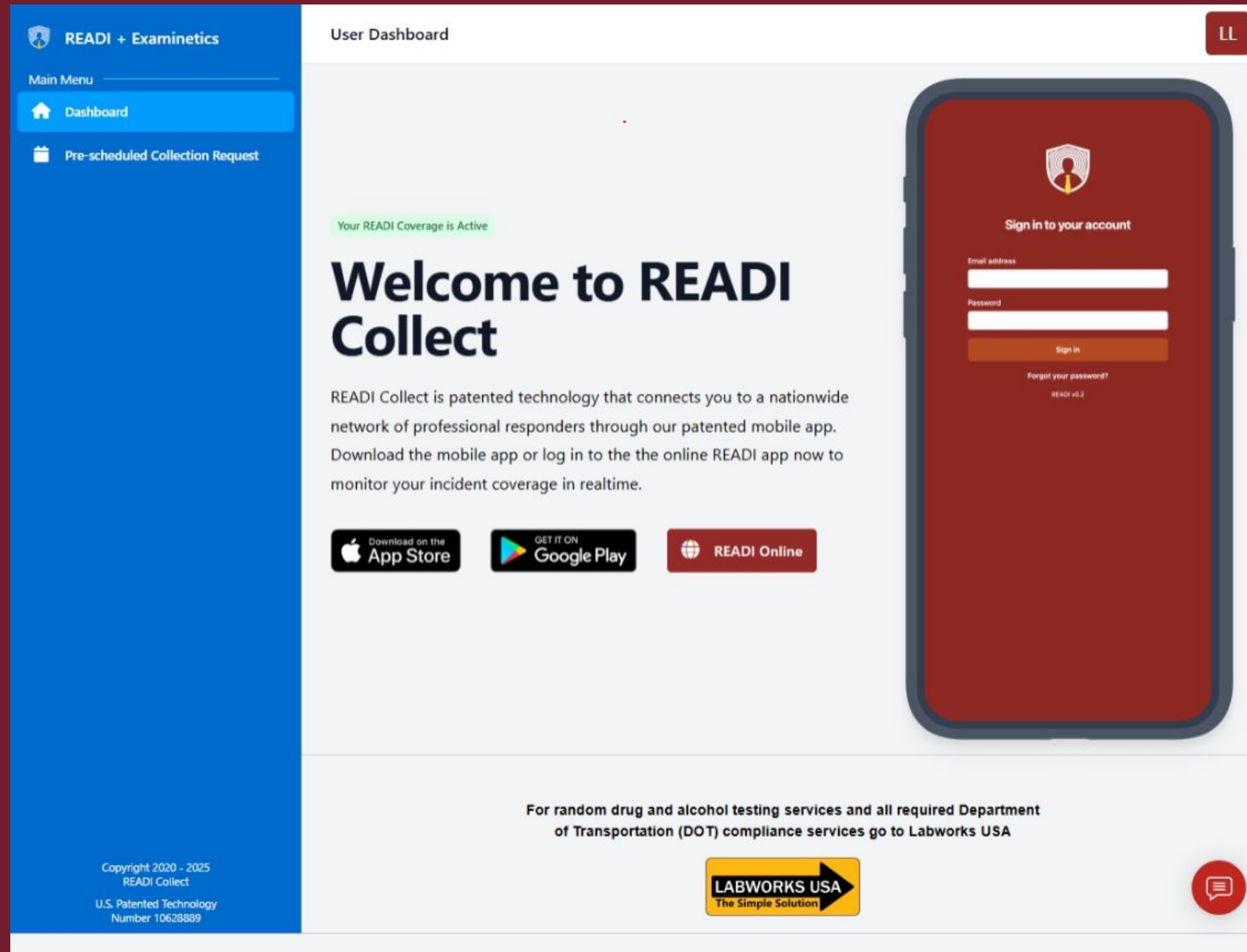
Password

☐ Remember me

[Forgot your password?](#)



A NON-Manager Team Member Dashboard



A NON-Manager Team member can:

- Create a “Pre-Scheduled Collection Request”.
- Access to download the ReadI Collect APP from the Apple Store and the Google Play store for all android devices.
- Log Into the ReadI Web based APP by clicking the Red “ReadI Online” Button.



