After successfully logging onto the County of San Luis Obispo’s Public Health Laboratory Web Portal, select the “Get Results” link.

Welcome,

Click on any of the services offered:

- HOME
- GET RESULTS
- LOG OFF

Basic Search

1. **Client Account** field (* REQUIRED)
   a. Select your customer account number from the drop-down list (Number appears on all lab reports next to customer information)

2. **Starting and Ending Collection Date** fields (OPTIONAL)
   **Note:** If using this option, you must enter both a **Starting Collection Date** AND an **Ending Collection Date**
   a. Set the date range for the record(s) you want to review
   b. Enter dates in MM/DD/YYYY format
3. **Patient's Name** field (OPTIONAL)
   
a. For human patient names, enter the patient’s Last Name, and First initial (example SMITH, F)

   ![Image of Patient's Name field example]

   Patient’s Name: SMITH, F

   b. For environmental samples (such as water etc.) enter the street address of the collection site (example 10 MAIN STREET)

   ![Image of Patient's Name field example]

   Patient’s Name: 10 MAIN STREET

4. **Laboratory Number** field (OPTIONAL)
   
a. This is the Accession Number which is found on the Laboratory Report in the “Lab #” field.

   ![Image of Laboratory Number field example]

   Lab #: 11 07565
5. Select the reports you want to view, based on your selection criteria, from the choices listed in the dialog box. This is REQUIRED. “All Reports” is selected by default.

   a. “New Final Reports”: Choose this to view final reports that have not been marked as “Viewed”.
   b. “Reports in Progress”: Choose this to see a list of patients/environmental samples where all the sample’s results are final (i.e. pending). Reports will NOT be available for viewing.
   c. “All Reports” (default): Chose this to view all reports for your account that meet your selection criteria, including those that have been marked as “Viewed”.
      i. Note: Reports prior to October 1, 2008 are archived and will not be returned. Please contact the Public Health Department Laboratory at (805)781-5507 if you need to view older reports.

6. Click the “Clear” button to clear the criteria and enter new criteria if you made a mistake or wish to change the criteria before searching.

7. Click “Search” button to proceed with your selection criteria

8. A maximum of twenty (20) results are returned per page, and are listed most recently collected at the top. Be sure to select the “More” button at the bottom left of the screen to view the next page of results (which will appear below the results of the previous page)
Retrieving Reports

1. Once the search is complete, you will see a list of samples/specimens that have been entered into the system, that meet your search criteria.

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<td>08/31/1942</td>
<td>Report</td>
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</tbody>
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2. Find the specimen/sample number (Spec. No. column), verify Patient Name/Environmental Sample location (Patient Name column) and Patient DOB (if applicable)
   a. If some (Partial) or all test results have been completed, the link Report will appear. To view the report, click on the “Report” link in the Report Status column.

   ![Report Status](image)

   b. If no test results have been completed, Pending will be listed in the Report Status column and the report is not available for viewing.

   ![Report Status](image)
3. Reports containing completed results will be returned in Portable Document Format (PDF) and can be printed and/or saved.

a. Closing the PDF report will return you to the Show Results webpage. The “Viewed” radio button on the “Show Results” page must be selected to mark a report as “Viewed”. Simply viewing the report and closing the window does NOT mark a report as “Viewed”. Mark a report as “Viewed” ONLY if the report is from your own submitting agency.

Click on the radio button next to the report you want to mark as “Viewed”

The radio button in the Viewed column will darken, indicating the report has been viewed. Unless additional results are added to the report, the report will no longer be available if “New Final Reports” search criteria is selected in the future. The “All Reports” must be then selected for this “Viewed” report to be available in the list of reports that can be viewed.

Note: Mark a report as “Viewed” ONLY if the report is from your own submitting agency
Logging Off

1. Once you have completed all your report retrievals, be sure to select “LOG OFF” from the top of the screen.

2. To login again, click on the Login link

You session has either Timed Out or been Logged off.

You must Login to gain access.