

How to Submit Results with the New Multiple Results Facility.

- 1) Log in to view the new 'My Accounts' page.

The screenshot shows the 'My Account' page on the Fapas website. The header includes the Fapas logo, a search bar, and navigation links for 'Log out' and 'My Account'. The main content area features four large buttons: 'Orders', 'Results', 'Reports', and 'Charts', each with a 'Go to' button. The footer contains contact information, help links, and a newsletter sign-up form.

My Account

- Orders**: View details of your orders and create quotes. [Go to Orders](#)
- Results**: View and input your Proficiency Test results. [Go to Results](#)
- Reports**: Download reports for Proficiency Tests you have participated in. [Go to Reports](#)
- Charts**: Create charts of your Fapas® z-scores from previous Proficiency Tests you have participated in. [Go to Charts](#)

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- 2) Clicking on 'Results' will take you to this page. Here you can see a list of all of the proficiency tests that you are currently registered for.

The screenshot shows the 'Proficiency Tests' page on the Fapas website. The header is identical to the previous page. The main content area displays a table of proficiency tests with columns for Product Code, Test No., Matrix, Analyte Info., Sample Contact, Start, and Results Due. There are also buttons for 'Submit Results', 'Options', 'Add or Edit Results', and 'Options'.

Proficiency Tests

View Proficiency Tests for my company with results entry open

Filters

Product Code	Test No.	Matrix	Analyte Info.	Sample Contact	Start	Results Due	
FCAL15-INF13	27216	Infant Soya Formula	milk (casein) & gluten	Mr Joe Bloggs	22/02/2018	20/04/2018	Submit Results Options
FCFA22-MRP23	20147	Meat	sulphur dioxide	Mr Joe Bloggs	22/03/2018	01/05/2018	Add or Edit Results Options

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- 3) There is an option to view either the tests for a company, tests associated to the user logged in as well as tests that are open, closed or not yet opened. A new feature on this screen is the option to filter through the proficiency tests listed on screen by test number, matrix or analyte.

The screenshot shows the 'Proficiency Tests' page on the Fapas website. At the top, there is a search bar and navigation links for 'Log out' and 'My Account'. Below the navigation, there are tabs for 'Quality Control Materials', 'Reference Materials', 'Proficiency Tests', 'Bespoke Tests', 'About us', and 'How To Use Fapas.com'. The main content area is titled 'Proficiency Tests' and includes a filter section with dropdowns for 'View Proficiency Tests' (set to 'for my company'), 'with results entry' (set to 'open'), and 'Filters' (Test, Matrix, Analyte). Below the filters is a table of proficiency tests:

Product Code	Test No.	Matrix	Analyte Info.	Sample Contact	Start	Results Due	
FCAL15-INF13	27216	Infant Soya Formula	milk (casein) & gluten	Mr Joe Bloggs	22/02/2018	20/04/2018	Submit Results Options -
FCFA22-MRP23	20147	Meat	sulphur dioxide	Mr Joe Bloggs	22/03/2018	01/05/2018	Add or Edit Results Options -

The bottom of the page features a dark blue footer with sections for 'Contact Us', 'Help', 'Our Expertise', and a 'Stay up to date with Fapas' newsletter sign-up form.

- 4) On the right-hand side of the screen there are two options, 'Submit Results' and 'Add or Edit Results'. Submit results mean that there are no results submitted by your company for this test. 'Add or Edit Results' mean that somebody has already entered a set of results but as testing is still open you are able to enter additional results.

This screenshot is identical to the one above, showing the 'Proficiency Tests' page. It highlights the two action buttons for each test row: 'Submit Results' and 'Options -' for the first test, and 'Add or Edit Results' and 'Options -' for the second test. The 'Options -' buttons likely contain links to 'Submit Results' and 'Add or Edit Results'.

- 5) This is the intermediary screen you will reach after clicking on ‘Submit Results’ for a semi-blind test. For these tests there is now a select all option at the top of each column, so you can mark all analytes as ‘Not Detected’, ‘Not Tested’, or ‘Provide Results’ before making individual selections. After selecting which analytes you would like to provide a result for, you will move forward to the usual results entry screen.

Results Submission - Analyte Selection

Proficiency Test: 27216
Product Code: FCAL15-INF13
Test Dates: 22/02/2016 to 19/04/2016
Test Material(s): T27216A - Infant Soya Formula, T27216B - Infant Soya Formula

[View Results Submissions](#)

T27216A - Infant Soya Formula

Analyte / Organism	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Bio-Check (UK) - Gluten-Check R5 (R6098/R6099)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by BioFront - MonoTrace Gluten (GLU-EK)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Biomedal Diagnostics - GlutenTox ELISA Competitive G12 (KT-4758)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Biomedal Diagnostics - GlutenTox ELISA Sandwich A1-G12 (KT-5195)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by ELISA Systems - Gliadin (ESGLISS-48)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by EuroProxima - Gluten-tec ELISA (S171GT)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Ingenasa - Ingezim Gluten (30 GLU.K2)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Ingenasa - Ingezim Gluten Quick (30.GL2.K2)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Morinaga - Wheat/Gluten ELISA (M2103)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Morinaga - Wheat/Gluten ELISA II (M2114)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result
Gluten by Neogen - Biokit's Gluten Assay Kit (802002Y)	<input checked="" type="radio"/> Not Detected	<input type="radio"/> Not Tested	<input type="radio"/> Provide Result

6) This is the results entry screen which acts in the same way as previously.

