

PCL Results Inbox Instructions

When logging in for the 1st 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.

Set Location

Please choose your location

Available Locations:

2

Label Printer Type: (workstation setting stored in a cookie)

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.

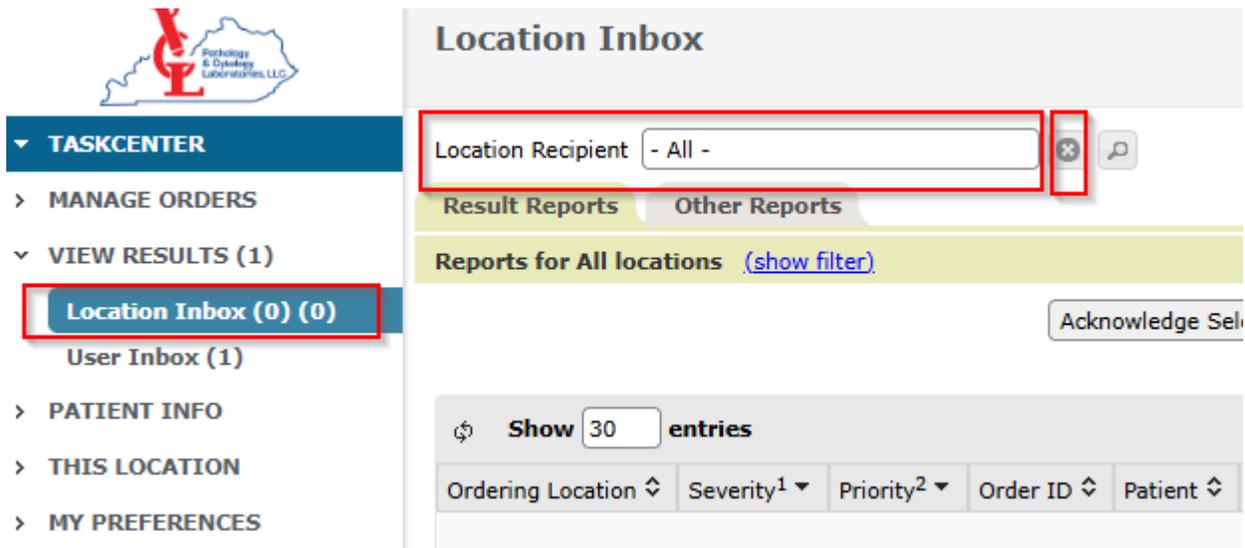
User Inbox

Reports [\(show filter\)](#)

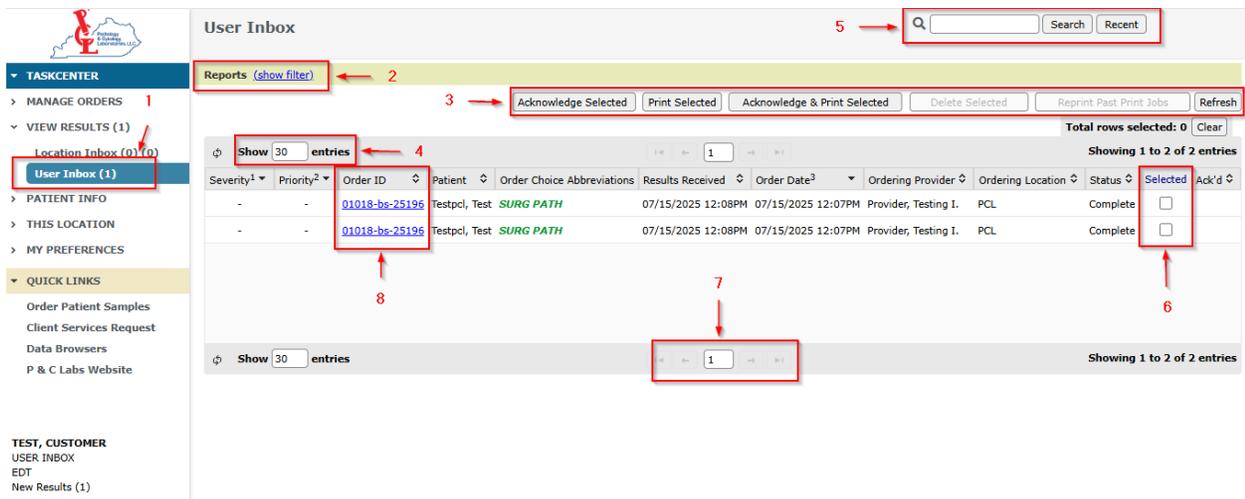
Show 30 entries

Severity ¹	Priority ²	Order ID	Patient	Order Choice Abbreviations	Results Received
-	-	01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM
-	-	01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM

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.



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.



1. User Inbox
2. 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

Patient:

Ordering Location: Any

Ordering Provider: Any

Status: All

Severity: All

Priority: All

Order Choice:

Select Name Active

No records selected

Show: Reports received in the past 90 days
 Days include every day of the week
 Days include only weekdays

Reports received between: Start: / / : AM
End: / / : AM

All unacknowledged reports

Hide acknowledged reports

Reports

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 0

Show 30 entries Showing 1 to 2 of 2 entries

Severity ¹	Priority ²	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date ³	Ordering Provider	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	<input type="checkbox"/>	<input type="checkbox"/>
-	-	01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM	07/15/2025 12:07PM	Provider, Testing I.	PCL	Complete	<input type="checkbox"/>	<input type="checkbox"/>

3. Reports

- Acknowledge Selected – Select 1 or more reports to mark as Acknowledged
- Print Selected – Select 1 or more reports to Print at once
- Acknowledge & Print Selected – Select 1 or more reports to Print and mark as Acknowledged at once
- Refresh – Refreshes the reports list

Reports

Acknowledge Selected Print Selected Acknowledge & Print Selected Delete Selected Reprint Past Print Jobs Refresh

Total rows selected: 0

Show 30 entries Showing 1 to 2 of 2 entries

Severity ¹	Priority ²	Order ID	Patient	Order Choice Abbreviations	Results Received	Order Date ³	Ordering Provider	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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-	-	01018-bs-25196	Testpcl, Test	SURG PATH	07/15/2025 12:08PM	07/15/2025 12:07PM	Provider, Testing I.	PCL	Complete	<input type="checkbox"/>	<input type="checkbox"/>

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