



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](http://www.aab-mle.org)

Click on the ACCOUNT LOGIN

**Click here**

**ACCOUNT LOGIN**

## 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 ➔

<b>12</b> MAR	Last day to make changes to orders for upcoming S1 shipment
<b>22</b> MAR	Target Evaluation date – M1
<b>09</b> APR	S1 Andrology and Embryology Shipping Dates

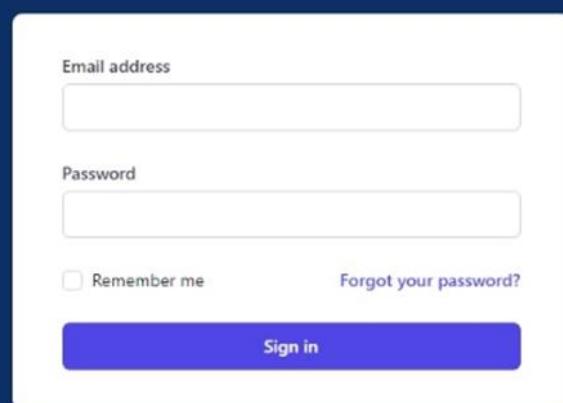
## Step 2 :Sign on to your account Use your account number or email



**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 image shows a screenshot of a 'Sign in to your account' form. The form is contained within a light blue rectangular box with a dark blue header. The header features the 'Medical Laboratory Evaluation' logo and the text 'Sign in to your account'. The form itself has a white background and includes the following fields: 'Email address' with a text input field, 'Password' with a text input field, a 'Remember me' checkbox, and a 'Forgot your password?' link. At the bottom is a large blue 'Sign in' button.

This will take you to your Events list



Click on tabs to  
access  
respective links

# Step 3:EVENTS

Laboratory Name and ID Number

## Events

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
Nonchemistry M3 2023	9/11/2023	9/30/2023
Chemistry M3 2023	9/11/2023	9/30/2023

Active Form

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

NOTE

ONLY ENROLLED  
MODULES WILL  
BE LISTED HERE

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

# Step 5: Entering Results

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



Laboratory Name and ID number

Program module name

Instructions and links and pdf's

Analytes

Result fields

Choose Method and Instrument code from dropdown

Analyst Attestation

Save & continue later button

Submit Results button

Not Reporting Form

Result Entry comment buttons

Comments

Add Comment

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

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*

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	
Brain Natriuretic Peptide (BNP)	_101	0101	_430	4250	---
Edit Analyte					52... x ^
Edit Codes					311 x ^

Instrument

5253 - 5253 Beck Coulter  
Access BNP  
**137 - Abbott Architect**  
145 - Abbott i-STAT  
5008 - Alere Triage  
5247 - Alere TriageCardiac Panel

Specific Gravity - Urine Adulteration  
Edit Analyte Edit Codes

Correct

Incorrect

1 . 0 1 0

\_ . 1 0 1

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

Less than lower limit

Amylase

---

\_ < 30

> 100

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!

Edit Form

PROVIDER-PERFORM

Constituent

Vaginal Wet Mount

Edit Analyte

Vaginal KOH Prep

Edit Analyte

Scabies

Edit Analyte

Sperm Presence

Edit Analyte

Nasal Eosinophils

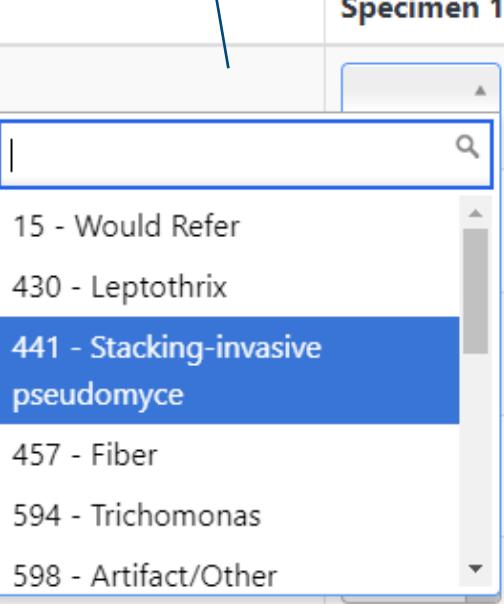
Edit Analyte

Use Free Entry Fields

Demo Chemistry Event

Specimen 1

Drop down options with codes



15 - Would Refer
430 - Leptothrix
<b>441 - Stacking-invasive pseudomyce</b>
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



MEDICAL  
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EVALUATION

Reason

Select a reason

Comments

Contact Name

Contact Email

Contact Phone



MEDICAL  
LABORATORY  
EVALUATION

Reason

No longer doing this test, please cancel future shipments

Comments

Submit Button

# Step 6B : ADD COMMENT LINK

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

Comment link



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

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.

