Centers for Disease Control and Prevention (CDC)

National Center for Environmental Health (NCEH)

Division of Laboratory Sciences (DLS)

NEWBORN SCREENING AND MOLECULAR BIOLOGY BRANCH (NSMBB)

NEWBORN SCREENING QUALITY Assurance Program (NSQAP) Portal

PARTICIPANT TRAINING GUIDE

January 2020

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1. Navigating the NSQAP Portal

1.1 NSQAP Portal Landing Page

Enter <u>https://nbs.dynamics365portals.us/</u> into your web browser. The link will connect you to the NSQAP Portal Landing Page.



1.2 Signing into the NSQAP Portal

To access the NSQAP Portal, participants will need to sign in.

1. Click the **'Sign In'** button at the top right of the page on the toolbar.



2. Click the 'SAMS Login' button and you will be directed to the SAMS login page.

CDC		🔒 \mid PT - Data Entry 🗸 🗎	Participation Request	Help -	Sign in
Sign in with an external account					
Azure AD SAMS Login					
About NSQAP Self-Service Portal					
This program is cosponsored by the Centers for Disease Con (CDC) and the Association of Public Health Laboratories (API	trol and Prevention HL).				
Copyright © 2020. All rights reserved.	Information	Questions?			
	No Fear Act FOIA Accessibility Privacy Disclaimer	Contact Us			

3. Enter your SAMS Username and SAMS Password and select the **'Login'** button. You will be redirected to the Profile Page when logging in for the first time, otherwise you will be redirected to the NSQAP Portal Landing Page.

			CDC A-Z INDEX 🗡
SAMS secure access management ser	vices		
Warning: This warning banner provides privacy includes all devices/storage media attached to result in disciplinary action and/or civil and cri intercept, search and seize any communication stored on this system may be disclosed or used	v and security notices consistent with applicable this system. This system is provided for Gover minal penalties. At any time, and for any lawful 0 or data transiting or stored on this system. The for any lawful Government purpose.	federal laws, directives, and other federal guidar nment-authorized use only. Unauthorized or im Government purpose, the government may moni refore, you have no reasonable expectation of p	nce for accessing this Government system, which proper use of this system is prohibited and may itor, record, and audit your system usage and/or privacy. Any communication or data transiting or
Choose a login option			
External Partners		HHS Staff	
SAMS Credentials	SAMS Grid Card	AMS Login	AMS One Time Password
	A B C C C F O T F O T F O T F O T T O T T O T T O T T O T T O T O T O T O T O T O T O T O T O T O T O T O T O T O T O T O O T O O T O O T O	HHS.gov	
SAMS Password	Click the Login button to sign on with a SAMS Grid Card	How to use AMS	R How to use OTP
Login	Login	Login	Login
Forgot Your Password? For External Partners who login with <u>only</u> a SAMS issued UserID and Password.	For External Partners who have been issued a SAMS Grid Card.	For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)	For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.

4. When logging in for the first time, verify your information (First Name, Last Name, & Email) is correct. If not, correct it in the corresponding text box and select the **'Update'** button at the bottom of the page. Then select the **'Home'** icon on the toolbar at the top of the page to navigate back to the NSQAP Portal Landing Page.

Profile

Corvin Bradley	Please provide some information about yourself. The First Name and Last Name you provide will be you make on the site. The Email Address and Phone number are required	displayed alongside any comments, forum posts, or ideas
Profile	Your Organization is required, and a Title is option posts.	al. They will be displayed with your comments and forum
Security	Your Information	
Manage External Authentication	First Name *	Last Name *
	Corvin	Bradley Business Phone
	opw7@cdc.gov	
	Organization Name	Title
	Nickname	Web Site

Public Profile Copy

Preferred Language	

How may we contact you? Select all that apply.

🗹 Email	
🗹 Fax	
🗹 Phone	
🗹 Mail	



Q

5. When logged in, your name will appear in the Top Right Corner where the 'Sign In' button appeared prior to logging in.



1.3 Lab Information

The Lab Information Page contains lab specific data. Steps to navigate to and review lab information are listed below.

1. Select the **'Lab Information'** button at the top of the page on the toolbar, and select the **'Lab Information'** option.



