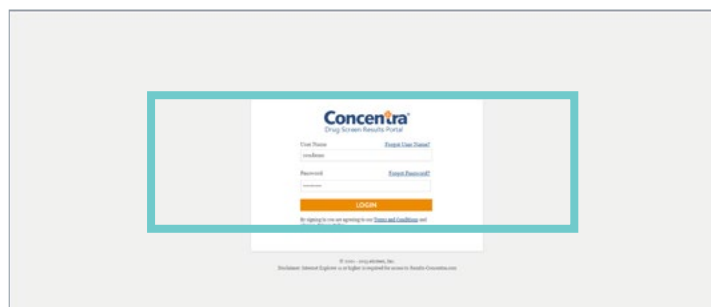# escreen™

ESCREEN™ WEB-BASED REPORTING SOLUTION

CONCENTRA DRUG SCREEN RESULT PORTAL

HOW TO ACCESS RESULTS, SETUP A NEW USER, AND SETUP EMAIL NOTIFICATIONS.
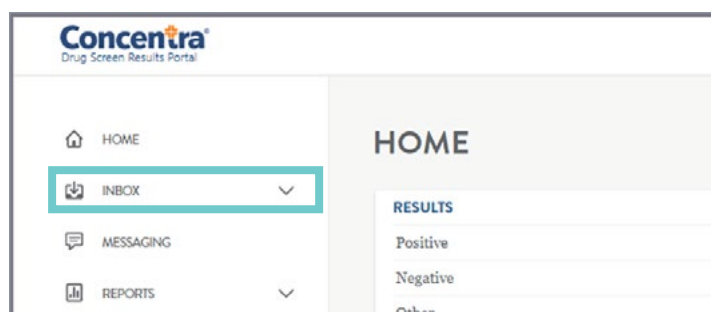
FOR EXTERNAL USE

HOW TO ACCESS RESULTS
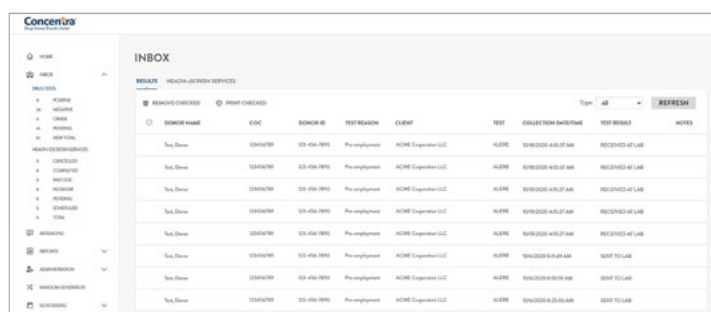

1. CONCENTRA LOGIN

Go to www.Results-Concentra.com

Enter you user name and password and click **LOGIN**.

2. ACCESS RESULTS

From the menu toolbar on the left hand side, click on **INBOX**.
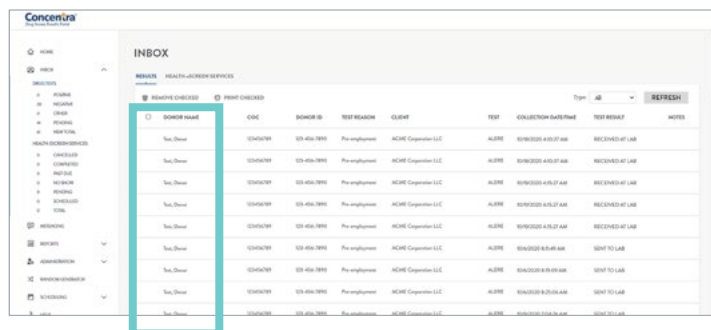

3. ACCESS RESULTS (CONT'D)

PENDING and **NEW** results will be listed on the screen as shown. The names with the **BOX** around them, are final results.

