



MEDICAL
LABORATORY
EVALUATION

A SERVICE OF THE AMERICAN ASSOCIATION OF BIOANALYSTS

THE AAB-MLE WEB DATA ENTRY SYSTEM

RESULT ENTRY GUIDE

STEP 1: Go to www.aab-mle.org

Click on the ACCOUNT LOGIN



MEDICAL
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[New Customers](#) ▾ [Existing Customers](#) ▾ [Off Cycle](#) [About](#) ▾

[ACCOUNT LOGIN](#)

Click
here

New Modules Available for Non-Waived Methods

- 697 – SARS-CoV-2 Antigen Detection (5 challenge)
- 698 – SARS-CoV-2 Molecular Detection (5 challenge)

[ORDER NOW](#)

Shipping Schedule →

12
MAR

Last day to make changes
to orders for upcoming S1
shipment

22
MAR

Target Evaluation date – M1

09
APR

S1 Andrology and
Embryology Shipping Dates

Step 2 :Sign on to your account Use your account number or email

PLEASE NOTE:

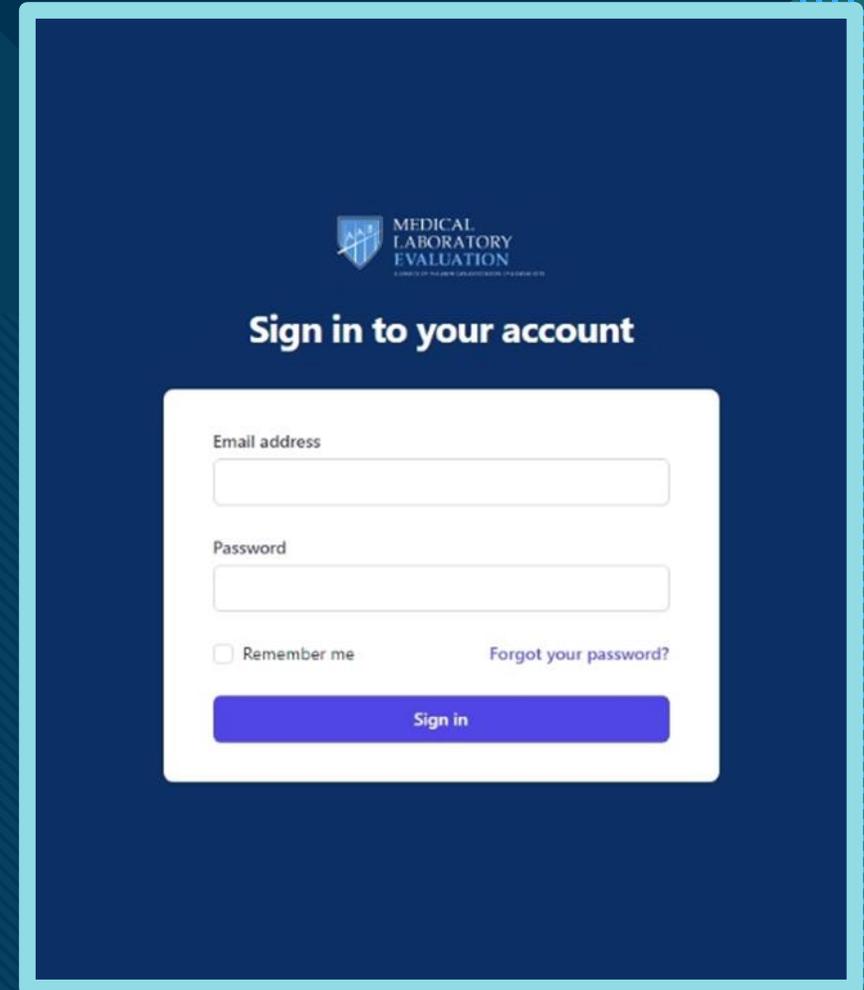
**FIRST TIME LOGIN MUST USE ACCOUNT
NUMBER**

**SINGLE USER and ADMINISTRATOR
ALWAYS use account number**

MULTIUSER ACCOUNT

**Use email and password assigned by
your administrator**

(See CREATING MULTIUSER ACCOUNTS)

