

CMCA Results Section Overview – Quick Guide

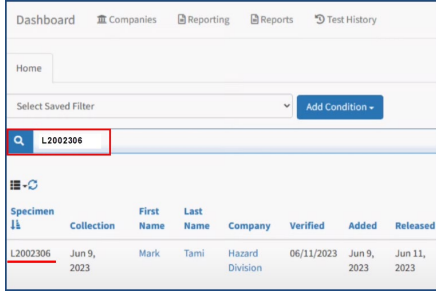

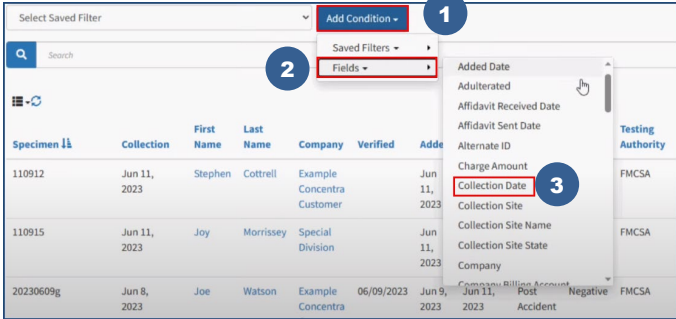
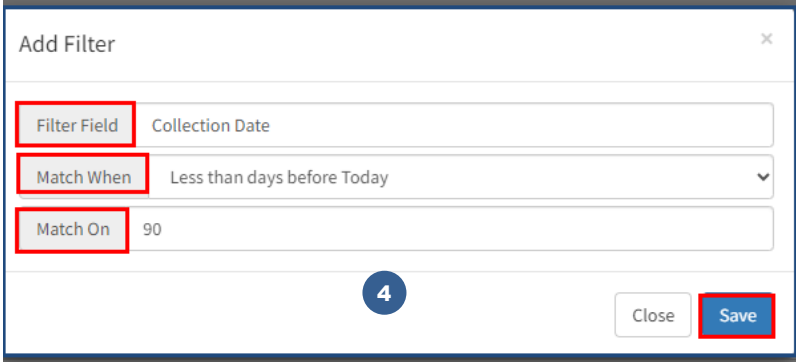

CMCA Results Section

In the Results section of the CMCA portal, you can view, search, filter, and sort every result you have been granted access to. Additionally, you can automatically generate a Result Letter. For your convenience, the CMCA Portal allows you to save specific filters for future use.

Using the CMCA Results Section

Use the following instructions to view information on the results list tools, download a result letter, and other applicable documents.

| Instructions | CMCA Screens |
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| <p>The Test History Tab</p> <p>Clicking on this tab will provide a list of results. The list can be searched, filtered, and sorted.</p> <ol style="list-style-type: none"> 1 – Click the search field to perform a search using specific criteria. 2 – Click the document icon to download a Result Letter. 3 – Click the chain icon to download documents associated with the result. | <p>The screenshot shows the 'Test History' tab selected in the navigation menu. A search bar is highlighted with a red box and a '1' callout. A 'Filter' button is also highlighted with a red box. The table below has columns for Specimen, Collection, Donor, First Name, Last Name, Company, Verified, Added, Released, and Occupation. The first row is highlighted in yellow. In the right side of this row, a 'Download Result Letter' icon (document) is highlighted with a red box and a '2' callout, and a 'Download Associated Document' icon (chain) is highlighted with a red box and a '3' callout.</p> |
| <p>List Tools – Sorting the List</p> <ol style="list-style-type: none"> 1 – Click on a column heading to sort the information and click the column heading again to reverse the order. <p>Note: You can refresh the list using the arrow button at the top of the list. </p> <ol style="list-style-type: none"> 2 – Click the Column Selector to customize the columns displayed and the order viewed on the screen. 3 – Click the Page Size selector to adjust the number of items per page. | <p>The first screenshot shows the 'Specimen' column heading with a sort icon (downward arrow) and a '1' callout. The second screenshot shows the 'Column Selector' tool with a red box around the 'Specimen' button and a '2' callout. The third screenshot shows the 'Page Size' dropdown menu with '20' selected and a '3' callout.</p> |

| Instructions | CMCA Screens |
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| <p>List Tools – Simple and Advanced Search</p> <p>Simple Search Type in the Specimen ID. This will return one result from the search.</p> <p>Advanced Search</p> <ol style="list-style-type: none"> 1. Click into the search field 2. Choose from the other search terms in the pop-up list 3. Type search criteria between the quote marks. | <p>Simple Search</p>  <p>Advanced Search</p>  |
| <p>Creating a Basic Filter</p> <ol style="list-style-type: none"> 1. Click on the Add Conditions button. 2. Select Fields. 3. Select the value type to filter. 4. Update all fields that apply in the Add Filter window and click Save to apply the filter. <p>Note: The default option displayed is Equals. This allows you to input a specific date into the Match On field. Other filter options such as Greater, Less, and Between are also available.</p> <ol style="list-style-type: none"> 5. Click the X button on the new filter if you need to delete it. |    |

| Instructions | CMCA Screens |
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| <p>List Tools – Saving the Filter for Future Use</p> <ol style="list-style-type: none"> 1. Click the Save Filter button. 2. Type the name of your filter. 3. Click Save. <p>Note: Once saved, you can select your filter from the drop-down list.</p> | <p>The screenshots illustrate the following steps:</p> <ol style="list-style-type: none"> Clicking the Save Filter button in the filter configuration area. Entering a name for the filter in the Filter Name field of the Add Saved Filters dialog. Clicking the Save button in the dialog to save the filter. <p>The final screenshot shows the saved filter appearing in the Select Saved Filter dropdown menu.</p> |