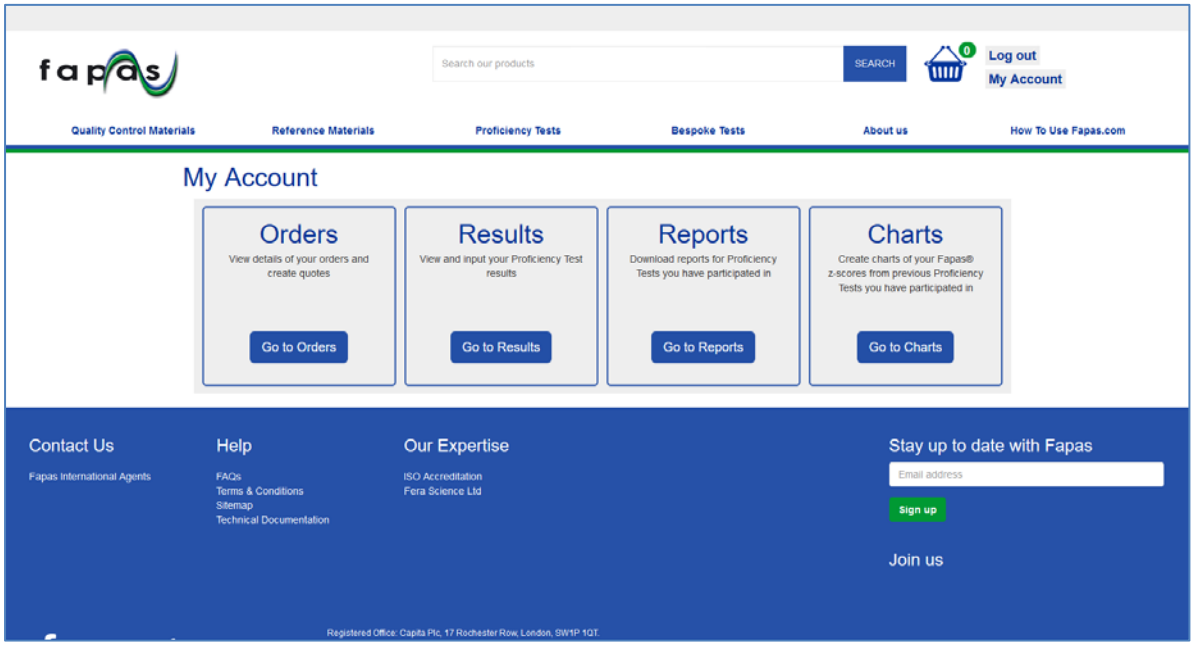
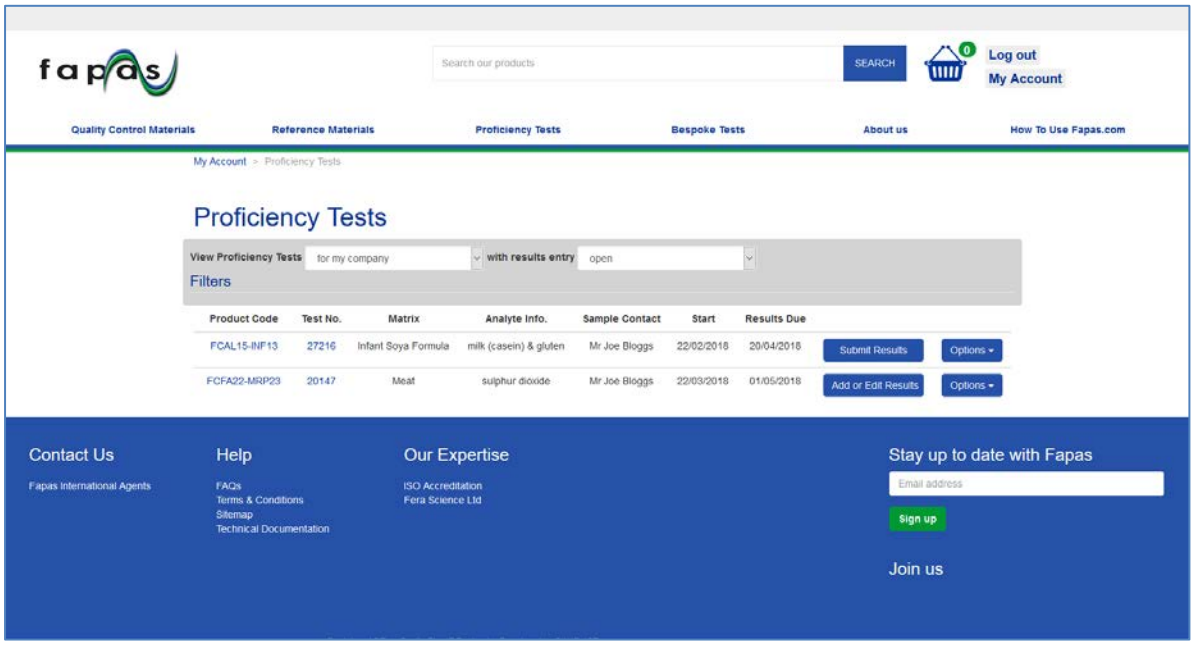
How to Submit Results with the New Multiple Results Facility.

