## **PCL Results Inbox Instructions**

When logging in for the 1<sup>st</sup> time, click on the Search icon button out from Available Locations field. Choose your location from the list. Your location(s) will be the offices or facilities which you have been assigned to view reports. If you are only reviewing reports for individual providers and not for location(s), then choose USER INBOX.

Petring	Set Location			
VIEW RESULTS	Please choose your location			
	Available Locations:			
	Name <sup>2</sup> Practice <sup>1</sup>			
2 —	USER INBOX USER INBOX			
	$\phi \qquad \vdash \leftarrow 1 \rightarrow \vdash  \bigcirc$			
	Label Printer Type: EPL2  V (workstation setting stored in a cookie)			
	N			
	μ <u>ς</u>			
TEST, CUSTOMER EDT				
Hide Menu				

If only viewing individual provider (User) reports and not an entire office/facility's reports (Location), select User Inbox from the menu on the left.

Rothing Dominy Liberative LLD	User Inbox				
- TASKCENTER	Reports (show filter)				
> MANAGE ORDERS				Acknowledge Selected	Print Selected Ac
<ul> <li>VIEW RESULTS (1)</li> </ul>					
Location Inbox (0) (0)	φ <b>Show</b> 30 entr	ries			[4] ← 1 →
User Inbox (1)	Severity <sup>1</sup> • Priority <sup>2</sup> •	Order ID 🗘	Patient \$	Order Choice Abbreviations	Results Received 🗘
> PATIENT INFO		01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM
> THIS LOCATION		01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM
> MY PREFERENCES					

The last Location used will be the default on your next login for the Location Recipient field of the Location Inbox. If this is not the location needed, then click on the X to clear this selection and -ALL- will be displayed. This will show reports from all the locations for which you have access to view reports.

Pictology E Optimizers, LLC	Location Inbox
- TASKCENTER	Location Recipient - All -
> MANAGE ORDERS	Result Reports Other Reports
<ul> <li>VIEW RESULTS (1)</li> </ul>	Reports for All locations (show filter)
Location Inbox (0) (0) User Inbox (1)	Acknowledge Sel
> PATIENT INFO	φ <b>Show</b> 30 entries
> THIS LOCATION	Ordering Location ≎ Severity <sup>1</sup> ▼ Priority <sup>2</sup> ▼ Order ID ≎ Patient ≎
> MY PREFERENCES	

After choosing a Location, the window will open to the Results Inbox. This is where all pathology reports will be listed or able to be searched. The numbered fields below are explained in further detail as to their functionality.

Petrongen LLC	User Inbox	5 Q Search Recent	
▼ TASKCENTER	Reports (show filter) - 2		
> MANAGE ORDERS 1	3 — Acknowledge Selected	Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refr	resh
VIEW RESULTS (1)		Total rows selected: 0 Clear	ır
Location Inbox (0) (0)	φ Show 30 entries - 4	If the showing 1 to 2 of 2 entr	ries
User Inbox (1)	Severity <sup>1</sup> • Priority <sup>2</sup> • Order ID   Patient   Order Choice Abbreviations	Results Received $\diamond$ Order Date <sup>3</sup> $\checkmark$ Ordering Provider $\diamond$ Ordering Location $\diamond$ Status $\diamond$ Selected Ack'd	d ≎
> PATIENT INFO	<u>01018-bs-25196</u> Testpcl, Test SURG PATH	07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete	
> THIS LOCATION	<u>01018-bs-25196</u> Testpcl, Test SURG PATH	07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete	
> MY PREFERENCES			
<ul> <li>QUICK LINKS</li> </ul>	l.	7	
Order Patient Samples	8	6	
Client Services Request			
Data Browsers P & C Labs Website	$\phi$ Show 30 entries	Showing 1 to 2 of 2 entr	ries
TEST, CUSTOMER USER INBOX EDT New Results (1)			

- 1. User Inbox
- Reports Filter click on Show Filter to display search fields based on specific parameters such as
  patient name, individual providers or office/facility (location). The default for viewing is 90 days
  however specific dates can be entered by clicking the radio button for Reports Received/Collection
  Date. The Hide Acknowledged Reports can be checked so that only those reports that have not been
  marked as Acknowledged are displayed.

User Inbox	Q Search Recent
Inbox Filter (hide filter)	
Report Recipient Any	Order Choice
Ordering Location Any	Select Name
Ordering Provider Any	Halle Adive V
Status All	No records selected
Seventy All   Priority All	
Reports received in the past 90 days Show: Days include every day of the week Days include only weekdays Reports received v between: End / / / All unacknowledged reports Hide acknowledged reports	AM Now Clear AM Now Clear
Reports	
Acknowledge Selected	Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh
	Total rows selected: 0 Clear
$\phi$ Show 30 entries	$[+] \leftarrow [1] \rightarrow \models ]$ Showing 1 to 2 of 2 entries
Severity <sup>1</sup> ▼ Priority <sup>2</sup> ▼ Order ID	Results Received $\$ Order Date <sup>3</sup> $\$ Ordering Provider $\$ Ordering Location $\$ Status $\$ Selected Ack'd $\$
<u>01018-bs-25196</u> Testpcl, Test SURG PATH	07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete
<u>01018-bs-25196</u> Testpcl, Test SURG PATH	07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete
Reports	

- a. Acknowledge Selected Select 1 or more reports to mark as Acknowledged
- b. Print Selected Select 1 or more reports to Print at once
- c. Acknowledge & Print Selected Select 1 or more reports to Print and mark as Acknowledged at once
- d. Refresh Refreshes the reports list

3.

Deserts

Acknowledge Selected         Print Selected         Acknowledge & Print Selected         Delete Selected         Reprint Past Print Jobs         Refres	indeportes.			
		Acknowledge Selected Print Selected	d Acknowledge & Print Selected Delete Se	elected Reprint Past Print Jobs Refres
Total rows selected: 0 Clear				Total rows selected: 0 Clear
$\phi$ Show 30 entries $\bowtie \leftrightarrow 1 \rightarrow \bowtie$ Showing 1 to 2 of 2 entries	φ Show 30 entries	□⊲ ← 1		Showing 1 to 2 of 2 entries
Severity <sup>1</sup> + Priority <sup>2</sup> + Order ID $\diamond$ Patient $\diamond$ Order Choice Abbreviations Results Received $\diamond$ Order Date <sup>3</sup> + Ordering Provider $\diamond$ Ordering Location $\diamond$ Status Selected Act d	Severity <sup>1</sup> • Priority <sup>2</sup> • Order ID • Patient •	Order Choice Abbreviations Results Receive	red	Ordering Location      Status     Selected Ack'd
- 01018-bs-25196 Testpcl, Test SURG PATH 07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete	<u>01018-bs-25196</u> Testpcl, Test	SURG PATH 07/15/2025 12:	2:08PM 07/15/2025 12:07PM Provider, Testing I.	PCL Complete 🗌 🗸
- <u>01018-bs-25196</u> Testpcl, Test <i>SURG PATH</i> 07/15/2025 12:08PM 07/15/2025 12:07PM Provider, Testing I. PCL Complete	<u>01018-bs-25196</u> Testpcl, Test	SURG PATH 07/15/2025 12:	2:08PM 07/15/2025 12:07PM Provider, Testing I.	PCL Complete

4. Change the number of reports on the list per page

Search for individual patients using parameters such as name or accession number. Hit the Show Filter from the Patients (Advanced) link to use fields such as Date of Birth, Patient ID