

CMPT On-Line Data Entry Program Instructions

1. Go to www.cmpt.ca and click **Enter Results**. To login, you will need to enter your lab number and password. Once you have logged in, you can change your password by clicking **Edit Profile** (upper left)
2. After you have logged into the program, please select **Clinical Bacteriology Survey___***, and/or **Clostridium difficile survey, ___*** located on the left side of the page. *The survey number is located on the cover letter included with the package paperwork. The web page **Clinical Bacteriology Survey, or Clostridium difficile survey Forms** will appear. To the right of each form, you see the status as **not started** and **Create**.
3. You will note a list of the report forms available for the Clinical Bacteriology survey and 2 report forms for the *Clostridium difficile* survey. Each on-line report form corresponds to a specific Clinical Bacteriology challenge. Please select the form by clicking on the form **once**. **Do not double-click**. Follow the directions on the **case history sheet** and **use only** the forms that are specifically indicated for the challenge: There is no case history for the *C.difficile* survey.
4. Please fill in all boxes of the form where possible. When the report has been completed, click the **Save** button, located on the top or bottom right hand side of the page. *If the data entry boxes appear misaligned*, this is due to an incompatibility between the data entry software and your internet browser. *In order to re-align the page*, please go to **"Tools"** on your toolbar and select **"Compatibility View Settings."** Add the URL of the data entry website to the **"Compatibility View Settings,"** refresh the webpage or log-out and re-login.
5. The page will be saved in case you need to continue completing the report or if revisions are required. Saving the report will return you to the page, **Clinical Bacteriology Survey, and/or C.difficile Survey Forms**. To the right of the challenge form selected, you will see the status **In Progress**, and **Edit Submit Print**. Clicking **Edit** will return you to the previously saved form.
6. When you have fully completed the report form and are ready to submit, click **Save** again and you will be returned to the page, **Clinical Bacteriology Survey, and/or C.difficile Survey Forms**. Select **Submit** (to the right of the challenge form). A pop-up window will appear, **Are you sure you would like to submit your FINAL DATA? – OK or Cancel**. Once you have submitted the final report, **Submitted and the date**, as well as **View Print**, will appear to the right of the challenge form listed.
7. If you would like to see or print the form just submitted, click **View** or **Print** located to the right of the corresponding challenge form on the **Clinical Bacteriology Survey, and/or C.difficile Survey Forms page**. The forms will remain in the database in the challenge for your lab indefinitely.
8. If you click **Print** and see a blank page, the data entry software may not be compatible with your **computer internet browser**. Go to **"Tools"** on your toolbar and select **"Compatibility View Settings."** Add the URL of the data entry website to the **"Compatibility View Settings,"** refresh the webpage or log-out and re-login and try to **Print** again.

If you have any questions regarding your lab#, password or general on-line data entry, please contact Esther Kwok by e-mail, cmpt.path@ubc.ca or telephone, 604-827-1754 or 1-866-579-2678.