



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

Click
here



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ORDER NOW ACCOUNT LOGIN MLE ARCHIVES

Comprehensive Proficiency Testing Services since 1949

GET STARTED

Shipping Schedule →

FEB	Shipping Date	FEB	Last Day for Submissions	MAR	Last Day for Submissions
07	for Chemistry & Non-chemistry Shipments	24	for Chemistry & Nonchemistry	07	for Chemistry & Nonchemistry

New Customers

- Why Choose AAB-MLE
- How to Enroll
- FAQs

Existing Customers

- 2023 Catalog
- Results
- Participant Summaries
- Renewal/Change Forms
- Shipment Schedule
- Program Guide
- FAQs
- Continuing Education
- Regulatory Information

Step 2 :Sign on to your account

Use your account number or email

PLEASE NOTE:

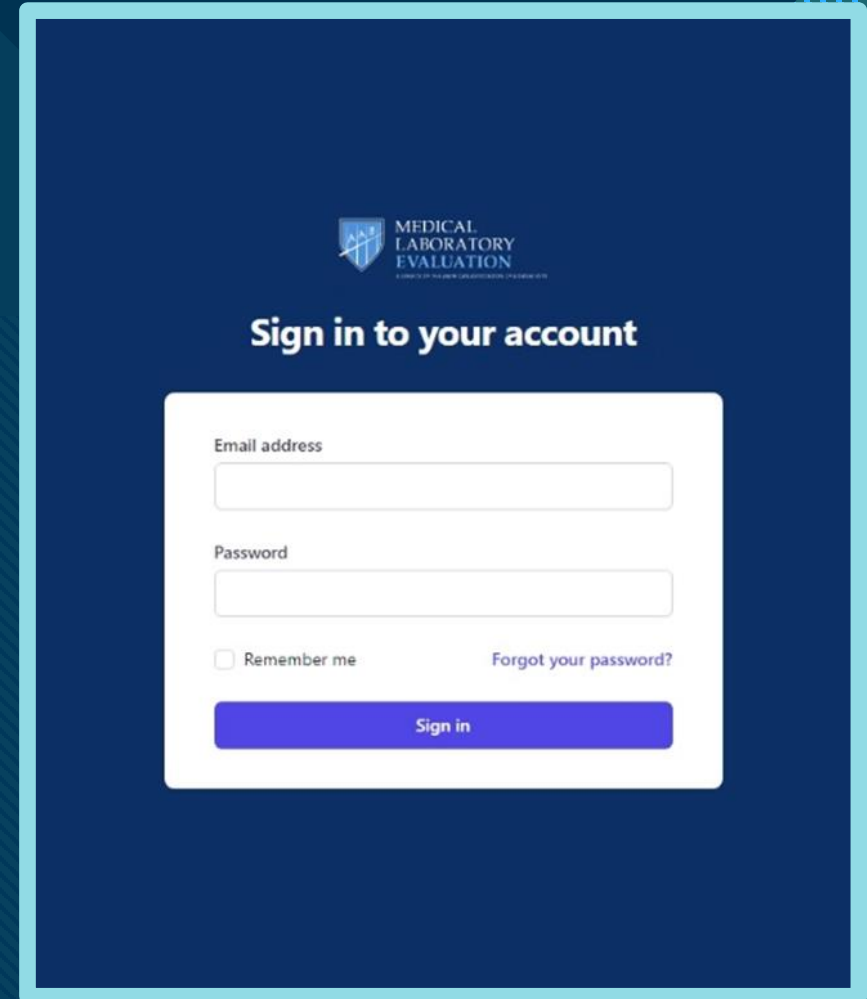
**FIRST TIME LOGIN MUST USE ACCOUNT
NUMBER**

**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 service. At the top is the AAB logo and the text "MEDICAL LABORATORY EVALUATION" and "A SERVICE OF THE AMERICAN ASSOCIATION OF BIOANALYSTS". Below this is the heading "Sign in to your account". The sign-in form contains two input fields: "Email address" and "Password". Below the "Password" field are two links: "Remember me" (with an unchecked checkbox) and "Forgot your password?". At the bottom of the form is a blue "Sign in" button.

