



Welcome to the PHC Medical Diagnostic Center Limited E-report system. As our VIP customer, we would like to thank you for your continuous support and wish you have the pleasure experience on our latest service – E-report. Below is the guideline to operate the E-report, if you come across any difficulties, please contact our technical support division via e-mail it@phclab.com.hk

歡迎閣下使用 PHC 標準病理檢驗所有限公司之網上報告查詢系統!我們感謝閣下一直支持我們，並且祝願貴為我們 VIP 貴客的您，在使用我們最新的網上報告查詢系統時，能有愉快的經驗。下面為網上報告查詢系統的操作指引，如閣下在使用時遇到任何困難，歡迎電郵與我們技術支援部: it@phclab.com.hk

Since the operation is Web based operation, please click on the Internet Explorer through your PC and visit PHC website www.phclab.com.hk then click on E-report icon. After that, you will find the main page “Welcome to PHC E-report”:

如欲使用我們的網上報告查詢系統，閣下可透過個人電腦內的網絡瀏覽器來連線至我們的網站(www.phclab.com.hk)，然後點擊「網上報告」。之後，閣下的網絡瀏覽器將顯示「PHC 網上報告查詢系統」的主頁，

1. The default display language is English, please click on “Traditional Chinese” or “Simply Chinese” from the top to select your desired language.
我們的預設顯示語言為英語，閣下亦可透過點擊位於主頁上方的「繁體中文」或「簡體中文」來選擇閣下欲顯示之語言。
2. Please input your user code under “Login Name”
請於「登入名稱」一欄內輸入閣下的的用戶代碼。
3. Please input your password under” Password”, please change your password regularly after login.
請於「登入密碼」一欄內輸入閣下的的用戶密碼，並請定期更改密碼。
4. Please input “Security Code” according to the display next to it.
請輸入顯示於「驗證碼」旁的驗證碼。
5. Then click “Login”
然後點擊「登入」。
6. After Login, please check on “Agreement statement”.
請於登入後細閱「協議」。

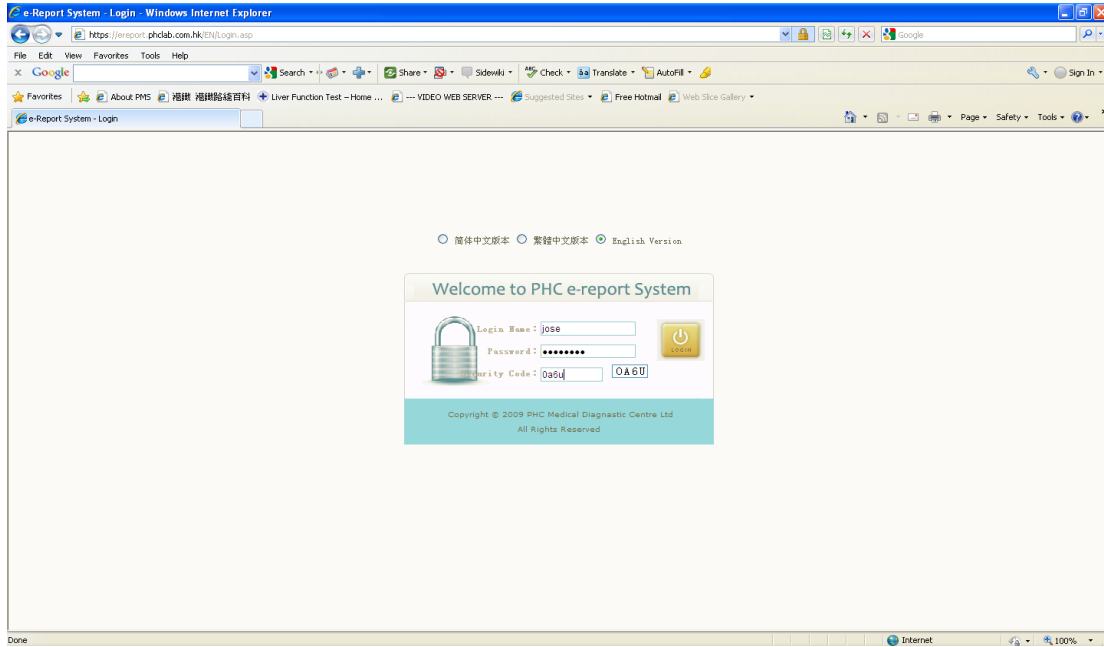
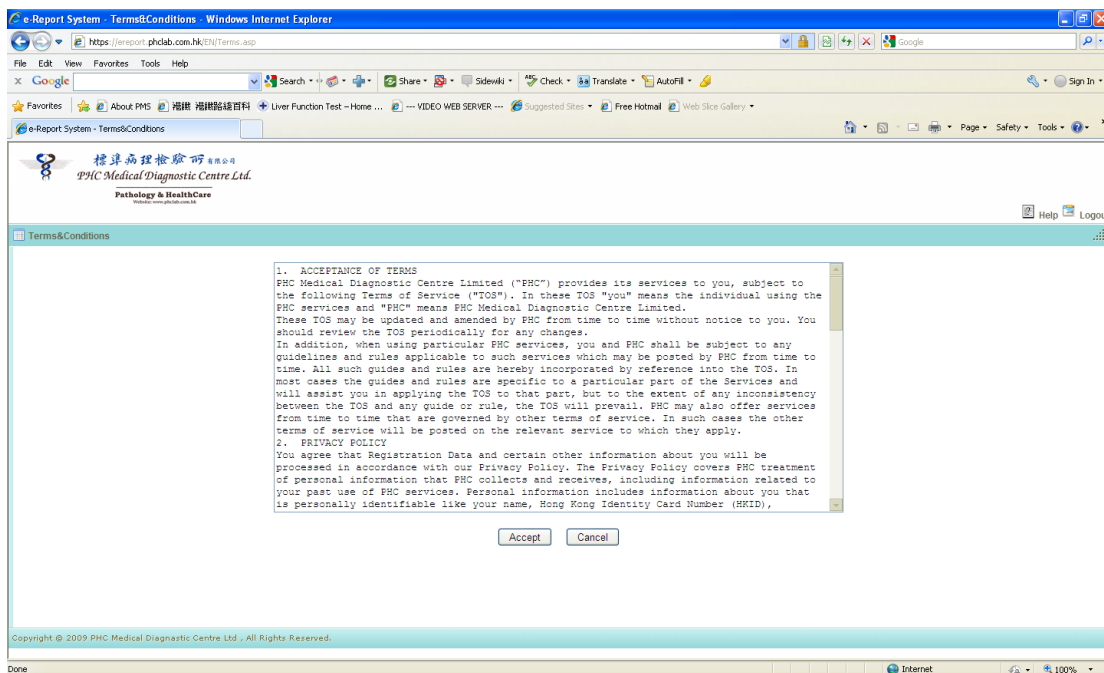


