

Results

1. From your Home page, go to the Locations tab and choose Results:



2. Search by Employee last name, employee ID or specimen ID:

The search form contains four input fields: 'Employee name, specimen ID or reference ID', 'Begin date', 'End date', and 'Status'. The 'Status' field is a dropdown menu currently set to 'Any'. A blue 'Search' button is located to the right of the dropdown.

Date range is optional. You can also sort by test status (Pending, Incomplete or Released)

3. To open and view an individual test, choose "Select" next to Specimen ID on the record that you would like to view:

Drug Tests						
	Specimen ID	Donor	Company	Date Collected	Result	Status
Select	010101	Lyman, Rick	Test Company	07/01/2013	Negative	Released