

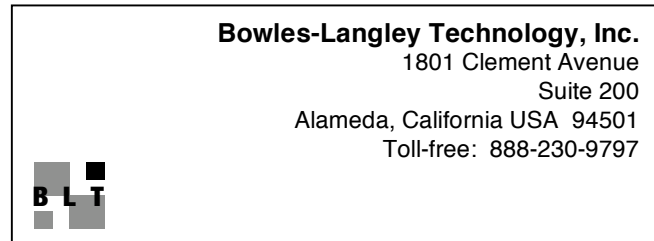


Instruction Manual

Alertness Central: Instructions for System Administrators

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Introduction

Read First

These instructions explain how set up [AlertnessCentral](#) for alertness screening. We begin with some background. If you are already familiar with the system, you may want to go right to the specific instructions on Page 6.

Background

Being significantly impaired on the job from lack of sleep, or from any cause, is a serious safety hazard. Most people stay home under these circumstances. But, in some cases, an individual may not be aware of his or her own level of impairment or may choose to take a risk and work anyway. The test provided by Alertness Central is a way to check, using an objective measure, if an individual is seriously impaired. A decision must then be made as to what action to take.

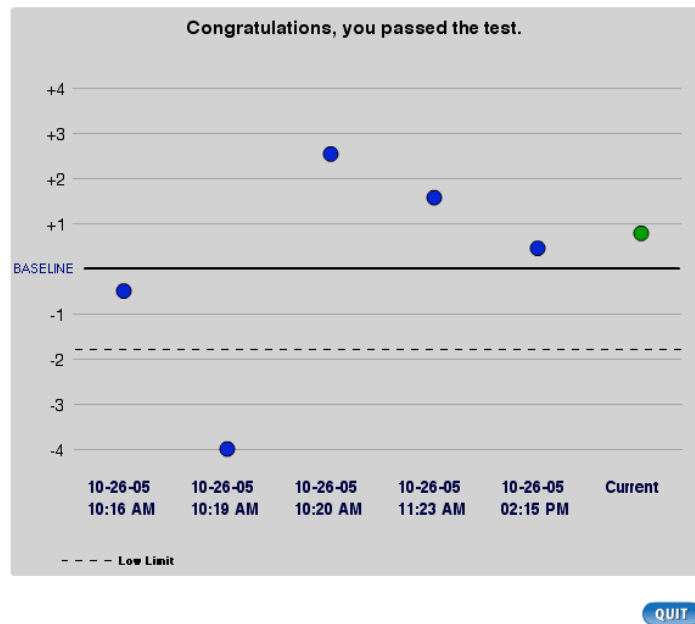
In some rare cases, management has no alternative but to ask a worker to work in an impaired state. This could be the case, for example, with a ship at sea, operating with a limited crew. There are almost always alternatives, but, assuming there are not, we feel it is better that management know when workers are impaired, even if they must work.

The Alertness Central system is a way to help ensure people are going to be alert and ready for the challenges of today's workplace. It is designed to do this with a minimum of interference with the normal course of work and with a maximum of convenience. It is also designed with sensitivity to the need for privacy.

Figure 1:

This graph is shown at the end of the test. Note that the middle horizontal line is a baseline which represents the normal level of performance for the individual taking the test.

The dashed line indicates a minimum performance standard. If an individual scores below this line, he or she may be impaired.



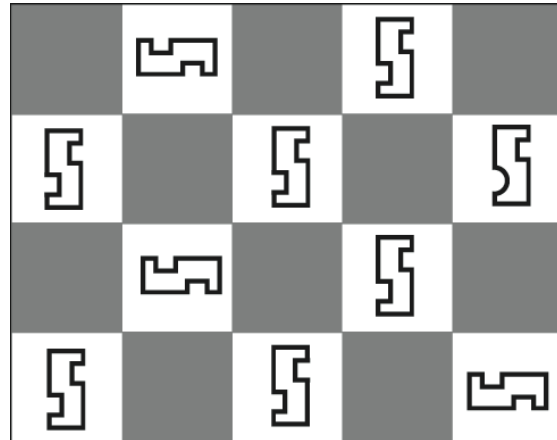
The Alertness Test

The test uses shapes on a checkerboard to present a graphic challenge similar to a video game. The user is asked if all the shapes are the same or if one is different. If they are the same, the right arrow key should be pressed, if one is different, the left arrow key should be pressed, (See Figure 2). Speed and accuracy are recorded to compute a score at the end of the test. It takes about one minute, it is easily understood and is not language dependent.

