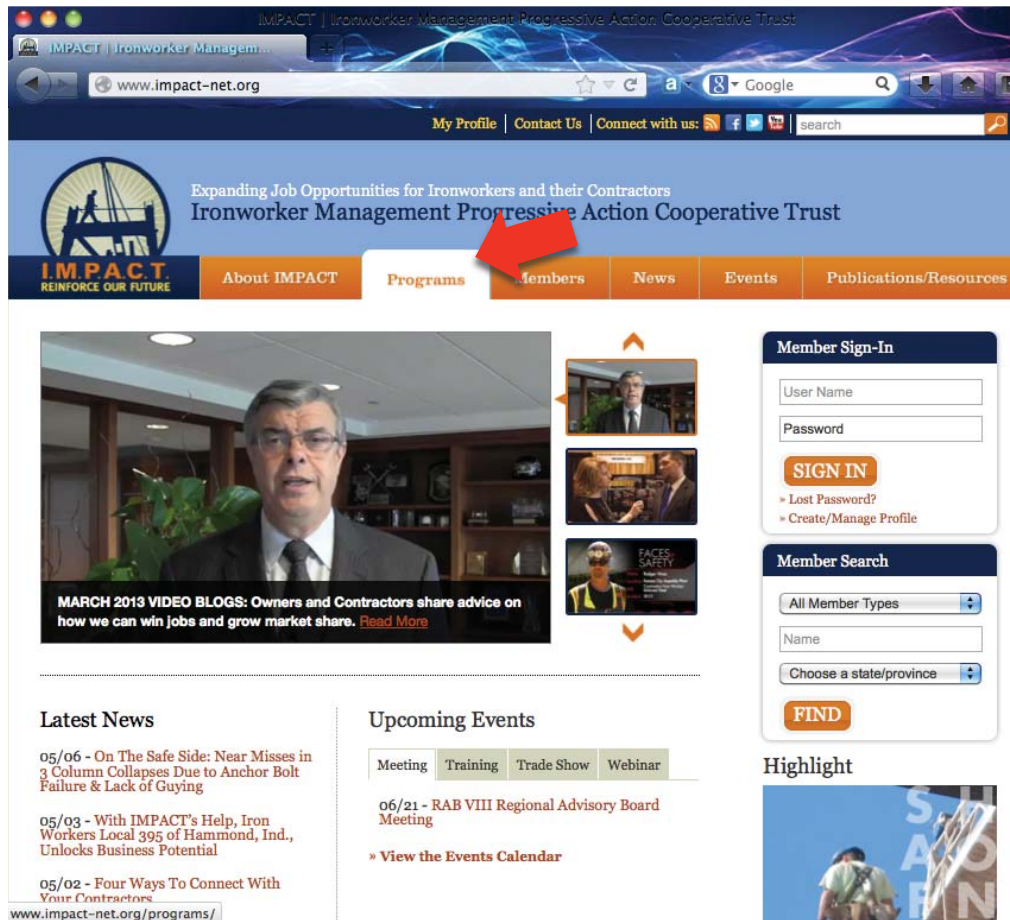# IMPACT SMDS – LOCAL UNIONS

Log In • View Report Cards • Add or Edit Members • Search Collection Sites

Logging In

To log into the SMDS, go to the IMPACT website at www.impact-net.org . Click Programs on the top menu bar.

Logging In (continued)

Under the list of Programs on the left, click Substance Abuse Program.

Logging In (continued)

Under Related Links on the bottom right, click Employee Verification Search. This will take you to the SMDS login page.

Login Page

On the login page, enter your username and password, as supplied in the registration email.

Login Page (continued)

If you have forgotten your login information, click on the Forgot your username or password link. You will be directed to the Login Reminder page. Either type in your email address, if it is in the system, or provide your Social Security or Member Number to obtain your username and password. Click Submit to send the information.

