



1 833 459 6687(WOOTS)

service@woots.ca

Table of contents

1. How to terminate donors	Page 2
2. How to access random list.....	Page5
3. How to find result reports.....	Page6
4. How to order test online.....	Page7
5. How to seek post-accident help.....	Page8

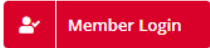


1 833 459 6687(WOOTS)

service@woots.ca

How to terminate donors and allocate alternates

1. Log in Woots.ca and click on member login

Home About Us Our Services Collection Sites Contact Us Resources  

2. Insert credentials in log in box

3. Click on group icon



4. Select your company

Name	Primary Contact
<u>Demo</u>	joe smith



1 833 459 6687(WOOTS)

service@woots.ca

5. Select donor and right click on donor name

Demo Last Name Access: All [Advanced Search](#)

[People](#) | [Locations](#) | [Documents](#)

Last Name	First Name	Unique Id
black	Andy	B123456789
hhhhh	gggg	1223333d
smith	joe	L123445668
ssss	aaaa	
qqqqqqqq	qqqqqq	q1234567



1 833 459 6687(WOOTS)

service@woots.ca

6. Un check “active” and “is eligible for testing” then click save on right hand side

Demo: Andy black

[People](#) | [Locations](#) | [Documents](#)

Details

Documents

Specimens

Person Details

Active

☒

Is Eligible For Testing

☒

First Name*

Andy

Last Name*

black

Unique Id

B123456789

Other Id

Email

Work Phone



1 833 459 6687(WOOTS)

service@woots.ca

How to access random list1. Log in Woots.ca and click on member login

[Home](#) [About Us](#) [Our Services](#) [Collection Sites](#) [Contact Us](#) [Resources](#) [Member Login](#) [Q](#)

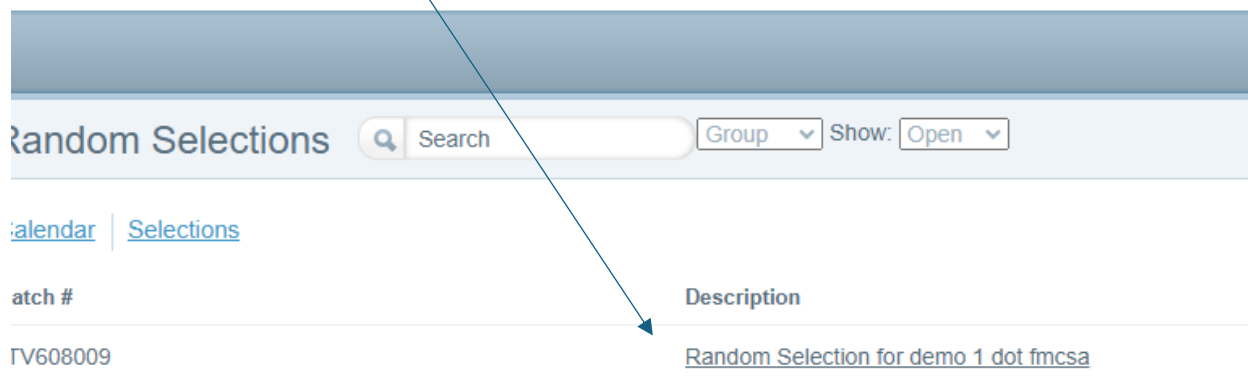
2. Insert credentials in log in box

3. Click on Schedule icon



4. select or click description under lined profile

WOOTS



1. view available list



1 833 459 6687(WOOTS)

service@woots.ca

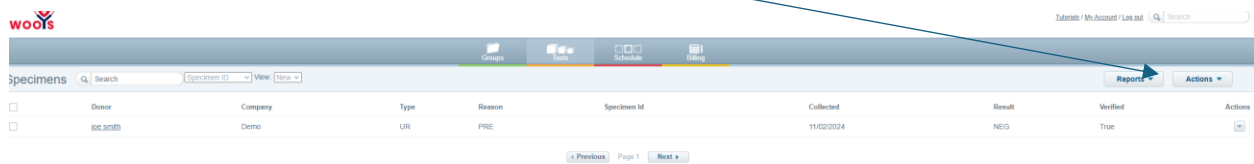
3.How to find result reports

1. Click on tests



2.Select participant or donor

3. click on reports and download report in desired format.





1 833 459 6687(WOOTS)

service@woots.ca

4. How to order a Test

Fill out online form available by clicking on “schedule a test”



Wait for 15 minutes, If you haven't received any notification for help call our hot line no. 1 833 459 6687 (WOOTS) or email service@woots.ca

While calling or e mailing please include following:

Driver name.	
License no.	
DOB	
Location where test is required	
Driver smart phone no	
Time of test	
Type or reason for the test	
DER name and phone no.	



1 833 459 6687(WOOTS)

service@woots.ca

5.How to seek post-accident help

Click on post accident help read text if applicable order test by fill clicking help button.



Wait for 15 minutes, If you haven't received any notification for help call our hot line no. 1 833 459 6687 (WOOTS) or email service@woots.ca

While calling or e mailing please include following:

Driver name.	
License no.	
DOB	
Location where test is required	
Driver smart phone no	
Time of test	
Type or reason for the test	
DER name and phone no.	