2. The Lab Information Page will appear and it is broken into four sections: Account Information, Shipping Address, Laboratory Profile, and Shipment.

	Main Address		
LCN LAB-0300	4747 buford Building 110 Ro Chamblee GA 30341 US	bom 3201	
Lab Name * Centers for Disease Control and Prevention NSQAP Lab	Primary Contact NSQAP LAB		
Phone 770-488-7945	Email * nsqaplab@cdc.gov		
Email nsqaplab@cdc.gov	Business		
Fax			ſ
770-488-4255	CONTACTS		
Website	Full Name 🕇	Email	_
_	Corvin Bradley	opw7@cdc.gov	
Enrollment Date	Daniel Mandel	ibt7@cdc.gov	
_	Hema Desai	jjx2@cdc.gov	
	Irene Williams	ial2@cdc.gov	
Tax ID Number	Joanne Mei	jvm0@cdc.gov	
—	John Pornetain	uff Ocdo anu	

ACCOUNT INFORMATION
Contains the following:
Lab code number (LCN)
Lab Name
Phone Number
Email Address
Fax Number
Website
Enrollment Date
Tax ID Number
Main Address
Primary Contact
Contacts

Shipping Address

Ship to Name:	
Centers for Disease Control and Prevention NSQAP Lab	
Ship Address 1:	
4747 buford	
Ship Address 2:	
Building 110 Room 3201	
Chine Addresse 2.	
Ship Address 5.	
Ship Address City:	
Chamblee	
Ship: State/Province	
GA	
Ship: ZIP/Postal Code	
30341	
Ship: Country/Region	J
US	-

Contains the following: Ship to Name Ship Address 1 Ship Address 2 Ship Address 3 Ship Address City Ship: State/Province Ship: ZIP/Postal Code Ship: County/Region

SHIPPING ADDRESS

Details

Profile Category 🕇	Program Overview	Lab Profile Status	Name
PT	AAPT, ACPT, BIOTPT, CAHPT, CFDNAPT, G6PDPT, GALTPT, HbPT, HIVPT, HORMPT, IRTPT, LSDPT, TOXOPT, TRECPT, UDOT, XALDPT, VALDPT, VALDPT	Active	PT- 0300
QC	170HP,AAACQC,CAHQC,GALTQC,GAMTQC,HIVQC,IRTQC,LSDQC,MMA-HCYQC,MSUD-PKUQC,T4QC,TSHQC,XALDQC	Active	QC- 0300

LABORATORY PROFILE Contains information related to the programs the lab is enrolled in: Proficiency Testing (PT) Quality Control (QC)

SHIPMENT	FedEx tracking No.	Package Type	Shipment Type	Shipping Date	Shipping Quarter	Shipping Held	_	SHIPMENT
								Contains FEDEX Tracking
There are no re	ecords to display.							information

Note: Lab information should be continuously reviewed for accuracy so that information stays updated.

1.4 Event Schedule

The Event Schedule Page will display quarterly shipping events and provide labs with deadlines to submit data to NSQAP. Steps to navigate to and review the event schedule are listed below.

 Select the 'Lab Information' button at the top of the page on the toolbar, and select the 'Event Schedule' option.



2. The Event Schedule Page will appear with a list of events on the left side and a calendar with the number of events per month on the right side.



Event Schedule

1.5 Participation Requests

The participation request form is for applicants requesting participation in NSQAP Proficiency Testing (PT) and Quality Control (QC) programs. To avoid delays in the process of a request, ensure all sections are complete. The form is broken up into six sections: General Information, Laboratory and Shipping Information, Shipping, Program Selection, Quality Control Testing Materials, Second-Tier Quality Control Testing Programs. Steps to navigate to and complete a participation request are listed below.

1. Select the 'Participation Request' button at the top of the page on the toolbar.



2. Complete all of the required fields on the Participation Request Form.

rent or Previous NSQAP Particip	ant? *	
10	~	
untry *		(
	Q	
es your laboratory manufacture	or distribute newborn screening testing products?	
10		~

GENERAL INFORMATION Current or Previous NSQAP Participant Country Does your laboratory manufacture or distribute newborn screening testing products?