READI APP DETAILS

APP: Login and Home Screen

Login page for the App:



Sign in to READI Collect

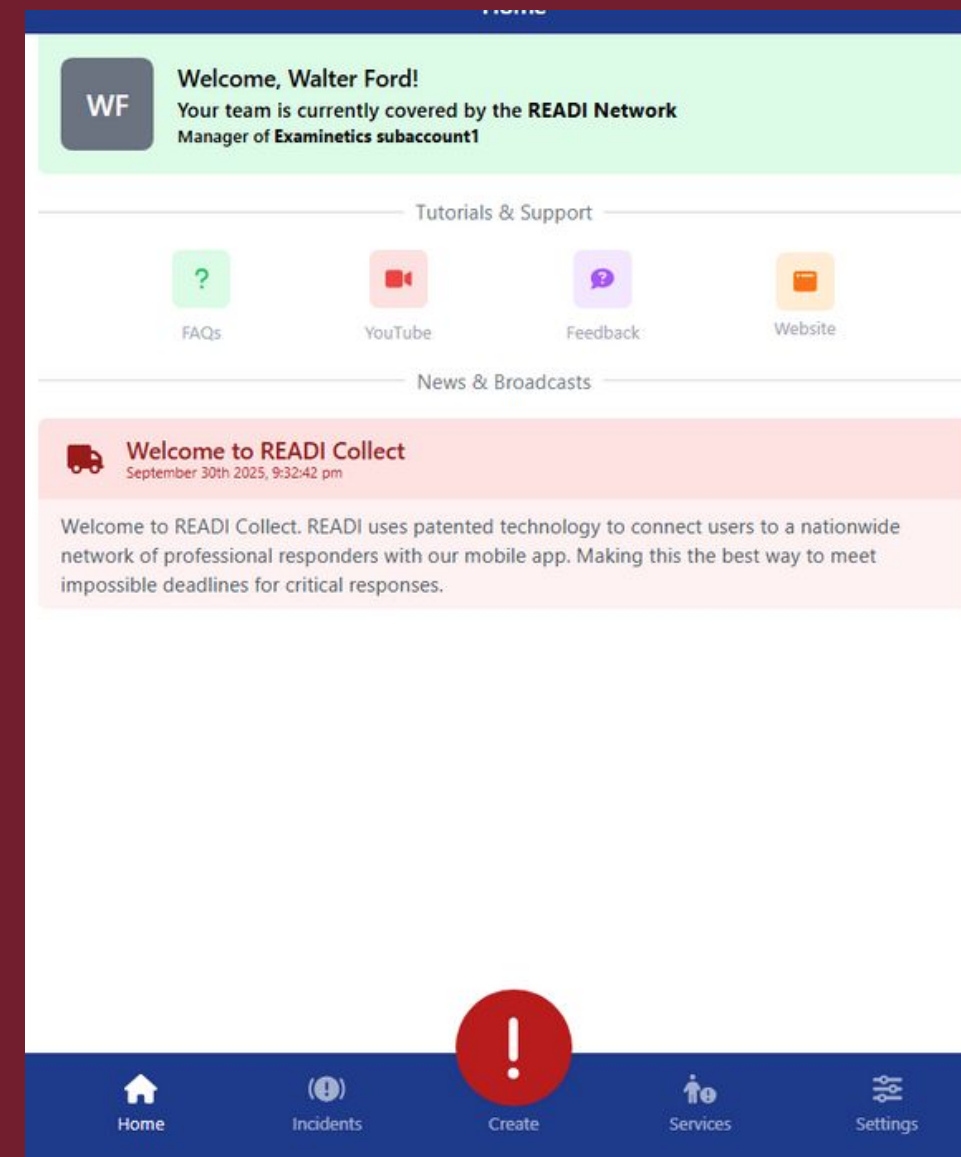
Email address

Password

[Sign in](#)

[Request your password](#)

HOME SCREEN



FAQ's – This takes you to the Tutorials page with the FAQ's under the videos. There is a search field just below the video section. Here you can search by keywords.

[READI Collect – Tutorials](#)

YouTube – Takes you to the ReadI Collect YouTube Channel. This includes all of our social media videos and tutorial videos.

[ReadI Collect Post-Accident Drug and Alcohol Test – YouTube](#)

Feedback – Here you can choose from 3 topic types that will direct your comments to the correct department. Enter your feedback and we will get back to you as needed asap.