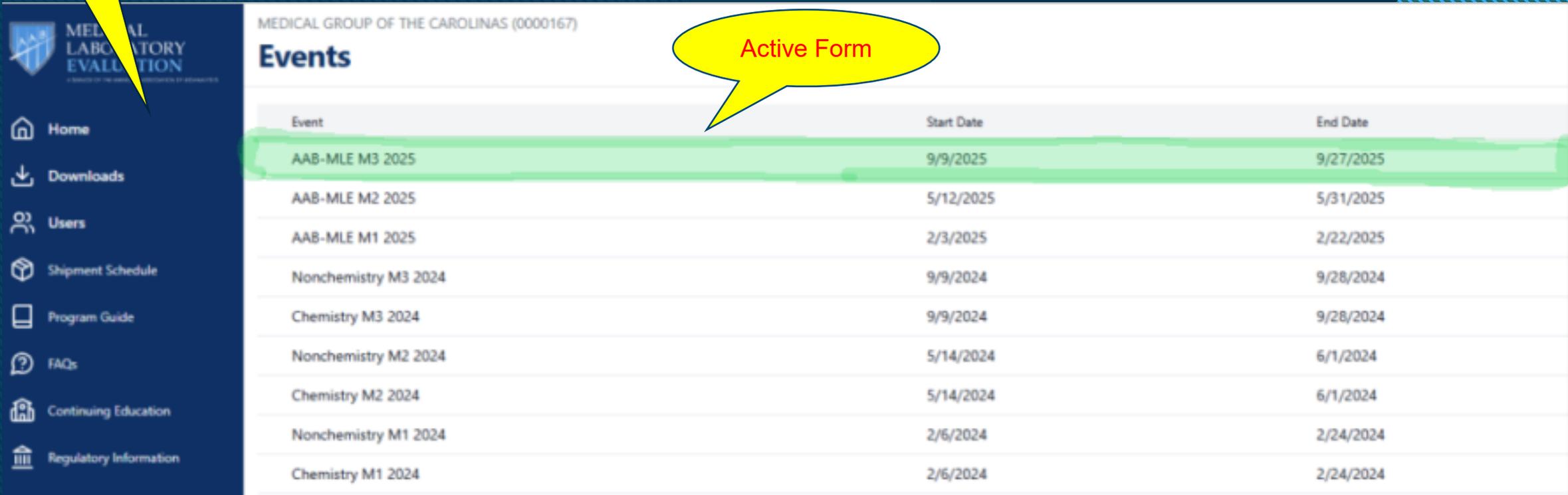


The screenshot shows a sign-in page for the Medical Laboratory Evaluation system. At the top, the AAB logo and the text 'MEDICAL LABORATORY EVALUATION' are displayed. Below this, the heading 'Sign in to your account' is centered. The sign-in form consists of two input fields: 'Email address' and 'Password'. Below the password field, there is a checkbox labeled 'Remember me' and a link that says 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Sign in'.

This will take you to your Events list

Step 3:EVENTS

Click on tabs to
access
respective links



Event	Start Date	End Date
AAB-MLE M3 2025	9/9/2025	9/27/2025
AAB-MLE M2 2025	5/12/2025	5/31/2025
AAB-MLE M1 2025	2/3/2025	2/22/2025
Nonchemistry M3 2024	9/9/2024	9/28/2024
Chemistry M3 2024	9/9/2024	9/28/2024
Nonchemistry M2 2024	5/14/2024	6/1/2024
Chemistry M2 2024	5/14/2024	6/1/2024
Nonchemistry M1 2024	2/6/2024	2/24/2024
Chemistry M1 2024	2/6/2024	2/24/2024

Click on the **green highlighted** areas to access your current (active)event

Step 4 : Open Result Entry

Deadline dates
and times

Must be
completed
within given
timeframe

Results may be reported between 02/06/2024, 3:56 PM and 02/24/2024, 12:59 AM

Result Entry

Click
module
name

M810	CHEMISTRY MODULE; CH
M860	ENDOCRINOLOGY 1; SC
M863	ENDOCRINOLOGY 2; CIP
M850	GLYCOHEMOGLOBIN; GH
M865	SERUM HCG; HCG
M864	THYROID ANTIBODIES; THY
M530	URINALYSIS MODULE; UA
M539	URINE MICROALBUMIN/CREATININE; UM
M532	URINE SEDIMENT IDENTIFICATION; US

NOTE

ONLY ENROLLED
MODULES WILL
BE LISTED HERE

Step 5: Entering Results

Program module name

Laboratory Name and ID number

Each result form will have the following:

