

SUBSTANCE REPORTS:

This will show the results of the breathalyzer and urinalysis tests performed.

FROM THE MENU: Person, Substance Reports.

List Substance Reports Baby Jones (File# 14; WARRANT)

Display substance reports between: and

ADD

Report date	Report type	Results	Notes
Add a new substance report			
11/12/2013 10:36:55 AM	Urinalysis Instant	Marijuana Oxycontin	
Total matches: 1			

ADD

FROM THE PERSON DETAIL:

[Last 10 Substance reports](#) [\(List Substance Reports\)](#) [Top](#) [Add](#)
11/12/2013 10:36:55 AM - Urinalysis Instant; Results: Marijuana and Oxycontin

The (List Substance Reports) link will take you to the screen shown above. From the Person Detail you will see the last 10 substance reports. If you wish to see more, click the List Substance Reports link. From there you can enter a date range to see the reports you wish, or leave the date range empty to view all substance reports for this person.

Add a new Substance Report:

- **Report date/time:** Enter the date and time the sample was collected.
- **Report type:** Select the appropriate type of test.
- **Notes:** Make any notes you wish. Maybe the level of an Alco-Sensor test.
- **Substances Found:** If substances were found, click all that were found. If the test was negative, do not click anything. If unwilling or unable, click that option. Some jurisdictions have interfaces with labs which will automatically mark any substances found, and the user may have to click a pending option. Check with your Quest Administrator.

Substance Report Detail

Sangria Ventura Baker (File# 6236)

Report date/time:

Report type:

Notes:

Spell check

Substance(s) found: Alcohol
 Amphetamines (including Ritalin)
 Cocaine
 Conadin (street name skittles)
 Hydrocodone
 Marijuana
 Methamphetamine
 Other substance
 Oxycontin
 Unable/Unwilling to give test sample
 Valium (diazepam)
 Xanax (benzodiazepine)

Click on the UPDATE button or press ALT+U to save your changes.

Results will be displayed as follows:

- Substance reports [Top](#)

[8/8/2013 3:05:37 PM - Urinalysis; Results: Negative](#)

[7/27/2013 1:58:31 AM - Urinalysis; Results: Cocaine, Marijuana and Methamphetamine](#)

[Negative for all](#)

To Edit a Substance Report:

Click on the existing report you wish to edit, make any changes necessary.

Click on the UPDATE button or press ALT+U to save your changes.