If they do not have a box around the name, the result is still in process and the status can be seen on the far right column **TEST RESULT.**

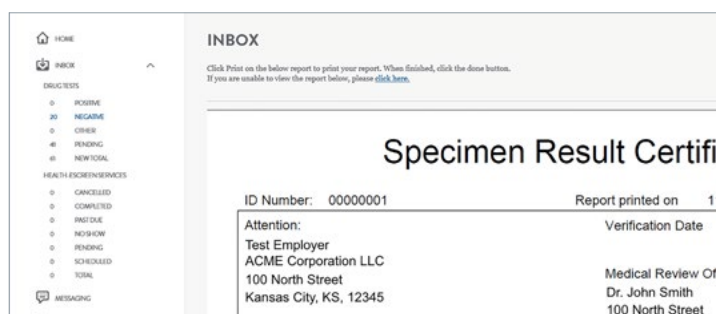# HOW TO ACCESS RESULTS (CONT'D)

4. VIEW COMPLETED RESULTS

Click on a name with a **BOX** around it to open the result. The Specimen Results Certificate will open in a PDF.

5. VIEW COMPLETED RESULTS (CONT'D)

Once you open and view a result, it will be removed from your inbox.

To access previously viewed results, go to the **DRUG TEST REPORTS** menu option and then Find Test Result. Enter as much or little of the search criteria and Search for the result.

Note: Results are stored for 24 months online and available in archives after that.
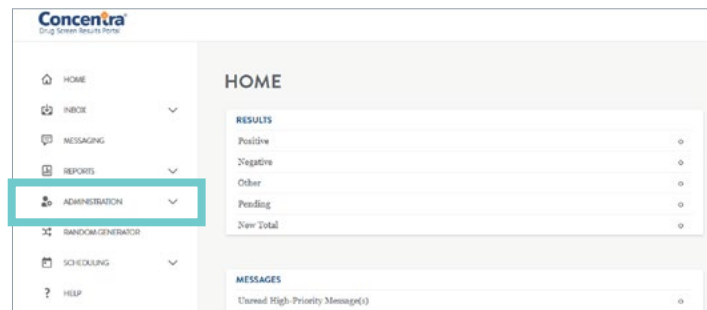
HOW TO SET UP A NEW USER
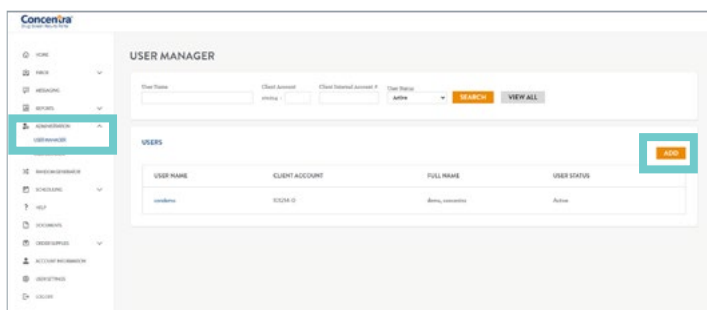

1. CONCENTRA LOGIN

Go to www.Results-Concentra.com

Enter you user name and password and click **LOGIN**.

2. ACCESS ADMINISTRATION PANEL

From the menu toolbar on the left hand side, click on **ADMINISTRATION.**
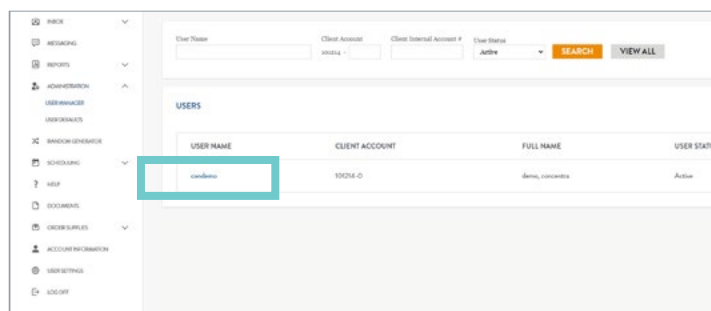