- Lab Name and ID number
- Program module Name
- Analytes in module
- Result fields
- Method and or Instrument field
- Instructions & links with appropriate PDF attachments
- Save & continue later button
- Submit Results button
- Result Entry Comments
- Not Reporting form
- Analyst Attestation

Instructions and links and pdf's

Result fields

Choose Method and Instrument code from dropdown

Laboratory Name and Id number

← **AAB-MLE M3 2025 / [M841] NEONATAL/DIRECT BILIRUBIN; NB**

Worksheets-Instructions-Links:
 [M841 Neonatal Direct Bilirubin NB](#)

Constituent	NB11	NB12	NB13	NB14	NB15	Method	Instrument	Analyst
Bilirubin, Direct, mg/dL	---	---	---	---	---	.. v	.. v	
Bilirubin, Total (Neonatal), mg/dL	---	---	---	---	---	.. v	.. v	

Save & Continue Later **Submit**

Comments

Analytes

Analyst Attestation

Result Entry comment buttons

Not Reporting Form

Save & continue later button

Submit Results button

Don't forget to click on either the "Save & Continue later" or "Submit Results" to keep your results saved.

IMPORTANT: Add and save comments AFTER saving results

Numerical entry fields

Results with non decimal entries:
Leading zero not required
Trailing zero required
E.g., 425 vs 4250

Specific Gravity - Urine Adulteration
 Edit Analyte Edit Codes

1.010	.101
-------	------

(Callouts: Correct, Incorrect)

This form may be edited
 Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

Edit Form
 CARDIAC MARKERS

Constituent	Specimen 1	Specimen 2	Specimen 3	Specimen 4	Instrument
Brain Natriuretic Peptide (BNP)	_101	0101	_430	4250	311

(Dropdown menu open showing: 137 - Abbott Architect, 145 - Abbott i-STAT, 5008 - Alere Triage, 5247 - Alere Triage Cardiac Panel)

Pay attention to fields with decimal points.

Example result = 1.010

The first field is correct 1.010

The second field is incorrect 0.101

Report greater than or less than results by adding a < or > symbol before the number

Amylase

__28	<30	>100
------	-----	------

(Callouts: Less than lower limit, Greater than upper limit)

Non numerical result entry

This form may be edited

Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

Use Free Entry Fields

Edit Form
PROVIDER-PERFORM

Demo Chemistry Event

Drop down
options with
codes

Constituent	Specimen 1
Vaginal Wet Mount Edit Analyte	<input type="text"/>
Vaginal KOH Prep Edit Analyte	<input type="text"/>
Scabies Edit Analyte	<input type="text"/>
Sperm Presence Edit Analyte	<input type="text"/>
Nasal Eosinophils Edit Analyte	<input type="text"/>

- 15 - Would Refer
- 430 - Leptothrix
- 441 - Stacking-invasive pseudomyce
- 457 - Fiber
- 594 - Trichomonas
- 598 - Artifact/Other

All Non-Numerical fields will have a drop-down box for the results.

Both an answer choice and its corresponding number code will be displayed as shown in example.

Once clicked the number code ONLY will appear in the box.

PLEASE NOTE:

The "Save & Continue Later" and Submit Results actions will display ONLY the number code.

Step 6A : NOT REPORTING COMMENT LINK

Use this comment link on result entry form **ONLY** if
NOT REPORTING ANY RESULTS ON THE FORM

Comment link



Click here if you will not be reporting results for this form

DO NOT USE THIS LINK FOR COMMENTS RELATED TO INDIVIDUAL TEST RESULTS ON A FORM

See STEP 6B for details on analyte related comments

Not Reporting Form Comment (CONTINUED)

