



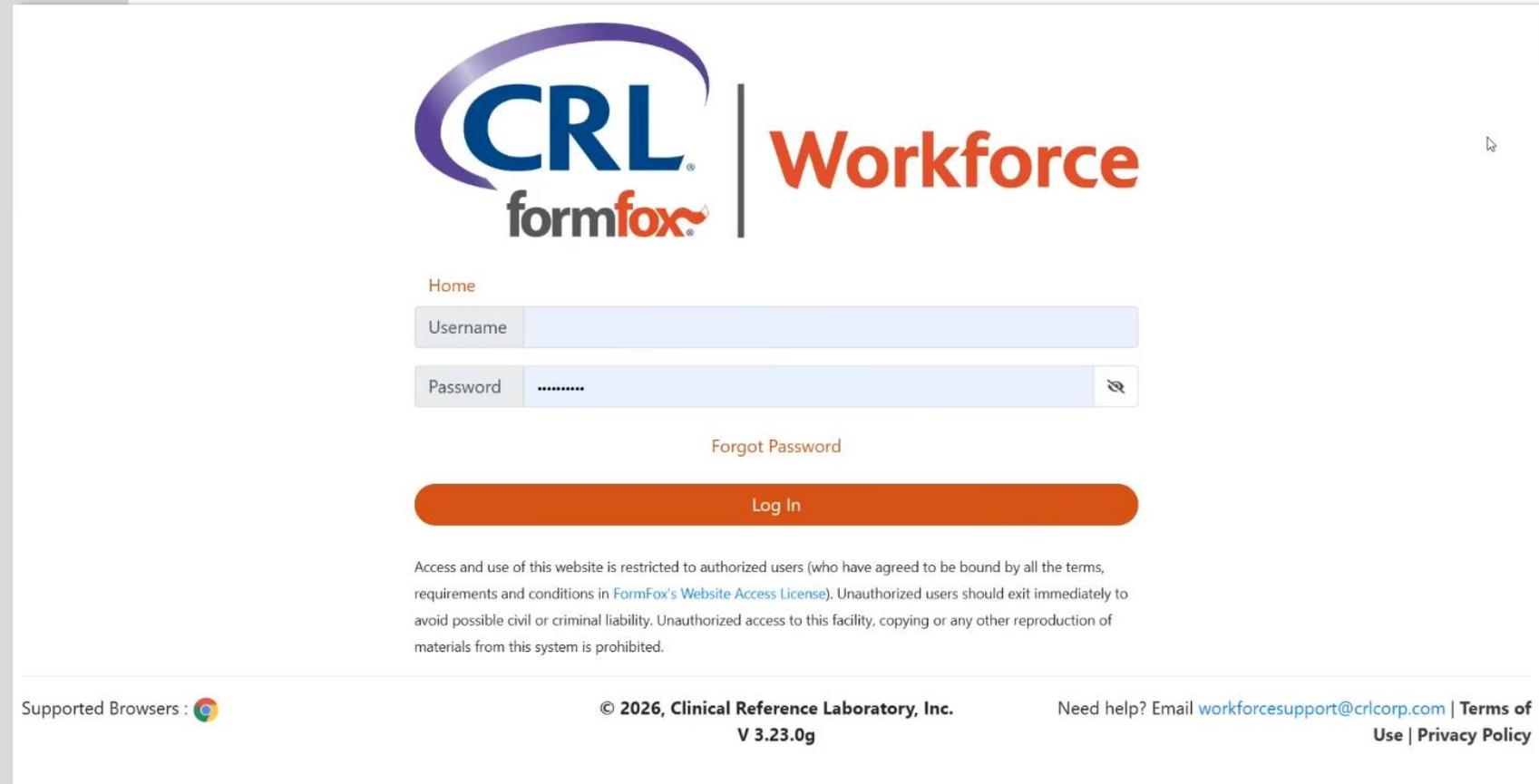
**Workforce**

# Using the Workforce Results Tab

# Welcome to Workforce!

This training document will illustrate how to use the Results Tab in Workforce. We will cover:

- [Navigating the Results Grid](#)
- [Sorting the Grid](#)
- [Customizing the Grid](#)
- [Searching for Results](#)
- [Archiving Results](#)
- [Exporting Grid Info](#)



The screenshot shows the login interface for the CRL formfox Workforce system. At the top, the CRL formfox logo is on the left, and the word "Workforce" is on the right in a large, bold, orange font. Below the logo, there is a "Home" link. The login form consists of two input fields: "Username" and "Password". The password field is masked with dots and has a small icon to its right. Below the password field is a "Forgot Password" link. A large orange button labeled "Log In" is centered below the form. At the bottom of the page, there is a footer with three sections: "Supported Browsers:" followed by a Chrome icon, "© 2026, Clinical Reference Laboratory, Inc. V 3.23.0g", and "Need help? Email [workforcesupport@crlcorp.com](mailto:workforcesupport@crlcorp.com) | [Terms of Use](#) | [Privacy Policy](#)".

# Results Grid

After logging in to the portal, you will see the results grid. Like a spreadsheet, the grid has rows and columns that display orders.

You may need to use the scroll bar at the top to view all of the available columns and the scroll bar on the side to see all of the rows.

You can also use the page navigation at the bottom to see more orders.

**CRL Workforce**

Home Result Exceptions Randomization Portals Order Site Search Results Reports Administration CRL Image Test Portal Account

Show Archived Orders

Select Search CLEAR WATCH RESOLVE CUSTOMIZE EXPORT CSV CLEAR FILTERS

<input type="checkbox"/>	WATCH	ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	eDocs	SAMPLE ID	SERVICE
<input type="checkbox"/>		*****8888 SSN	Benson, Barry	T0C.NUAT.REF1	Negative		CC11440002	<a href="#">Lab Ba</a>
<input type="checkbox"/>		*****7777 SSN	Carter, Thomas	T0C.NUAT.REF1	Negative		CC11440001	<a href="#">Lab Ba</a>
<input type="checkbox"/>		*****TC83 SSN	Sanchez, Juanita	T0C.CUAT.CNRGALL	Complete		6021203490	<a href="#">Clinica</a>
<input type="checkbox"/>		*****3366 SSN	Long, Sally	CRL.FFOX.NONTEST	Positive Dilute		CC11222211	<a href="#">Lab Ba</a>
<input type="checkbox"/>		*****4440 SSN	Cleves, Anne	T0C.CUAT.REF1			CC44877844	<a href="#">Lab Ba</a>