This will take you to your dashboard

Step 3: Dashboard

Dashboard

Participant Summaries

Renewal/Change Forms

Lab Users

More ▾

Logout

Dashboard

Result Entry	Result Cut-Off Date	Active	Results	Cumulative
Chemistry				
This reporting period is active and accepting results.				
Demo Chemistry Event	February 10, 2023 8:39 PM UTC	✓		
Non Chemistry				
This reporting period is active and accepting results.				
Demo Non Chemistry Event	February 10, 2023 6:19 PM UTC	✓		

Active Form
Chemistry

Active Form
Non Chemistry

Click on the **green highlighted areas** to access your current event Active Forms ⁴

Step 4 : Click on the test name to open active test forms

NOTE

ONLY ENROLLED
MODULES WILL
BE LISTED HERE

Results

Cumulative Scores

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!

Forms

Code	Name	Status
M810	CHEMISTRY MODULE	
M860	ENDOCRINOLOGY 1	
M863	ENDOCRINOLOGY 2	
M850	GLYCOHEMOGLOBIN	
M680	RESPIRATORY ANTIGEN DETECTION – WAIVED	
M660	STREP A ANTIGEN DETECTION	
M531	URINALYSIS DIPSTICK	
M775	VIRAL MARKERS	

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.

Results
Cumulative Scores

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!

Forms


Code	Name	Status
M810	CHEMISTRY MODULE	Not started
M860	ENDOCRINOLOGY 1	
M863	ENDOCRINOLOGY 2	
M850	GLYCOHEMOGLOBIN	
M680	RESPIRATORY ANTIGEN DETECTION – WAIVED	Results can be edited
M660	STREP A ANTIGEN DETECTION	Incomplete
M531	URINALYSIS DIPSTICK	Results cannot be edited
M775	VIRAL MARKERS	

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



Program module name

Chemistry M2 2023 / GLYCOHEMOGLOBIN; GH (M850)

This form may be edited
Incomplete forms will not be included. Be sure to complete all incomplete forms!

Attachments & Links:

M850 - Glycohemoglobin.pdf

Click on PDF for worksheet and instructions

Choose Method and Instrument code from dropdown

CONSTITUENT	GH 6	GH 7	METHOD	INSTRUMENT
Glycohemoglobin - HbA1c	---	---	Beckman IFCC x	Beck Coulter U... x

Analytes

Result fields

Save & Continue Later

Submit Results


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.

Instructions Worksheets and Methods

Test specific instructions, worksheets and Methods are under the Attachments & Links for each Test



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[Dashboard](#)
[Attestations/Forms](#)
[More ▾](#)

[Logout](#)

Chemistry M2 2023 / CHEMISTRY MODULE; CH (M810)

This form may be edited
Incomplete forms will not be included in your report. Complete forms!

Attachments & Links:

M810 - Chemistry Module.pdf

CONSTITUENT	CH 6	CH 7	CH 8	CH 9	CH 10	METHOD	INSTRUMENT
Albumin	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	Abbott BCG <input type="button" value="x"/> ▾	Beckman Dx... <input type="button" value="x"/> ▾
Alkaline Phosphatase	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	Beckman Co... <input type="button" value="x"/> ▾	Beckman Dx... <input type="button" value="x"/> ▾
Alpha-fetoprotein	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value=""/> ▾	<input type="text" value=""/> ▾
Alanine Aminotransferase (ALT or SGPT)	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	<input type="text" value="----"/>	Beckman Co... <input type="button" value="x"/> ▾	Beckman Dx... <input type="button" value="x"/> ▾

Click and print
PDF

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

Correct

Incorrect

1.010

.101

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

--28

<30

>100

Greater than
upper limit

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	52... x ^

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

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

Vaginal Wet Mount

Edit Analyte

Vaginal KOH Prep

Edit Analyte

Scabies

Edit Analyte

Sperm Presence

Edit Analyte

Nasal Eosinophils

Edit Analyte

Specimen 1

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.