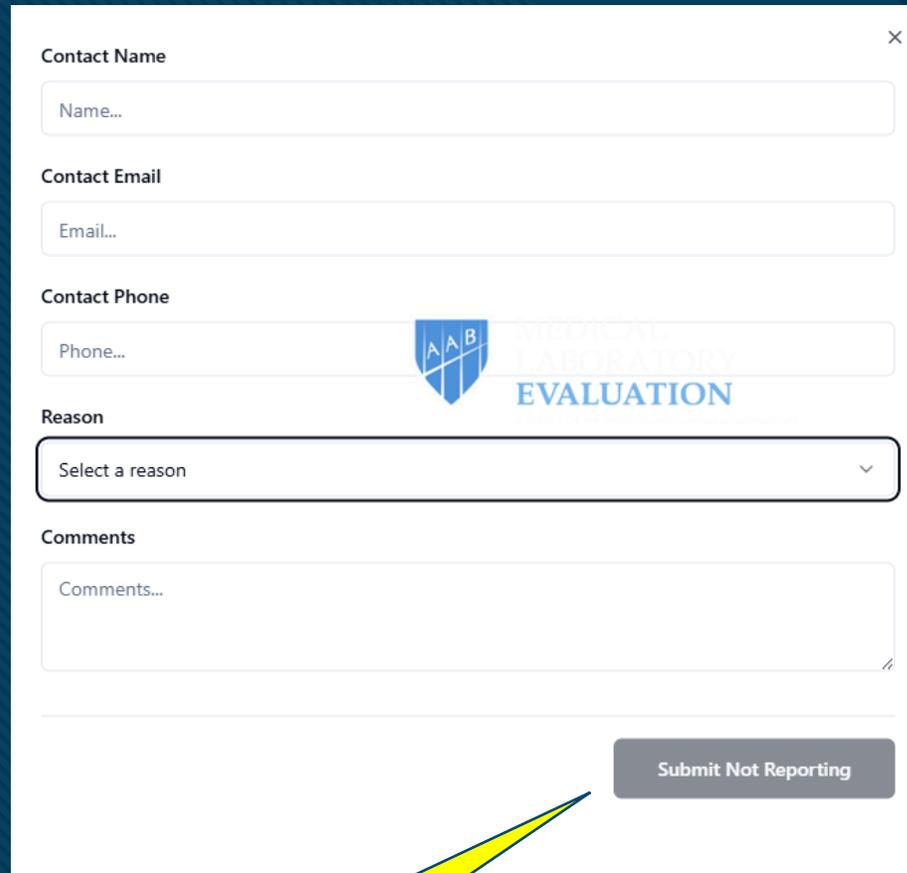
This form will have the following

Contact Name
Contact Email
Contact Phone

Reason: This is a dropdown box
with options to choose from
(screen shot on right)

Comments: For additional
information :