Each individual has a normal or baseline level of performance. The system first establishes this baseline for each worker. In subsequent testing, he or she is measured in comparison to their own personal baseline.

Figure 2:

The Alertness Test shows a series of checkerboards with shapes in the white squares. In this case the upper shape on the right side is different. The correct response would be to press the LEFT arrow key.



Alertness Central

The [AlertnessCentral](#) site provides a complete alertness testing service including baselining, individual testing, record storage and management reporting.

The first step in setting up the system is to discuss your needs with BLT. Based on your input, BLT will set up your account and provide a password for your designated System Administrator. The System Administrator then takes over management of the account to add worker names and to customize the system.

Once workers are signed on, they each establish their own baseline by taking the test 10 or more times. In subsequent testing, each worker is tested in comparison to his/her own baseline. All scores and baselines are kept in a confidential database and are not accessible to anyone. However, the Administrator has access to test results of Pass or No-Pass through reports which are continuously updated by the system.

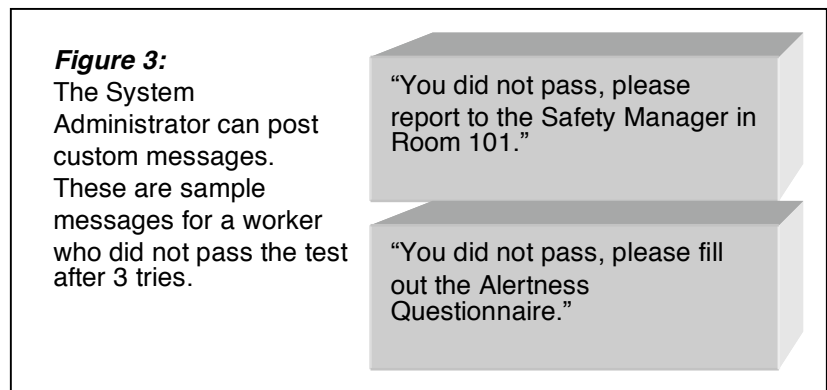
When a worker does not pass the alertness test, he is permitted to repeat the test for a total of 3 tries. If the worker does not pass a third time, a message is presented on the screen instructing him/her as to what action to take. Alternatively, the worker can be asked to fill out a questionnaire to provide feedback to management as to what may have affected his performance.

Limits of This Tool

The Alertness Central system should be incorporated into a general program of positive strategies for alertness management. Such a program might include:

1. Education
2. Alertness Strategies
3. Scheduling Policies and Practices
4. Healthy Sleep
5. Monitoring and Testing

BLT continues to work closely with Circadian Technologies, Inc. (www.circadian.com) to provide a broad range of alertness solutions including shift scheduling, circadian tracking and worker education. Please contact us for more information.



Confidentiality

Protection of employee privacy is a key feature of this system. This is in keeping with the BLT policy which is to always select the *highest* level of privacy protection consistent with the intended end result. It is important that employees understand that, while they are being tested, their privacy is protected. For example, the System Administrator has access to Pass/No-Pass reports but not to actual scores. No other person has access to these records (including BLT).

Privacy features:

1. Access to results is limited to the System Administrator.
2. The System Administrator has access to Pass/No-Pass results but not to actual scores or baselines.
3. All records are stored on secure servers.
4. Each person is measured in comparison to their own personal baseline, not compared to the baselines of others.
5. Bowles-Langley Technology has no access to the workers' names, IDs, baselines or scores.

Support

Alertness Central is an evolving system. We use feedback from users to continue to improve. We are very interested in your experiences and we are available at any time to help you. Please contact us at 888-230-9797 (toll free) or use email: ACSupport@bowles-langley.com.

Specific Instructions: How to Use AlertnessCentral

The System Administrator

The system is administered by a designated System Administrator. The Administrator signs in to AlertnessCentral, designates Local Managers and sets up individual employee accounts.

The Administrator needs to do three things to activate the system:

1. Enter the names and IDs of workers to be screened.
2. Designate at least one person to be a Local Manager.
3. Enter at least one location.