Save & Continue Later

This form may be edited

Incomplete forms will not be included in graded results

STREP A ANTIGEN DETECTION

Constituent	Code	SI
Strep Screen A	10  	11  

Clicking on the
x will delete the
code in box

Use drop
down to
select
another
code

Submit Results

Can unlock ONLY during event to make corrections to form

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 ▾

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



↪ 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

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 to report comments concerning results for this form

RECOMENDED: 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 & Directors Signature

SINGLE USER

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

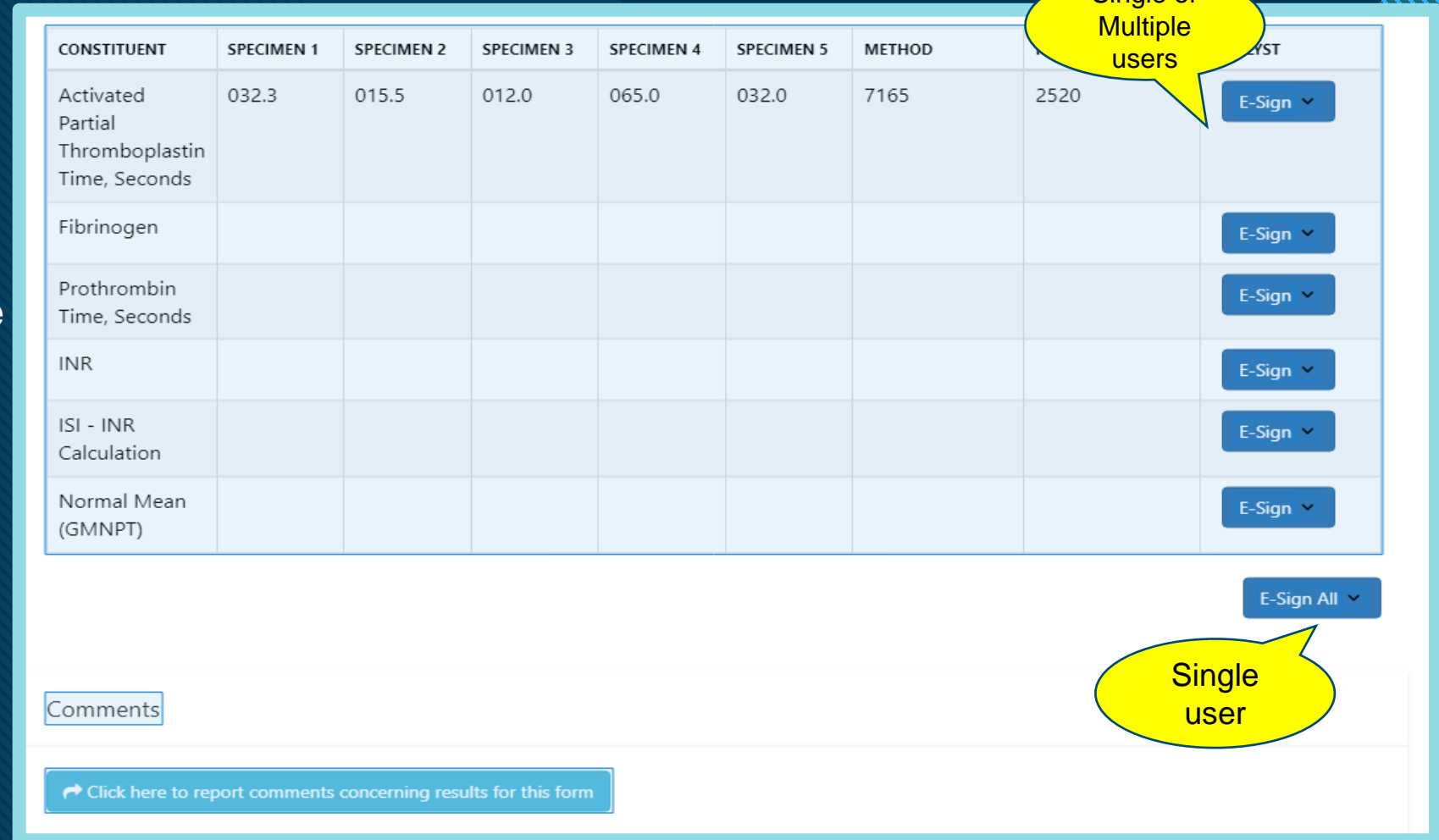
OR

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



CONSTITUENT	SPECIMEN 1	SPECIMEN 2	SPECIMEN 3	SPECIMEN 4	SPECIMEN 5	METHOD		E-Sign
Activated Partial Thromboplastin Time, Seconds	032.3	015.5	012.0	065.0	032.0	7165	2520	E-Sign ▼
Fibrinogen								E-Sign ▼
Prothrombin Time, Seconds								E-Sign ▼