3. ADD A USER

Click on **USER MANAGER** under the Administration menu.
At the User Manager screen, click on **ADD.**
The User tab will display all the fields that must be completed. Complete all fields and then click on **SAVE**.
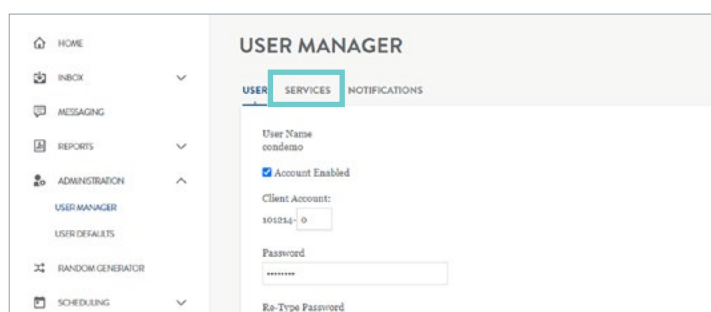Note: The system will return you to the User Manager screen and now the new user is listed under the User Name column. You now need to go in and set up the user's Access Level Privileges.

HOW TO SET UP A NEW USER

4. ADD A USER (CONT'D)

On the User Manager screen, **CLICK** on the new user that was created. The user's information will now open.

5. ADD A USER (CONT'D)

From the menu toolbar on the left hand side, click on **ADMINISTRATION.**

6. ADD A USER (CONT'D)

Use the check boxes to activate any and all services you wish for this user to have on Results-Concentra.com. It is also important that at least one other person has the privileges level set to "Administration, User Manager". This gives users the ability to set up and manage other users of Results-Concentra.com.
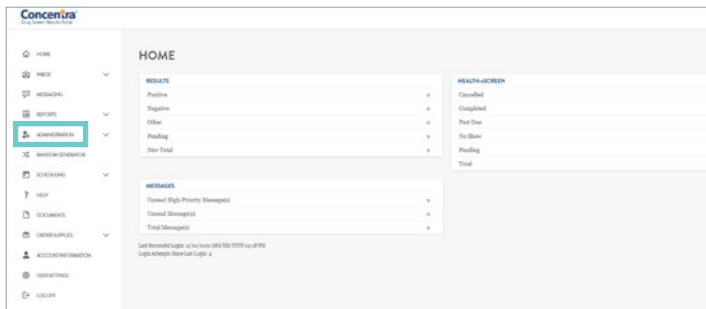
Click on **SAVE** to save changes and exit.

Note: New users will receive an email confirmation that they **must** respond to in order to activate their user status before they can access any of the tools on Results-Concentra.com.
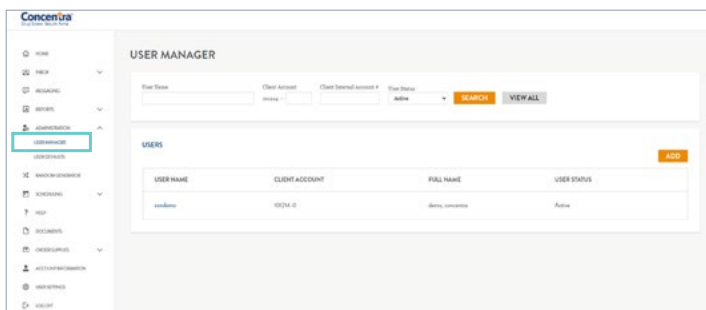
HOW TO SETUP EMAIL NOTIFICATIONS

1. ACCESS ADMINISTRATION PANEL

From the menu toolbar on the left hand side, click on **ADMINISTRATION.**
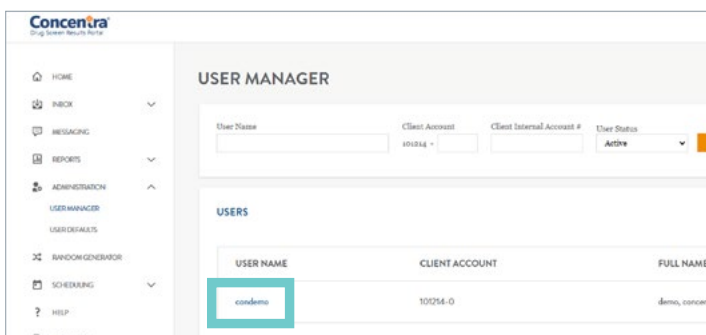