Once these three things are done, the system will function without any further input from the Administrator. Testing will be done at Alertness Testing Stations that are set up by Local Managers. The Administrator can review reports and modify the system at any time.

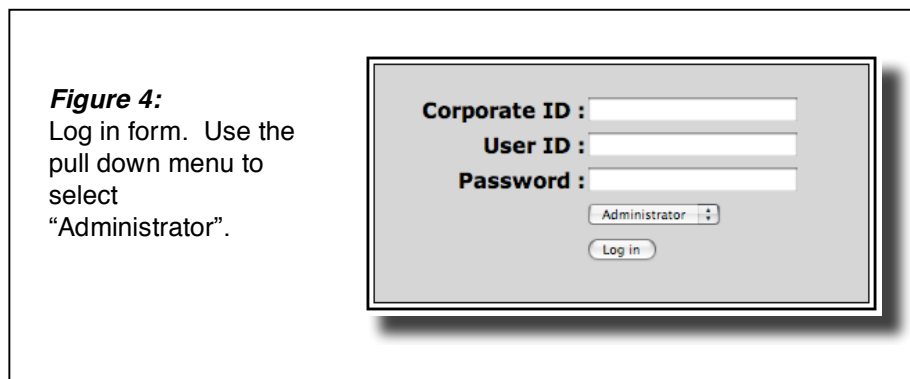
Locations

Testing is done at designated Alertness Testing Stations “ATS”. These are PCs temporarily linked to the AlertnessCentral website for testing workers. Any PC can be used for this purpose provided it has an Internet connection and meets the minimum standards for a PC (Appendix C). A PC can be logged off from its alertness testing role at any time and returned to normal service. No information is stored in the PC.

The PC is logged in to the system by a Local Manager. A Local Manager can be the System Administrator or anyone who can sign on to the system through the Internet.

How to Log In to AlertnessCentral.com as an Administrator

1. Go to <http://www.alertnesscentral.com/alertness20/Web/Login.php>.
2. Enter your Corporate ID, your User ID and your Password (as provided to you by BLT).
3. Select “Administrator” from the pull down menu (Figure 4).
4. Click the “Log in” button.



Using The Account Summary Page

The Account Summary page (Figure 5) is the first thing you will see when you log in as the Administrator. This is the home page for administering the account. This page has preset account information and menu choices for other information to edit. You can review the account pages by selecting the appropriate menu word in the grey bar under the Alertness Central logo. The last selection “Change Admin Password” allows you to change your password.

Use the blue tabs on the upper right to navigate to other pages.

Figure 5:
Account -Summary Page. This page shows account information and test locations. Locations that have already been entered for the sample company, “LTL Transport”, are shown just below the “Test Location” tab.

The screenshot shows the Alertness Central interface for LTL Transport Company. The top navigation bar includes 'ACCOUNT', 'REPORTS', 'WORKERS LIST', and 'MESSAGE'. Below this is a breadcrumb trail: 'Summary | Company Information | Billing | Change Admin Password'. The main content area is titled 'Summary' and contains two sections: 'ACCOUNT INFORMATION' and 'TEST LOCATIONS [5]'. The 'ACCOUNT INFORMATION' section is a table with the following data:

Corporate ID:	0771
Number of Workers Listed:	4
Number of Workers Authorized:	10
Account Created:	2005-10-19
Expiration Date:	2007-10-19

The 'TEST LOCATIONS [5]' section displays a list of locations: Motor Pool #1, Motor Pool #5, Motor Pool #10, Lunch Room, and Office (Front). Below the list are two input fields: 'Add Location:' with an 'ADD' button and 'Delete Location:' with a 'DELETE' button.

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How to Enter Locations.

To enter a location go to the bottom portion of the account Summary page (Figure 5) and use the two boxes to enter or delete locations. Active locations will be listed just under the blue tab. You will need to enter at least one location.

How to Enter Worker Names and Designate a Local Manager

1. Select the “Workers List” tab from the Summary Page. This will take you to the Add/Edit Worker List page (Figure 6).
2. Under the Add New Worker Profile tab, enter worker’s first and last name.
3. Enter the worker employee number. This can be the worker’s company identification number or a new number.
4. Enter a password or PIN number for the worker.
5. If you would like the worker to be a “Local Manager” select “yes” from the pull down menu on the last line.
Note: You need at least one person to be a Local Manager to set up an Alertness Testing Station.
6. Click SUBMIT.