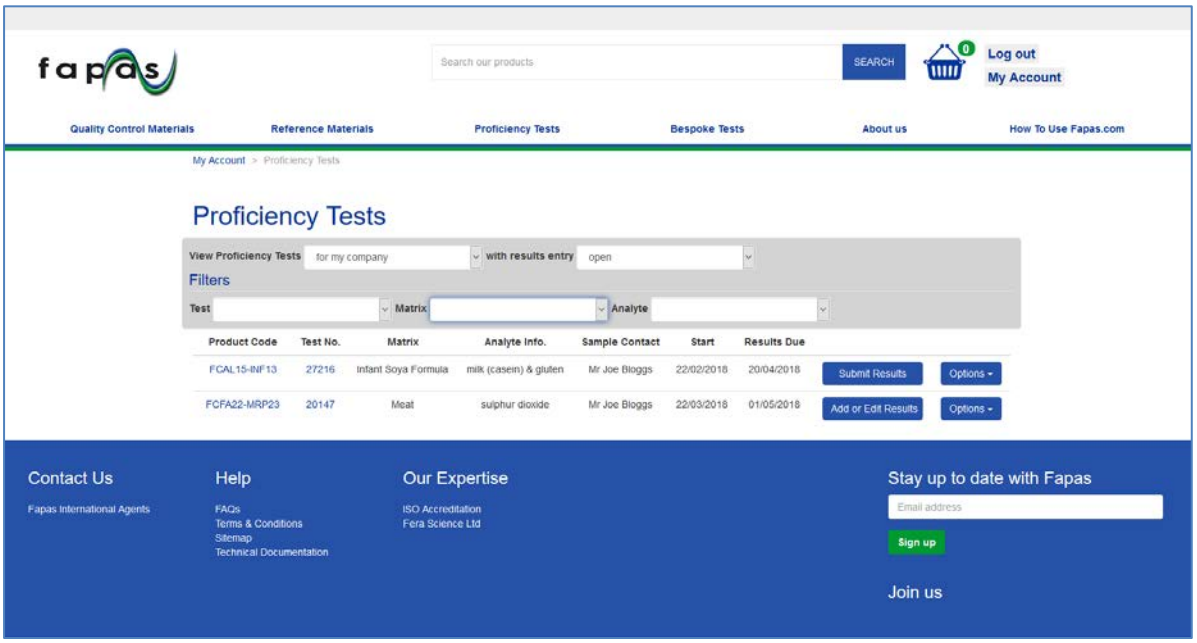
1) Log in to view the new ‘My Accounts’ page.



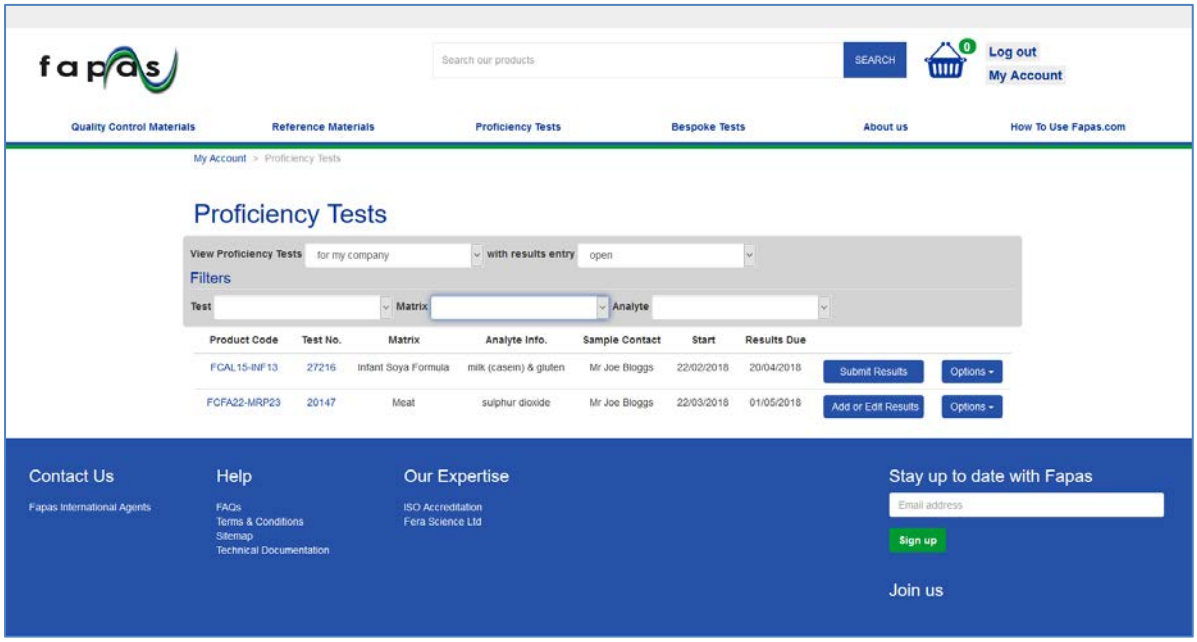
2) Clicking on ‘Results’ will take you to this page. Here you can see a list of all of the proficiency tests that you are currently registered for.