Website – When you click this it takes you to our ReadI Network selection site. Here you have the choice of our 3 platforms:

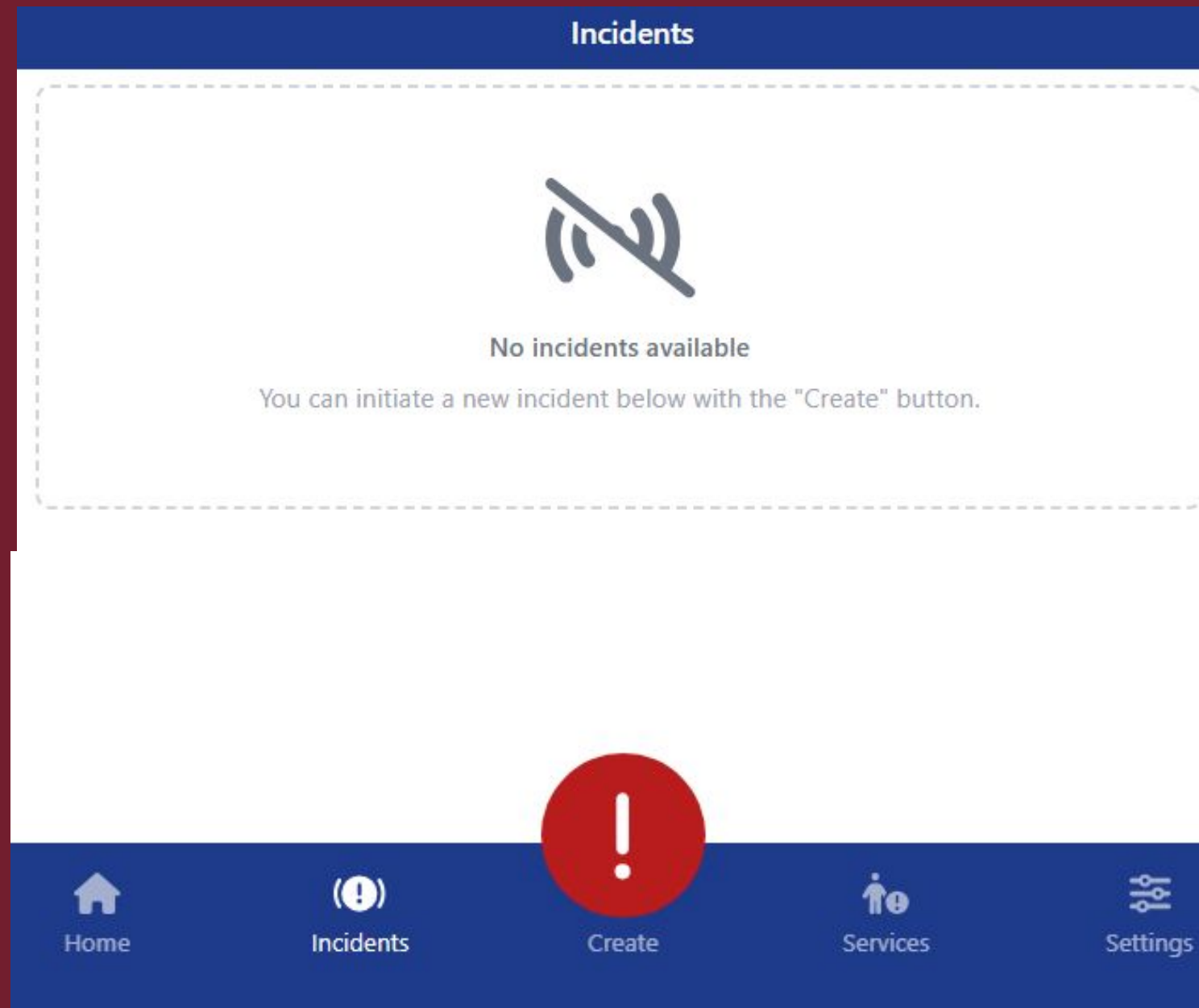
ReadI Response – This is a nationwide network of accident investigators. The system is very similar to ReadI Collect but for an investigator instead of a Drug and Alcohol specimen collector.

ReadI Repair – Is our newest network of tow truck and repair shops. This network is expected to launch in late 2026.

Click on the ReadI Collect button to go to the home page at www.readicollect.com

APP: *Incidents Page*

This is how the Incidents Page looks on the the App.



All of the pending and past incidents related to this user will be listed here.

