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

Click on the ACCOUNT LOGIN

Click here
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.

<table>
<thead>
<tr>
<th>Result Entry</th>
<th>Result Cut-Off Date</th>
<th>Active</th>
<th>Results</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo Chemistry Event</td>
<td>February 10, 2023 8:39 PM UTC</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo Non Chemistry Event</td>
<td>February 10, 2023 6:19 PM UTC</td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Click on the test name to open active test forms.

**NOTE**

ONLY ENROLLED MODULES WILL BE LISTED HERE

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

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!
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

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.
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

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

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

Less than lower limit
Greater than upper limit
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.
Save & Continue Later

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

STREP A ANTIGEN DETECTION

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

Clicking on the x will delete the code in box

Use drop down to select another code
Can unlock ONLY during event to make corrections to form

<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</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>
<tr>
<td>Time, Seconds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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 & 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

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

Edit this user

Edit this user