Employee Report Card

On the Main Dashboard page, there are several functions from which to choose. To search an employee's report card in the system, click Employee Report Card.
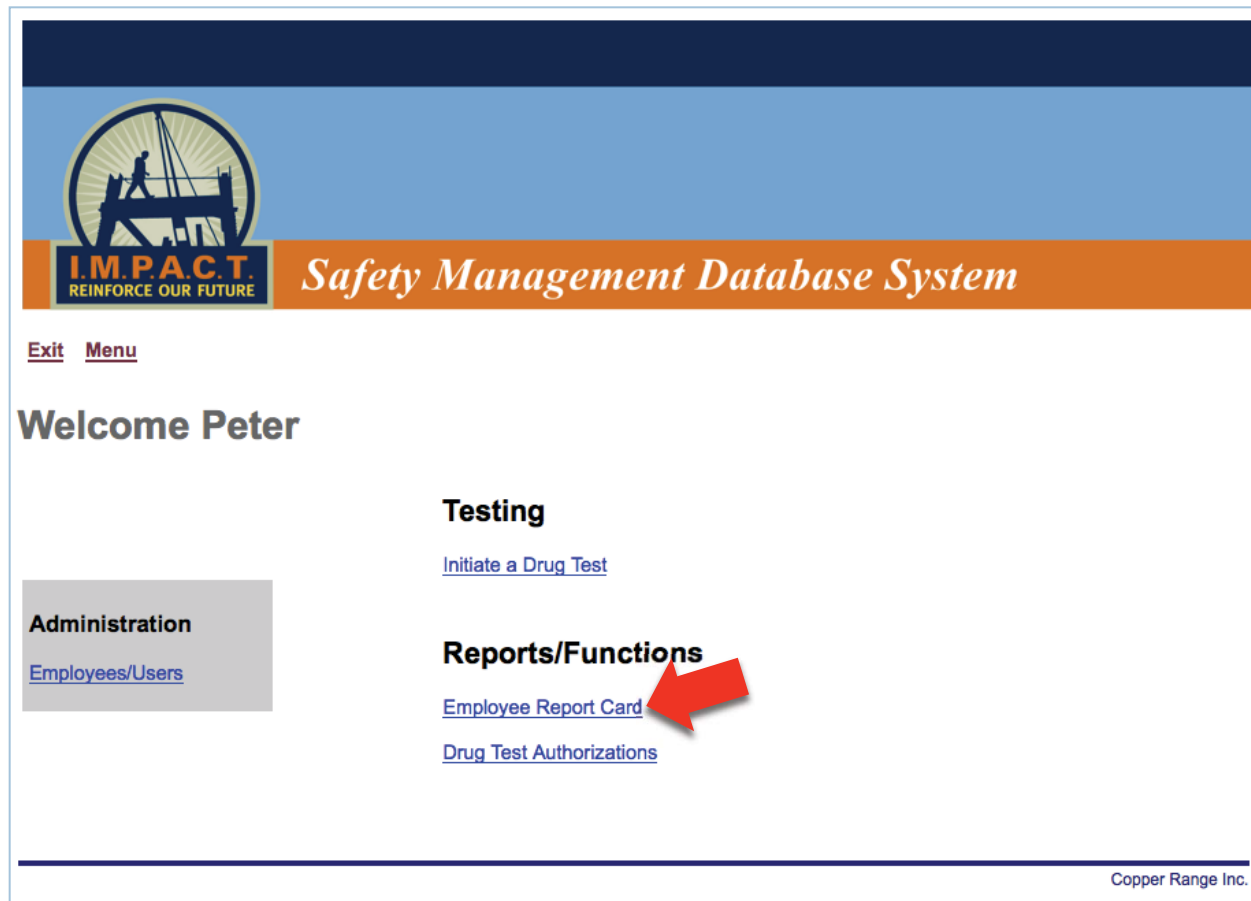
Employee Report Card

Type in the employee's Last Name and the Last 4 Digits of their Social Security Number or Member Number. Click Search to view the Report Card.

Employee Report Card (continued)

The Report Card will allow you to view when an employee has completed a drug test, when that drug test will expire and the status of the employee's requirements. You may also initiate a drug test directly from this page.

Add an Employee/User

If the employee is a potential new member, they will not be in the database. You will need to enter them into the system by selecting Employees/Users in the Administration box on the Main Dashboard page.

