CAEAL
WEB DATA ENTRY SYSTEM INSTRUCTIONS-
NON CAEAL PT PARAMETERS

December 28, 2006 Version 1.0

Notes

Some Web Data Entry System differences between the regular CAEAL PT parameters versus non CAEAL PT Parameters (Option ii of the PT Plan):

Topic	Regular CAEAL PT Study	Non CAEAL PT
Availability	4 times per year, in conjunction with CAEAL PT study.	All year, January 1 - December 31. Cycle begins again in new calendar year.
Email Confirmations	When a test is closed or "Mark as Complete" button is chosen.	No confirmations are provided. User should print out report.
Results	4 sample results, twice a year	1 outcome result, twice a year
Deadlines	Study closing date	June 30 and December 31

1a Enter your CAEAL Membership Number

1b Enter your CAEAL Web Data Entry Password

1c Click the *Login* button

This screen will appear if:

•An incorrect combination of Membership Number and Web Data Entry Password was entered

•Either the Membership Number or Web Data Entry Password was omitted

Click the Try Again button. If you still have trouble click "Create Message".

Main Menu

This screen lists lab contact information and a lab's registered test groups (listed by report).

The "Status" column is Not Applicable (N/A).

Click the log out button to return to the log in screen.

ACLAE

CAEAL

Canadian Association for Environmental Analytical Laboratori
Association canadienne des laboratoires d'analyse environnementale (inc.)

Current Laboratory Information

Log Out

Laboratory Name: **Helpfile Laboratories inc**

Membership #: **9999**

Contact Name: **Mr. Jonathan Helpfile**

Telephone: **(555) 456-7890**

"Parameters Entered" = parameters entered / parameters registered.

The "Last Modified" date shows the date the report was last edited.

Test Name (Click on name to view)	Status	Parameters Entered	Last Modified	Action (click to perform)	Print
Non CAEAL PT Parameters (option ii of PT Plan)	N/A	0 / 2		N/A	

The "Action" column is Not Applicable (N/A).

Click the print button to print a report.

2a Click on "Non CAEAL PT Parameters (option ii of PT Plan) to open the Appendix Menu screen.

Appendix Menu

This screen lists those appendices with parameters that require the provision of PT results twice, yearly.

These two buttons do the following when clicked:

"Main Menu" = returns to screen Main Menu

"Print" = print results for all appendicies

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Main Menu   Print

| Mem #: | 9999 | Contact: | Mr. Jonathan Helpfile |
| Lab Name: | Helpfile Laboratories inc | Telephone: | (555) 456-7890 |

Contact information registered with CAEAL.

Correlation Proviso (Proficiency Testing Requirements for Accreditation)

In accordance with the policy of the Asia Pacific Laboratory Accreditation Cooperation, it is CAEAL policy that applicant/accredited laboratories shall demonstrate their technical competence by the satisfactory participation in proficiency testing activity. As such, all tests appearing in the laboratory's Scope of Testing must be supported by Proficiency Testing (PT) in those cases where appropriate PT samples are available.

The purpose of this data entry report form is to accept results for those laboratories that have chosen option (ii) for specific parameters. For a detailed description of CAEAL's Correlation Proviso please see Section 2.0 Accreditation Program of **P02 - CAEAL Program Description** (.pdf).

A detailed description of CAEAL's Correlation Proviso.

Column Name Descriptions

Appendix Number and *Appendix Name* are supplied by CAEAL.

A description of each column header.

Select an Appendix Number to Continue

Appendix Number	Appendix Name	Number of Parameters
098	Acidity (grans) - Water	1
099	Total Organic Carbon - Water	1

3a Click on a number in the "Appendix Number" column to open the Report Form screen.

Report Form

This screen is the data entry screen for a single appendix.

These two buttons do the following when clicked:

"Main Menu" = returns to screen Main Menu

"Print" = print results for single appendix

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🏠 Main Menu   🗒 Print

| Mem #: | 9999 | | Contact: | Mr. Jonathan Helpfile |
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Column Name Descriptions

Parameter Name, App'x Number, Method, Supplier are supplied by CAEAL.
Study: the Correlation Proviso requires the provision of PT results twice, yearly
Outcome: choose Acceptable or Unacceptable
Study Date: approximate date of sample shipment
Lock Date: you are unable to change submitted results after the *Lock Date*. The *Lock Date* is 7 days from the submitted date. For example if you submit a result anytime on 1/1/2007, the *Lock Date* would appear as 1/8/2007. At 12:01 am on 1/9/2007 the result would not be editable.

A description of each column header.

Data entry for Appendix: 099
Remember to click the Submit Data button before returning to the Appendix Menu or you will lose your data.

Parameter Name	App'x Number	Method	Supplier	Study	Outcome	Study Date mm/dd/yyyy	Lock Date mm/dd/yyyy
Total Organic Carbon	099	COMBUSTION	NWRI	1	Acceptable ⬍	12/28/2006	1/4/2007
				2	⬍		

Submit Data

To return to the Appendix Menu, click here.
Remember to click the Submit Data button before returning to the Appendix Menu or you will lose your data.

"Remember to click the Submit Data button before returning to the Appendix Menu or you will lose your data".

4a   The Correlation Proviso requires the provision of PT results twice, yearly (i.e. Study 1 and Study 2). As a general rule of thumb, for each parameter CAEAL will expect one result in the first half of the calendar year and one in second half. For each parameter for which you wish to submit data, enter the outcome (either "Acceptable" or "Unacceptable") and the study date (format MM/DD/YYYY).

Click one of the "Submit Data" button. Verification will be done on the data entered.

Entry Error

Red highlighting will appear if the "SUBMIT DATA" button was clicked

AND if either one of the following is true

The"Outcome" field is blank OR
The"Study Date" field is blank or formatted incorrectly

ENTRY ERROR - date is blank or formatted incorrectly

ENTRY ERROR - outcome is blank