This form may be edited  
Incomplete forms will not be included in graded results

STREP A ANTIGEN DETECTION

Constituent: Screen 1

Strep Screen A

10 x ▾ 11 x ▾

Clicking on the x will delete the code in box

Use drop down to select another code

This form has been submitted may not be edited

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

Unlock This Form

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 GLYCOHEMOGLOBIN; 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 attest 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  
Confirmation Number: BCBEBO4DBE2  
Last Updated: 01/30/2023 07:14 PM

Print PDF

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

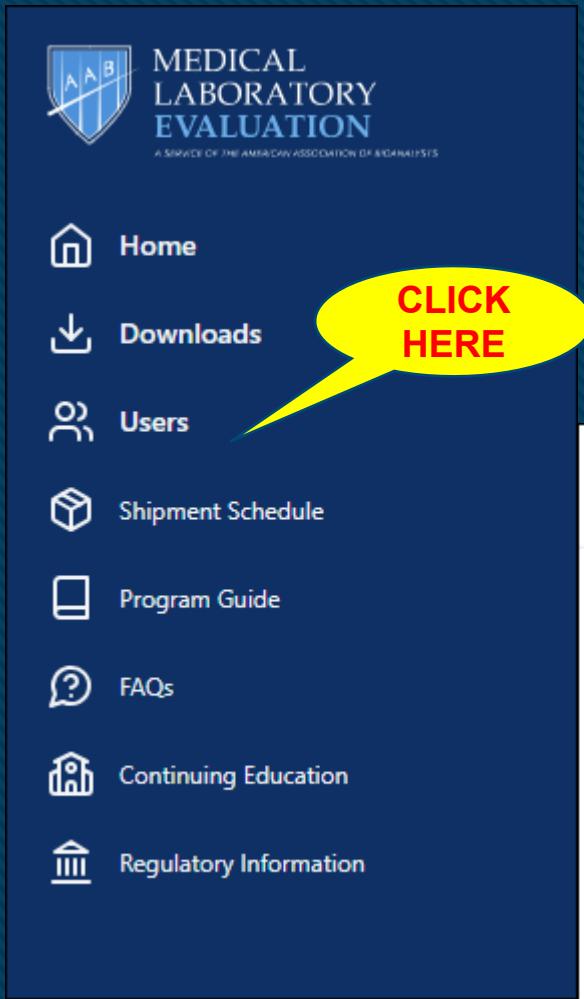
E-Sign Attestations

Director's e- signature

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

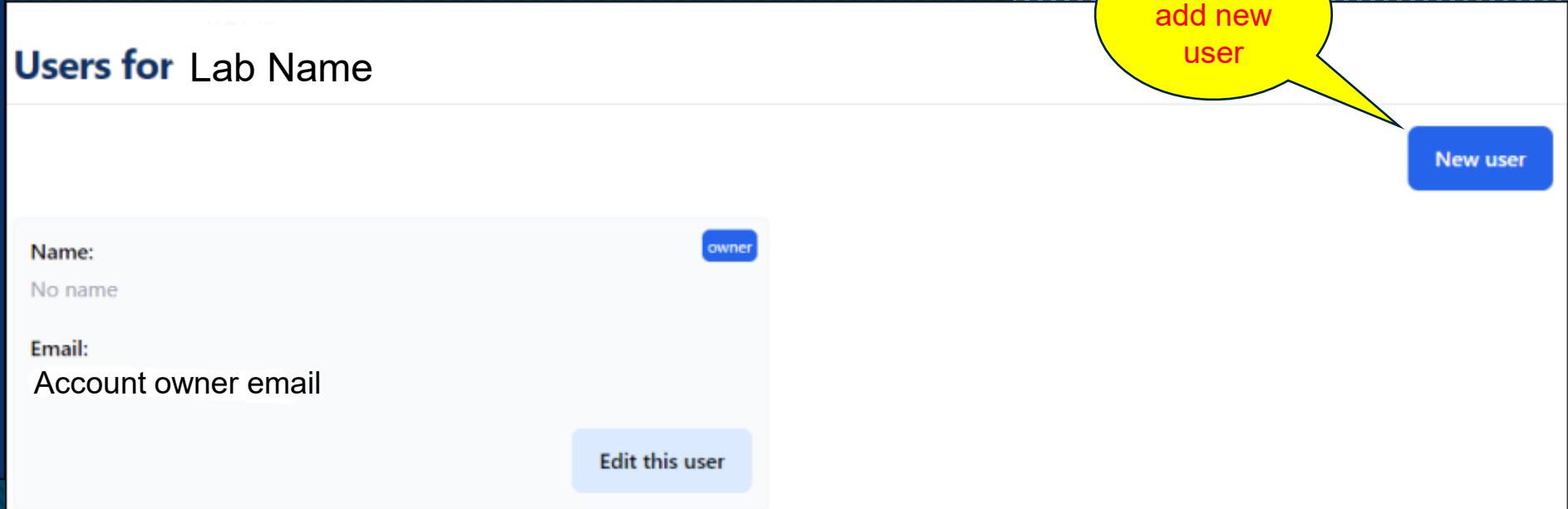
# CREATING MULTIUSER ACCOUNTS (ADMIN FEATURE ONLY )

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.



