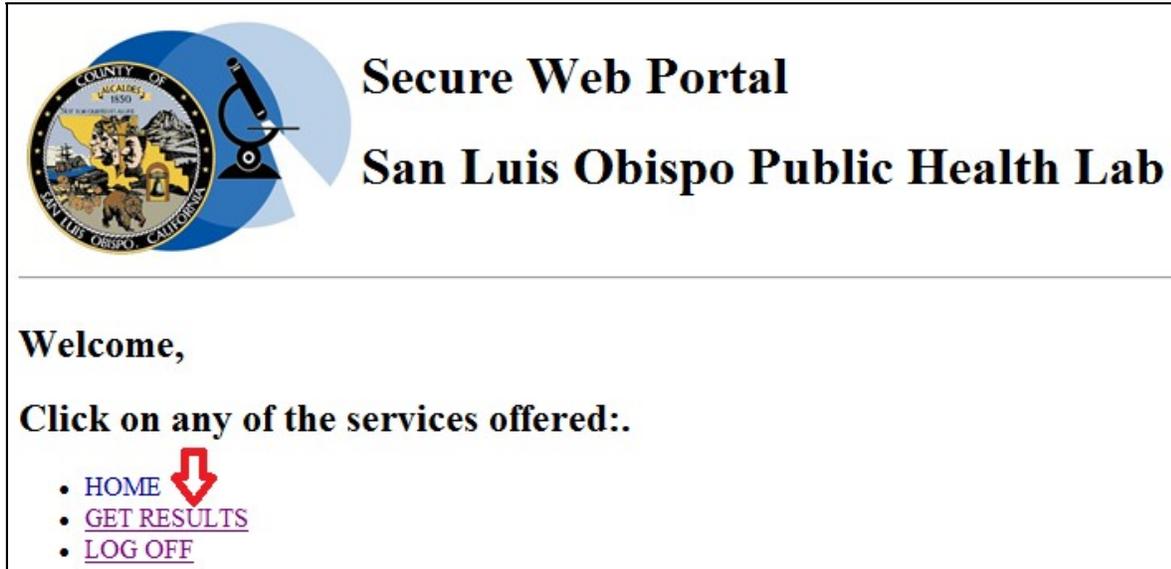


# Web Portal Get Results Instructions

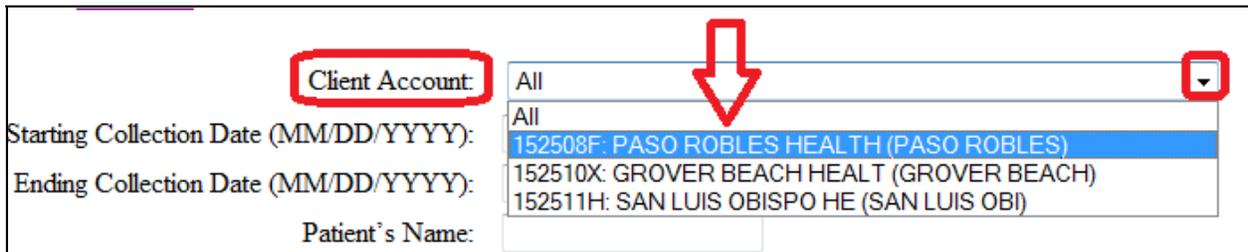
After successfully logging onto the County of San Luis Obispo's Public Health Laboratory Web Portal, select the "Get Results" link.



The image shows the header of the web portal. On the left is the County of San Luis Obispo seal, which includes a microscope and a map. To the right of the seal, the text reads "Secure Web Portal" and "San Luis Obispo Public Health Lab". Below this, a "Welcome," message is followed by the instruction "Click on any of the services offered:". A list of three services is provided: "HOME", "GET RESULTS", and "LOG OFF". A red arrow points down to the "GET RESULTS" link.

