

## CMPT On-Line Data Entry Program Instructions

***The on-line data entry program has been upgraded to include access to submitted data that has not been available previously. Please read the instructions carefully before proceeding.***

1. Please go to [www.cmpt.ca](http://www.cmpt.ca) and click **Enter Results**. To log-in, you will need to enter your lab number and password. Once logged in, you can change your password by clicking on **Edit Profile** (upper left).
2. After you have logged into the program, please select, **Mycology Plus, MY\_\_\_\_, Survey**, located on the left side of the page. The web page, **Mycology Plus, MY\_\_\_\_, Survey Forms** will appear.
3. Please note the Mycology report forms listed. To the right of each form, you will see the status as **not started** and **Create**. Select the relevant method by clicking once on **Create**.
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, **Mycology Plus, MY\_\_\_\_, Survey Forms**. To the right of the method 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, **Mycology Plus, MY\_\_\_\_, Survey Forms**. Select **Submit** (to the right of the method 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 on the right to indicate you have successfully submitted the form.
7. If you would like to see or print the form just submitted, click **View** or **Print**. 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](mailto:cmpt.path@ubc.ca) or telephone, 604-827-1754 or 1-866-579-2678.

Thank you for your cooperation and continuing participation.