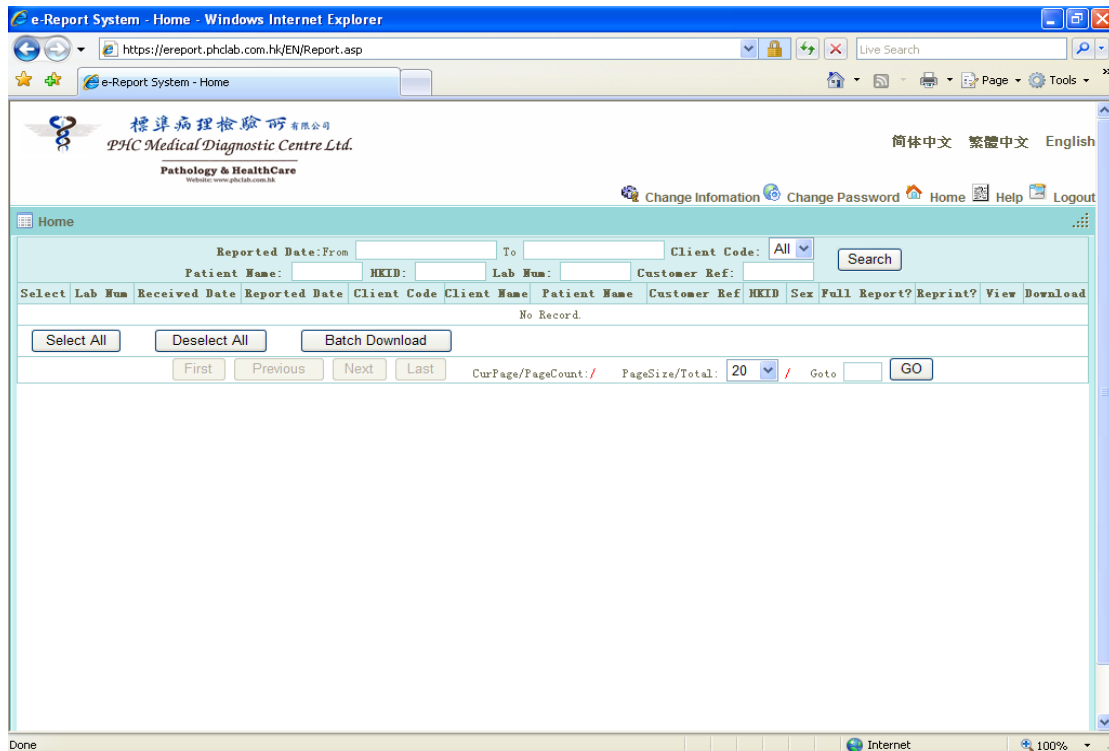
Figure 1: Login 圖一: 登入





7. Then go to your main screen for operation.

閣下的屏幕將顯示 PHC 網上報告查詢系統的操作主頁。



Main screen operation 操作主頁:

1. Change of Display Languages 更改顯示語言

You can change the display languages by clicking on your desired languages shown on the top right hand corner of the main screen.

閣下能透過點擊操作主頁右上角的顯示語言來更改閣下所選用之顯示語言。

2. Information Update 資料更新

If you would like to update your email address, or login email notification setting, please click on "Change Information". Input the updated information in the fields which you would like to update. Click on "Done" when you want to save the changes; or click on "Cancel" to discard the changes and return to the main screen.



如閣下希望更新您的電郵地址或登入電郵通知設置，請點擊「修改資料」。請於閣下希望更新的欄位內輸入最新資料。完成更改後，請點擊「確定」；或點擊「取消」以返回操作主頁。

3. Password Update 密碼更新

Click on “Change Password”, and then input your old password as well as your new password. Please confirm your new password by inputting your new password again in the field named “Confirm Password: ”. Click “Done” when you want to confirm the change of password, or click “Cancel” to discard the change and return to the main screen. A box will be displayed to confirm if the change is succeeded.

點擊「修改密碼」，然後輸入您的舊密碼及新密碼。請於「確認新密碼」內輸入您的新密碼來確認。點擊「確定」來更改密碼，或點擊「取消」以放棄變動及返回操作主頁。如密碼更改成功，將會有顯示箱出現，表示修改成功。

4. Sorting of Reports Displayed 排列報告

Click on related items on the comment line, such as “Lab num”, “patient Name”, “HKID” and etc. Reports will be automatically sorted either in ascending order or descending order.

點擊操作主頁顯示的報告相關項目，如「化驗號碼」、「病人名字」、「身份證號碼」等，報告將按相關項目的增加或遞減次序自動地排列及顯示出來。

5. Search of Reports 報告搜尋

With the info about Reported Date, Client Code, Patient Name, patients’ HKID or Lab Num, you can search for specific reports by inputting those kinds of information in the respective fields. After clicking on “Search”, specific reports will be displayed.

透過輸入報告日期、客戶號碼、病人名字、病人的身份證號碼、化驗號碼等資料，閣下可以搜尋特定的報告。在點擊「查詢」後，所搜查的報告將被顯示出來。

6. Under the column “Customer Ref”, names of doctors concerned will be shown as references for medical groups.

在「客戶參考號」下，相關的醫生名字將會顯示出來，以供醫療團體作參考。



7. “Full Report” in the comment line indicates complete report; otherwise the reports are partial ones. Always check on the latest full reports.
「完整部告」代表報告內包含所有檢查的結果; 否則報告內只包含部份檢查的結果。
請定期檢查最新的完整報告。
8. If you want to view the report instead of printing, please click on “View”. Related reports will be displayed on your computer screen.
如閣下欲查閱報告而不是列印, 請點擊「查閱報告」, 相關報告將自動顯示出來。
9. If you want to download this specific report, please click on “Download”.
如閣下想下載詳細報告, 請點擊「下載」。
10. If batch download is required, please click on “Select All”, and then click on “Batch Download”. Follow the instruction to download entire files into your local computer.
如閣下需要下載所有報告, 請點擊「全選」, 然後點擊「批量下載」, 並遵從指示以下載所有報告至閣下之電腦內。
11. Click “Deselect All” when you do not want to select all reports.
如閣下不需要選擇所有報告, 請點擊「全不選」。
12. Click on “Logout” on the top right hand corner when you finish your operation.
當閣下完成操作後, 請點擊顯示於操作主頁右上角的「登出」以離開 PHC 網上報告查詢系統。