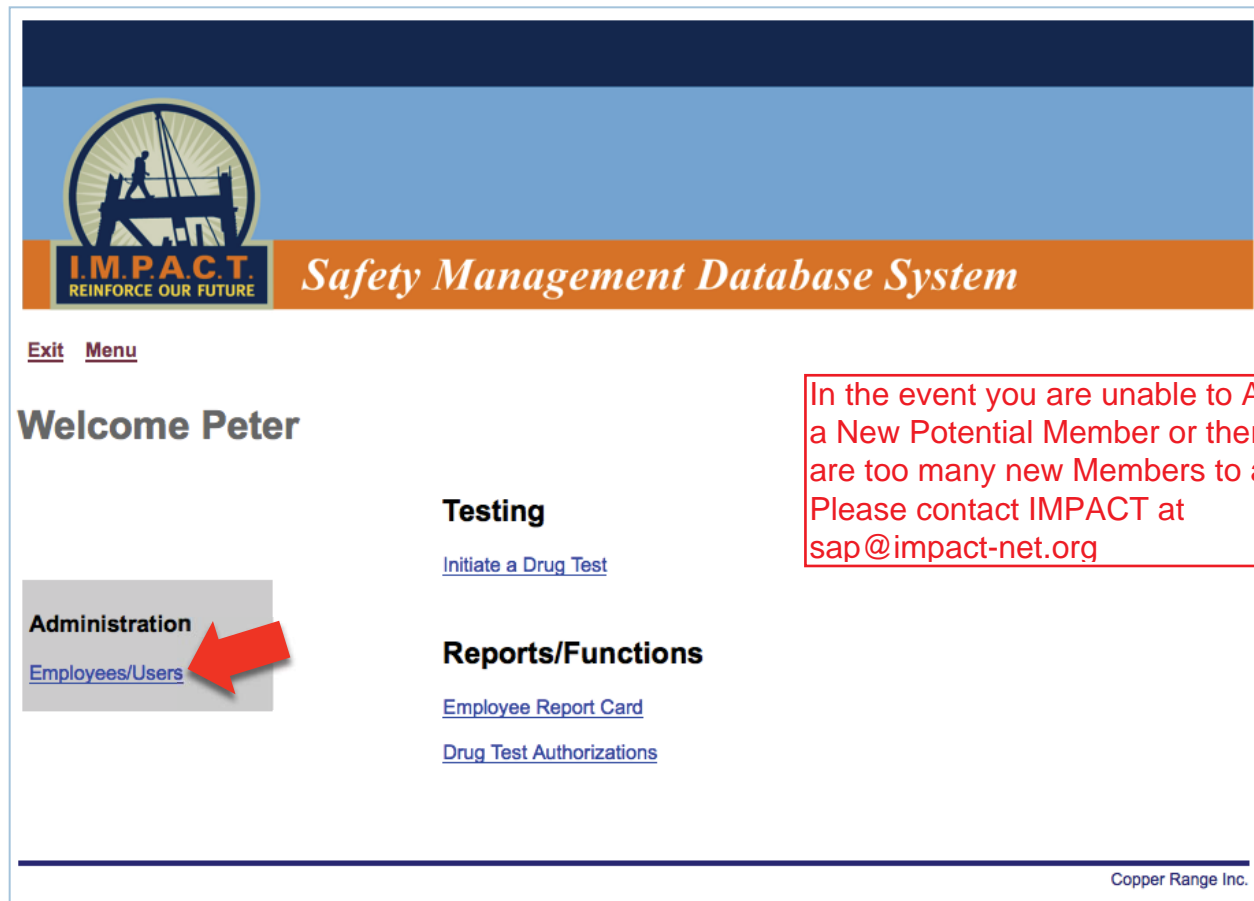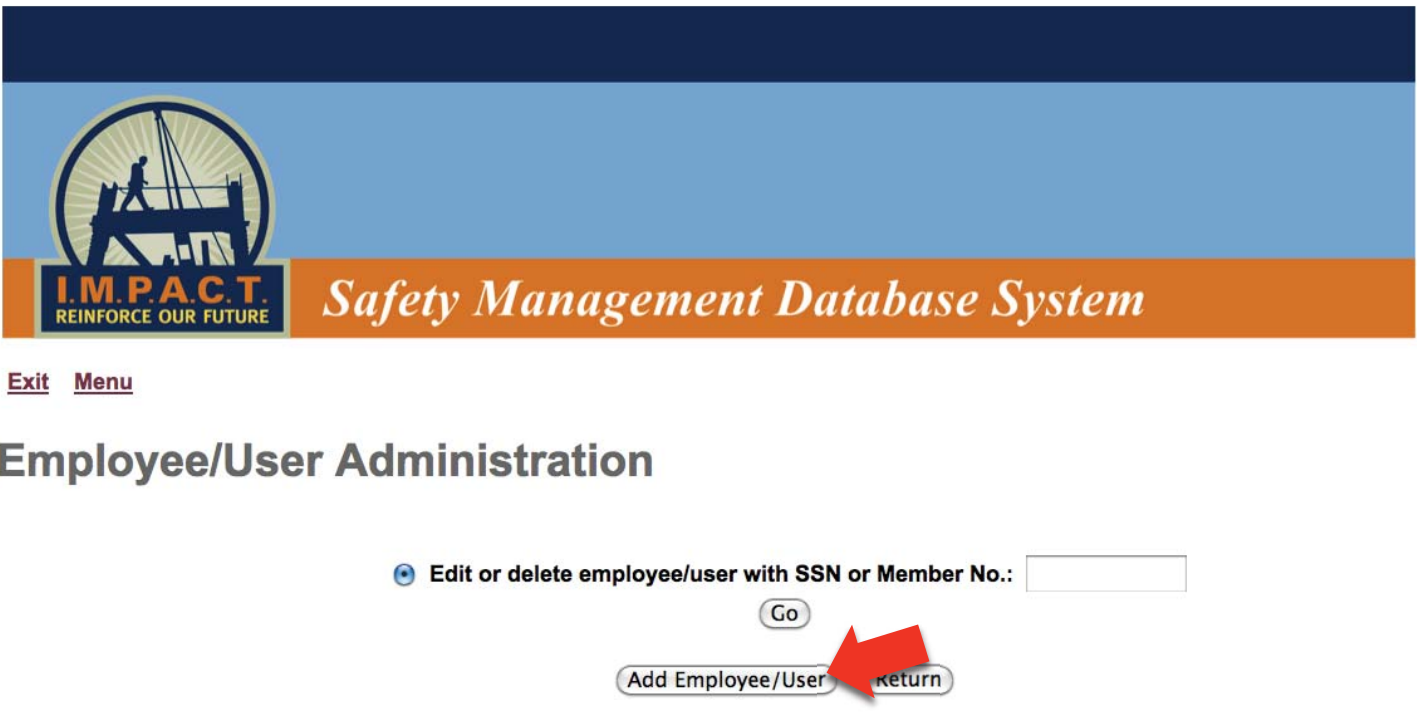# Add an Employee/User (continued)

