

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. After you have logged into the program, please select, **W093 Water Bacteriology survey, November 2, 2009 Survey**, located on the left side of the page. The web page, **W093 Water Bacteriology survey, November 2, 2009 Survey Forms** will appear.
2. Please note the Water Bacteriology testing methods listed. Each on-line report form corresponds to a specific water testing method. Select the relevant method by clicking **Create** on the right of the corresponding testing method.
3. Please note the on-line report forms are slightly different than the standardized form included in your package (please use the standardized report form in your package as a worksheet when entering your results on-line). One form is required for each method used.
4. 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.
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, **W093 Water Bacteriology survey, November 2, 2009 Survey Forms**. To the right of the method selected, you will see two items, **Edit** and **Submit**. 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 **Save** again and you will be returned to the page, **W093 Water Bacteriology survey, November 2, 2009 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? – YES or NO**. Once you have submitted the final report, **Submitted and the date** will appear to the right of the method listed to indicate you have successfully submitted the form.
7. If you would like to see or print the form just submitted, click **View**. The forms will remain in the database in the challenge for your lab indefinitely. If you would like to print the form, click on **Print Form**.
8. 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 6.

If you have any questions regarding your lab#, password or general on-line data entry, please contact Esther Kwok by e-mail, cmpt@interchange.ubc.ca or telephone, 604-875-4685 or 1-866-579-2678.

Thank you for your cooperation and continuing participation.