If there is a pending / in process incident click on it and monitor the status as it progresses, add notes that will be visible to the collector and any monitoring Team Managers and see completed incidents' reports.



APP : *Create!*

Incidents

 If you are injured, others are injured, or there is the threat of injury to you or others, call **911** before completing this form.

If you are safe and able, please enter additional details about the incident that you think may be useful for people reviewing or responding to your incident.

A description of the incident will assist everyone involved in the performance of their tasks associated with the incident. Be sure to include:

- If you are making the request on behalf of another **individual / donor** please include the name and contact details of the individual or individuals being tested
- If your current **location** is different than where you would like the collector to perform their tasks please include that below
- If the collector needs any special **equipment** (a rapid test kit, additional test kits, or specific identification for example) please include that below

Notes may have been added by default based on your team's settings. These notes can be changed below.

Rapid 10 Panel Urine Cup with THC and Fentanyl and Breath Alcohol test.

Cancel Request

Select Test Type

 Home

 Incidents

 Create

 Services

 Settings

READI APP DETAILS

The Big Red Create Button! – This is really what the entire thing is all about. Hitting this button initiates all of the magic.

If the Team member is a NON-DOT regulated employee then they will see this screen first.

Follow all of the instructions and add any detail that might be pertinent to the collector.

If the account was set up with a default test type and details were added about the drug panel they will show in the text field . Any specific details pertaining to this current incident creation should be added in this field * DO NOT Delete the details about the default drug panel. Any additional notes should be added under this default text.

After adding any notes, Click on the Red “Select Test Type” Button



READI APP DETAILS

APP: *Select Test Type* Page

This page is generic for NON-DOT and DOT Team Members. If a DOT regulated Team Member attempts to create an Incident for a Post-Accident test, they will be presented with a series of questions that could determine that they do not meet the requirements for a mandated test, in this case IF they have been instructed by a supervisor or DER that regardless of the DOT requirements their company policy dictates that they take a NON-DOT test then they see this page.

If the Team Member has any question about which test to select, they should click “Cancel Request” and contact their supervisor.

Once the correct test type has been selected, click the Red “Request Test”

This will activate the automated search for a collector.

Select Test Type

You are **not** required by the Department of Transportation to have a drug and alcohol test. However, if your company policy is to have a drug and alcohol test taken you may proceed by selecting a test type below and clicking “Request a Test” below.

Recommended Incident Type



Urine + Breath - Non-DOT Drug & Alcohol Test

A non-DOT drug urine test performed by a trained drug and alcohol test coll...

Other Incident Types



Blood Test - Non-DOT Drug & Alcohol Test

A non-DOT drug and alcohol blood test performed by a trained drug and alc...



Hair - Non-DOT Drug Test

A non-DOT drug hair test performed by a trained drug and alcohol test colle...



Saliva / Oral - Non-DOT Drug Test

A non-DOT drug saliva / oral test performed by a trained drug and alcohol t...



Urine - Non-DOT Drug Test

A non-DOT drug urine test performed by a trained drug and alcohol test coll...



Breath - Non-DOT Alcohol Test

A non-DOT drug and alcohol breath test performed by a trained drug and alc...



Blood + Breath - Non-DOT Drug & Alcohol Test

A non-DOT drug and alcohol blood test performed by a trained drug and alc...



Hair + Breath - Non-DOT Drug & Alcohol Test

A non-DOT drug hair test performed by a trained drug and alcohol test colle...



Saliva / Oral + Breath - Non-DOT Drug & Alcohol Test

A non-DOT drug saliva / oral test performed by a trained drug and alcohol t...

