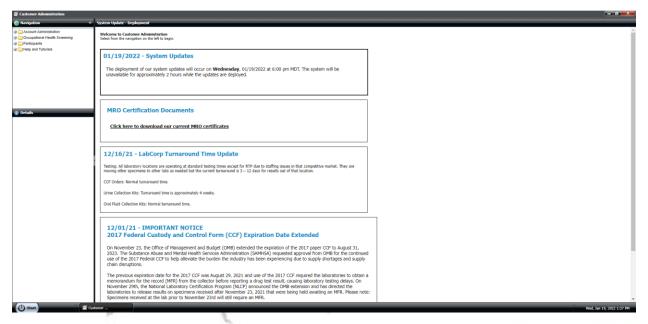
HOW TO VIEW RESULTS

After logging into your account you will see the screen below:



From the Navigation tab select "Occupational Health Screening"

Navigation	From the drop	Navigation Account Administration Coccupational Health Screening All Recent Cases	*
Help and Tutorials	down menu select one of the options to see those results.	Pending Results Completed Results Participants Help and Tutorials	

All Recent Cases applies to any tests taken whether results are ready or not.

Pending Results will only show tests which are pending and haven't received results yet.

Completed Results will only show results that have results.

We recommend using "All Recent Cases" as it will show the status of tests and will show all tests.

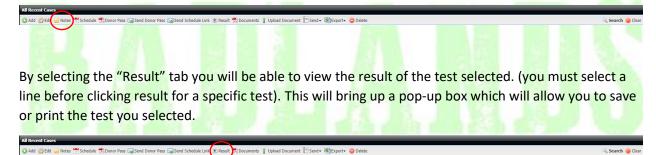
All Recent Cases Tab (pg.3)



All Recent Cases Tab

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By selecting the "Notes" tab you will be able to make notes on employees drug tests please remember once a note is made it cannot be deleted.



By selecting the "Documents" tab you will be able to see the documents attached to the test such as a custody and control form (testing form). This will also have a pop-up box for printing and saving.

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Pending Tab



This menu only has two options, one of which can actually be used.

Export Current Search 🥤 Upload Document

By selecting the "Export Current Search" tab it will download an excel spreadsheet of all employees in pending who fall under the search criteria entered via the search button on the right of the screen.



Completed Results Page

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🔍 Search 🥃 Clear

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By selecting the "Results Summary" tab you will open a spreadsheet of all tests performed during the time frame selected. Remember all bold fields must be filled in.

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Once you've entered all your information select "View Report" and a pop-up window will appear with a spreadsheet similar to the Statistical data reports we send out. These papers will only show you the counts for what type of tests you have performed rather than all types of tests with "0" in the boxes.

By selecting the "DOT MIS Report" you will open a DOT MIS report for a time frame you select.

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Fill in your top section just like you would the "Results Summary" section and fill out as much as you can below. Anything not filled out will be left blank on the DOT MIS report.