Click Add Employee/User on the Administration page.

Add an Employee/User (continued)

Enter the employee's information. Click Add Employee/User to return or Add Employee/User and Navigate to Initiate a Drug Test to authorize a drug test for the employee.

Edit an Employee/User

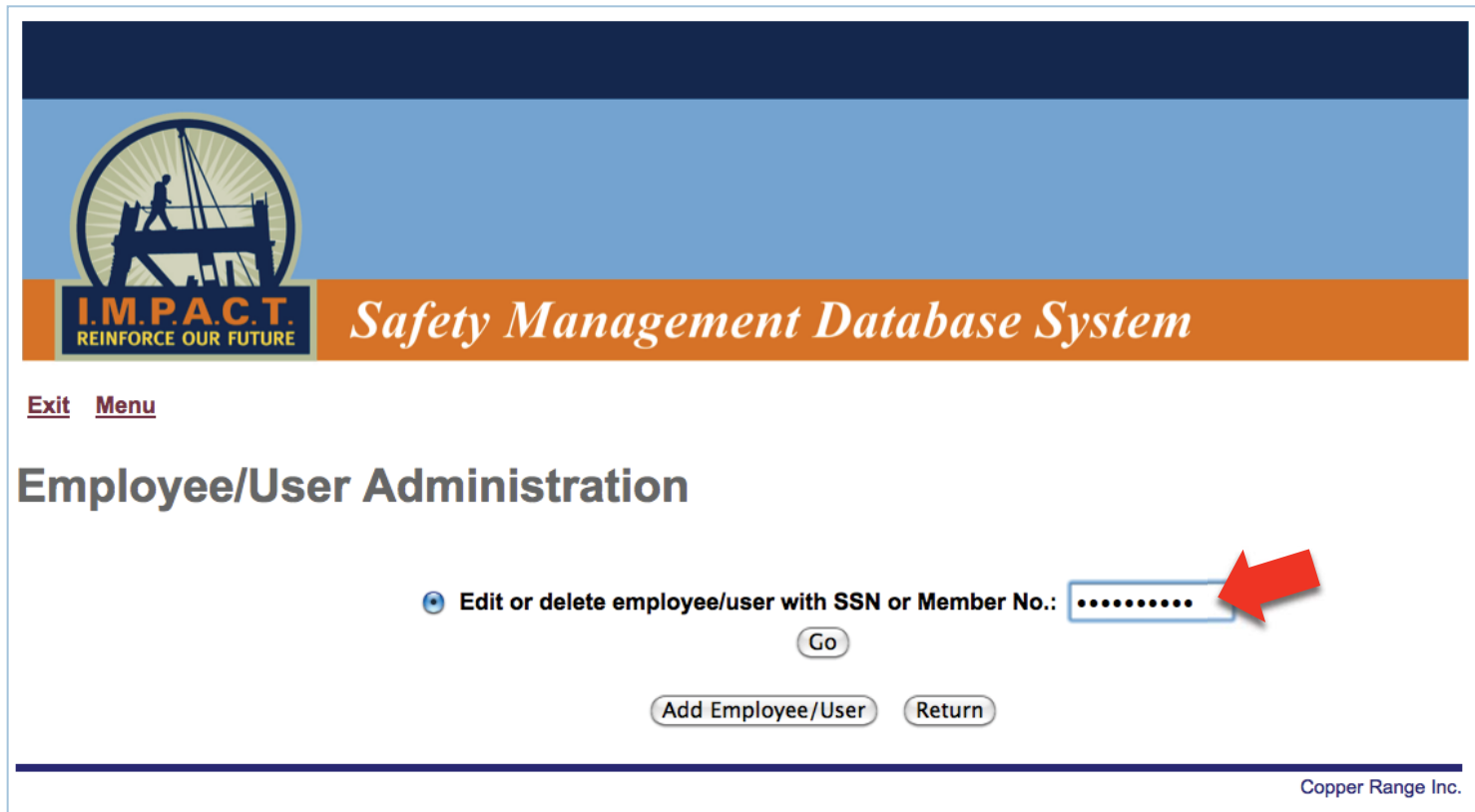To edit an employee's information or to delete them from the system, enter the employee's Social Security or Member Number on the Administration page. Click Go.