INR								E-Sign ▼
ISI - INR Calculation								E-Sign ▼
Normal Mean (GMNPT)								E-Sign ▼

E-Sign All ▼

Comments

[Click here to report comments concerning results for this form](#)

NOTE:





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

Example of E-Sign Signature

This form has been submitted may not be edited [Unlock This Form](#)

Please print this page for your records
 Confirmation Number: **BCBEB04DDBE2**
 Last Updated: **01/30/2023 07:14 PM** [Print PDF](#)

Jane Doe
 EMAIL
 jdoe@aab-pts.org
 CREATED
 2023-01-25 17:00:55 UTC

CONSTITUENT	CH 1	CH 2	CH 3	CH 4	CH 5	CH 6	CH 7	ANALYST
Albumin	2.1	3.5	6.4	7.5	8.3	137	135	
Alkaline Phosphatase	0152	0235	1111	5847	6754	130	150	
Alpha-fetoprotein	120.1	153.2	532.4	002.4	005.4	137	150	
Alanine Aminotransferase (ALT or SGPT)	4572	0053	0758	0654	2475	141	150	

Print

The Director's Attestation drop down box for each form is located below the other E-signatures.


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

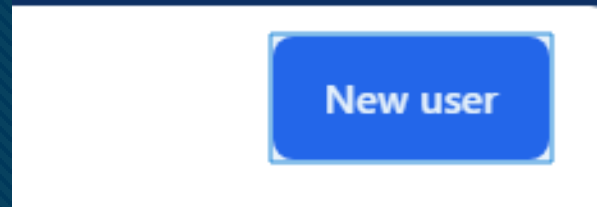
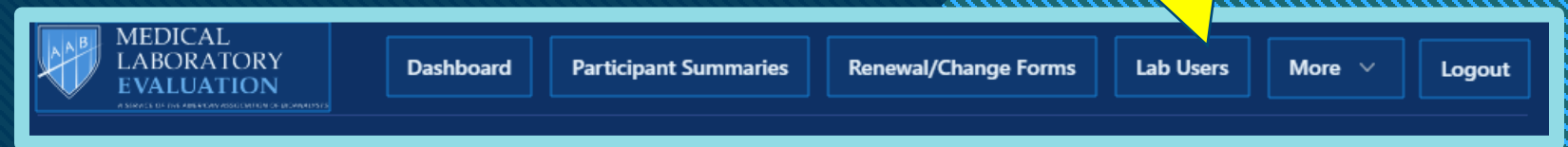
NEW

