

ExperTox Web Access Quick Reference Guide

For our Valued Clients

1 Log In

To access ExperTox's Online results, the client must first contact ExperTox, Inc. to secure a username and password.

- **Log on to www.expertox.com from your internet browser:** In the upper right hand corner, select the link "**Login/New Account**"
- For 1st time users, contact ExperTox to select your unique User I.D. and password
- **Account Login Screen:** Enter the username and password that was assigned during initial setup
Ex. Username: toxins **Password (case sensitive):** Drugs
News and Announcements Screen will appear

✓ Accessing Your Results

In the upper left-hand corner, click on the link "**Report Viewer**". In the **Start Date** pull down menu, the client has the option to select which date to begin searching for results. Depending on the date range, the client may click within the **Date Period** pull down menu and select **Last 1 day** through **Last 30 days** to access results.

- Select Right-hand side **Filter icon** to begin accessing results within selected range
- All results should appear listed on the screen with accession number, client name, and test performed
- Client should note that Start Date is contingent upon the official release date of results by ExperTox

✓ Printing Your Results

In the upper right-hand corner, click on the **green printer icon** to print all results shown in window. Another window will open, and the results will be displayed in printer-friendly format. Client will select File, and then Print. If the client only wishes to print a single result or a few and not all, then the client must click on the accession number that appears on the left-hand side of the each result displayed. A new screen displaying the phrase "**Report Details**" will appear. Clicking on the **green printer icon** in the upper right-hand corner will open another window. Client will select File, and then Print.

- Client should note that results will print to any printer that is linked to computer on which results are retrieved.