Note: If you have a large number of workers to enter, call BLT and let us do it for you.

Figure 6:
Add/Edit Worker List. Use this form to enter each worker into the system. Be sure to designate at least one person to be a Local Manager.

The screenshot shows the 'Alertness Central' web application interface. The top navigation bar includes 'ACCOUNT', 'REPORTS', 'WORKERS LIST', and 'MESSAGE' tabs. The 'WORKERS LIST' tab is selected. Below the navigation bar, there are links for 'Add New Worker Profile', 'Search Worker Profile', and 'View Profile'. The main content area is titled 'Add/Edit Worker List' and contains two sections:

ACCOUNT INFORMATION

Corporate ID:	0771
Number of Workers Listed:	4
Number of Workers Authorized:	10
Account Created:	2005-10-19
Expiration Date:	2007-10-19

ADD NEW WORKER PROFILE

First Name:

Last Name:

Employee ID:

Password:

Local Managers:

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How to Review Reports

Two reports are available to the System Administrator. The *General Report* covers all worker results while the *Alert Report* shows only No Pass Results. Both reports may be made more specific with pull down menus.

To review reports:

1. On the Summary page (Fig. 5) click on Reports tab to go to the Reports page (Figure 7).
2. Use the menu bar under the blue tabs to select General Reports or Alert Reports.
3. Use the pull down menus to limit your results.
4. Click Submit.

Figure 7:

Use the pull down menus to limit the report. The Alert Report provides a quick way to check for any **No-Pass** results.

The screenshot shows the 'Alertness Central' interface. At the top right, it says 'LTL Transport Company LOG OUT'. Below that are navigation tabs: 'ACCOUNT', 'REPORTS' (highlighted in red), 'WORKERS LIST', and 'MESSAGE'. Underneath these tabs are links for 'General Reports' and 'Alert Reports'. The main heading is 'Reports' with a sub-tab for 'GENERAL REPORTS'. There are three filter sections: 'Location' with a dropdown menu showing 'All', 'Motor Pool #1', 'Motor Pool #10', 'Lunch Room', and 'Office (Front)'; 'ID' with a dropdown menu showing 'All', '121', '515', '998', and '101'; and 'Date Range' with 'From:' and 'To:' input fields. A blue 'SUBMIT' button is located below the filters. At the bottom left, there is a copyright notice: 'Copyright © 2009 Bowles-Langley Technology, Inc.'

Adding Worker Messages

When viewing any of the 3 previous pages, click the Message tab to add custom messages.

Using the Message page (Figure 8) the Administrator can post two kinds of messages:

Log-in message: Displayed above the Log in box so that each worker sees this message before he/she takes the test.

Failed Test Message: When an individual does not pass an alertness test he may take it two more times. If he fails the third time, a message is displayed. This “Failed Test Message” is set by the Administrator. Typically the Administrator will post a message instructing the individual to take some action. Two samples are shown in Figure 3.

Figure 8:

Messages Page.

New messages can be entered in the boxes.

The Greeting Message will be seen by workers every day.

Sample messages are shown at right.

Key in one message and click SUBMIT.

Then key in the other message and click SUBMIT.

The screenshot shows the 'Alertness Central' interface. At the top right, it says 'LTL Transport Company LOG OUT'. Below the header are navigation buttons: 'ACCOUNT', 'REPORTS', 'WORKERS LIST', and 'MESSAGE'. The main content area is titled 'Message' and contains a table with two rows:

Greeting:	Safety depends on you. Have a safe day.
Procedure for failing the test:	You have not passed the test 3 times in a row, please see the Safety Manager in Room 101.

Below the table are two sections for editing messages:

- CHANGE GREETING MESSAGE**: A text area labeled 'New Message:' with a 'SUBMIT' button below it.
- CHANGE FAILED TEST MESSAGE**: A text area labeled 'New Message:' with a 'SUBMIT' button below it.

How a Local Manager Sets Up an Alertness Testing Station

Local Managers can set up Alertness Testing Stations.