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

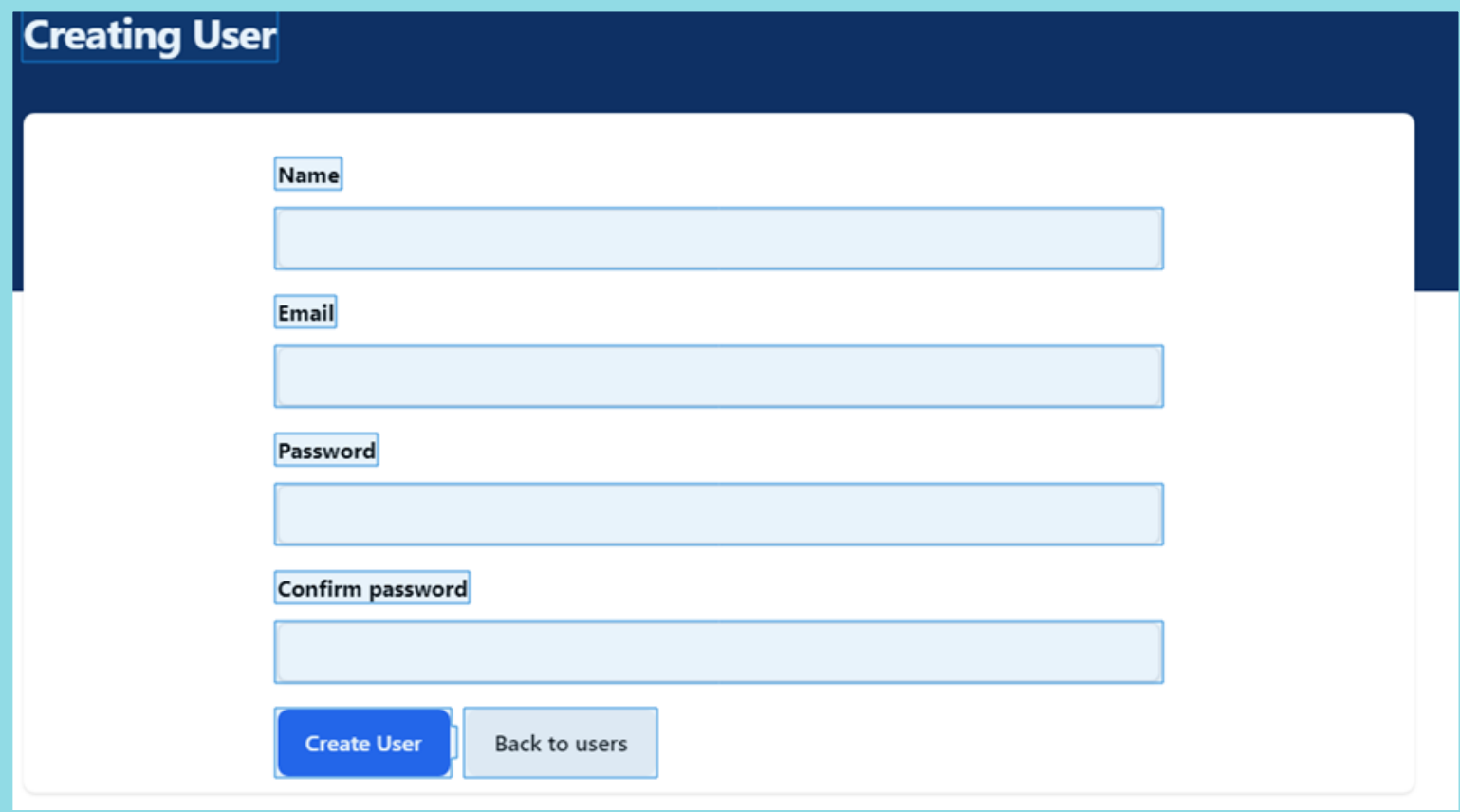
Next click the **New User** button



CREATING MULTIUSER ACCOUNTS (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 labeled "Name", "Email", "Password", and "Confirm password". At the bottom of the form are two buttons: "Create User" (highlighted in blue) and "Back to users" (in a light blue box).

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:

jdoo@aab-pts.org

Edit this user