## 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)

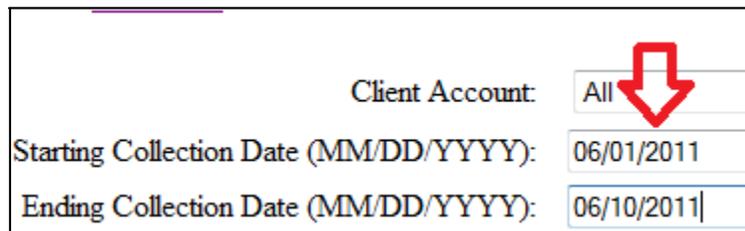


The image shows a search form with the following fields: "Client Account", "Starting Collection Date (MM/DD/YYYY)", "Ending Collection Date (MM/DD/YYYY)", and "Patient's Name". The "Client Account" field is a dropdown menu with a red box around it and a red arrow pointing down to the list of options. The options are: "All", "All", "152508F: PASO ROBLES HEALTH (PASO ROBLES)", "152510X: GROVER BEACH HEALT (GROVER BEACH)", and "152511H: SAN LUIS OBISPO HE (SAN LUIS OBI)".

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/YYY format



The image shows the same search form as above, but with the "Client Account" dropdown menu set to "All" (indicated by a red arrow) and the "Starting Collection Date" and "Ending Collection Date" fields filled with "06/01/2011" and "06/10/2011" respectively.

## Web Portal Get Results Instructions

### 3. Patient's Name field (OPTIONAL)

- a. For human patient names, enter the patient's Last Name, and First initial (example SMITH, F)

Client Account:	All
Starting Collection Date (MM/DD/YYYY):	06/01/2011
Ending Collection Date (MM/DD/YYYY):	06/10/2011
Patient's Name:	SMITH, F
Laboratory Number:	

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

Client Account:	152511H: SAN LUIS OBISPO HE
Starting Collection Date (MM/DD/YYYY):	
Ending Collection Date (MM/DD/YYYY):	
Patient's Name:	10 MAIN STREET
Laboratory Number:	

### 4. Laboratory Number field (OPTIONAL)

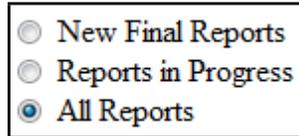
- a. This is the Accession Number which is found on the Laboratory Report in the "Lab #" field.

SUBMITTER: 152511H
SAN LUIS OBISPO HEA 2191 JOHNSON AVENUE SAN LUIS OBISPO, CA
PH: 805-781-5500 REQD BY: BORENSTEIN SUBMITTER SPECIMEN
<b>Lab #: 11 07565</b>
Reason for Testing:

## Web Portal Get Results Instructions

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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.



New Final Reports  
 Reports in Progress  
 All Reports

- 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): Choose 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.



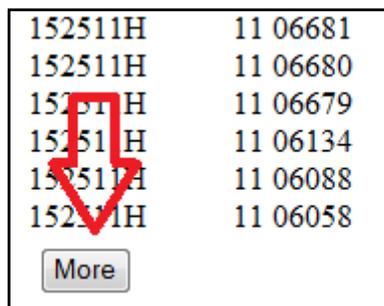
Search Clear

7. Click "Search" button to proceed with your selection criteria



Search Clear

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)



152511H	11 06681
152511H	11 06680
152511H	11 06679
152511H	11 06134
152511H	11 06088
152511H	11 06058

More

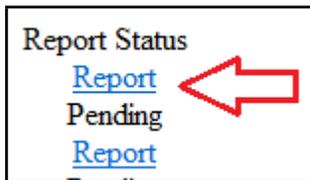
# Web Portal Get Results Instructions

## Retrieving Reports

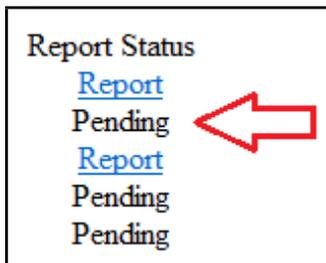
1. Once the search is complete, you will see a list of samples/specimens that have been entered into the system, that meet your search criteria.

Account No.	Spec. No.	Req. No.	Collect Date	Patient Name	Patient DOB	Report Status	Viewed
152511H	11 07703		05/23/2011	[REDACTED]	01/14/1989	<a href="#">Report</a>	●
152511H	11 07783		05/22/2011	[REDACTED]	03/19/1951	<a href="#">Report</a>	●
152511H	11 07565		05/18/2011	[REDACTED]	08/31/1942	<a href="#">Report</a>	●

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.

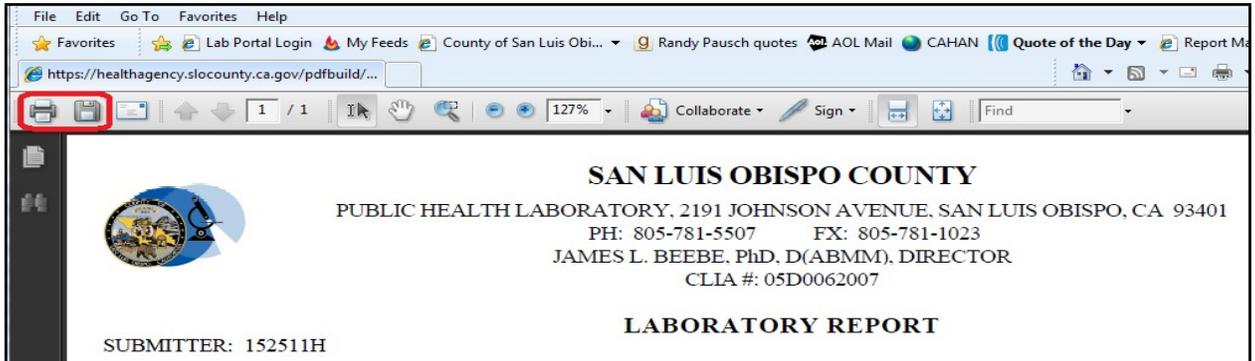


- b. If no test results have been completed, **Pending** will be listed in the Report Status column and the report is not available for viewing.

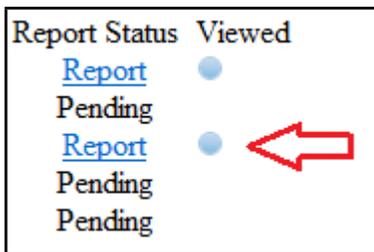


# Web Portal Get Results Instructions

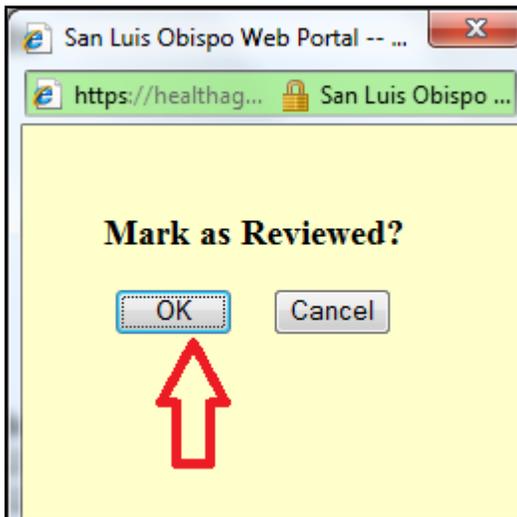
3. Reports containing completed results will be returned in Portable Document Format (PDF) and can be printed and/or saved.



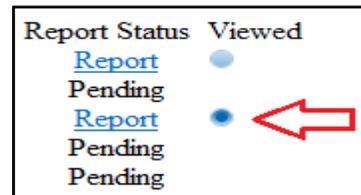
- a. Closing the PDF report will return you to the Show Results webpage. The "Viewed" radio button on the "Show Results" page must be selected to mark a report as "Viewed". Simply viewing the report and closing the window **does NOT** mark a report as "Viewed". **Mark a report as "Viewed" ONLY if the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



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



Select OK when prompted



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**

# Web Portal Get Results Instructions

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## 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