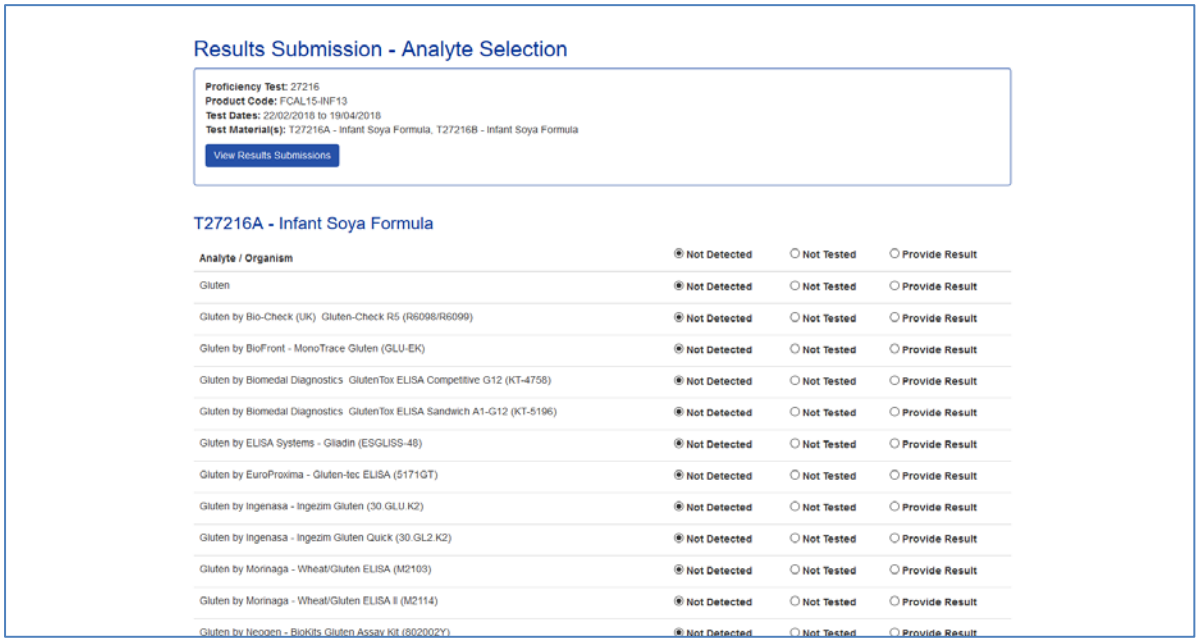
3) There is an option to view either the tests for a company, tests associated to the user logged in as well as tests that are open, closed or not yet opened. A new feature on this screen is the option to filter through the proficiency tests listed on screen by test number, matrix or analyte.



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.



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

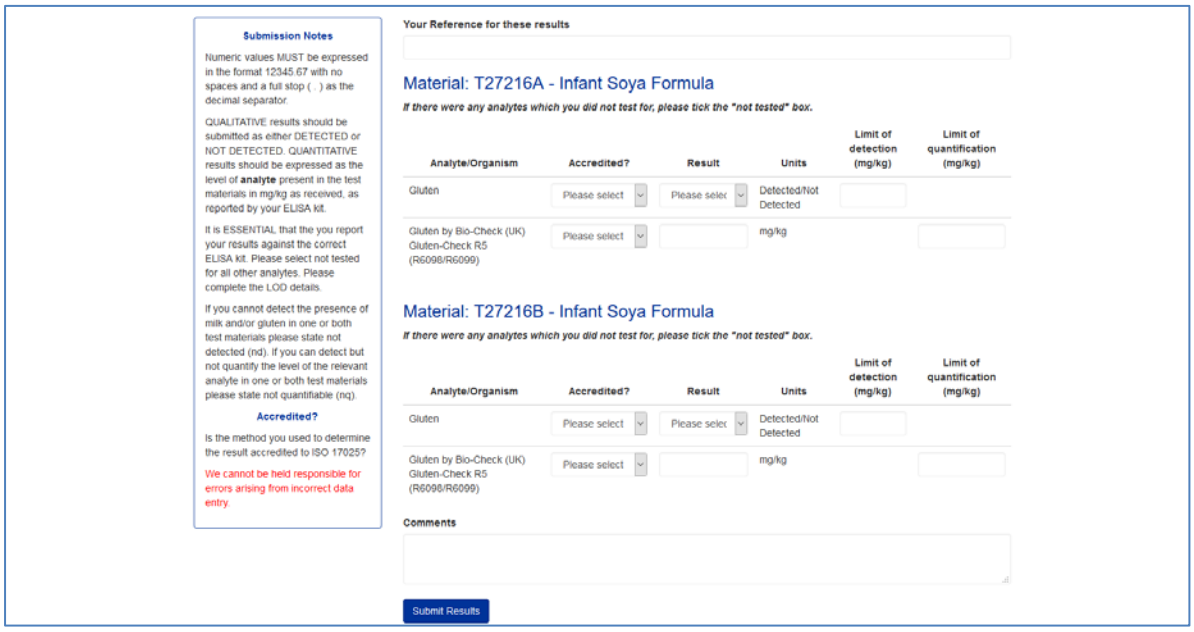
Proficiency Test: 27216
Product Code: FCAL15-INF13
Test Dates: 22/02/2018 to 19/04/2018
Test Material(s): T27216A - Infant Soya Formula, T27216B - Infant Soya Formula