Provide physical street address. FedEx wil	I not deliver to PO Boxes	LABORATORY AN	
Contact First Name: *	Contact Last Name: *	SHIPPING INFOR	MATION
Laboratory Name: *		Contact First Nan	ne
		Contact Last Nam	ie
Laboratory Address 1: *		Laboratory Name	2
Laboratory Address 2		Laboratory Addre	ess 1
		Laboratory Addre	ess 2
City: *	State/Province: *	City	
T-lashana t		State/Province	
Telephone: "	Postal Code: "	Telephone	
Email *		Postal Code	
		Empil	
Website address:			
Is Shipping address same as above? *			
No	~	is shipping addre	ss same
		as above?	
Shipping		SHIPPING	
Shipping Address: (if different from labor	atory address)	Shipping address	needs to
Shipping Address 1 *		be filled out if dif	ferent
Shipping Address 2		from the laborate	ory
		address.	
Shipping City *		Shipping Address	1
Shipping State/Province *		Shipping Address	2
		Shipping City	
Shipping Country		Shinning State/Pr	ovince
		· · · · · · · · · · · · · · · · · · ·	
Shipping Postal Code *		Shipping State/11	
Shipping Postal Code *		Shipping Country	ode

PROGRAM SELECTION

Proficiency Testing Programs

- Amino Acids and SUAC (AAPT) (Analytes: Arginine, Citrulline, Leucine, Methionine, Phenylalanine, Succinylacetone, Tyrosine, Valine)
- Acylcarnitines (ACPT)
- (Analytes: C0(L), C3, C3DC, C3DC+C4OH, C4, C4OH, C5, C5:1, C5DC, C5OH, C6, C8, C10, C10:1, C10:2, C14, C14:1, C16, C16OH, C18, C18:1, C18OH)
- Biotinidase (BIOTPT)
- □ Galactose-1-phosphate Uridyltransferase (GALTPT) □ Glucose-6-phosphate Dehydrogenase (G6PDPT)
- Hormone + Total Galactose (HORMPT)
- (Analytes: T4, TSH, 17OHP, TGal)

Immunoreactive Trypsinogen (IRTPT)

- Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHPT) (Analytes: 17 α-Hydroxyprogesterone, 4-Androstenedione, Cortisol, 11-Deoxycortisol, 21-Deoxycortisol,
- □ Cystic Fibrosis DNA Mutation Detection (CFDNAPT)
- □ T-cell Receptor Excision Circle (TRECPT)
- anti-HIV-1 Antibodies (HIVPT)
- Lysosomal Storage Disorders (LSDPT)
 (Analytes: Galactocerebrosidase, Acid α-Glucosidase, α-L-Iduronidase)
- □ Sickle Cell and Other Hemoglobinopathies (HbPT)
- anti-Toxoplasma (TOXOPT)
- Anti-Toxoplasma (TOXOPT)
 X-linked Adrenoleukodystrophy (XALDPT)
- X-IIIKEG AGrenoleukogystropny (XALDP1) (Analytes: 24:0-Lysophosphatidylcholine, 26:0-Lysophosphatidylcholine)

Quality Control Testing Materials

- 17 α-Hydroxyprogesterone + Total Galactose (170HPQC and TGalQC)
- Galactose-1-phosphate Uridyltransferase (GALTQC)
- anti-HIV-1 Antibodies (HIVQC)
- Immunoreactive Trypsinogen (IRTQC)
- Lysosomal Storage Disorders (LSDQC)
 (Analytes: Galactocerebrosidase, Acid Guicocerebrosidase, Acid Sphingomyelinase
 (Analytes: Galactocerebrosidase, Acid Sphingomyelinase)
- Tandem MS 1 (MSMS1QC)

(Analytes: Arginine, Alanine, Citrulline, Creatine, Creatinine, Guanidinoacetic Acid, Glycine, Leucine, Methionine, Ornithine, Phenylalanine, Succinylacetor CS, CS:1, CSDC, CSOH, C6, C8, C10, C12, C14, C14:1, C16, C160H, C18, C180H, C20-LPC, C22-LPC, C24-LPC, C26-LPC)

- □ Thyroxine (T4QC)
- □ Thyroid-Stimulating Hormone (TSHQC)