To set up an ATS:

1. Go to [AlertnessCentral](#).
2. Enter your Corporate ID, your User ID and your Password. This information is provided by the Administrator.
3. Select "Local Manager" from the pull down menu and click the log in button.
4. You will see the PC Setting page (Figure 9). Select your location from the pull down menu and click the Submit button.
3. The PC is now an Alertness Testing Station ready to sign in workers for their test.
4. To log off use the box at the bottom of the Worker log In page (Figure 10) or close the browser window.

Note: You must be a designated Local Manager to set up an ATS.

Figure 9:

PC Setting Page. This page allows the Local Manager to set the location of the PC and start Alertness Testing Station mode. Locations are in the pull down menu. Click Submit and the Worker Log-in page will be shown.



LTL Transport Company

PC Setting

Date: November 3, 2005
Time: 11:19:46 AM
Local Manager Name: Waldo, Jane

Location :

How Workers Log Themselves In to Take the Alertness Test

The Alertness Testing Station displays the log in page (Figure 10). Each worker then enters his ID and Password to take a test. At the end of the test his current result is shown on a graph showing his 5 previous results, as shown in Figure 1. After 10 seconds the screen returns to the log in page ready for the next worker.

Worker log in steps:

1. Enter Employee ID.
2. Enter Password
3. Click on Log in button.
4. Take test.
5. Review results screen.
6. Continue to work or follow No Pass instructions as displayed.

Figure 10:

Worker Log in page. The PC is ready to begin screening workers. After each worker Logs in and takes the test, the PC will return to this page, ready for the next worker. The Log out box for the Local Manager is at the bottom of this page (not shown).

Note: The message "Safety depends on you..." is set by the System Administrator.

Date:	November 3, 2005
Time:	11:21:34 AM
Local Manager Name:	Waldo, Jane
Location :	Motor Pool #1

How to Log out

The PC will stay in Alertness Testing Mode until logged out. To log out, either close the browser, or use the log out box at the bottom of the page. (Figure 10)

Appendixes:

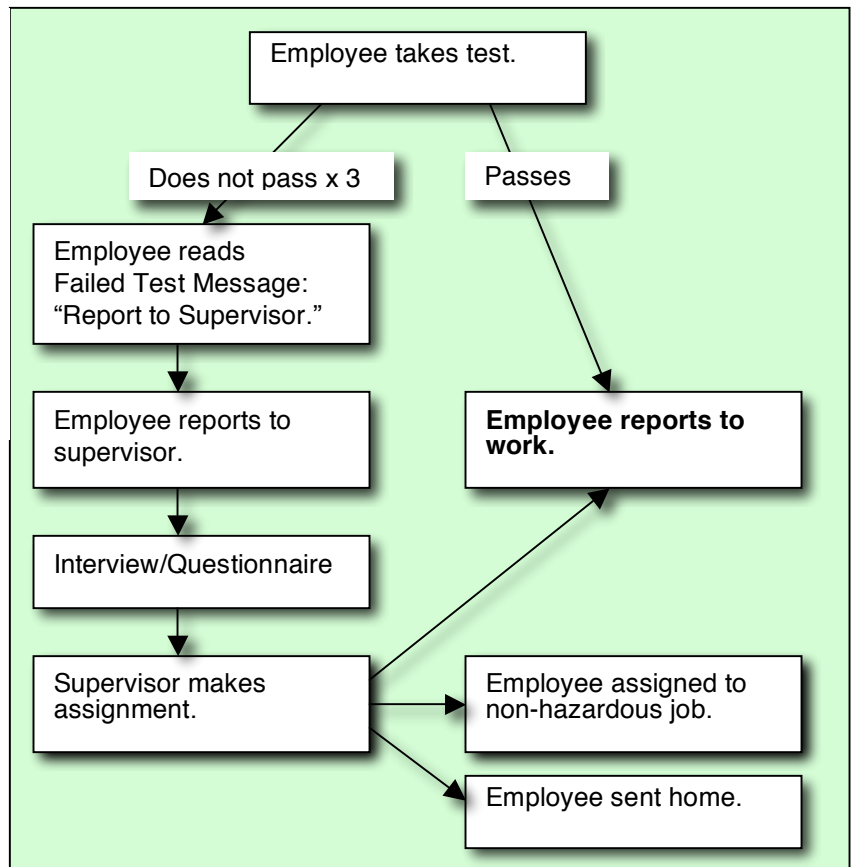
Appendix A: No-Pass Procedure

A logical and transparent process for handling No-Pass situations will encourage acceptance of the system. The diagram below (Figure 11) illustrates a possible procedure.