Cancel Test Request

Request a Test



READI APP DETAILS

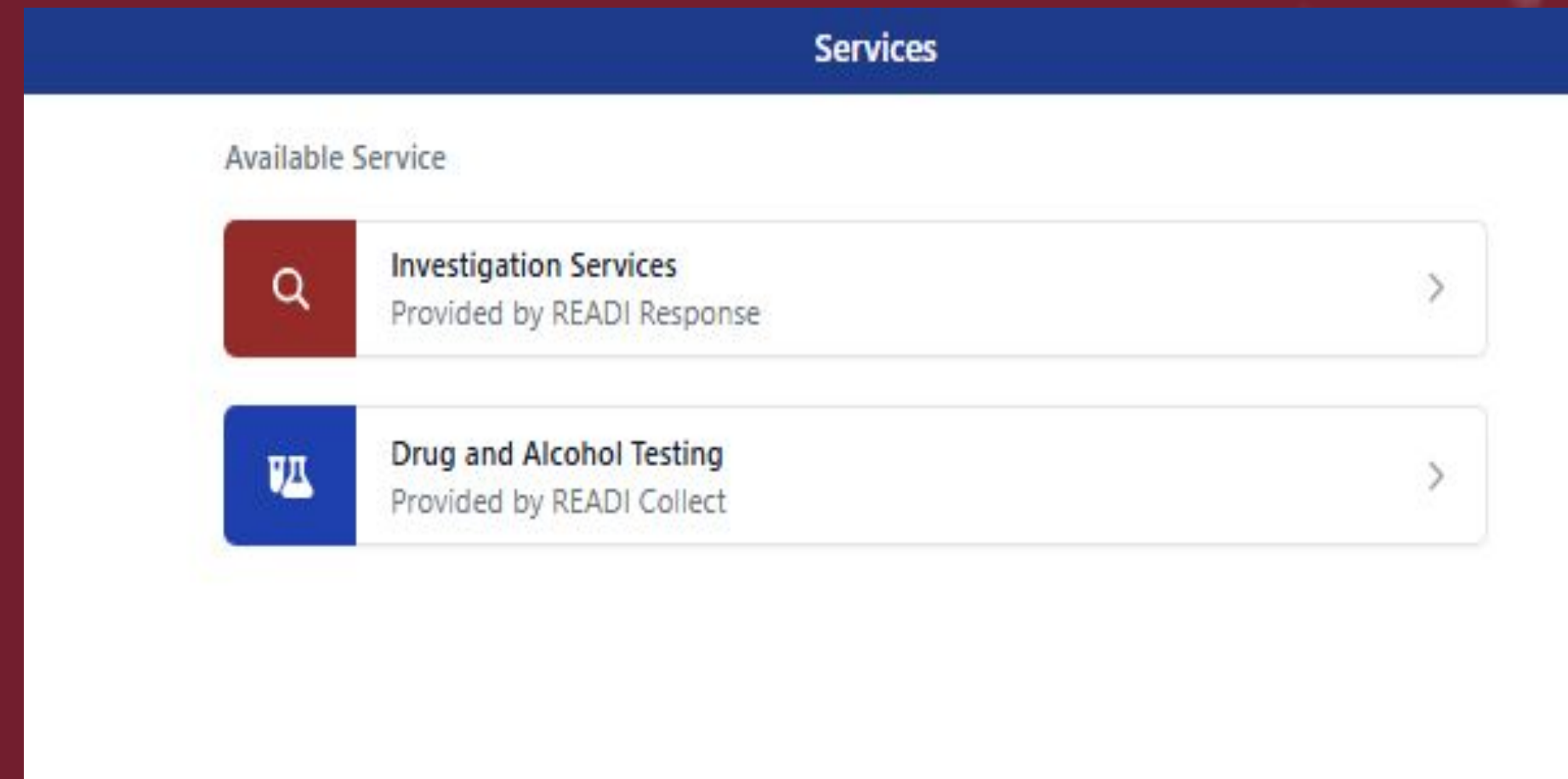
APP: *Services Page*

The Readi Network is a collection of services, focused on providing top tier safety, compliance and risk management expertise utilizing the patented REadi Geo-referencing technology to provide the fastest most reliable service.

Current active networks are:

Readi Response – A nationwide network of profession accident investigators and expert witness services to help collect critical evidence and eyewitness accounts at the scene and collect all posted social media and public video. When it is time to present your case their expert witnesses are there every step of the way.

