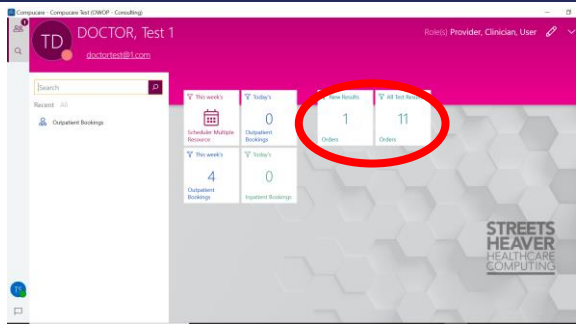


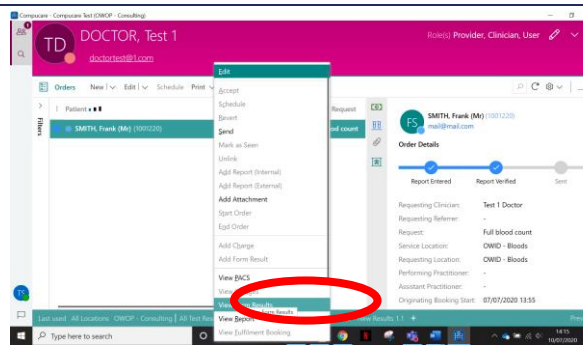
Checking for test results (Not Bloods)




1. Log into Compucare.
2. Click on the relevant pane to view all the **new** test results.
3. Click on **All** Test Results in order to check the tests which you have previously seen and sent.
4. The new test result panes will highlight how many new test results (orders) you have.

P.S. Test results are identified using the following statuses:

- a. "Report verified" – newly received.
- b. "Sent" – seen by the doctor.
- c. "Seen by requestor" – seen by the secretary.



5. To view test results, right click on the relevant test and select "View report."
6. The report will open as a PDF document.
7. To download a copy of the report, click the download button on the PDF:


8. Saving the file to your local computer (CompuCare is running on a remote server) depends on whether you are a Windows or MAC user:
 - a. **FOR WINDOWS USERS:** In the save menu click "This PC" >> "C" + your computer's name >> "Users" >> Your username >> "Desktop"
 - b. **FOR MAC USERS** Save the file in the folder you shared with your computer when you logged in (usually "This PC >> [your computer's name]"). This will now be accessible on your computer and can be uploaded to other systems, etc.
9. Once you have viewed the report, close the PDF.
10. So that the test no longer appears as "New", update the status by right clicking on the relevant test and selecting "Send", then selecting "Mark as Seen".
 - a. Note: this will not send any messages

The status of an order is how we track what results have been communicated. If you update the status of a test, please ensure the results has been communicated to the doctor and / or referrer as required.