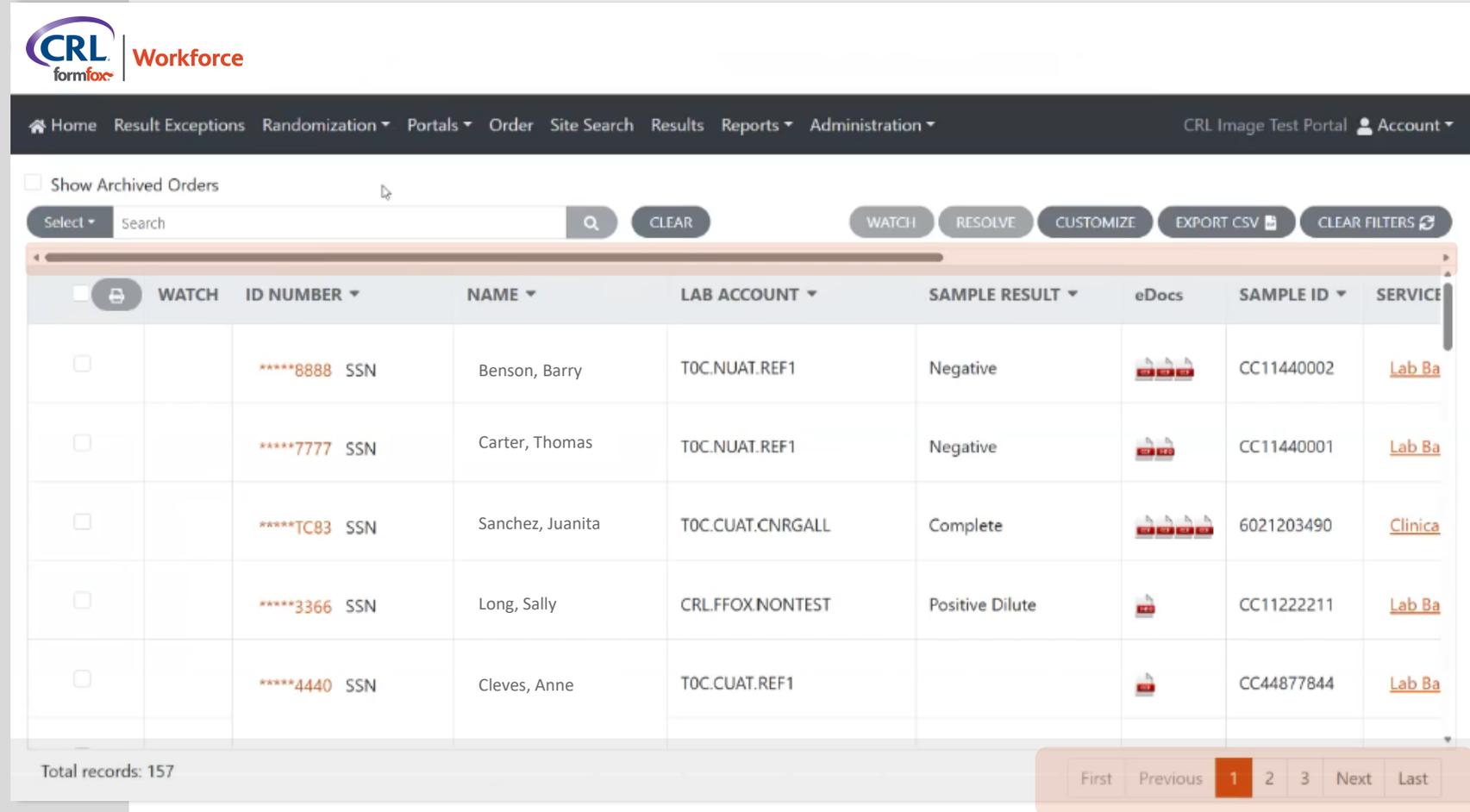
Total records: 157

First Previous 1 2 3 Next Last

## Column Details

A few of the most helpful columns are:

- Name: Donor Name
- Lab Account: Account that the sample was tested under
- Sample Result: Result of the requested test
- eDocs: PDF of lab result letter or other documents pertaining to the test
- Sample ID: Chain of Custody number / sample number
- Service: Type of test ordered



The screenshot shows the CRL Workforce portal interface. At the top, there is a navigation bar with links for Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, and Administration. The user is logged in as 'CRL Image Test Portal' with an 'Account' dropdown. Below the navigation bar, there is a search bar with a 'Show Archived Orders' checkbox, a search input field, and buttons for WATCH, RESOLVE, CUSTOMIZE, EXPORT CSV, and CLEAR FILTERS. The main content area displays a table with the following columns: WATCH, ID NUMBER, NAME, LAB ACCOUNT, SAMPLE RESULT, eDocs, SAMPLE ID, and SERVICE. The table contains five rows of data, each representing a test result. The bottom of the table shows 'Total records: 157' and a pagination control with buttons for First, Previous, 1, 2, 3, Next, and Last.

