

# New Client Portal User Guide

# WELCOME

Please login to continue.

USERNAME

PASSWORD

LOGIN

1. Login using your username and password



All Personnel IDs

Search



CLEAR

EXPORT CSV

New Results

Filters

Columns

ID NUMBER	NAME	SERVICE	STATUS	RESULT	COMPANY	REGION	LOCATION	CCF	REGULATED	AUTHORIZATION ID	SAMPLE
<a href="#">123456789</a>	Watts, Joe	<a href="#">Alcohol Saliva Test</a>	POCT Complete - Released	Refusal	DEMO Company						N/P

\* Will not show results that are more than 14 days old


Total records: 1

2. Click on the completed option.

<a href="#">548885488</a>	england, zach	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company
<a href="#">510510510</a>	L510510510, F510510510	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company
<a href="#">410410410</a>	L410410410, F410410410	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company
<a href="#">000094560</a>	Zavala, Victor	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Positive	DEMO Company
<a href="#">1111111111</a>	, David James	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Positive	DEMO Company
<a href="#">000112222</a>	Roberts Jr, Dale	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company
<a href="#">111223333</a>	Vaselo, Seth	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company
<a href="#">5545454445</a>	test, test	<a href="#">Alcohol Breath Test</a>	POCT Complete - Released	Negative	DEMO Company
		<a href="#">Quick Test Urine</a>	POCT Complete - Released	Negative	DEMO Company
<a href="#">0891</a>	WARD, ROBIN	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Adulterated	DEMO Company
<a href="#">594332404</a>	QUINTERO PEREZ, MERCY	<a href="#">Lab Based Urine Test</a>	Medical Review Complete - Released	Negative	DEMO Company



3. Scroll to the bottom of the screen and then use the horizontal scroll bar to scroll all the way to the right.

EVENT DATE	REASON	<input type="checkbox"/>	
12/19/2017	Random	<input checked="" type="checkbox"/>	
12/04/2017	Pre-Employment	<input checked="" type="checkbox"/>	
12/01/2017	Pre-Employment	<input type="checkbox"/>	
12/05/2017	Reasonable Suspicion / Cause	<input type="checkbox"/>	
12/06/2017	Post Accident	<input type="checkbox"/>	
12/01/2017	Random	<input type="checkbox"/>	
12/27/2016	Pre-Employment	<input type="checkbox"/>	
10/12/2016	Random	<input type="checkbox"/>	
09/13/2016	Pre-Employment	<input type="checkbox"/>	

4. Check the box of the results that you want to print and click on the printer icon.

### CHOOSE OPTION ×

Print Records

Print Result Reports

[CONTINUE](#)

5. After clicking on the print button, select Print Result Reports, and then click continue.

6. If you see this pop up you can either click open to display reports, or you can click save to save the reports directly to your computer.

Do you want to open or save **Result\_Reports\_12-29-2017\_9-18-30.pdf** (310 KB) from **portal.wfqa.com**?

Open

Save




Cancel




7. If you click open on the previous popup, you **may** see this security warning. If you see this, check the “Do not show me the warning for this program again” box, and then click allow.

Internet Explorer Security

 A website wants to open web content using this program on your computer

This program will open outside of Protected mode. Internet Explorer's [Protected mode](#) helps protect your computer. If you do not trust this website, do not open this program.

 Name: **TWINUI**  
Publisher: **Microsoft Windows**

Do not show me the warning for this program again

Lynn Quilter  
DEMO Company (Demo)  
1430 South Main Street  
Corner of Merrimac and Main  
Salt Lake City, Utah 84115

Demo Master Account  
Demo Master Address Line 1  
Demo Master City, UT 84115

**MEDICAL REVIEW OFFICER REPORT - Confidential**  
**(DOT Controlled Substance)**



<b>Donor:</b> Martin Martins	<b>Donor ID:</b> ***.**-1123
<b>Reason For Test:</b> Pre-Employment	<b>Lab Accession #:</b> 55445Z
<b>Specimen ID:</b> 1236987	<b>Specimen Type:</b> Urine
<b>Substances test panel:</b> SAMHSA2010	<b>Regulatory Mode:</b> FMCSA

<u>Drug</u>	<u>Screen Cutoff</u>	<u>Confirm Cutoff</u>
Amphetamine	1000	
Opiate	2000	
Marijuana	50	

<u>Drug</u>	<u>Screen Cutoff</u>	<u>Confirm Cutoff</u>
Cocaine	300	
Phencyclidine (PCP)	25	

**Collected Date/Time:** 12/04/2017 04:23 PM  
**Lab Reported Date:** 12/07/2017  
**MRO Received Date:** 12/07/2017  
**MRO Date CCF2:** 12/07/2017  
**MRO Verification Date:** 12/07/2017 04:48 PM  
**MRO Report Date/Time:** 12/07/2017 04:48 PM

**Overall verified result:** **\*\*\*Negative\*\*\***

( Paul Teynor M.D. - Verifying MRO)

**Collection Site:**  
Workforce QA - West Valley

**Laboratory:**  
Quest Diagnostics Incorporated

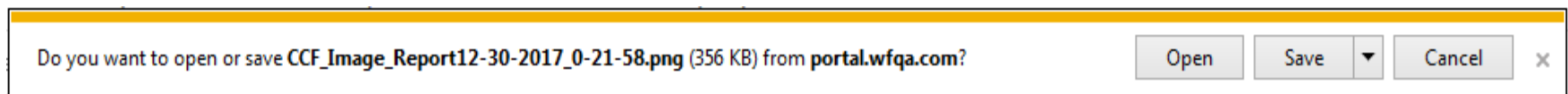
**Medical Review Officer:**  
Paul Teynor M.D.

8. This is how the result reports will appear.



COMPANY	REGION	LOCATION	CCF	REGULATED	AUTHORIZATION ID
DEMO Company			<input checked="" type="checkbox"/>		
DEMO Company					
DEMO Company		Maplewood	<input checked="" type="checkbox"/>	Yes	
DEMO Company		trash	<input checked="" type="checkbox"/>		
DEMO Company			<input checked="" type="checkbox"/>		
DEMO Company			<input checked="" type="checkbox"/>	Yes	
DEMO Company			<input checked="" type="checkbox"/>	Yes	
DEMO Company		CAC and CarePlus Homestead	<input checked="" type="checkbox"/>		

9. If you would like to print a copy of the CCF just click on the check box in the CCF column.



10. If you see this pop up you can either click open to display CCF, or you can click save to save the CCF directly to your computer.