Edit an Employee/User (continued)

Update the necessary information.

Note that when you add a user to the SMDS, the system will provide a temporary Member Number to that employee until the International IMPACT Database assigns them a permanent member/book number.

Click Update Employee/User to return or Update Employee/User and Navigate to Initiate a Drug Test to authorize a drug test for the employee.
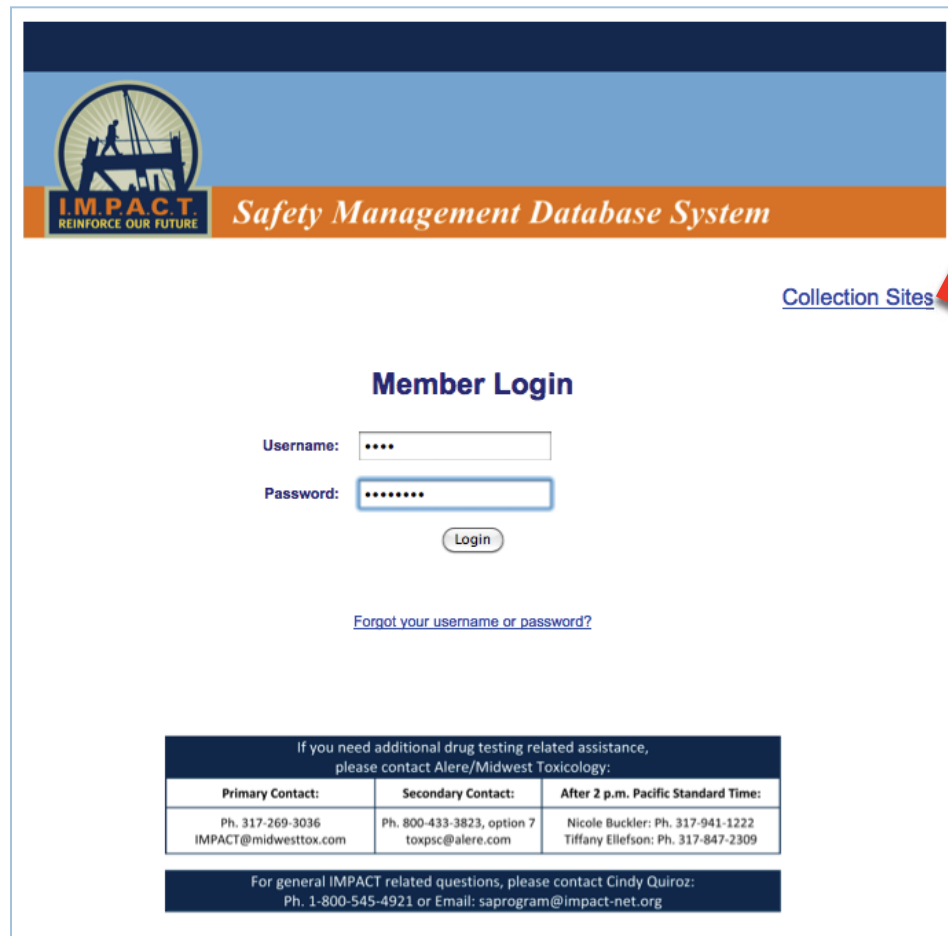
Collection Site Search

To do a general search of Collection Sites outside of the system, click Collection Sites in the top right corner of the Login page.

Collection Site Search (continued)

Enter the zip code of the area you wish to search.

Collection Site Search (continued)

A list of Collection Sites will be given, including the name, address, phone number, hours, distance and whether the facility provides Instant Tests.