Once completed click
on **“Submit Not
Reporting”**



Contact Name

Contact Email

Contact Phone

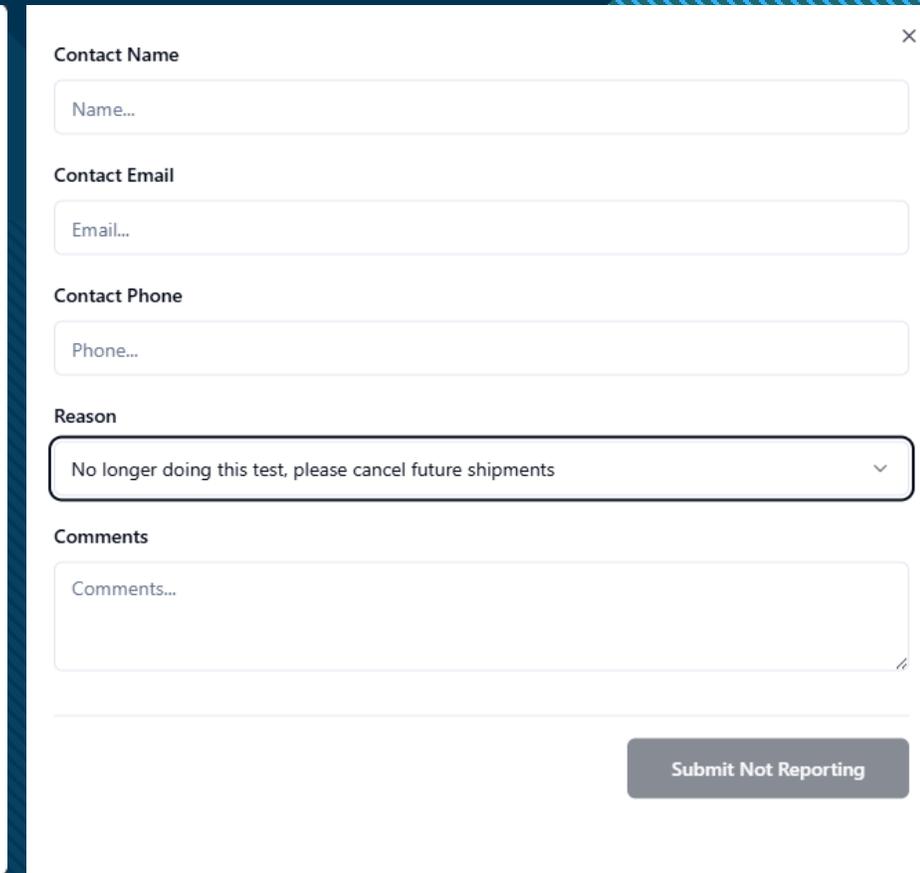
Reason

Select a reason

Comments

Submit Not Reporting

Submit Button



Contact Name

Contact Email

Contact Phone

Reason

No longer doing this test, please cancel future shipments

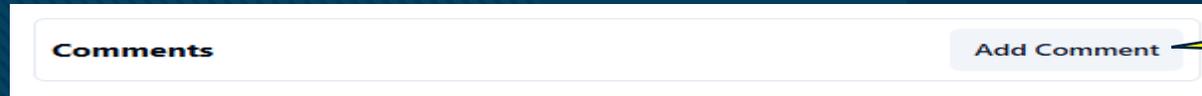
Comments

Submit Not Reporting

Step 6B : ADD COMMENT LINK

Use this comment link on the result entry form for test result comments

Comment link



The screenshot shows a white rectangular box containing the word "Comments" on the left and a grey button labeled "Add Comment" on the right.

Add
Comment

Click "Add Comment" to access comment form for the current active form

This form will have the following

Contact Name
Contact Email
Contact Phone

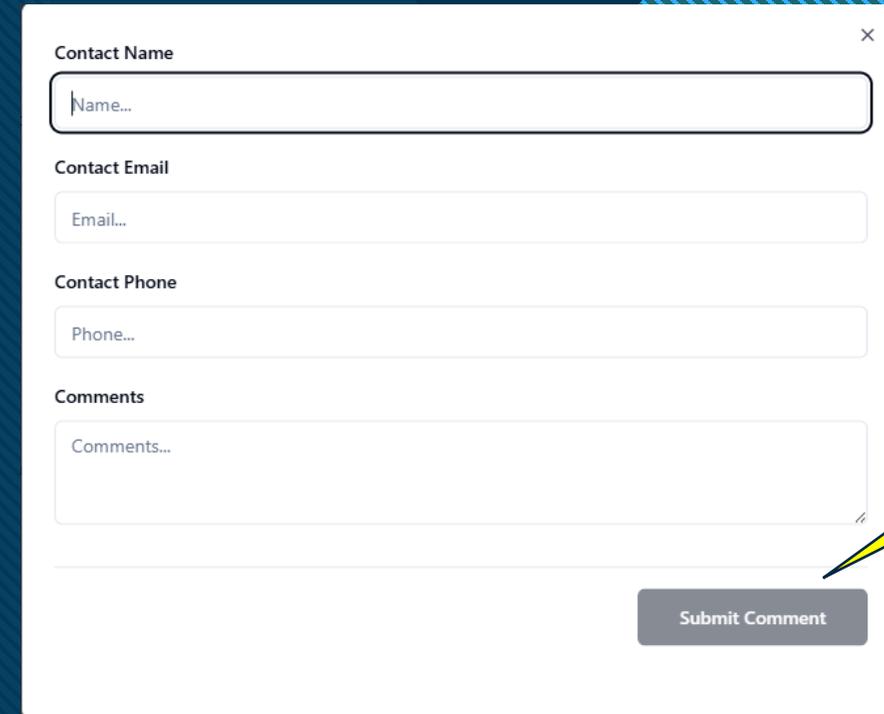
Comments: Add comment information, include Analyte name, sample number (s) and reason for comment

Example: Analyte is total CHOL. The samples are CH-1, CH-2. We are unable to get results...

Once complete click on "Submit Comment":

IMPORTANT:

Add and save comments AFTER saving results



The screenshot shows a white modal window with a close button (X) in the top right corner. It contains four input fields: "Contact Name" (with placeholder "Name..."), "Contact Email" (with placeholder "Email..."), "Contact Phone" (with placeholder "Phone..."), and "Comments" (with placeholder "Comments..."). A grey button labeled "Submit Comment" is located at the bottom right of the modal.

