

### ***Trichomonas vaginalis* Antigen On-line Data Entry Instructions**

1. Go to [www.cmpt.ca](http://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, the web page ***T. vaginalis* Antigen Survey, TR\_\_\_\_, forms** will appear. The current survey number is located on the cover letter of the package paperwork.
3. You will note one report form, ***Trichomonas vaginalis* Antigen**, 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. When the report has been completed, click the **Submit Results** button **once**, located on the 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, ***T. vaginalis* Antigen Survey, TR\_\_\_\_, 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, ***T. vaginalis* Antigen Survey, TR\_\_\_\_, 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 ***T. vaginalis* Antigen Survey, TR1604, 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](mailto:cmpt.path@ubc.ca) or telephone, 604-827-1754 or 1-866-579-2678.