GRAVITYDIAGNOSTICS™

How to Log-In and View Results in the Gravity Diagnostics Portal

1. You will receive an email with the subject "Gravity Diagnostics Portal {Action Required}" from info@gravitydiagnostics.com.
2. Scroll down in the email. You will see "Click here to access the portal and set up your password." Click on the link that is highlighted, and it will direct you to the Gravity website.
   a. Website for Portal Log-In: https://www.gravitydiagnostics.com/

3. Click "LOGIN", then in the drop-down menu, Click "PRACTICES"

4. Scroll down in the email from info@gravitydiagnostics.com to find your username and password. Use this to log in to the Gravity Diagnostics Portal.
5. You will be asked to change your password upon initial sign-in.
6. Once you log in to the portal, you will be on the home screen, called "Location Inbox"(see figure below). The name of the practice should be at the top of the page. If you are given access to more than one practice, click on the "Location Recipient" box, and other linked locations will populate. Click on the location you would like to view.

7. The tests will be listed in order, with the most recent test results at the top.
8. To view test results for a specific patient, select the blue Order ID number next to the patient's name, select "lab report," then select "view." In order to keep your inbox from overflowing, the result will be removed from the inbox once action is taken to view that result, such as viewing/printing.

9. Once a result is removed from the inbox, it can still be viewed. At the top of the page, choose the blue "filter" hyperlink.

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10. You will see this screen pop up. From here, you can filter by patient, date, etc. Be sure to uncheck "Hide Acknowledged Reports" if you would like to include printing reports that have been previously viewed.

11. Once you have selected the desired filters, scroll down and to the right, and click "refresh." This will bring up all reports that are specific to the chosen filters.
12. Be sure to sign out of COPIA when not in use. "Sign out" is located in the bottom left hand corner of the screen.