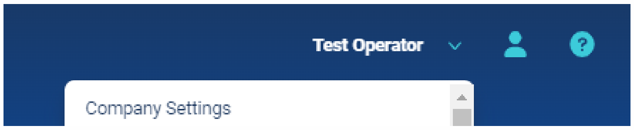
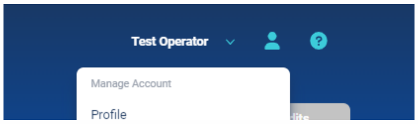
TPS Alert Operator Quick Guide

Company Settings



- To view your company settings, in the right corner of the screen select the drop-down arrow under your company name and select the Company Settings link. This displays the user administrator information as well as users in your account.

User Profile



- To find your individual user information, select the User Profile icon in the upper right corner of the screen and select Profile. This contains your contact information, notification preferences, credit card information and password preferences.
    - ***Tip:*** Notifications for daily contractor compliance updates, and contractor employee compliance updates are off by default. If you want to turn these on, make updates in this area.

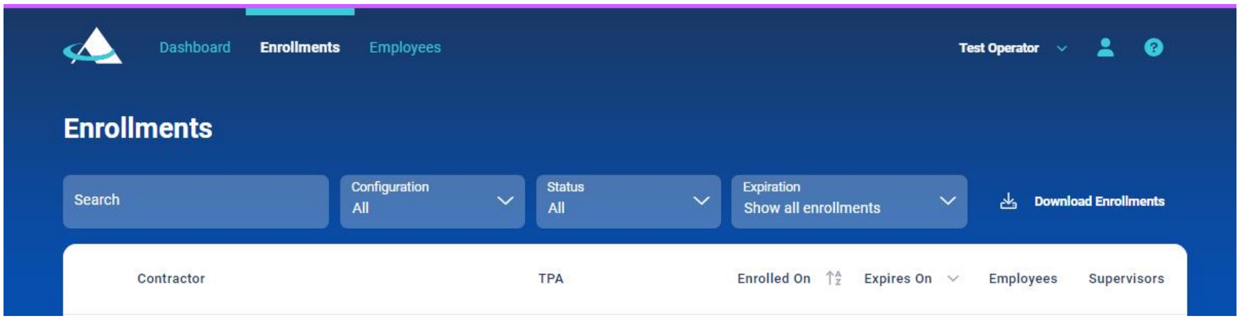
Chat

- The built-in Chat feature is a quick and convenient way to Chat with TPS Alert's Customer Excellence Team, review Frequently Asked Questions, or review articles in the How-To area.

Dashboard

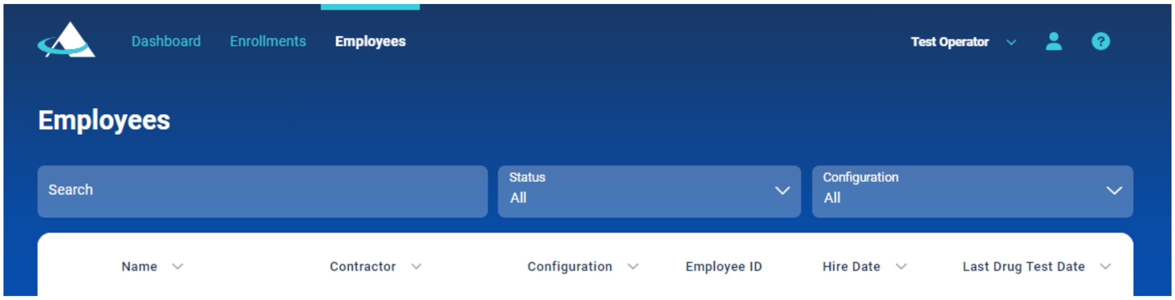
- The initial landing page, or Dashboard, of TPS Alert, contains compliance graphs, any open audits, and unverified roster checks.

Enrollments



- The Enrollments menu item displays all contractors including their company information and statuses. Use the search field and filters to quickly narrow your search.
- Select any contractor to view specific information about them including any action items, contractor details, roster, and statistical data.

Employees



- The Employee menu item at the top of the page contains all Contractors' employees along with their compliance status, associated contractor, configuration/enrollment, employee ID, hire date and the last drug test date.
- Select individual employees to view enrollment and personal details and additional testing data as well as any supervisor specifications and training information.