Figure 11:

This decision diagram shows one possible process for managing workers who do not pass.

Note: the Failed Test Message may be customized by the Administrator.



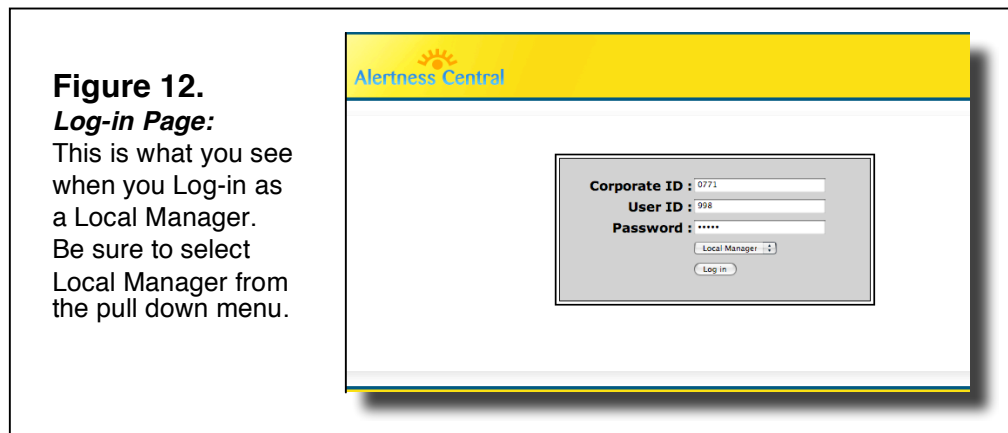
Appendix B: Instructions for a Local Manager

Welcome to the Alertness Central system. As a Local Manager you can set up an “Alertness Testing Station”. This is an ordinary PC set up to test people for alertness.

To set up the PC as an Alertness Testing Station (ATS):

1. Be sure the PC is connected to the Internet.
2. Go to www.AlertnessCentral.com & you will see the Log-in page (Fig. 12).
3. Enter the following (provided by the System Administrator):
 - Corporate ID
 - User ID
 - Password
4. Select “Local Manager” from the pull down menu.
5. Click the Log in button.
6. The PC Setting Page will be shown (Figure 13).
7. Select your Location.
8. Click the Submit button.
9. The Employee Log In Page will be shown (Figure 14).

When the Employee log in page is shown the system is ready to start testing. It will continue to return to the Employee log in page after each test. You can log out with the box at the bottom of the page or just close the browser.



To Log Out

1. Enter your password in the box at the bottom of the Employee Log-In page.
2. Click on the “Log out” button.

Figure 13.

PC Setting Page

Use the Pull down menu to select your location. If you do not see your location on the list, contact the System Administrator. The information displayed is for demonstration purposes only.

Alertness Central

LTL Transport Company

PC Setting

Date: November 8, 2005
Time: 05:48:37 PM
Local Manager Name: Waldo,Jane

Location :

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Figure 14.

Employee Log in Page:

This is the page employees use to log into the system to take a test. After a test is completed this page will return automatically.

Use the box at the bottom of the page to log out.

Alertness Central

LTL Transport Company

Safety depends on you. Have a safe day.

Please enter your Employee ID and Password.

Employee ID : 121
Password : ****

Date: November 8, 2005
Time: 06:10:07 PM
Local Manager Name: Waldo,Jane

Location : Motor Pool #1

Management

Manager
Password:

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Appendix C: System Requirements

RECOMMENDED

1. Windows XP or VISTA, and 800 x 600 screen resolution min.
2. Apple Macintosh G3 or better.
3. High Speed Internet connection.
4. Current Internet Explorer, Foxfire 1.0 or Apple Safari.
5. Macromedia Flash Player plug-in.
6. Allow Active-X plug-ins.

Appendix D: Instructions for Workers

What Does Alertness Central Do?

Being tired or under stress at work is not unusual. But fatigue can reach a level that is dangerous to you and to those around you. The Alertness Central system is an enjoyable and easy way to check to be sure you are not too tired or too impaired to work.