View Results Submissions

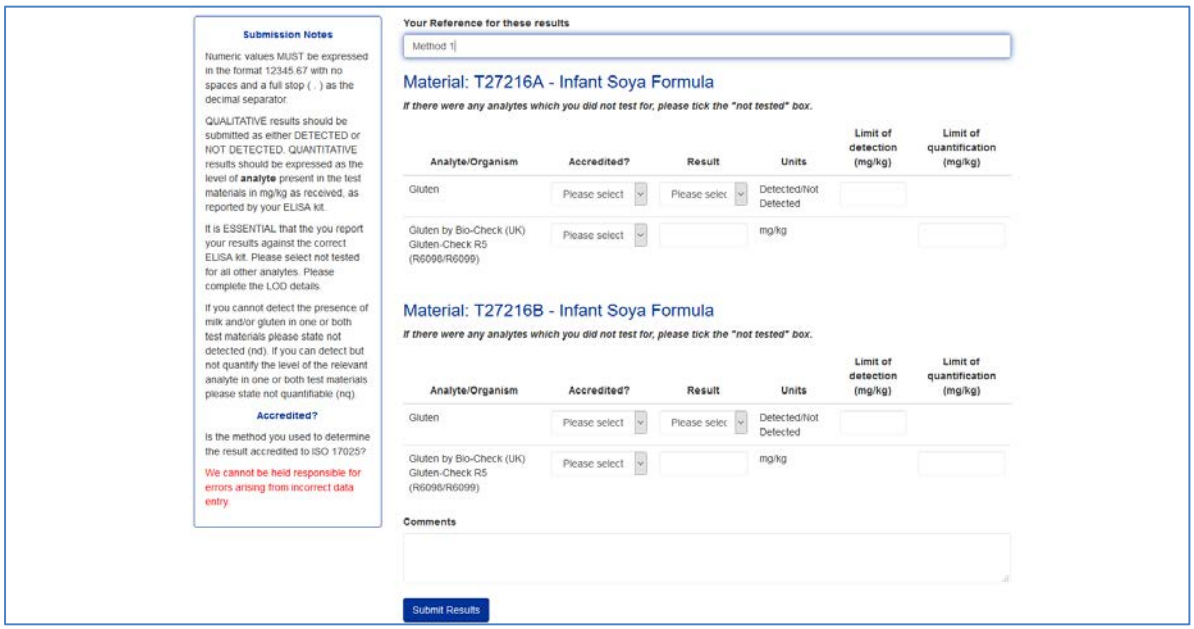
T27216A - Infant Soya Formula

Analyte / Organism	Not Detected	Not Tested	Provide Result
Gluten	Not Detected	Not Tested	Provide Result
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	Not Detected	Not Tested	Provide Result
Gluten by BioFront - MonoTrace Gluten (GLU-EK)	Not Detected	Not Tested	Provide Result
Gluten by Biomedal Diagnostics GlutenTox ELISA Competitive G12 (KT-4758)	Not Detected	Not Tested	Provide Result
Gluten by Biomedal Diagnostics GlutenTox ELISA Sandwich A1-G12 (KT-5196)	Not Detected	Not Tested	Provide Result
Gluten by ELISA Systems - Gliadin (ESGLISS-48)	Not Detected	Not Tested	Provide Result
Gluten by EuroProxima - Gluten-tec ELISA (5171GT)	Not Detected	Not Tested	Provide Result
Gluten by Ingenasa - Ingezim Gluten (30.GLU.K2)	Not Detected	Not Tested	Provide Result
Gluten by Ingenasa - Ingezim Gluten Quick (30.GL2.K2)	Not Detected	Not Tested	Provide Result
Gluten by Morinaga - Wheat/Gluten ELISA (M2103)	Not Detected	Not Tested	Provide Result
Gluten by Morinaga - Wheat/Gluten ELISA II (M2114)	Not Detected	Not Tested	Provide Result
Gluten by Neogen - BioKits Gluten Assay Kit (802002Y)	Not Detected	Not Tested	Provide Result