Submit
Comment
button

Step 7: Submitting Results

Save & Continue later – Saves results but submission is still incomplete. Results can be edited

Submit Results – All results entered, and submission is complete. Need to use the unlock button to edit results. Remember to Submit once editing is done.

Can unlock ONLY during event to make corrections to form

This form may be edited

Incomplete forms will not be included in graded results

STREP A ANTIGEN DETECTION

Use drop down to select another code

Clicking on the x will delete the code in box

Constituent	Specimen 1	Specimen 2
Strep Screen A	10 x ▾	11 x ▾

This form has been submitted may not be edited

Unlock This Form

Please print this page for your records
Confirmation Number: **A870B1B46B36**
Last Updated: **01/27/2023 08:37 PM**

Print PDF

CONSTITUENT	SPECIMEN 1	SPECIMEN 2	SPECIMEN 3	SPECIMEN 4	SPECIMEN 5	METHOD	INSTRUMENT	ANALYST
Activated Partial Thromboplastin Time, Seconds	032.3	015.5	012.0	065.0	032.0	7165	2520	E-Sign ▾

Result Entry Page Status

Submitted : This green status will appear when a result form/module is complete.

Please note: ONLY appears when you click on the “submit form” button on the respective results entry form.

Eg. M876 and M838 are submitted below

Remains Blank When :

- Module/Tests not started
- Results for the form are incomplete – “Save & Continue Later” option used.
- Not reporting Entire Result Form
- Eg. M836, M846 etc.

Chemistry M1 2024

Results may be reported between 02/06/2024, 3:56 PM and 02/24/2024, 12:59 AM

Result Entry

M876	ADULTERATED URINE; AUR	Submitted
M851	AFINION GLYCOHEMOGLOGIN; AFN	
M836	AMMONIA; AMM	
M847	BLOOD GASES; BG	
M838	BLOOD LEAD - WAIVED; LED	Submitted
M846	BNP/D-DIMER; CK	
M845	CARDIAC MARKERS; CK	
M810	CHEMISTRY MODULE; CH	
M813	COMPREHENSIVE METABOLIC PANEL; CH	

Step 8 : Attestation

The Analyst field on each result entry form allows the analyst to attestate results.
The Director's Attestation has a field for the Director's e-signature.

Note: When logged on as the main account only date/time stamp will appear. When multiple users are assigned the individual analysts attestation information will be rendered.

Example of E-Sign

This form has been submitted may not be edited Unlock This Form

Please print this page for your records Print PDF

Confirmation Number: **BCBEB04DDBE2**

Last Updated: **01/30/2023 07:14 PM**

CONSTITUENT	CH 1	CH 2	CH 3	CH 4	CH 5	METHOD	INSTRUMENT	ANALYST
Albumin	2.1	3.5	6.4	7.5	8.3	137	135	Signed
Alkaline Phosphatase	0152	0235	1111	5847	6754	130	150	Signed
Alpha-fetoprotein	120.1	153.2	532.4	002.4	005.4	137	150	Signed
Alanine Aminotransferase (ALT or SGPT)	4572	0053	0758	0654	2475	141	150	Signed

Attested on Date/Time stamp

The Director's Attestation

Director's Attestation ▾

In addition to the analysts' signatures, one of the following must sign once for all analytes reported on this form:

1. Director or
2. Technical consultant (moderate complexity) or
3. Technical supervisor (high complexity)

Director or director's designee:

Date

01/30/2023

E-Sign Attestations

Director's e- signature

NOTE: Once verification is signed the user/date/time cannot be changed

CREATING MULTIUSER ACCOUNTS (ADMIN FEATURE ONLY)

This feature gives Lab Administrators the option of assigning distinct emails for each user

From the dashboard click on Users to open the **USERS SCREEN**

Next click the **New User** button to add an email and password for a new user.