PROGRAM SELECTION Check the box for the programs you would like to participate in. **PROFICIENCY TESTING** Amino Acids and SUAC (AAPT) Acylcarnitines (ACPT) Biotinidase (BIOTPT) Galactose-1-Phosphate Uridyltransferase (GALTPT) Glucose-6-Phosphate Dehydrogenase (G6PDPT) Hormone + Total Galactose (HORMPT) Immunoreactive Trypsinogen (IRTPT) Second-tier Congenital Adrenal Hyperplasia (CAHPT) Cystic Fibrosis DNA Mutation Detection (CFDNAPT) T-Cell Receptor Excision Circle (TRECPT) Anti-HIV-1 Antibodies (HIVPT) Lysosomal Storage Disorders (LSDPT) Sickle Cell and other Hemoglobinopathies (HbPT) Anti-Toxoplasma Antibodies (TOXOPT) X-linked Adrenoleukodystrophy (XALDPT)

QUALITY CONTROL TESTING

Tyrosine, Val

17 α-Hydroxyprogesterone + Total Galactose
(170HPQC and TGalQC)
Galactose-1-phosphate Uridyltransferase (GALTQC)
Anti-HIV-1 Antibodies (HIVQC)
Immunoreactive Trypsinogen (IRTQC)
Lysosomal Storage Disorders (LSDQC)
Tandem MS1 (MSMS1QC)
Thyroxine (T4QC)
Thyroid Stimulating Hormone (TSHQC)

Second-Tier Quality Control Testing Programs - Enrollment not guaranteed and will be subject to review

Second tion Congonital	Advanal Hyp	orolacia by I C	BAC/BAC	(CAH

- Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC) (Analytes: 17 a-Hydroxyprogesterone, 4-Androstenedione, Cartisol, 11-Decoycortisol, 21-Decoycortisol)
- Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC) (Analyte: Alloisoleucine, Isoleucine, Phenylalanine, Tyrosine, Valine)
- Second-tier Methylmalonic/Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA- HCYQC) (Analytes: Malonic Acid, Methylmalonic Acid, Ethylmalonic Acid, 2-Methylcitric Acid, Total Homocysteine)

Generate a new image Play the audio code	
	Enter the code from the image

SECOND-TIER QUALITY CONTROL TESTING Second-tier Congenital Adrenal Hyperplasia by LC-MS/MS (CAHQC) Second-tier Maple Syrup Urine Disease and Phenylketonuria by LC-MS/MS (MSUD-PKUQC) Second-tier Methylmalonic/Propionic Acidemia and Homocystinuria by LC-MS/MS (MMA-HCYQC)

3. Select the 'Submit' button to submit the form to the NSQAP.

NOTE: The form will be reviewed and approval is not guaranteed. The applicant will be notified by NSQAP if the application is approved, partially approved, or denied.

Submit

1.6 PT Data Entry

PT Data Entry is used to enter and submit data for Proficiency Testing events. Steps for navigating, entering, and submitting data are covered in Sections 2 and 3.

CDC	↑ Lab Information -	PT - Data Entry 🗸	Participation Request	Help 🗸 Corvin Bradley 🗸
Home > Program List - Select Analytes, Methode	(s) and Cutoff(s)	Analyte Selection Specimen Data Entry		
Program List - Sele	ect Analytes	submit/View Data 5, Methoc	l(s) and Cu	toff(s)
Program Name 🕇			Created On	
Acylcarnitines (ACPT)			10/24/2019 9:56	AM
Amino Acids and SUAC (AAPT)			8/7/2019 12:28 P	M
Amino Acids and SUAC (AAPT)			10/24/2019 9:56	AM
Biotinidase (BIOT)			10/24/2019 9:56	AM
Galactose-1-phosphate Uridyltransferase (GALTPT)			10/24/2019 9:56	AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)			10/24/2019 9:56	AM
Hormone + Total Galactose (HORMPT)			10/24/2019 9:56	AM
Immunoreactive Trypsinogen (IRTPT)			10/24/2019 9:56	AM

1.7 Reports

The Reports Page displays summary and other reports, i.e. 'Quarterly Summary Reports' and Laboratory-specific evaluations are found here.

1. Select the **'Lab Information'** button at the top of the page on the toolbar, and select the **'Reports'** option.



2. The Reports Page appears with a list of available reports underneath the 'Portal Reports and Documents' text. Toward the bottom of the page, is a document area that houses reports or documents specific to the lab.