2. SETUP EMAIL NOTIFICATIONS
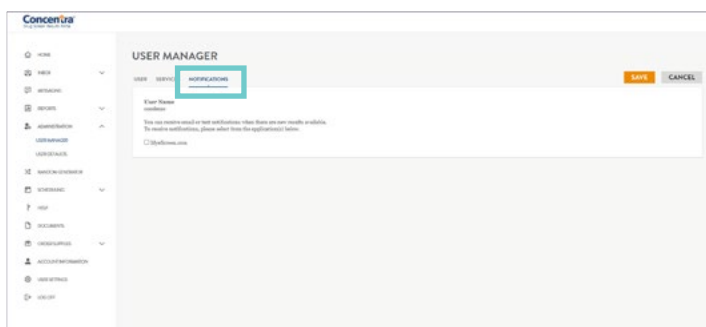
Select **USER MANAGER**

3. SETUP EMAIL NOTIFICATIONS (CONT'D)
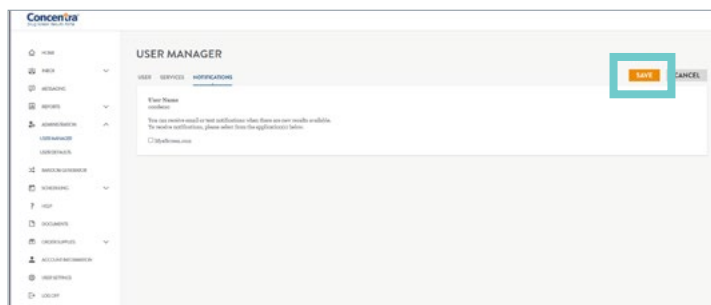
Select the **USER NAME**

4. SETUP EMAIL NOTIFICATIONS (CONT'D)
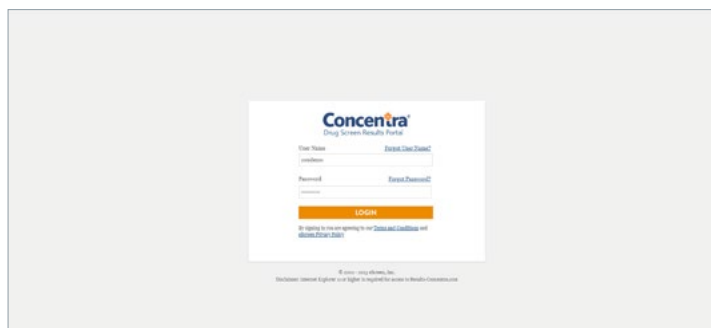
Selet **NOTIFICATIONS.**

HOW TO SETUP EMAIL NOTIFICATIONS (CONT'D)

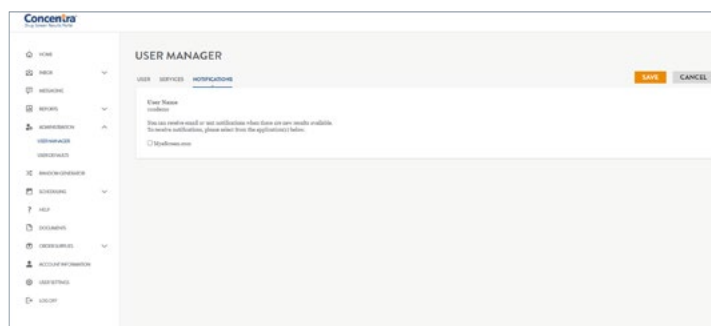### 5. SETUP EMAIL NOTIFICATIONS (CONT'D)

Select the notifications that you would like to receive and click **SAVE.**

6. SETUP EMAIL NOTIFICATIONS (CONT'D)

You will receive a verification email. Click the link and log back in to results-concentra.com.

Once logged in, you should receive a confirmation message that the notifications were setup successfully.

7. SETUP EMAIL NOTIFICATIONS (CONT'D)

If you now look at the notifications tab under your user profile, you should see a green check mark with the word **VERIFIED.**

Abbott