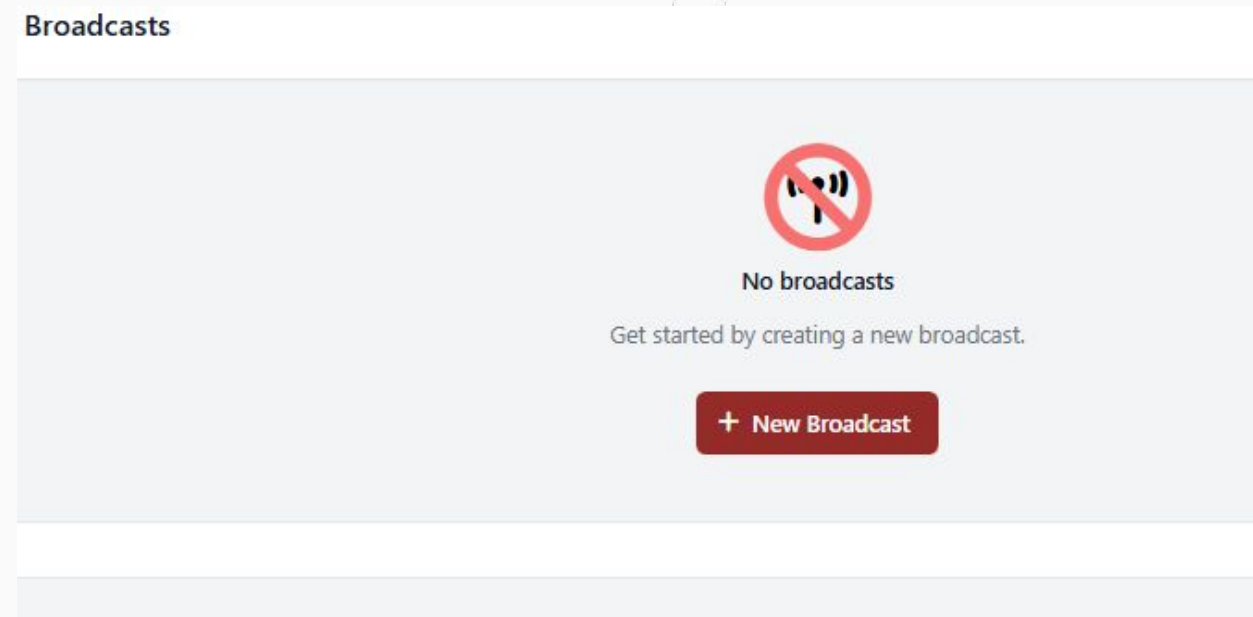
Expected to launch in late 2026 is Readi Repair, A network of tow and repair companies to assist your fleet anywhere in the country.



Broadcasts

[Return to TOC](#)

Broadcasts are used to send messages to the Readi Collect APP. These can be company updates, weather reports for a geographical area, and can be set to go to a specific area, a Team or a Group.



Click on the New Broadcast button.

Create New Broadcast

A broadcast is a communication that can be seen by users of the application.
When creating a broadcast users will be notified if they are recipients of the broadcast. Broadcasts can be attached to a specific geo location and

Create Broadcast

Important Alert

Icon

Select an icon

Color

Select an color

Content

This is an important alert.

Important Alert

This is an important alert.

Posted now by Jared Aistrup (Examinetics)
This is a local broadcast at 41.8500,-87.6501 within 10 miles

Audience

Local Broadcast

Address

Search

Radius (miles)

10

Creating a broadcast will take affect immediately.

Create New Broadcast

Broadcasts

Click on the New Broadcast button.

[Return to TOC](#)

Create New Broadcast

A broadcast is a communication that can be seen by users of the application.
When creating a broadcast users will be notified if they are recipients of the broadcast. Broadcasts can be attached to a specific geo location and

Create Broadcast

Important Alert

Icon

Select an icon

Color

Select an color

Content

This is an important alert.

Audience

Local Broadcast

Address

Search



Radius (miles)

10

Creating a broadcast will take affect immediately.

Create New Broadcast

Title – Add a descriptive title.

Icon – This is optional but you can add a distinctive Icon from the library.

Color – This is optional but you can add a distinctive color from the library.

Content – This is a free text field.

Audience –

Local Broadcast – Select a zip code, address or move the map and select a point on the Map. Then select the radius in miles from this location.

Team Broadcast – This will go out top all members in your team.

SETTINGS MENU ITEMS

[Return to TOC](#)

Team Information –

READI + Examinetics

Main Menu

Dashboard

Service Supplies Shop

Pre-scheduled Collection Request

Manual Collection Request

Incidents

Team Members

Broadcasts

Settings

Team Information

Team Owners / Managers

Reseller Subaccounts

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READI Collect
U.S. Patented Technology
Number 10628889

Edit Examinetics

Information Below will control the general information available for your team or company as well as the look-and-feel of the app for your users.

Company Name

Examinetics

Edit Examinetics

JA

Your billing information is securely stored by Stripe. However, the information here will be used to contact your team or company if necessary.