WATCH	ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	eDocs	SAMPLE ID	SERVICE
<input type="checkbox"/>	*****8888 SSN	Benson, Barry	T0C.NUAT.REF1	Negative		CC11440002	<a href="#">Lab Ba</a>
<input type="checkbox"/>	*****7777 SSN	Carter, Thomas	T0C.NUAT.REF1	Negative		CC11440001	<a href="#">Lab Ba</a>
<input type="checkbox"/>	*****TC83 SSN	Sanchez, Juanita	T0C.CUAT.CNRGALL	Complete		6021203490	<a href="#">Clinica</a>
<input type="checkbox"/>	*****3366 SSN	Long, Sally	CRL.FFOX.NONTEST	Positive Dilute		CC11222211	<a href="#">Lab Ba</a>
<input type="checkbox"/>	*****4440 SSN	Cleves, Anne	T0C.CUAT.REF1			CC44877844	<a href="#">Lab Ba</a>

# Sort Grid

Each column with a ▼ can be sorted in ascending or descending order.

Click on the arrow to change the sort order or select filter criteria.

Click OK to see your sorted or filtered results.

To clear column filters and view all orders in the grid, click the Clear Filters button.

The screenshot shows the CRL Workforce application interface. At the top, there is a navigation bar with the CRL logo and 'Workforce' text. Below the navigation bar, there are several menu items: Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, Administration, and Account. A search bar is located below the navigation bar, with a 'Show Archived Orders' checkbox and a 'CLEAR' button. To the right of the search bar are buttons for WATCH, RESOLVE, CUSTOMIZE, EXPORT CSV, and CLEAR FILTERS. The main content area is a data grid with columns: CH, ID NUMBER, NAME, LAB ACCOUNT, SAMPLE RESULT, SERVICE, eDocs, SAMPLE ID, and STAT. A dropdown menu is open over the 'SAMPLE RESULT' column, showing options for sorting (Sort Smallest to Largest, Sort Largest to Smallest) and filtering (Failed to Reconfirm, Invalid Result, Negative, Negative Dilute, Not Detected). The grid contains several rows of data, including entries for Benson, Barry; Carter, Thomas; Sanchez, Juanita; and Long, Sally. At the bottom of the grid, there is a pagination bar with 'Total records: 495' and buttons for First, Previous, 1, 2, 3, Next, and Last.

# Customize Grid

Change the columns displayed or the column order by using the **Customize** button at the top of the grid.

Click the **checkbox** to display or un-check the box to hide a column.

Click and drag the column titles to change the order displayed in the grid.

Click the orange **Customize** button to save your selections.

Grid customizations are unique to each user.

The screenshot displays the CRL Workforce application interface. At the top, the logo for CRL formfox Workforce is visible. Below the logo is a navigation bar with links for Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, and Administration. On the right side of the navigation bar, there are links for 'CRL Image Test Portal' and 'Account'. Below the navigation bar, there is a search bar with a 'Select' dropdown, a search input field, and a 'CLEAR' button. To the right of the search bar are buttons for 'WATCH', 'RESOLVE', 'CUSTOMIZE' (highlighted in orange), 'EXPORT CSV', and 'CLEAR FILTERS'. Below the search bar is a data grid with columns for 'WATCH', 'ID NUMBER', 'SAMPLE RESULT', 'eDocs', 'SAMPLE ID', and 'SERVICE'. The grid contains several rows of data, including sample results and IDs. A 'CUSTOMIZE COLUMNS' dialog box is overlaid on the grid, allowing users to select and reorder columns. The dialog box has a title 'CUSTOMIZE COLUMNS' and a close button. Below the title, it says 'Select columns you wish to view. Drag and drop columns to change the viewing order.' The dialog box contains a list of columns with checkboxes: NAME, LAB ACCOUNT, SAMPLE RESULT, eDocs, SAMPLE ID, SERVICE, STATUS, COMPANY, COMPANY REGION, COMPANY LOCATION, REGULATED, AUTHORIZATION ID, ORDER DATE, CLINIC, ORDERED BY, UPDATED BY, UPDATE DATE, COLLECTION DATE, COLLECTION TIME, REASON FOR TEST, and MPO#. The 'CUSTOMIZE' button is highlighted in orange at the bottom right of the dialog box.

# Search Results Grid

To find a specific order, use the Search tool at the top of the grid.

First, select the criteria type you would like to search by.

Then, enter your search term into the field and select the  icon to search.