Home > Portal Reports and Documents	
Portal Reports and Documents	
Current Quarterly Summary [PDF – 1 MB]	
Name 🕇	Created On
Name 1 RESULTS - LAB-0300	Created On 8/8/2019 3:58 PM
Name RESULTS - LAB-0300 About NSQAP Self-Service Portal	Created On 8/8/2019 3:58 PM

1.8 Help Request

Help can be requested from the 'Help' area.

1. Select the 'Help' button at the top of the page on the toolbar, and select the 'Help' option.



2. To create a Help request, select the **'Open a New Request'** button.

CDC		↑ 1	ab Information 👻	PT - Data Entry 👻	Participation Request	Help	👻 Corvin B	radley -
Home > Open a Reque	est							
Open a F	Request							
Q What can we help y	ou with?							
× e.g. User login	is failing							Q
🗮 My Open Request 🗸					Search	٩	Open a New R	equest
Request Number	Request Title		Help Category	LCN	Status		Created On 🕇	
CAS-01100-H6D9G6	Contact/Address Update		Contact/Address Update	LAB-0300	On Hold		8/12/2019 2:45 PM	~
CAS-01088-M8T3J2	Other		Other	LAB-0300	On Hold		7/31/2019 2:16 PM	~

3. On the new request form, select a Help Category from the drop down list: Certificates, Contact/Address Update, Extra Material Request, NSQAP Website, Reporting Request, Shipping, or Other. Select a category and enter a detailed description of the request. Using the 'Browse' button at the bottom of the request form, upload supporting documents. When all fields are complete, select the 'Submit' button to submit the request to NSQAP.

)pen a New Requ	est		
Help Category *			
Description *			``
Use to attach supporting files Browse			
ubmit Cancel			

NOTE: If the 'Other' category is selected, use the text box to describe the help request.

4. To track the status of a help request, refer to the 'Request Number' in the 'My Open Request' table in the Help Page.

CDC	↑ Lab Information •	🗕 📔 PT - Data Entry 🚽 🗎	Participation R	lequest Help 🗸	🗸 📔 🔍 📔 Corvin Bradley 🗸
Home > Open a Requ	uest				
Open a	Request				
Q What can we help	you with?				
× e.g. User logi	n is failing				Q
🧮 My Open Request	•			Search	Q Open a New Request
Request Number	Request Title	Help Category	LCN	Status	Created On 🖊
CAS-01068-G658G9	Contact/Address Update	Contact/Address Update	LAB-0300	In Progress	6/10/2019 12:33 v PM
CAS-01025-Z9N6D5	Hazardous Material Request	Hazardous Materials Request	LAB-0300	In Progress	3/11/2019 9:57 💉

5. If a request needs to be closed out or cancelled because the issue was resolved before NSQAP resolved it, select the 'Request Number' hyperlink in the 'My Open Request' table and scroll to the bottom of the page and select the **'Close Case'** or **'Cancel Case'** button.

Created On	
7/9/2019 11:47 PM	
Timeline	Add Comment
There are no activities to display.	
Таb	
Upload Files here	
	• Add files 🗎 New folder
You don't have nermissions to view these files and folders.	
rea don chare permissions to their these mes and folders.	

1.9 Frequently Asked Questions (FAQs)

Answers to Frequently Asked Questions (FAQs) are found on the FAQs page.

1. Select the 'Help' button at the top of the page on the toolbar, and select the 'FAQs' option.



2. Select a question and it will navigate to the answer.

Frequently Asked Questions

What are criteria for participation? Is there a cost for materials or a cost for shipping? What information do you need to ship my DBS materials? When will I start receiving PT and/or QC dried blood spot materials as a Domestic (US/Canada) Participant? When will I start receiving PT and/or QC dried blood spot materials as an International Participant? When will I start receiving PT and/or QC dried blood spot materials as an International Participant? How do I remain active in the NSQAP? Do I have to re-enroll each year? How do I change the primary contact person, shipping address, email address, etc. for our laboratory? How do I report data? When are materials shipped? When are the data due? What if I do not receive my materials? What if I cannot report my results by the data deadline? Can I ask for an extension? What if I forgot my SAMS password or my SAMS password has expired?

