

Outreach Results – PDL-Psyche WindoPath

- The link to OutReach is: <https://outreach2.psychesystems.com/netoutreachpdl/>
- Your username and password will be sent in separate emails. Outreach should tell you the password has expired and give you a box to put in a new password and a box to confirm that new password. The password should be a minimum of 6 digits including a number.
- When you log in, check the groups box at the bottom center, click RUN and all of your cases will be displayed.
- Click on any column to sort the column.
- Change ‘days back to search’ to limit the search – Click on run.
- Choose a ‘search criteria’ from the list to further limit the search. For example ‘ReceivedDate’ and put the date in the box to the right (date format: YYYY-MM-DD). Click on run.
- To scroll through multiple pages of patients, click on the page number just above ‘batch all’ at bottom left of screen.
- To view a single completed report, double click on ‘View Report’.
- To view multiple reports, click on box to the left of ‘view report’ on all reports to view and then click on the ‘Batch’ button at the bottom OR to view all completed reports, check the ‘batch’ box and click on the ‘Batch’ button. Either method puts the reports on one PDF. Use the scroll bar on the right to scroll through the reports or the arrow keys at the bottom of the PDF.
- The default view in OutReach is for one specific physician. To view all reports from your practice, click on ‘use groups’ at the bottom of the screen and select your group from the drop down list. All reports from all physicians in your practice will display.
- After you have opened a report, click on the results button to go back to the main list.
- You must use the **“log out”** button rather than the “x” in upper right hand corner.

Please contact support@pdlpath.com for password resets or questions/issues. Thanks!