

Enteric Parasitology On-line Data Entry Instructions

1. Go to www.cmppt.ca and click **Enter Results**. To login, you will need to enter your lab number and password.
2. After you have logged into the program, please select **Enteric Parasitology Survey, PA ____** located on the left side of the page. The survey number is located on the cover letter of the package paperwork. The web page **Enteric Parasitology Survey, PA ____** forms will appear.
3. You will note one report form available. Please click **once** on the form.
4. Please complete all boxes of the form where possible. You will note there are drop down options for each box. Please choose the best response by clicking on the drop down box. When the report has been completed, click the **Submit Results** button, located on the bottom right hand side of the page (below the **Date Reported** box). *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, **Enteric Parasitology Survey, PA ____, Forms**. To the right of the challenge form selected, you will see two items, **Submit Form** and **In Progress**. Clicking **In Progress** 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, **Enteric Parasitology Survey, PA ____, Forms**. Select **Please 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? – YES or NO**. Once you have submitted the final report, **Successfully Completed**, as well as the date of completion, 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 Form** located to the right of the corresponding challenge form on the **Enteric Parasitology Survey, PA ____, 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, cmppt.path@ubc.ca or telephone, 604-827-1754 or 1-866-579-2678.