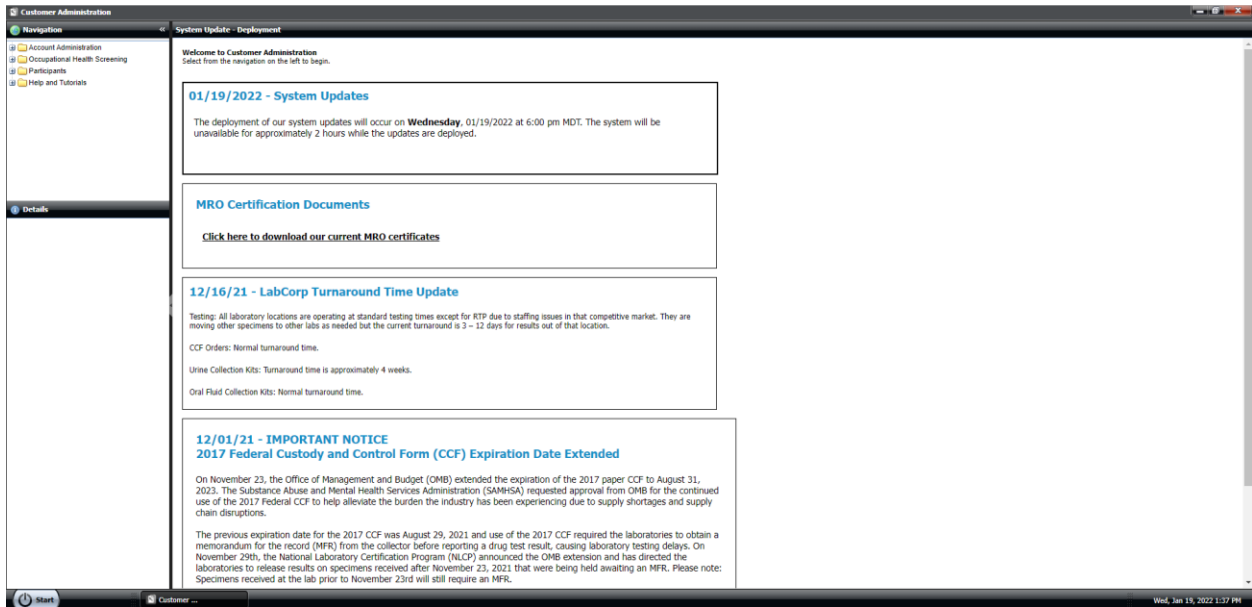
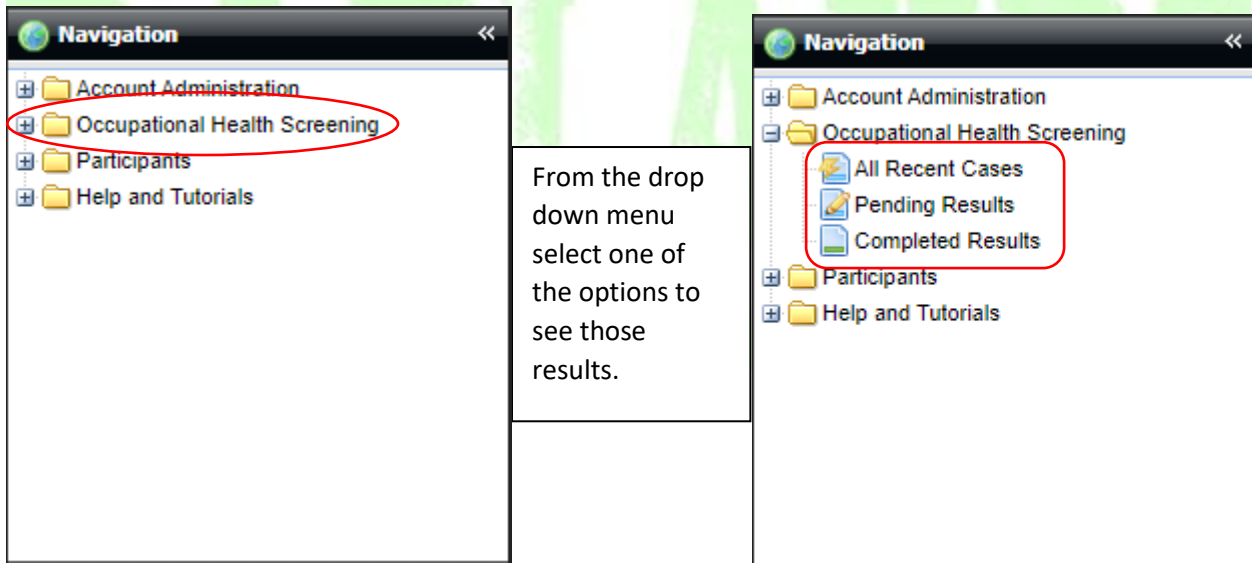