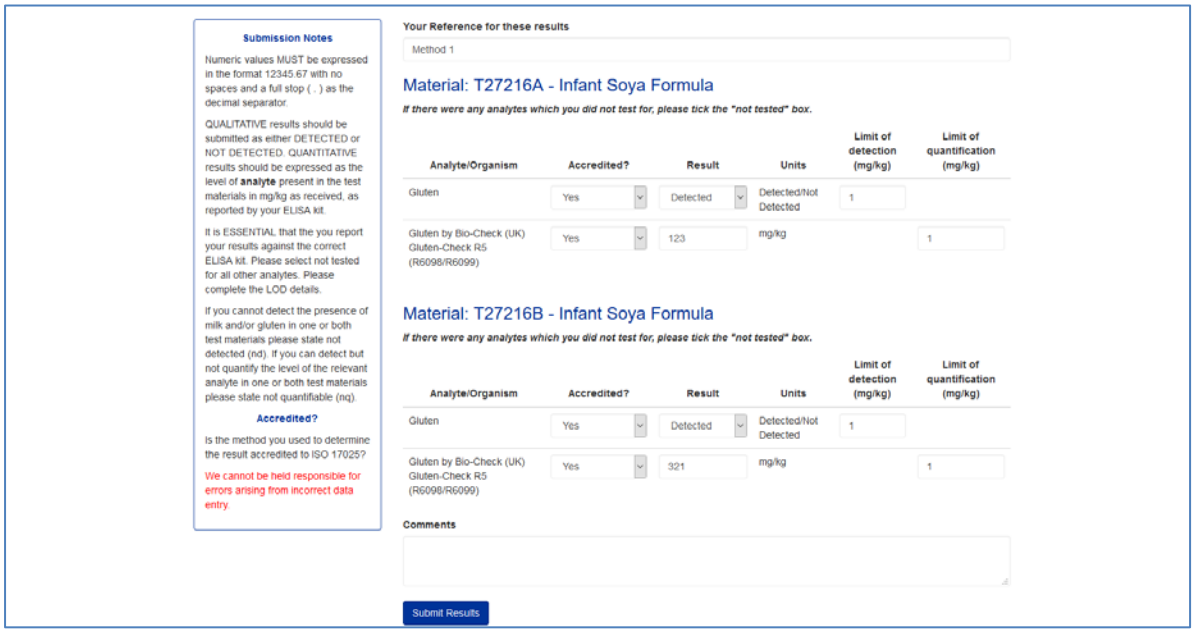
6) This is the results entry screen which acts in the same way as previously.



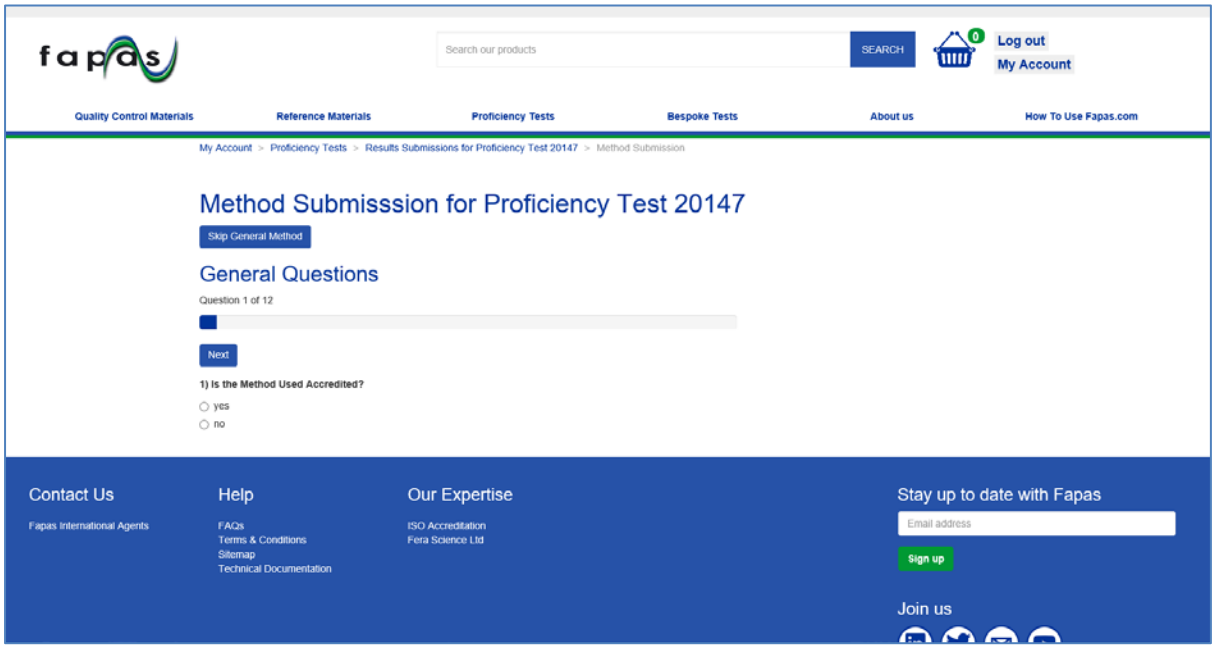
7) It is mandatory to provide a reference for this result entry, this needs to be unique for each set of results entered for a proficiency test. The same reference can be used across different proficiency tests.