What are criteria for participation?

The laboratory must use dried blood spot matrix, and the laboratory's analyte reference ranges must represent the newborn period of life. Top

Is there a cost for materials or a cost for shipping?

There is no cost for dried blood spot materials or shipping. However, any documents, import permits, fees, taxes, or other costs required by your country for release of your package from customs are your responsibility.

1.10 NSQAP Landing Page Links

Request Participation

The Request Participation section on the NSQAP Landing Page links to the Participation Request Form outlined in Section 1.7.

NSQAP Public Reports

The NSQAP Public Reports section on the NSQAP Landing Page links to the CDC page with past NSQAP quarterly and annual reports.

Calendar: Key Dates and Events

The Key Dates and Events link at the bottom left of the NSQAP Landing Page links to the Event Schedule outlined in Section 1.4.

Announcements

The Announcements link at the bottom center of the NSQAP Landing Page links to the Event Schedule outlined in Section 1.4.

Contact Us

The Contact Us link at the bottom right of the NSQAP Landing Page opens an email window to send an email directly to the NSQAP team.



2. Data Entry

2.1 Setup for Data Entry

Enter and submit data in the NSQAP Portal by first setting up the portal for PT Data Entry.

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Analyte Selection'** option.



2. Select the PT program that needs to be setup for data entry. To select the PT Program, click on the program hyperlink in the list of programs.

Program List - Select Analytes, Method(s) and Cutoff(s)

Program Name 🕇	Created On
Acylcarnitines (ACPT)	7/1/2019 10:28 AM
Amino Acids and SUAC (AAPT)	7/1/2019 10:28 AM
Biotinidase (BIOT)	7/1/2019 10:28 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)	7/1/2019 10:28 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)	7/1/2019 10:28 AM
Hormone + Total Galactose (HORMPT)	7/1/2019 10:28 AM
Immunoreactive Trypsinogen (IRTPT)	7/1/2019 10:28 AM

3. The setup page will appear for that program. Select the analytes for which data will be reported. To select all analytes, check the 'Select All Analytes' checkbox. This assumes data will be reported for every analyte in the program. To select individual analytes, select the check box next to the analytes to be reported.

Amino Acid (AAF	PT)		
Select the analyte(s) you decimal place. e.g. (X.X)	ı want to report, method(s), an	d give the cutoff for each analyt	e. Report AAPT data to one
Select All Analytes	Set All Methods Below		
		Q	
🗆 Arginine (Arg)	Method		Cutoff (µmol/L blood)
		٩	
Citrulline (Cit)	Method		Cutoff (µmol/L blood)
		Q	
🗆 Leucine (Leu)	Method		Cutoff (µmol/L blood)
		Q	
Methionine (Met)	Method		Cutoff (µmol/L blood)
		Q	
🗌 Phenylalanine (Phe)	Method		Cutoff (µmol/L blood)
		Q	
Succinylacetone (SUAC)	Method		Cutoff (µmol/L blood)
		Q	
🗆 Tyrosine (Tyr)	Method		Cutoff (µmol/L blood)
		Q	
🗌 Valine (Val)	Method		Cutoff (µmol/L blood)
		Q	

SAVE AND SET VALUES

NOTE: The 'Select All Analytes' checkbox is only present for AAPT and ACPT. All other PT Programs must have method set for each analyte.

NOTE: When the 'Select All Analytes' is checked for ACPT, all analytes except C3DC, C3DC+C4OH, and C4OH will be checked. To choose these analytes, manually check the boxes and select a compatible method for each.

4. Select the method to be used for each analyte tested. If the same method is to be used for all analytes, select the 'Magnifying Glass' icon on the 'Set All Methods Below' field. If different methods are to be used for specific analytes, select the 'Magnifying Glass' icon on the 'Method' field for that specific analyte.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

accinital place. e.g. (
Select All Analytes	Set All Methods Below		
		٩	
Arginine (Arg)	Method		Cutoff (µmol/L blood)
		٩	
Citrallina (Cit)	Madaad		Costa & (consult), bland)
	Method		
		Q	
🗌 Leucine (Leu)	Method		Cutoff (µmol/L blood)
		Q	
Methionine (Met)	Method		Cutoff (µmol/L blood)
		Q	
Phenylalanine (Phe)	Method		Cutoff (µmol/L blood)
		۹	
Succinylacetone (SUAC)	Method		Cutoff (µmol/L blood)
		٩	
Tvrosine (Tvr)	Method		Cutoff (umol/L blood)
		~	
□ Valine (Val)	Method		Cutoff (µmol/L blood)
		۹	

