THE AAB-MLE WEB DATA ENTRY SYSTEM

RESULT ENTRY GUIDE
STEP 1: Go to www.aab-mle.org

Click on the ACCOUNT LOGIN
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)

This will take you to your dashboard
### Step 3: Dashboard

Click on the **green highlighted areas** to access your current event Active Forms.

**Active Form Chemistry**
- **Chemistry**: This reporting period is active and accepting results.
  - Demo Chemistry Event: February 10, 2023 8:39 PM UTC

**Active Form Non Chemistry**
- **Non Chemistry**: This reporting period is active and accepting results.
  - Demo Non Chemistry Event: February 10, 2023 6:19 PM UTC
**Step 4**: Click on the test name to open active test forms.

**NOTE**

ONLY ENROLLED MODULES WILL BE LISTED HERE

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### Active Forms

You may enter results into these forms using the links below. Incomplete forms will not be included in graded results. Please be sure to complete all incomplete forms!

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>M810</td>
<td>CHEMISTRY MODULE</td>
</tr>
<tr>
<td>M860</td>
<td>ENDOCRINOLOGY 1</td>
</tr>
<tr>
<td>M863</td>
<td>ENDOCRINOLOGY 2</td>
</tr>
<tr>
<td>M850</td>
<td>GLYCOHEMOGLOBIN</td>
</tr>
<tr>
<td>M680</td>
<td>RESPIRATORY ANTIGEN DETECTION – WAIVED</td>
</tr>
<tr>
<td>M660</td>
<td>STREP A ANTIGEN DETECTION</td>
</tr>
<tr>
<td>M531</td>
<td>URINALYSIS DIPSTICK</td>
</tr>
<tr>
<td>M775</td>
<td>VIRAL MARKERS</td>
</tr>
</tbody>
</table>

Click on name
Active Forms page

The Status column shows the result status of each module. There are three possibilities:

- **Blank** – Module not started
- **Incomplete** – View tests, finish data entry and edit results if needed
- **Submitted** – **VIEW ONLY**

Edits allowed **ONLY** during the event by clicking on “unlock form” found within each result form.

You can also view the progress of your completions here during the event.
Step 5: Entering results

Each result form will have the following:

- Program module Name
- Analytes in module
- Result fields
- Method and or Instrument field
- Save & continue later button
- Submit Results button

Enter results, Method and Instrument codes here.

Don’t forget to click on either the “Save & Continue later” or “Submit Results” to keep your results saved.
**Numerical entry fields**

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

**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 then results by adding a `<` or `>` symbol before the number**

<table>
<thead>
<tr>
<th>Constituent</th>
<th>Specimen 1</th>
<th>Specimen 2</th>
<th>Specimen 3</th>
<th>Specimen 4</th>
<th>Instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain Natriuretic Peptide (BNP)</td>
<td><strong>101</strong></td>
<td>__ 0 1 0__</td>
<td>__ 4 3 0__</td>
<td>__ 4 2 5 0__</td>
<td>__ 5 2 __</td>
</tr>
<tr>
<td>5253 - Beck Coulter Access BNP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>137 - Abbott Architect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>145 - Abbott i-STAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5008 - Alere Triage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5247 - Alere Triage Cardiac Panel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specific Gravity - Urine Adulteration**

<table>
<thead>
<tr>
<th>Edit Analyte Edit Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.010</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amylase</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ <em>2 <em>8</em></em></td>
</tr>
</tbody>
</table>
Non numerical result entry

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.
**STREP A ANTIGEN DETECTION**

<table>
<thead>
<tr>
<th>Constituent</th>
<th>Strep</th>
<th>Screen A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

- Clicking on the `x` will delete the code in box.
- Use drop down to select another code.
## Submit Results

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

### Table

<table>
<thead>
<tr>
<th>CONSTITUENT</th>
<th>SPECIMEN 1</th>
<th>SPECIMEN 2</th>
<th>SPECIMEN 3</th>
<th>SPECIMEN 4</th>
<th>SPECIMEN 5</th>
<th>METHOD</th>
<th>INSTRUMENT</th>
<th>ANALYST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activated Partial Thromboplastin Time, Seconds</td>
<td>032.3</td>
<td>015.5</td>
<td>012.0</td>
<td>065.0</td>
<td>032.0</td>
<td>7165</td>
<td>2520</td>
<td>E-Sign</td>
</tr>
</tbody>
</table>

Can unlock ONLY during event to make corrections to form
Step 6: Not submitting Results & Comments links

These two links are found on EACH Active Forms page below the “Save and Continue Later” and Submit Result” buttons.

Use this **ONLY** if you are NOT submitting results for the WHOLE FORM.

This comment link will take you to another field where you can enter your comments for the tests on the current active form.

**Click here if you will not be submitting results for this form**

**DO NOT USE FOR INDIVIDUAL TESTS ON FORM**

This link will not be visible once results are submitted.

**Click here to report comments concerning results for this form**

**RECOMMENDED:** Enter all results/methods/instruments. Submit form and then click the comments link to enter the comments.

Example: Total CHOL CH-1, CH-2: Unable to get results…
Step 7: Attestation
E-sign Verifications & Director's Signature

**SINGLE USER**

Attestate the form using the E-Sign **ALL** drop down once results are all entered

OR

E-Sign individually as results are entered

**MULTIPLE USERS**

(Each user needs an account)

Attestate a single result on form using the E-Sign drop down corresponding to that result line

**NOTE:**

Once Verification is signed the user/date/time cannot be changed

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### Table Example

<table>
<thead>
<tr>
<th>Constituent</th>
<th>Specimen 1</th>
<th>Specimen 2</th>
<th>Specimen 3</th>
<th>Specimen 4</th>
<th>Specimen 5</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activated Partial</td>
<td>032.3</td>
<td>015.5</td>
<td>012.0</td>
<td>065.0</td>
<td>032.0</td>
<td>7165</td>
</tr>
<tr>
<td>Thromboplastin Time, Seconds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fibrinogen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prothrombin Time, Seconds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISI - INR Calculation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Normal Mean (GMNPT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Single or Multiple users**

**Single user**
Example of E-Sign Signature

The Director’s Attestation drop down box for each form is located below the other E-signatures.
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 Lab Users to open the USERS SCREEN.

Next click the New User button.
CREATING MULTIUSER ACCOUNTS (CONT'D)

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

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

Admin Account

New User Account

Name: Jane Doe
Email: jdoe@aab-pts.org