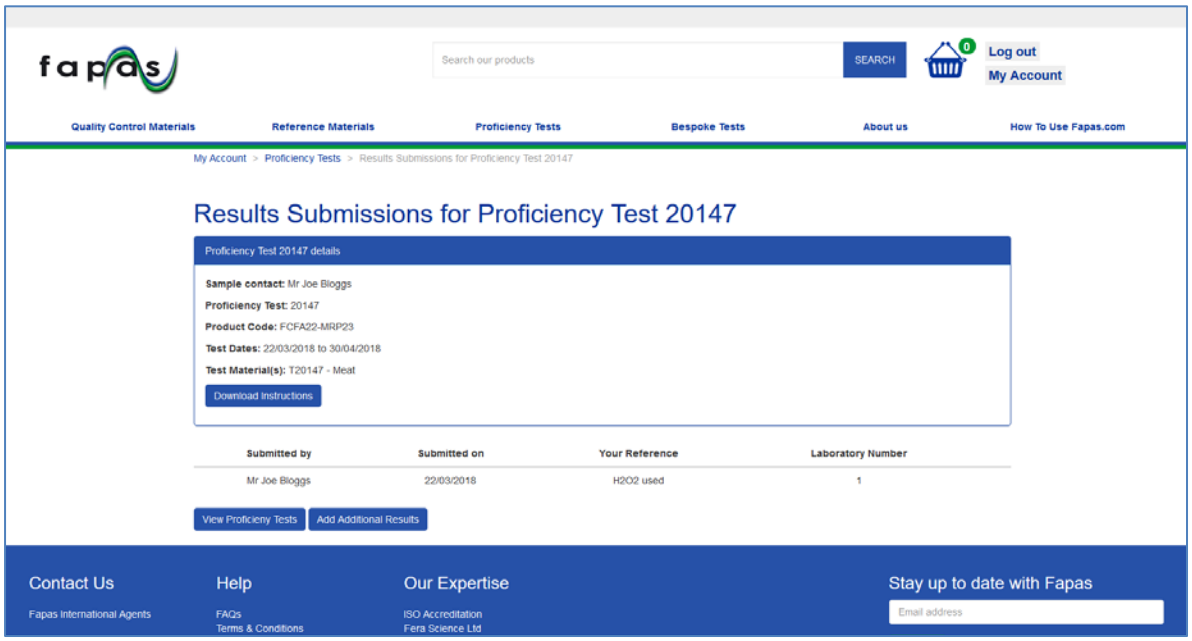
8) You can now submit the results as normal for the test. Once completed please click on the ‘Submit Results’ button. From here you will be prompted to fill in the method sections.



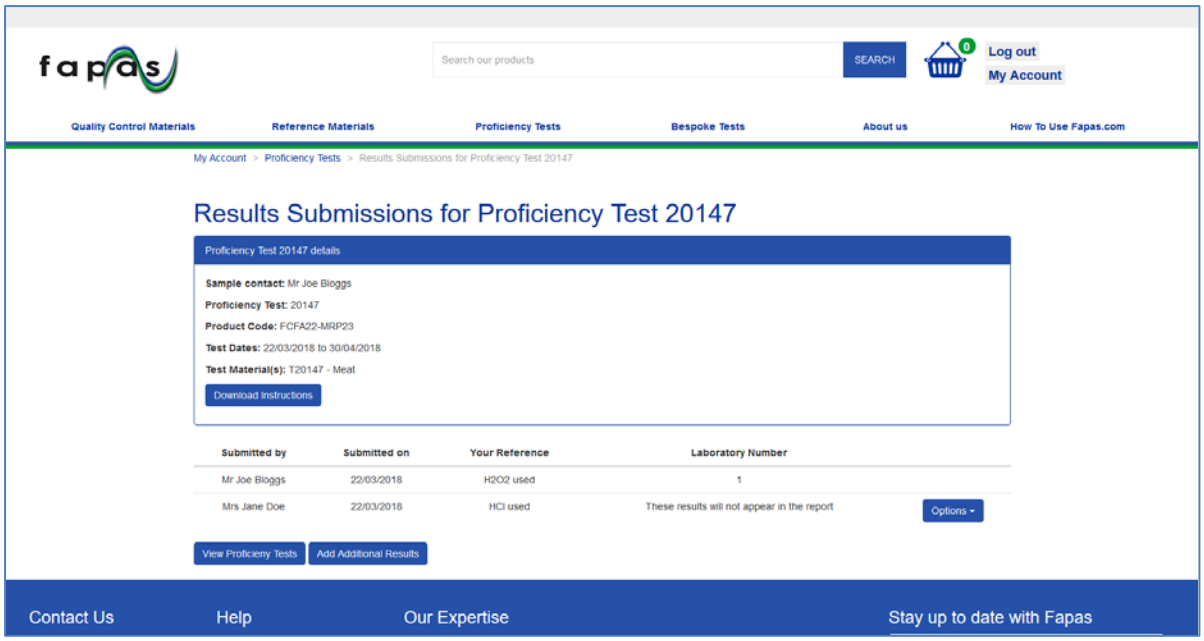
9) The method sections have also been updated. After entering results, you will automatically be taken to this screen. There is the option to skip individual questions as well as the whole section. Questions will now appear one at a time, with a progress bar to say how far through you are.
You will also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