To reset your criteria selection and view all results in the grid, use the Clear button.

CRL Workforce

Home Result Exceptions Randomization Portals Order Site Search Results Reports Administration CRL Image Test Portal Account

Show Archived Orders

Select Search CLEAR WATCH RESOLVE CUSTOMIZE EXPORT CSV CLEAR FILTERS

ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	STATUS	eDocs
*****8888 SSN	Benson, Barry	TOC.NUAT.REF1	Negative	5 Lab Reported	
*****7777 SSN	Carter, Thomas	TOC.NUAT.REF1	Negative	6 MRO Reported <u>Collected</u>	
*****TC83 SSN	Sanchez, Juanita	TOC.CUAT.CNRGALL	Complete	4 Lab Reported	
*****3366 SSN	Long, Sally	CRLFFOX.NONTEST	Positive Dilute	5 Lab Reported	
*****4440 SSN	Cleves, Anne	TOC.CUAT.REF1		3 Collected <u>Collected</u>	

Total records: 157

First Previous 1 2 3 Next Last

Sample ID 1010 CLEAR

# View Order Documents

Once you find the desired order, locate the eDocs column. Click on the document icons to view result reports.

These documents could be a lab generated report, MRO report or scan of a paper Chain of Custody.

The screenshot displays the CRL Workforce eDocs interface. At the top, there is a navigation bar with links for Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, and Administration. A search bar contains 'Sample ID' 2099364394. A table below lists orders with columns for ABER, NAME, LAB ACCOUNT, SAMPLE RESULT, STATUS, eDocs, SAMPLE ID, SERVICE, and REASON FOR TEST. The first row shows order 2099364394 with status 'Lab Reported' and service 'Lab Based Urine Test'. Three document preview windows are overlaid on the interface:

- Left Window:** Clinical Reference Laboratory report for sample NAD00362, dated 26-Jan-2026. It includes patient information (NAME: TC11, TC11), collection details (COLLECTED: 01/13/26), and test results for URINALYSIS, INITIAL TEST, and OPIATES-4.
- Middle Window:** FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM (CF 50006000). It contains fields for Employer Name, Employee I.D. No., and collection site address (8433 Quivira Road, Lenexa, KS 66215).
- Right Window:** NON-FEDERAL DRUG TESTING FORM. It includes fields for Employer Name, Employee I.D. No., and collection site address (CRL - FF BX).