CLICK
HERE

Click to
add new
user

- Home
- Downloads
- Users**
- Shipment Schedule
- Program Guide
- FAQs
- Continuing Education
- Regulatory Information

Users for Lab Name

New user

Name:

owner

No name

Email:

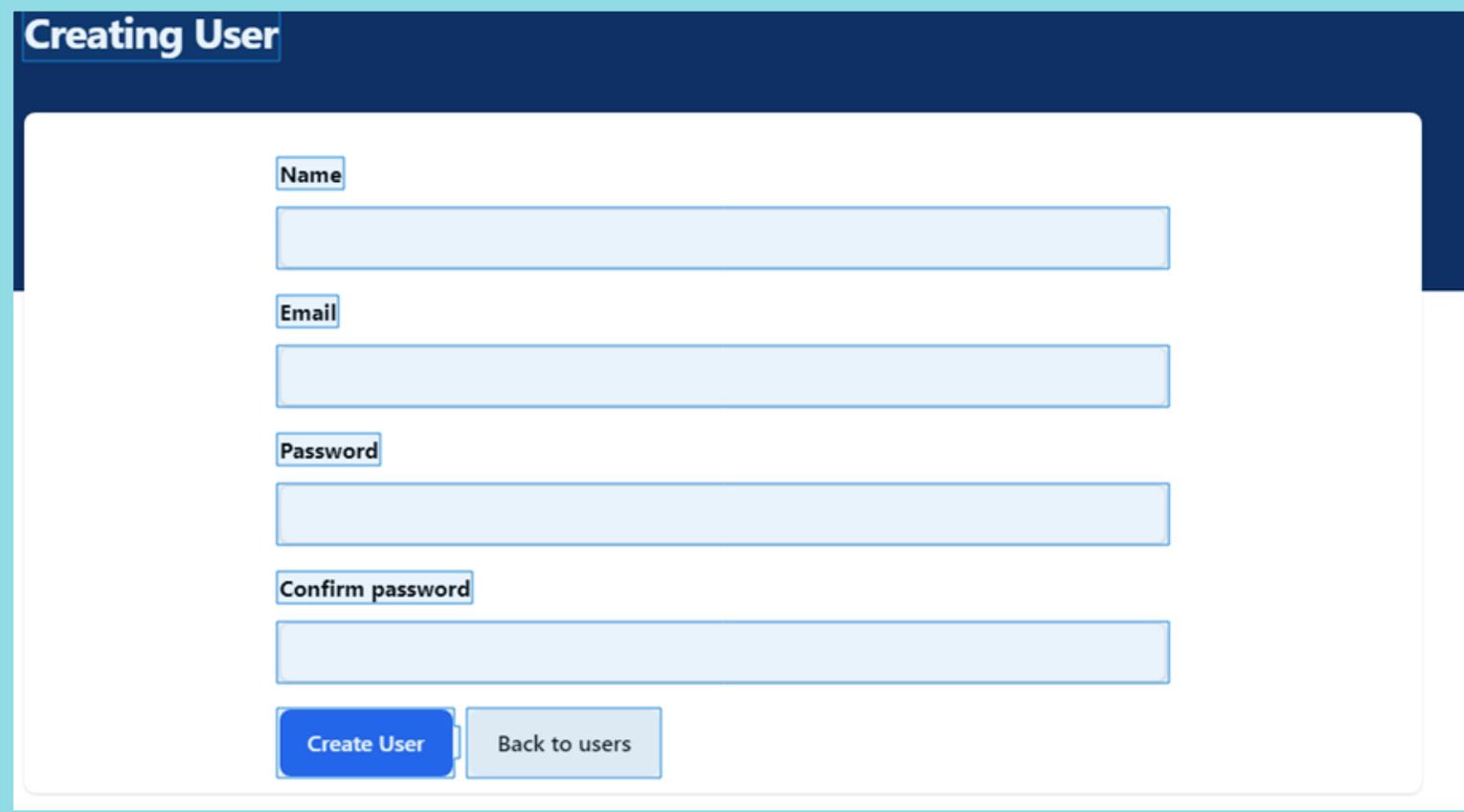
Account owner email

Edit this user

CREATING MULTIUSER ACCOUNTS (CONTD)

Enter the required information and click on Create User

You can set up multiple users this way, and have them logon with their unique email and password



The screenshot shows a web form titled "Creating User" with a dark blue header. The form contains four text input fields, each with a label above it: "Name", "Email", "Password", and "Confirm password". At the bottom of the form, there are two buttons: a blue "Create User" button and a grey "Back to users" button.

Each user once registered can log in, enter results and do E-sign verification

Example Multiple User Screen

Admin
Account

Name: owner
No name

Email:

Edit this user

New
User
Account

Name: lab
Jane Doe

Email:
jdoe@aab-pts.org

Edit this user