SAVE AND SET VALUES

5. A new window will appear listing methods for the analyte(s). To select a method, click on the method, and the row will highlight with a check mark on the left side. Click the **'Select'** button at the bottom of the window to select the method for all analytes or a single analyte.

Lookup rec	ords		×
		Search	Q
	Derivatized - MS/MS NeoGram PerkinElmer		^
	Derivatized - MS/MS non-kit		
	High-performance liquid chromatography (HPLC) non-kit		
	LC-MS/MS non-kit		
	Non-derivatized - MS/MS MassChrom® Chromsystems		
	Non-derivatized - MS/MS MS2 Screening Neo (MS-Neo)Siemens		
4	Non-derivatized - MS/MS NeoBase™ PerkinElmer		
	Non-derivatized - MS/MS NeoBase™2 PerkinElmer		~
< 1	2 >		



6. If 'Set All Methods Below' is used, the method will populate in the 'Method' field for all analytes on the page.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

				7
Select All Analytes	Set All Methods Below			
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	×	۹	
Arginine (Arg)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	
Citrulline (Cit)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	
Leucine (Leu)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	
Methionine (Met)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	
Phenylalanine (Phe)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	
Succinylacetone (SUAC)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	
Tyrosine (Tyr)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	
Valine (Val)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	

SAVE AND SET VALUES

NOTE: For ACPT, the method will populate for all analytes except C3DC, C3DC+C4OH, and C4OH. If these analytes are selected, the method for each must be set individually.

NOTE: For HORMPT, the method must be set individually for each analyte.

7. If a method has been selected for an individual analyte, it will appear in the 'Method' field for the selected analyte only.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

Select All Analytes	Set All Methods Below			
			۹	
☑ Arginine (Arg)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	×	Q	
Citrulline (Cit)	Method			Cutoff (µmol/L blood)
			Q	
✓ Leucine (Leu)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	×	Q	
Methionine (Met)	Method			Cutoff (µmol/L blood)
			Q	
☑ Phenylalanine (Phe)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	×	Q	
Succinylacetone (SUAC)	Method			Cutoff (µmol/L blood)
			Q	
□ Tyrosine (Tyr)	Method			Cutoff (µmol/L blood)
			Q	
□ Valine (Val)	Method			Cutoff (µmol/L blood)
			Q	

SAVE AND SET VALUES

8. If the method for testing is not shown in the provided list, click the **'Other'** option, then the **'Select'** button.

Lookup	records		×
		Search	٩
~	Method Name 🕇		
	Non-derivatized - MS/MS non-kit		
4	Other		
4	1 2 >		



9. If 'Other' method is selected, an 'Other Method' text box will appear in the top right corner of the setup page. Type the name of the method in the field.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

Select All Analytes	Set All Methods Below		Other Method *
	Other	x Q	
Arginine (Arg)	Method		Cutoff (µmol/L blood)
	Other	٩	
Citrulline (Cit)	Method		Cutoff (µmol/L blood)
	Other	٩	
Leucine (Leu)	Method		Cutoff (µmol/L blood)
	Other	٩	
Methionine (Met)	Method		Cutoff (µmol/L blood)
	Other	٩	
☑ Phenylalanine (Phe)	Method		Cutoff (µmol/L blood)
	Other	٩	
Succinylacetone (SUAC)	Method		Cutoff (µmol/L blood)
	Other	٩	
Tyrosine (Tyr)	Method		Cutoff (µmol/L blood)
	Other	٩	
□ Valine (Val)	Method		Cutoff (µmol/L blood)
	Other	Q	

SAVE AND SET VALUES

NOTE: 'Other' methods must be set individually for each analyte in HORMPT.

10. Enter the cutoff value for each analyte in the 'Cutoff' field.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

Select All Analytes	Set All Methods Below		
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	* