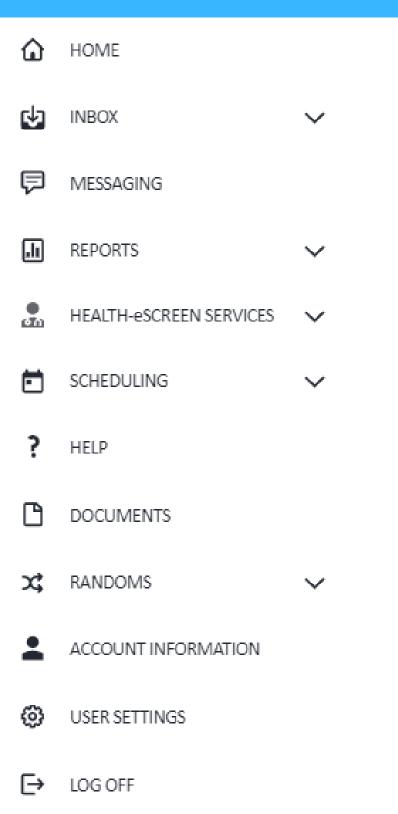


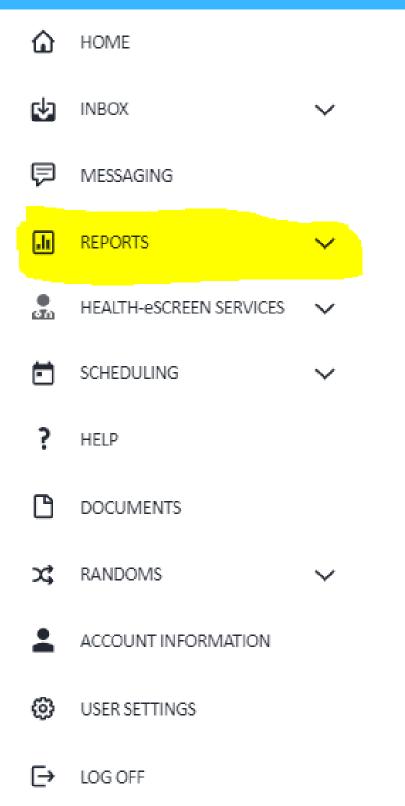
Step 1



On the menu on the left side...



go to 'Reports'...



'Find Results'

REPORTS

FIND RESULTS

DRUG TEST SUMMARY REPORT

DRUG TEST TURNAROUND TIME

DRUG TEST DOT MIS

DRUG TEST STATISTICS

<u>Step 2</u>

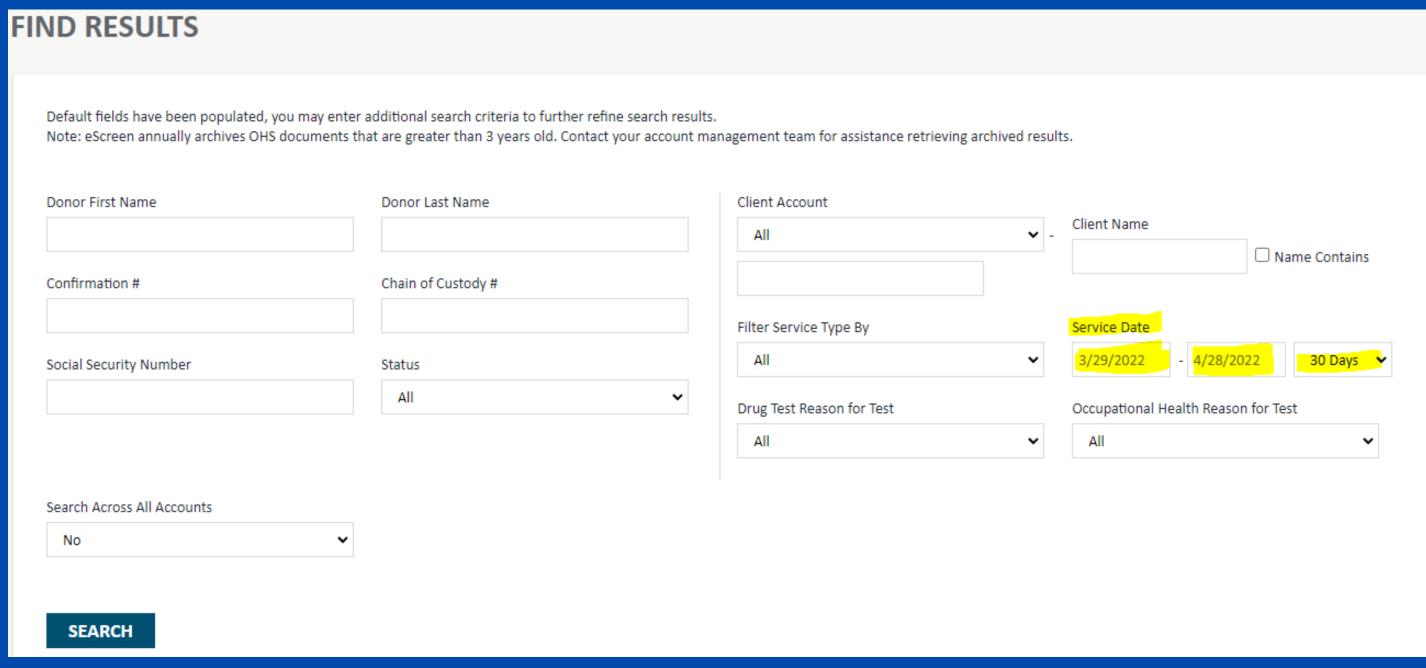
You will now see this screen...

FIND RESULTS

| iote: escreen annually archives OHS doc | cuments that are greater than 3 years old. Cont | tact your account mana | gement team for assistance retrieving | g archived resul | is. |
|---|---|------------------------|---------------------------------------|------------------|-------------------------------------|
| onor First Name | Donor Last Name | | Client Account | | |
| | | | All | ~ - | Client Name |
| | | | | | □ Name Contains |
| onfirmation # | Chain of Custody # | | | | |
| | | | Filter Service Type By | | Service Date |
| Social Security Number | Status | | All | ~ | 3/29/2022 - 4/28/2022 30 Days |
| | All | ~ | Drug Test Reason for Test | | Occupational Health Reason for Test |
| | | | All | ~ | All |
| | | | | | |
| earch Across All Accounts | | | | | |
| No | • | | | | |

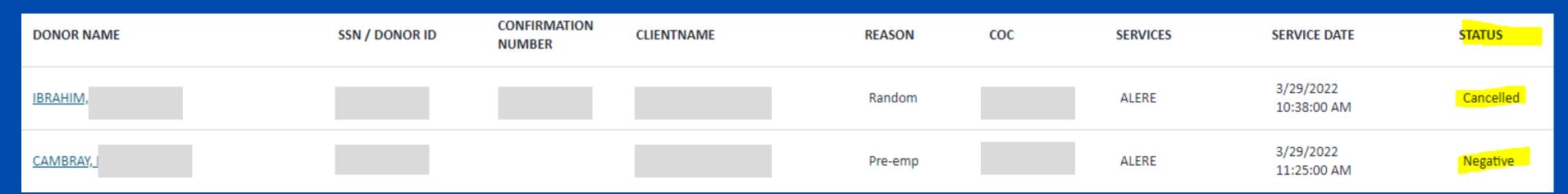
Here you have a few different ways of searching for Results...

- 1. You can just click 'SEARCH' at the bottom and you will see the most recent results.
- 2. You can search directly by First Name and Last Name and click 'SEARCH' at the bottom.
- 3. If you still do not see the results you are looking for, you will need to change the 'Service Date.'

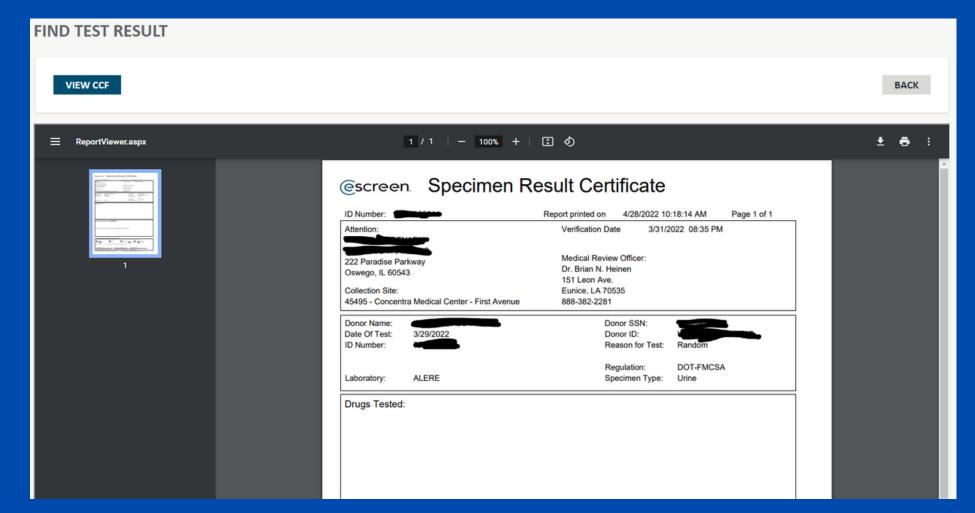


Step 3

Once you click 'SEARCH' and find the donor that you are looking for, you will see right away if they were POSITIVE or NEGATIVE...



To view the report click directly on the donors name...



From here you can download or print the results. In the upper right hand corner, if you click on 'View CCF' you can also see the chain of custody form.