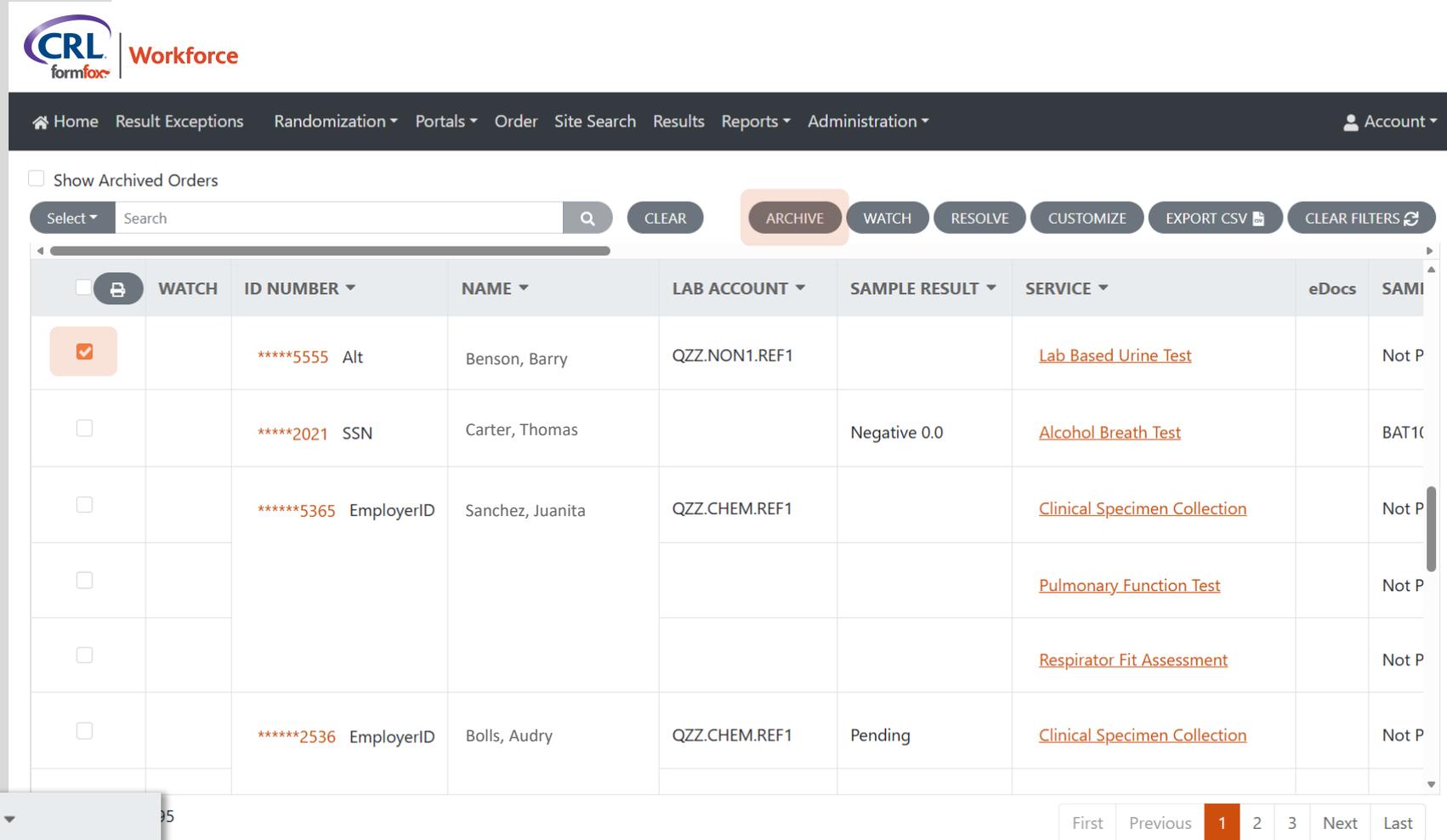
# Archive Orders

Once an order is no longer needed in the primary view, it can be archived.

To archive an order, select the checkbox in the far-left column.

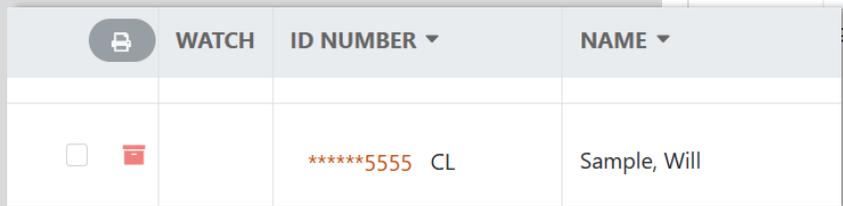
Click the **Archive** button.

Archived orders will be hidden from the primary grid view and denoted with a  icon.



The screenshot shows the CRL Workforce application interface. At the top, there is a navigation bar with links for Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, and Administration. A user account icon is visible in the top right corner. Below the navigation bar, there is a search bar with a dropdown menu labeled 'Select' and a search input field. To the right of the search bar are buttons for CLEAR, ARCHIVE (highlighted in orange), WATCH, RESOLVE, CUSTOMIZE, EXPORT CSV, and CLEAR FILTERS. Below the search bar is a table of orders. The table has columns for WATCH, ID NUMBER, NAME, LAB ACCOUNT, SAMPLE RESULT, SERVICE, eDocs, and SAMI. The first row is selected, and the ARCHIVE button is highlighted. Below the table, there is a pagination bar with buttons for First, Previous, 1 (highlighted), 2, 3, Next, and Last.