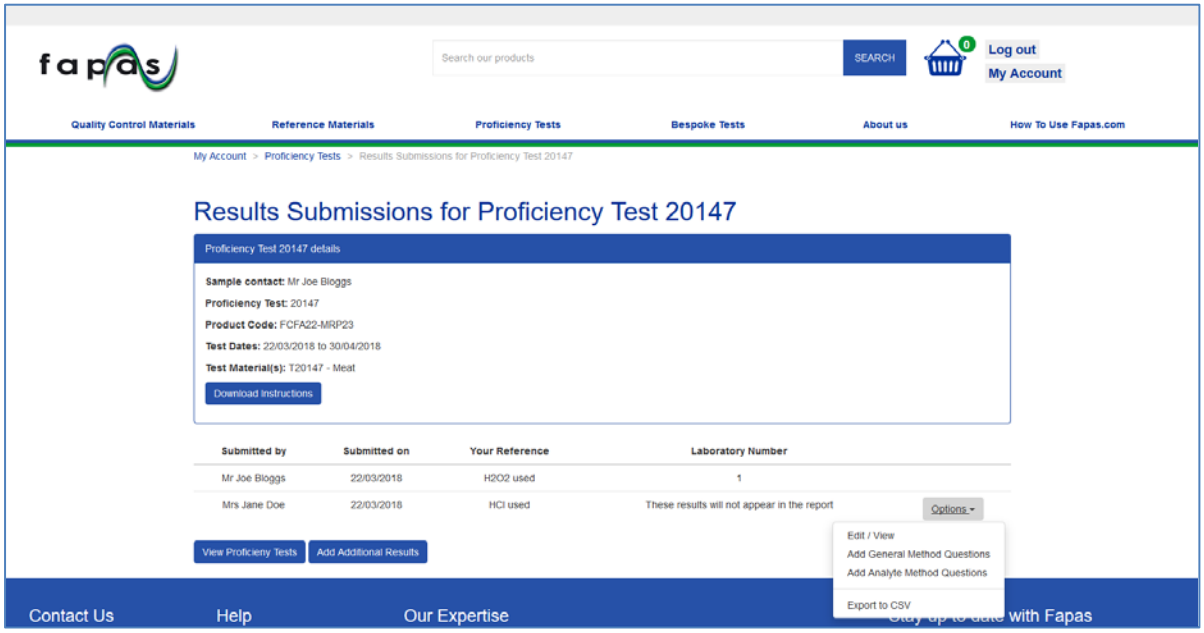
10) After completing (or skipping) the methods section, you will be taken to the results submission summary page. Here you can see all of the entries, but it is only the **sample contact** that can see the results.
This is the screen a **non-sample contact** will see.



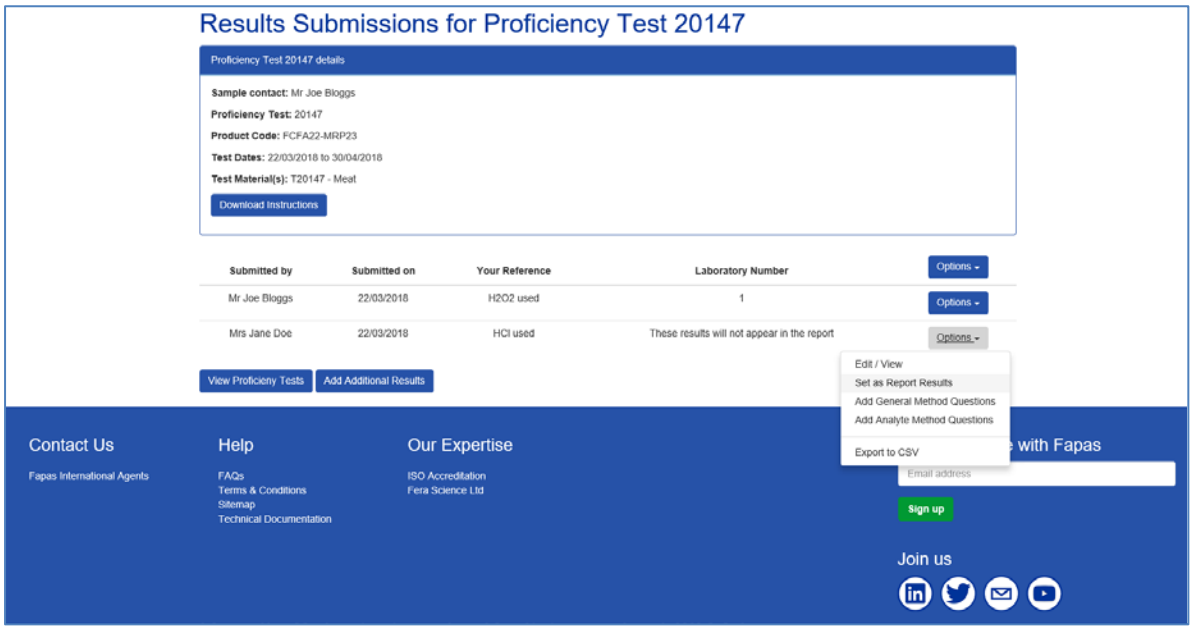
11) A **non-sample contact** may add an additional result entry and upon doing so will note that instead of a lab number, will be assigned with 'These results will not appear in the report'.