HOW TO VIEW RESULTS

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



From the Navigation tab select “Occupational Health Screening”



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)

Case	Customer	Location	First Name	Last Name	SSN/ID	Order Status	MRD Status	Case Status	Reason For Test	MRD Result	Comments	CCF Test Number	Documents	Notes	Collection Date/Time	Test
202201100074	DEMO BURLANDS	BURLANDS	Frank	Smith	**123	Lab Testing Complete		Closed	POST-ACCIDENT	NEGATIVE		202201100074			2022-01-19 13:49:21	UM
202201100080	DEMO BURLANDS	BURLANDS	John	Doe	**C21	Lab Testing Complete		Closed	RANDOM	POSITIVE		202201100080			2022-01-19 13:48:17	UM
202201100075	DEMO BURLANDS	BURLANDS	Jane	Doe	**123	Lab Testing Complete		Closed	PRE-EMPLOYMENT	NEGATIVE		202201100075			2022-01-19 13:47:43	UM

Pending Tab (pg.4)

Collection Site	SSN/ID	Last Name	First Name	Order Status	Order Status Last Updated	MRD Status	Expiration	Reason For Test	Collection Date	Program Description	Location	CCF	Documents	Comments
No Pending Results to display.														

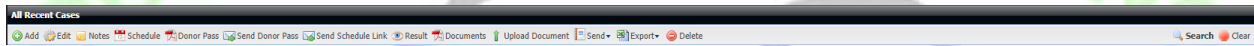
Completed Results Tab (pg.5-6)

MRD Result	Reason For Test	Collection Date/Time	Program Description	CCF Test Number	Location	Report Date
NEGATIVE	POST-ACCIDENT	2022-01-19 13:49:21	DOT	202201100074	DEMO BURLANDS	2022-01-19 12:39:39
POSITIVE	RANDOM	2022-01-19 13:48:17	NONDOT	202201100080	DEMO BURLANDS	2022-01-19 12:40:43
NEGATIVE	PRE-EMPLOYMENT	2022-01-19 13:47:43	NONDOT	202201100075	DEMO BURLANDS	2022-01-19 12:47:43

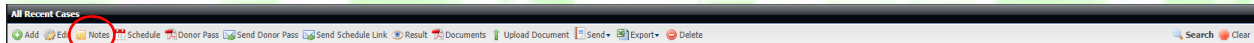
All Recent Cases Tab

Case	Customer	Location	First Name	Last Name	SSN/ID	Order Status	MRO Status	Case Status	Reason For Test	MRO Result	Comments	CCF #/Test Number	Documents	Notes	Collection Date	Test
202201030074	DEMO	BALDWIN	Frank	Smith	11111	Lab Testing Complete		Closed	POST-ACCIDENT	NEGATIVE		202201030074			2022-01-19	UW
202201030083	DEMO	BALDWIN	John	Doe	11111	Lab Testing Complete		Closed	RANDOM	POSITIVE		202201030083			2022-01-19	UW
202201030075	DEMO	BALDWIN	Jane	Doe	11111	Lab Testing Complete		Closed	PRE-EMPLOYMENT	NEGATIVE		202201030075			2022-01-19	UW

Along the top you'll notice the menu options for this page



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.



