

New Client Portal User Guide

WELCOME

Please login to continue.

USERNAME

PASSWORD

LOGIN

1. Login using your username and password



All Personnel IDs

New Results

Filters

Columns

ID NUMBER	NAME	SERVICE	STATUS	RESULT	COMPANY	REGION	LOCATION	CCF	REGULATED	AUTHORIZATION ID	SAMPLE
123456789	Watts, Joe	Alcohol Saliva Test	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.

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

Allow

Don't allow

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)



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

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

<u>Drug</u>	<u>Screen</u> <u>Cutoff</u>	<u>Confirm</u> <u>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

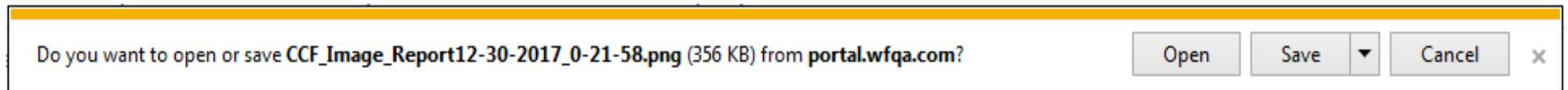
Laboratory:
Quest Diagnostics Incorporated

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.