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of analyte present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?

We cannot be held responsible for errors arising from incorrect data entry.

Your Reference for these results

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	Detected/Not Detected	<input type="text"/>	<input type="text"/>
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="text" value="Please select"/>	<input type="text"/>	mg/kg	<input type="text"/>	<input type="text"/>

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	Detected/Not Detected	<input type="text"/>	<input type="text"/>
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="text" value="Please select"/>	<input type="text"/>	mg/kg	<input type="text"/>	<input type="text"/>

Comments

Submit Results

7) It is mandatory to provide a reference for this result entry, this needs to be unique for each set of results entered for a proficiency test. The same reference can be used across different proficiency tests.

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of analyte present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?

We cannot be held responsible for errors arising from incorrect data entry.

Your Reference for these results

Method 1]

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	Detected/Not Detected	<input type="text"/>	<input type="text"/>
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="text" value="Please select"/>	<input type="text"/>	mg/kg	<input type="text"/>	<input type="text"/>

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	Detected/Not Detected	<input type="text"/>	<input type="text"/>
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="text" value="Please select"/>	<input type="text"/>	mg/kg	<input type="text"/>	<input type="text"/>

Comments

Submit Results

- 8) You can now submit the results as normal for the test. Once completed please click on the ‘Submit Results’ button. From here you will be prompted to fill in the method sections.

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of analyte present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?
We cannot be held responsible for errors arising from incorrect data entry.

Your Reference for these results

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Detected	Detected/Not Detected	1	
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	123	mg/kg		1

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Gluten	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Detected	Detected/Not Detected	1	
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	321	mg/kg		1

Comments

[Submit Results](#)

- 9) The method sections have also been updated. After entering results, you will automatically be taken to this screen. There is the option to skip individual questions as well as the whole section. Questions will now appear one at a time, with a progress bar to say how far through you are.

You will also have the option to auto-fill the method if you have answered the same method questions previously. Please note that when we update a method this option will not be available.

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My Account > Proficiency Tests > Results Submissions for Proficiency Test 20147 > Method Submission

Method Submission for Proficiency Test 20147

[Skip General Method](#)

General Questions

Question 1 of 12

[Next](#)

1) Is the Method Used Accredited?

yes
 no

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10) After completing (or skipping) the methods section, you will be taken to the results submission summary page. Here you can see all of the entries, but it is only the **sample contact** that can see the results.

This is the screen a **non-sample contact** will see.

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My Account > Proficiency Tests > Results Submissions for Proficiency Test 20147

Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat

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Submitted by	Submitted on	Your Reference	Laboratory Number
Mr Joe Bloggs	22/03/2018	H2O2 used	1

[View Proficiency Tests](#) [Add Additional Results](#)

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11) A **non-sample contact** may add an additional result entry and upon doing so will note that instead of a lab number, will be assigned with 'These results will not appear in the report'.

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat

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Submitted by	Submitted on	Your Reference	Laboratory Number
Mr Joe Bloggs	22/03/2018	H2O2 used	1
Mrs Jane Doe	22/03/2018	HCl used	These results will not appear in the report

[View Proficiency Tests](#) [Add Additional Results](#) [Options -](#)

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12) Under 'options' whoever submitted the result has the option to edit or view their results, and the option to add, or view/edit their method results.

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
 Proficiency Test: 20147
 Product Code: FCFA22-MRP23
 Test Dates: 22/03/2018 to 30/04/2018
 Test Material(s): T20147 - Meat
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Submitted by	Submitted on	Your Reference	Laboratory Number
Mr Joe Bloggs	22/03/2018	H2O2 used	1
Mrs Jane Doe	22/03/2018	HCl used	These results will not appear in the report

[View Proficiency Tests](#) [Add Additional Results](#)

Options -

- Edit / View
- Add General Method Questions
- Add Analyte Method Questions
- Export to CSV

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13) The **sample contact** has a greater range of options available to them. As you can see they get the same options for all result entries, can choose which result to be set as the report results (those submitted for assessment within the report), and have the option to export all entries as a CSV file.

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
 Proficiency Test: 20147
 Product Code: FCFA22-MRP23
 Test Dates: 22/03/2018 to 30/04/2018
 Test Material(s): T20147 - Meat
[Download Instructions](#)

Submitted by	Submitted on	Your Reference	Laboratory Number
Mr Joe Bloggs	22/03/2018	H2O2 used	1
Mrs Jane Doe	22/03/2018	HCl used	These results will not appear in the report

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Options -

- Edit / View
- Set as Report Results
- Add General Method Questions
- Add Analyte Method Questions
- Export to CSV

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