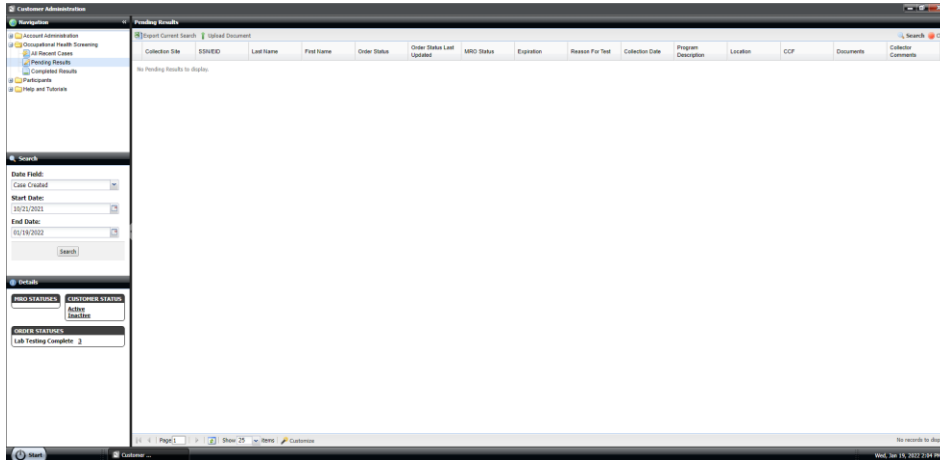
By selecting the "Result" tab you will be able to view the result of the test selected. (you must select a line before clicking result for a specific test). This will bring up a pop-up box which will allow you to save or print the test you selected.



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.



Pending Tab



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



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

ID	Notes	Document	SSN/EID	Last Name	First Name	Comments	MRD Result	Reason For Test	Collection Date/Time	Program Description	CCF/ Test Number	Location	Report Date
11			**A 123	Smith	Frank		NEGATIVE	POST-ACCIDENT	2022-01-19 13:02:21	DOT	28209192	DEMO BLDG/ARCS	2022-01-19 12:39:39
12			**C321	Doe	John		POSITIVE	RANDOM	2022-01-19 13:02:17	NONDOT	28209192	DEMO BLDG/ARCS	2022-01-19 12:40:43
13			**C123	Doe	Jane		NEGATIVE	PRE-EMPLOYMENT	2022-01-19 13:47:35	NONDOT	28209191	DEMO BLDG/ARCS	2022-01-19 12:47:43

Below is the menu for this tab:



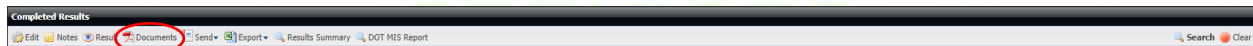
By selecting the “Notes” tab you will be able to make notes on employees drug tests please remember once a note is made it cannot be deleted.



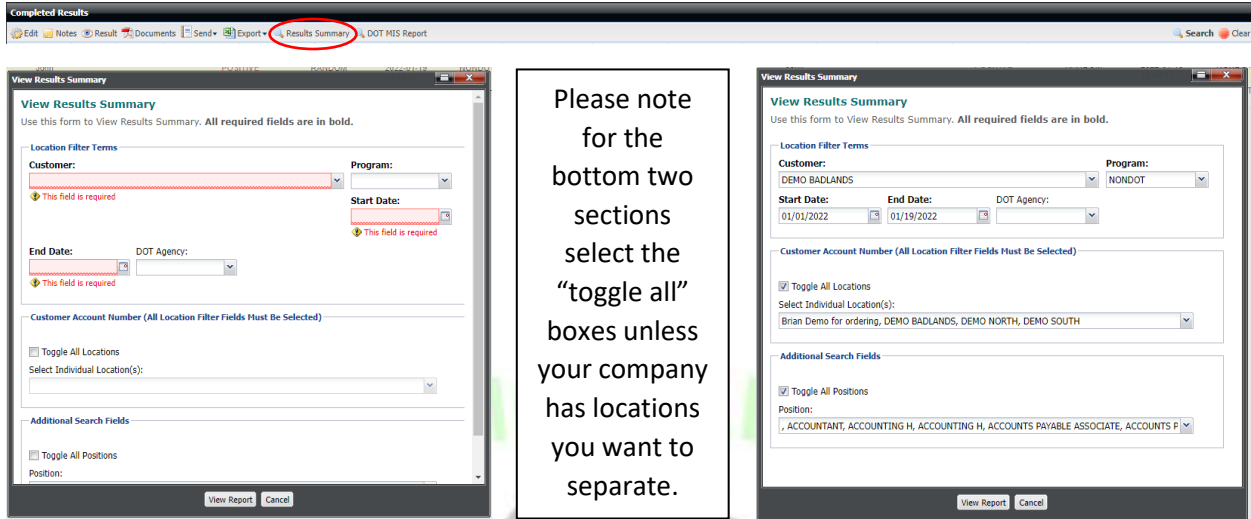
By selecting the “Result” tab you will be able to view the result of the test selected. (you must select a line before clicking result for a specific test). This will bring up a pop-up box which will allow you to save or print the test you selected.