Billing Contact Name*

John Doe

Billing Contact Address*

1234 Main St

Billing City*

Griffith

Billing State*

Indiana (IN)

Billing ZIP*

46130

Billing Phone, ext*

555-555-5555

Billing Email*

john.doe@examinetics.com

Incident Information

Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

No default incident type

If you have chosen any default test type other than DOT Drug and Alcohol Test, you can add a default testing panel, for example "Five panel DOT look alike", "Nine panel with THC", or "Nine panel without THC". If you chose Oral or Urine NON-DOT there are Rapid testing options. Please include this in your default test panel description.

Nine panel without THC

Lab Information

Your lab information is used to assist in the completion of lab reports and collections.

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the i3 default lab and MRO accounts will incur additional costs. See the pricing page.

No, use READI Collect default Lab and MRO

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

Billing Information – This includes Contact Name, Address, City, State, ZIP Code, Phone, and Email.

Incident Information – Select a default incident type for your team members. When selected, this will be the default incident type when your team members are selecting a drug or alcohol test.

If you select DOT Drug & Alcohol Test, Only the DOT mandated test types and panels will be available.

Any other selection will allow you to enter a specific panel of drugs to be tested. This should be specifically spelled out in this company’s policy on drug and alcohol testing. When selecting Rapid test types as default tests, it is suggested that the drug panels be the ones that are shown in the Services Supplies Shop.

Any unique drug panel should be emailed to readi Collect customer service at info@readicollect.com to be confirmed that Quest or Labcorp has a matching panel.

If the client requires a test before this confirmation process is complete the collector will conduct the test as spelled out in this section by manually altering the paper CCF.

The logo for READI Collect, featuring a stylized blue and red shield with a white stethoscope icon, followed by the text "READI Collect" in a bold, sans-serif font.

SETTINGS MENU ITEMS

[Return to TOC](#)

Team Information –

Lab Information – There are 2 choices.

Selecting “No, use ReadI Collect default Lab and MRO –

When selecting to use the ReadI Collect Lab and MRO all results will automatically upload to your account and be placed in the appropriate incident report.

Using the ReadI Collect Lab and MRO will add the lab and MRO cost to the incident invoice. See the pricing sheet <https://readicollect.com/incident-pricing>

Selecting “Yes, use custom Lab and MRO” –

When selecting to use a different lab and MRO all results tracking will follow the existing process that the client currently has in place. It is recommended that the final test results file be uploaded to the incident report in the ReadI Portal by an authorized user to complete the report.

These new fields will be visible and all fields are required:

If you input your custom lab account and MRO, results tracking will follow your current flow and will not auto populate in your READI Collect portal. Using the i3 default lab and MRO accounts will incur additional costs. See the pricing page.

Yes, use custom Lab and MRO

▼

Lab Name*

Quest, ABBOT, Labcor

Lab Account Number*

87198949

Lab Address

321 Anywhere St.

Lab City

Cityville

Lab State

▼

Lab ZIP

12357

MRO Name*

MRO Title

MRO Phone Number*

(555) 555-5555

MRO Fax Number

(555) 555-5555

MRO Address*

321 Anywhere St.

MRO City*

Cityville

MRO State*

▼

MRO ZIP*

12357

Save

Editing the team will take affect immediately. Please review your information above.

Save Team Information

Click “Save Team Information” to update or create.





TEAM OWNER - TEAM MANAGERS

This list shows the team owner, Team Managers and Team Members. Different roles will see different dashboards and menu items:

READI + Examinetics

Main Menu

Dashboard

Service Supplies Shop

Pre-scheduled Collection Request

Manual Collection Request

Incidents

Team Members

Broadcasts

Settings

Team Information

Team Owners / Managers

Reseller Subaccounts

Users

JA

Team Owner ?

MS

Created 1 month ago

DOT Team Members

Created 1 month ago

Edit / View

Team Managers ?

Walter Ford

Created 1 year ago

No roles

Team Manager

Financial Access

Edit / View | Remove

MS

Created 1 month ago

DOT Team Members

Team Manager

Financial Access

DOT Team Members

Impersonate | Edit / View | Remove

JA

Created 1 week ago

DOT Team Members

Team Manager

Financial Access

DOT Team Members

Edit / View | Remove

We value your feedback and suggestions on how to improve the ReadI experience

If you have one, please send it over to
info@readicollect.com



***WE ARE READY TO
SUPPORT YOU!***

READICOLLECT.COM
info@readicollect.com
(217) 615-4424