WATCH	ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	SERVICE	eDocs	SAMI
<input checked="" type="checkbox"/>	*****5555 Alt	Benson, Barry	QZZ.NON1.REF1		<a href="#">Lab Based Urine Test</a>		Not P
<input type="checkbox"/>	****2021 SSN	Carter, Thomas		Negative 0.0	<a href="#">Alcohol Breath Test</a>		BAT10
<input type="checkbox"/>	*****5365 EmployerID	Sanchez, Juanita	QZZ.CHEM.REF1		<a href="#">Clinical Specimen Collection</a>		Not P
<input type="checkbox"/>					<a href="#">Pulmonary Function Test</a>		Not P
<input type="checkbox"/>					<a href="#">Respirator Fit Assessment</a>		Not P
<input type="checkbox"/>	*****2536 EmployerID	Bolls, Audry	QZZ.CHEM.REF1	Pending	<a href="#">Clinical Specimen Collection</a>		Not P



This is a close-up view of the table header and the first row. The header row contains columns for WATCH, ID NUMBER, and NAME. The first row shows a checkbox, an archive icon (a red box with a white document icon), the ID number \*\*\*\*\*5555 CL, and the name Sample, Will.

WATCH	ID NUMBER	NAME
<input type="checkbox"/>	*****5555 CL	Sample, Will

# View Archived Orders

To view archived orders, select the checkbox next to **Show Archived Orders**. Archived orders will now display in the primary grid view.

The screenshot displays the CRL Workforce application interface. At the top, there is a navigation bar with the CRL logo and the text 'Workforce'. Below the navigation bar, there is a dark header with menu items: Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, Administration, and Account. A toggle switch labeled 'Show Archived Orders' is checked. Below this, there is a search bar with a 'Select' dropdown, a search input field, a search icon, and a 'CLEAR' button. To the right of the search bar are buttons for 'WATCH', 'RESOLVE', 'CUSTOMIZE', 'EXPORT CSV', and 'CLEAR FILTERS'. The main content area is a table with the following columns: WATCH, ID NUMBER, NAME, LAB ACCOUNT, SAMPLE RESULT, SERVICE, eDocs, and SAMI. The table contains six rows of data, with the first row highlighted in orange. The first row shows a checkbox, a red folder icon, ID number '\*\*\*\*\*5555 CL', name 'Benson, Barry', LAB ACCOUNT, and SERVICE 'Physical Exam Regulated - DOT'. The second row shows a checkbox, ID number '\*\*\*\*\*2222 SSN', name 'Carter, Thomas', LAB ACCOUNT 'QZZ.NON1.REF1', and SERVICE 'Lab Based Urine Test'. The third row shows a checkbox, ID number '\*\*\*\*\*2222 CL', name 'Sanchez, Juanita', LAB ACCOUNT 'CRL.DOTW.DOTTEST', and SERVICE 'Alcohol Breath Test'. The fourth row shows a checkbox, ID number '\*\*\*\*\*2222 CL', name 'Sanchez, Juanita', LAB ACCOUNT 'CRL.DOTW.DOTTEST', and SERVICE 'Lab Based Urine Test'. The fifth row shows a checkbox, ID number '\*\*\*\*\*5555 CL', name 'Bolls, Audry', LAB ACCOUNT 'QZZ.DOT1.REF1', and SERVICE 'Alcohol Breath Test'. The sixth row shows a checkbox, ID number '\*\*\*\*\*5555 CL', name 'Bolls, Audry', LAB ACCOUNT 'QZZ.DOT1.REF1', and SERVICE 'Lab Based Urine Test'. At the bottom of the table, there is a pagination bar with 'Total records: 514' and buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

WATCH	ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	SERVICE	eDocs	SAMI
<input checked="" type="checkbox"/>	*****5555 CL	Benson, Barry			Physical Exam Regulated - DOT		Not P
<input type="checkbox"/>	*****2222 SSN	Carter, Thomas	QZZ.NON1.REF1		Lab Based Urine Test		Not P
<input type="checkbox"/>	*****2222 CL	Sanchez, Juanita	CRL.DOTW.DOTTEST		Alcohol Breath Test		Not P
<input type="checkbox"/>	*****2222 CL	Sanchez, Juanita	CRL.DOTW.DOTTEST		Lab Based Urine Test		Not P
<input type="checkbox"/>	*****5555 CL	Bolls, Audry	QZZ.DOT1.REF1		Alcohol Breath Test		Not P
<input type="checkbox"/>	*****5555 CL	Bolls, Audry	QZZ.DOT1.REF1		Lab Based Urine Test		Not P

# Unarchive Orders

First, make sure you are viewing archived orders.

