



How to Use Result Form Data Entry

Enter your laboratory data into the online result form to avoid clerical errors and improve speed and accuracy. Minimize proficiency testing (PT) failures on data entry with pre-populated electronic forms and drop-down method, reagent, and instrument selections. You can also verify receipt of data and view faxed or mailed data.

To access Result Form Data Entry, use the Lab Selector to select your laboratory. Click **Result Form Data Entry**.

Use the filter options to refine the list of kits. Click anywhere on the mailing row to view the kit details.

Note: The default kit list includes programs that have shipped within the last 75 days.

Step 1: Enter/Edit/View Results

1. Under the Data column, click **Enter Data**. The result form will open in an HTML format.

Step 1: Enter/Edit/View results

Total of 6 page(s)

Page	Status	Date Received	Via	Data
1	Not Received			Enter Data
2	Not Received			Enter Data
3	Not Received			Enter Data
4	Not Received			Enter Data
5	Not Received			Enter Data

Navigation: << 1 2 >>

2. To edit data, under the Data column, click **View/Edit**. Data may be edited any time prior to the due date.

Step 1: Enter/Edit/View results

Total of 3 page(s)

Page	Status	Date Received	Via	Data
1	Pending Approval	10/25/18 12:22 PM	Online	View/Edit
2	Pending Approval	10/25/18 12:23 PM	Online	View/Edit
3	Pending Approval	10/25/18 12:23 PM	Online	View/Edit

Note: Your site administrator(s) will receive an email to alert them that your data hasn't been received yet.



Step 2: Review and Submit Results

1. Click **Approve and Submit to CAP**. You will be able to review your results before submitting. This will open a document of all the pages you have saved.

Step 1: Enter/Edit/View results

Total of 3 page(s)

Page	Status	Date Received	Via	Data
1	Pending Approval	10/25/18 12:22 PM	Online	View/Edit
2	Pending Approval	10/25/18 12:23 PM	Online	View/Edit
3	Pending Approval	10/25/18 12:23 PM	Online	View/Edit

Step 2: Review and submit results

This button is enabled only when results are entered and saved.

APPROVE AND SUBMIT TO CAP



Results entered and saved online must be approved before they can be processed and evaluated by the CAP. Pages/data left in "Pending Approval" status after the due date will not be processed/evaluated. Click **APPROVE AND SUBMIT TO CAP** to review and submit your results.

2. Click **Edit Page** to update/change data.
3. After your data check is complete, click **Approve** at the bottom of the last page to submit your results. Until this step is complete, results will not be submitted to the CAP and remain in pending approval status.