

Screening and Molecular - Online Data Entry Instructions

1. Click on the Login button at the top of cmpt.ca **Login** to CMPT MEMBERS ONLY area or go directly to <https://member.cmpt.ca> and login using your **Lab #** (Username) and **password**.
 2. After you logged in, click on “**Enter Results**” tab on the main menu
 3. You will see the list of programs your lab subscribes to (please let CMPT know if you subscribe to a program not listed). **Click on the Screening and Molecular link.**
 4. A **Report Form** will open so you can enter results. The report form should already have your lab #, lab name, and current date.
 5. **Fill in the form**, add comments if needed.
 6. If form is completed press **SUBMIT** button.
 7. Even if you Submit your form, **YOU CAN EDIT YOUR SUBMITTED RESULTS UP TO THE DUE DATE** (see below).
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Check / View / Edit your results:

- a. Once submitted the report, click on the “**VIEW REPORTS**” link or on the Main Menu click on “**Reports**” tab.
- b. Select program (Screening and Molecular).
- c. **View results:** click on **View** link of the corresponding report (only available when survey is active). Your report will still be available when survey is not active but only in pdf form.
- d. **Edit results:** click on **Edit** link of the corresponding report, edit form and resubmit (only available during reporting period)
- e. To Download or Print report pdf, click on **pdf** link of the corresponding report.

REPORT LETTERS

- Report letters will appear on the “**Reports**” page (under the tab Screening and Molecular).
- A **pdf file** will be attached to the entry under the heading “Result letter”.

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.