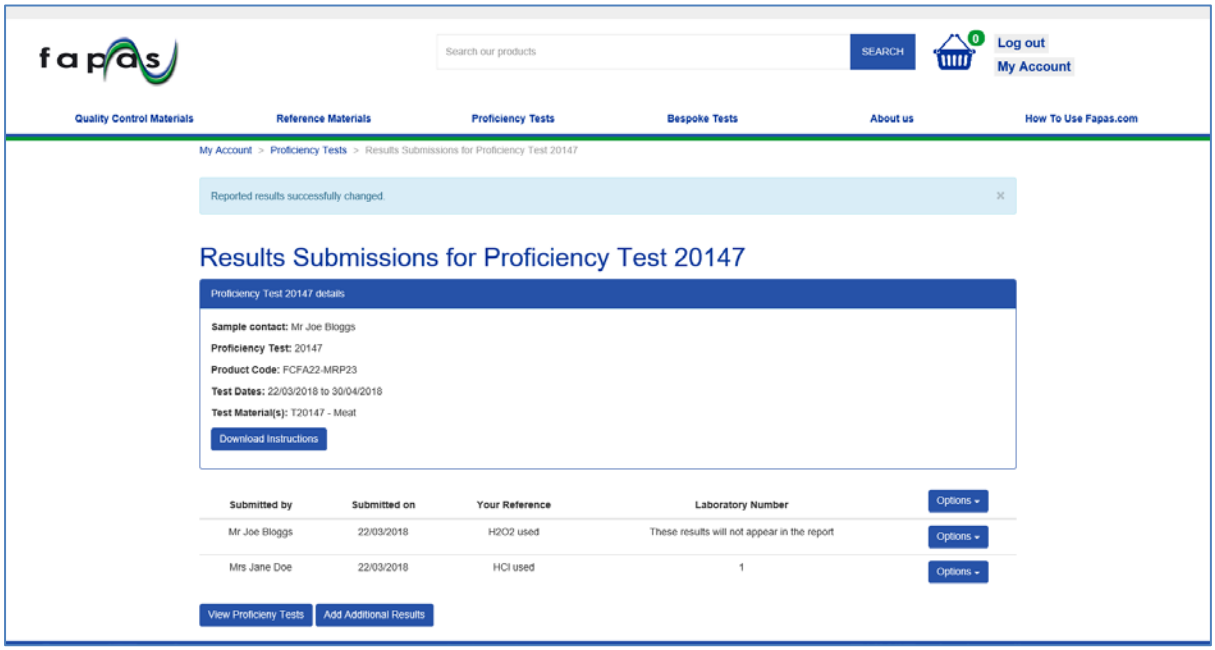
12) Under ‘options’ whoever submitted the result has the option to edit or view their results, and the option to add, or view/edit their method results.



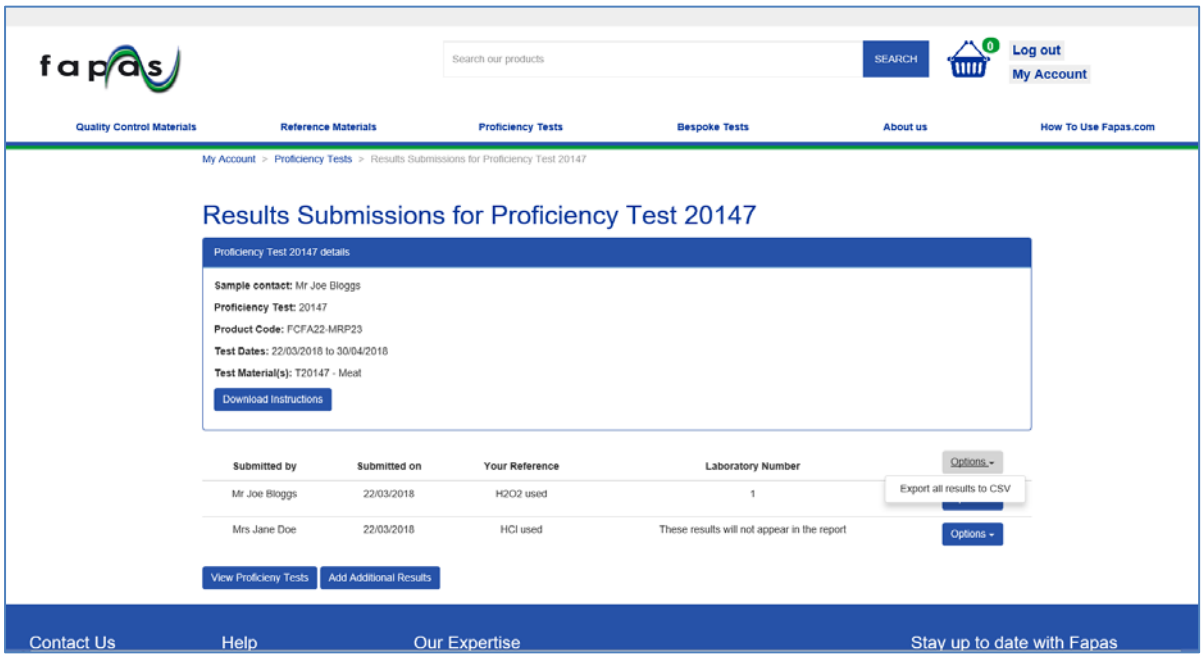
13) The **sample contact** has a greater range of options available to them. As you can see they get the same options for all result entries, can choose which result to be set as the report results (those submitted for assessment within the report), and have the option to export all entries as a CSV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



14) After nominating a different results entry, we can see the first entry now says, ‘These results will not appear in the report’ and the second entry now has the associated lab number. The lab number will stay the same.



15) Below is an example of the data export from this page.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Your Reference	Proficiency Test	Start Date	End Date	Submitted By	Submitted	Material	Analyte	Accredited	Result	Units	Not Tested	
2	H2O2 used	20147	22/03/2018	30/04/2018	Joe Bloggs	23:05.0	T20147 - Meat	Sulphur Dioxide	Yes	123	mg/kg	No	
3	HCl used	20147	22/03/2018	30/04/2018	Jane Doe	25:03.0	T20147 - Meat	Sulphur Dioxide	Yes	234	mg/kg	No	
4													
5													