To unarchive an order, select the checkbox next to the archived order. Next, click the **Unarchive** button at the top of the grid.

The order will now be displayed in the primary grid view.

The screenshot shows the CRL Workforce interface. At the top, there is a navigation bar with links for Home, Result Exceptions, Randomization, Portals, Order, Site Search, Results, Reports, and Administration. A user account icon is visible in the top right. Below the navigation bar, there is a section for "Show Archived Orders" with a search bar and several action buttons: UNARCHIVE (highlighted in orange), WATCH, RESOLVE, CUSTOMIZE, EXPORT CSV, and CLEAR FILTERS. Below this is a table of archived orders.

<input type="checkbox"/>	WATCH	ID NUMBER	NAME	LAB ACCOUNT	SAMPLE RESULT	SERVICE	eDocs	SAMPLE II
<input checked="" type="checkbox"/>	<input type="checkbox"/>	*****5555 CL	Benson, Barry			<a href="#">Physical Exam Regulated - DOT</a>		Not Provid
<input type="checkbox"/>	<input type="checkbox"/>	*****2222 SSN	Carter, Thomas	QZZ.NON1.REF1		<a href="#">Lab Based Urine Test</a>		Not Provid
<input type="checkbox"/>	<input type="checkbox"/>	*****2222 CL	Sanchez, Juanita	CRL.DOTW.DOTTEST		<a href="#">Alcohol Breath Test</a>		Not Provid
<input type="checkbox"/>	<input type="checkbox"/>			CRL.DOTW.DOTTEST		<a href="#">Lab Based Urine Test</a>		Not Provid
<input type="checkbox"/>	<input type="checkbox"/>	*****5555 CL	Bolls, Audry	QZZ.DOT1.REF1		<a href="#">Alcohol Breath Test</a>		Not Provid
<input type="checkbox"/>	<input type="checkbox"/>			QZZ.DOT1.REF1		<a href="#">Lab Based Urine Test</a>		Not Provid

Total records: 514

Page navigation: First Previous 1 2 3 Next Last

# Export Grid Information

You can export a CSV file of the grid information. Click on the **Export CSV** button at the top of the grid.

Select a date range and if you want to include Active or Archived orders. Click **Export CSV** to download the file.

Column headers on the spreadsheet will match the column titles on the results grid.

The screenshot displays the CRL Workforce application interface. At the top, the navigation bar includes 'Home', 'Result Exceptions', 'Randomization', 'Portals', 'Order', 'Site Search', 'Results', 'Reports', and 'Administration'. A search bar is present with a 'CLEAR' button. Below the search bar, there are buttons for 'WATCH', 'RESOLVE', 'CUSTOMIZE', 'EXPORT CSV', and 'CLEAR FILTERS'. The main area shows a grid of results with columns for 'WATCH', 'ID NUMBER', 'NAME', 'RESULT', 'eDocs', 'SAMPLE ID', and 'SERVICE'. An 'EXPORT CSV OPTIONS' dialog box is open, allowing users to select a date range (From and To) and include or exclude Active and Archived orders. The 'Export CSV' button is highlighted. Below the dialog, a preview of the resulting CSV spreadsheet is shown, with columns labeled A through W. The spreadsheet contains detailed data for various samples, including Company, Region, Name, Location, CCF, Date, Name, Reference Type, Reviewed, Registered, Regulatory, Employee, Collection, ID, IDType, SSN, and Employee ID.