USING FAPAS SECUREWEB

To access SecureWeb:

- Login at www.fapas.com
  If you don't know your UserID and/or Password use the 'Forgotten your password?' link.

- Make sure you always use the 'Log out' link when you have finished using SecureWeb.

SecureWeb features:

At the top of each page is a menu bar:

- Quality Control Materials – A list of available QCs.

- Reference Materials – A list of available RMs.

- Proficiency Tests – A list of available PTs.

- Bespoke Tests – Details of the bespoke testing we offer.

- About us.

- How to use fapas.com.

On the 'My Account' page there are:

- Orders – View details of your orders and create quotes.

- Results – View and input your proficiency test results.

- Reports – Download reports for Proficiency tests you have participated in.

- Charts – Create charts of your Fapas® z-scores from previous proficiency tests you have participated in, and also download the data.

To get the instruction letter for a proficiency test:

- On the 'Results' page use the relevant link in the 'options' dropdown list.

- Instruction letters can be downloaded by any contact at your company.

To enter results:

- On the 'Results' page use the relevant [Submit Results] button.

- Participants now have the option to enter more than one set of results.

- By default, the first set of results you enter are those that will be assessed in the report.

- The results you wish to appear in the report must be from the same set of results, they cannot be split over multiple entries.

- **Any** contact at your company can enter a set of results, but **only** the sample contact can choose which one is to be submitted for assessment (unless there is only one).

- Only the entry chosen to appear in the report will be used in the calculation of assigned values.

As you enter results, please:

- Take note of any information given under the section headed 'Submission Notes'.

- Add a unique reference for this set of results, i.e. a short title, meaningful to you, that identifies this set of results.

- Do NOT include units as you enter your results, the required units are displayed automatically.

- Use a full stop/dot/period (.) for the decimal separator in numerical results; the system will not permit you to use a comma.

- CHECK YOUR RESULTS! You can change your results after you have entered them by using the [Edit / View] option, but only whilst the test is open.

- Make sure you click the [Submit] button at the bottom of the page before you leave the page.

After you have entered results:

- The sample contact is able to view / edit **any** results entered until the tests closing date.

- Only one result can be submitted for each test for assessment.

To enter methods

- Methods can only be entered after you have entered results for a test.

- Not all tests invite you to enter a method.

As you enter methods, please note:

- You do not have to enter your methods at the same time as you enter your results, i.e. you can use the system to enter methods at a later date if that is more convenient, as long as that date is before the closing date for that test.

- If you chose to enter your methods later then, from your 'Home' page, click on the relevant [Add or Edit Results] link to view the results submission page and then click on the [Options] button next to the appropriate entry and select Add General and/or Analyte Method Questions.

- If you have previously submitted a method for a similar test you will be given the option to populate the form with these answers. Even if you choose 'Yes' you can edit these automatic answers.

- You will only be offered a method form for analyte(s)/organism(s) for which you entered a result.

- Where a round has more than one analyte/organism you MUST enter a method for all the analytes/organisms but for ease of entry there are options at the start of each method that enable you to copy a method from another analyte/organism on the form.

- Make sure you click the [Save Methods] button **before** you leave the page.