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.



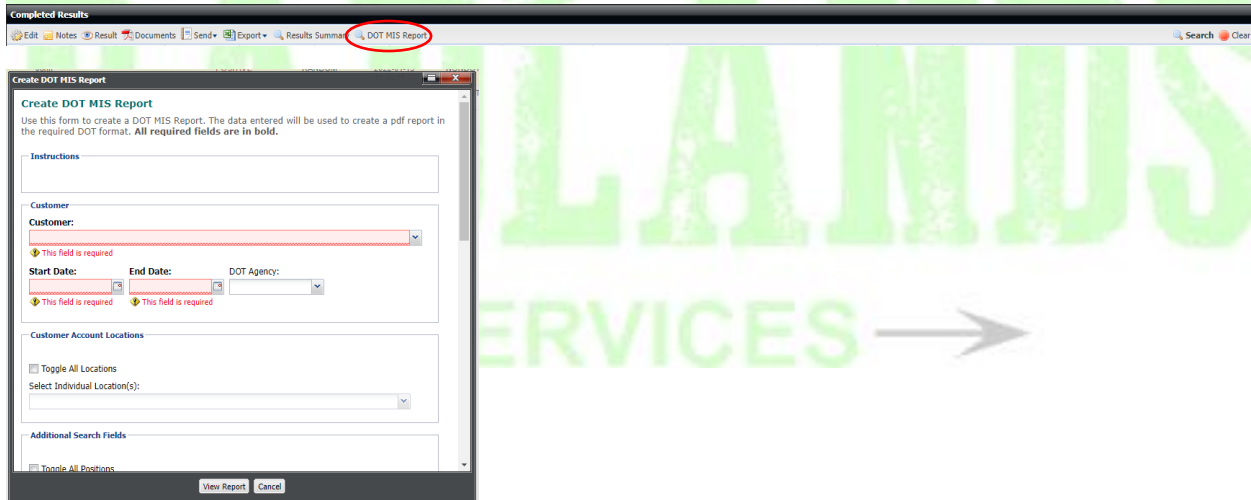
By selecting the “Results Summary” tab you will open a spreadsheet of all tests performed during the time frame selected. Remember all bold fields must be filled in.



The screenshot shows a web browser window with a tab labeled "Results Summary" circled in red. The main content is a form titled "View Results Summary" with the instruction "Use this form to View Results Summary. All required fields are in bold." The form is divided into three sections: "Location Filter Terms", "Customer Account Number", and "Additional Search Fields". In the "Location Filter Terms" section, the "Customer" and "Start Date" fields are bolded and have red error messages below them. In the "Customer Account Number" section, the "Toggle All Locations" checkbox is checked. In the "Additional Search Fields" section, the "Toggle All Positions" checkbox is checked. A callout box in the center of the image contains the following text: "Please note for the bottom two sections select the 'toggle all' boxes unless your company has locations you want to separate." The "View Report" and "Cancel" buttons are visible at the bottom of the form.

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.



The screenshot shows a web browser window with a tab labeled "DOT MIS Report" circled in red. The main content is a form titled "Create DOT MIS Report" with the instruction "Use this form to create a DOT MIS Report. The data entered will be used to create a pdf report in the required DOT format. All required fields are in bold." The form is divided into three sections: "Customer", "Customer Account Locations", and "Additional Search Fields". In the "Customer" section, the "Customer", "Start Date", and "End Date" fields are bolded and have red error messages below them. In the "Customer Account Locations" section, the "Toggle All Locations" checkbox is checked. In the "Additional Search Fields" section, the "Toggle All Positions" checkbox is checked. The "View Report" and "Cancel" buttons are visible at the bottom of the form.

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.