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 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, "W__", "H___" or "R___" **Water Survey,** on the left side of the page. The survey number(s) are located on the cover page of the package paperwork.
    "W___" for Total/Thermotolerant Coliforms and *E.coli*,
    "H ___" for Heterotrophic Plate Counts
    "R ___" for Recreational Water samples.
    The web page, **Drinking (or for HPC) or Recreational Water Survey Forms** will appear.

3. Please note the Water Bacteriology testing methods listed. Each on-line report form corresponds to a specific water testing method. 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 note the on-line report forms are slightly different than the standardized form included in your package (the standardized report form in your package can be used as a worksheet when entering your results on-line). One form is required for each method used.

5. 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.

6. 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, **Drinking (or for HPC) or Recreational 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.

7. When you have fully completed the report form and are ready to submit, click **Save** again and you will be returned to the page, **Drinking (or for HPC) or Recreational 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.

8. 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.

9. 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.

10. If you perform **more than one method**, please continue by selecting the relevant form for the next method on which you will be reporting the results. Repeat Steps 2 to 7.

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. Thank you for your cooperation and continuing participation.