A screenshot of the 'Users' screen for 'Lab Name'. The title is 'Users for Lab Name'. On the right side, there is a blue button labeled 'New user'. A yellow speech bubble with the text 'Click to add new user' points to this button. The main content area shows a single user entry: 'Name: No name' and 'Email: Account owner email'. Below the email field is a blue button labeled 'Edit this 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

**Creating User**

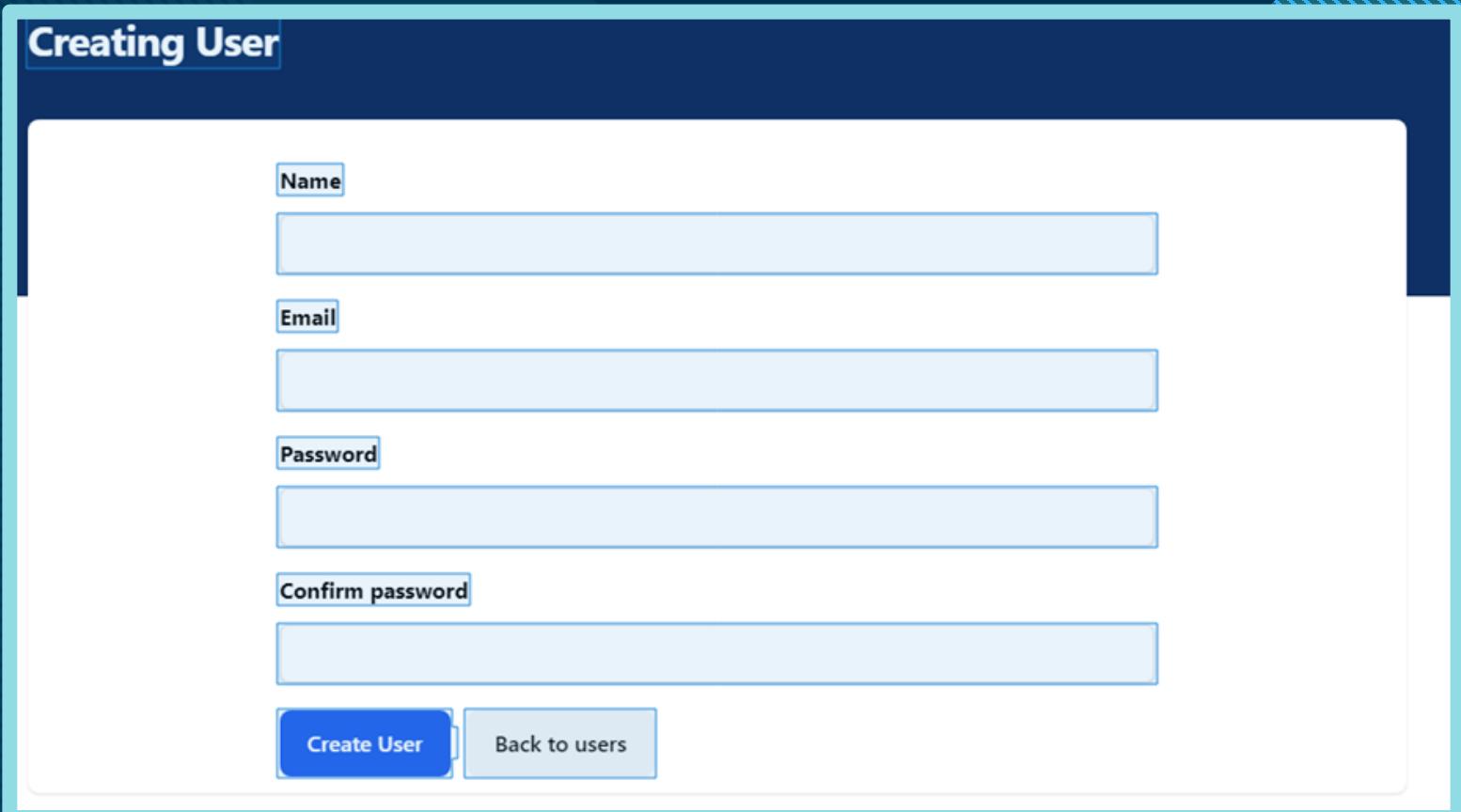
Name

Email

Password

Confirm password

**Create User** **Back to users**



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



# Example Multiple User Screen

The screenshot displays a user interface for managing multiple users. On the left, a user profile for an 'Admin Account' is shown, featuring a blue header and a yellow speech bubble. The profile includes fields for 'Name' (No name) and 'Email' (empty). A blue button labeled 'Edit this user' is at the bottom. On the right, a user profile for a 'New User Account' is shown, featuring a blue header and a yellow speech bubble. The profile includes fields for 'Name' (Jane Doe) and 'Email' (jdoe@aab-pts.org). A blue button labeled 'Edit this user' is at the bottom. The background is dark blue with light blue diagonal stripes.

**Admin Account**

Name:  
No name

Email:

Edit this user

**New User Account**

Name:  
Jane Doe

Email:  
jdoe@aab-pts.org

Edit this user