

Shiga Toxin On-line Data Entry Instructions

1. Go to www.cmpt.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 Shiga Toxin Survey ___* located on the left-hand side of the page. *The survey number is located on the cover letter included with the package paperwork. The web page **Shiga Toxin Survey Forms** will appear.
3. The report form, **Shiga Toxin Report Form**, is available. To the right of the form will see the status as **not yet started** and **Create**. Please click **once** on the **Create** in order to enter results on the form.
4. Please complete all boxes of the form where possible. Please choose the best selection by clicking on the appropriate button. *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. When the report has been completed, click the **Submit Results** button **once**, located on the bottom right hand side of the page.
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, **Shiga Toxin 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 **Submit Results** again and you will be returned to the page, **Shiga Toxin 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 **OK** is clicked, the form is submitted and changes can no longer be made. Once you have submitted the final report, the status **Submitted**, 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** located to the right of the corresponding challenge form on the **Shiga Toxin Survey forms page**. The completed 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 number, 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.