Alertness Central provides a short test that is similar to a video game. This test is challenging but not tricky or difficult, it is a good measure of alertness. To start, you take the test 10 times to establish a normal, baseline, level of performance. In future testing you are measured in comparison to your own baseline, you are not compared to others, just to your own normal. Typically, you might be asked to take the test every morning before work or after a night shift before going home.

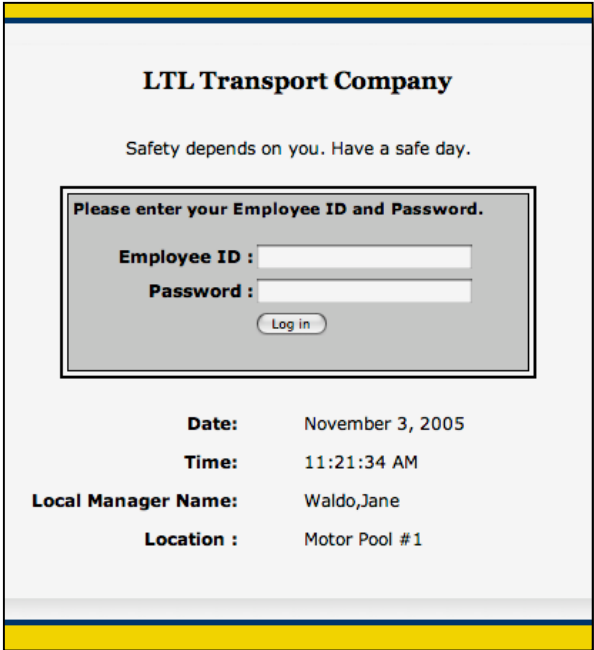
How to Log in

The PC will already be set to the Log in Page.

1. Enter your Employee ID number and your Password.
2. Click the Log in Button.
3. Click button to take test.

This is the **Log in Page**.

Enter your Employee ID and your Password, then click on the Log in button.



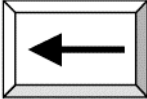
Date:	November 3, 2005
Time:	11:21:34 AM
Local Manager Name:	Waldo, Jane
Location :	Motor Pool #1

How to Take the Test


Look at the shapes on the checkerboard. If they are all the same press the RIGHT ARROW KEY on the computer keyboard. If one shape is different, press the LEFT ARROW KEY. If a shape is upside down or sideways it is still the same shape. You have six seconds to respond, as shown by the Progress Bar at the bottom.

The Test
You will see a series of checkerboards with shapes in the white squares. In this case the upper shape on the right side is different. The correct response would be to press the LEFT arrow key.

On the Keyboard - Arrow Keys:
Use the key board on the computer to respond.



NOT the same.



ALL the same.

Your Results

Your current score is the green dot on the right side of the graph. You will not always score at the same level on every test. It is normal to see scores above and below your baseline. But if your score is below the dashed line (Low Limit Line), you should take the test again. If you cannot score above the dashed line three times in a row, the screen will instruct you to take some action. For example, you may be asked to see your supervisor. You can take the test three times in one hour. If you pass the test, proceed to work.

Your results are shown with this graph
The middle horizontal line is a baseline which represents your normal level of performance.

The dashed line indicates the low limit to Pass the test. You can take the test 3 times in one hour.

Time	Score
10-26-05 10:16 AM	-1
10-26-05 10:19 AM	-4
10-26-05 10:20 AM	+2.5
10-26-05 11:23 AM	+1.5
10-26-05 02:15 PM	+0.5
Current	+0.5

Appendix E: Disclaimer

Use of this site requires understanding and accepting the limits of testing and the limits of legal responsibility for both BLT and the customer.

Fatigue, Impairment and Errors

The alertness test is a good indicator of fatigue and impairment at a particular point in time. However, an individual can become fatigued or impaired after taking the test.

There are many potential reasons for a workplace error. Passing the alertness test does not mean an individual will not make an error. Nor does the inability to pass the test indicate impairment in every case. A worker could be confused or the test could be not functioning correctly.

Disclaimer

There is no guarantee, warranty or implication that someone who has passed the test will not have an accident or will not make an error. Alertness Central and Bowles-Langley Technology, Inc. are held harmless of any and all liability by the employers and users of these tests.

Warranties

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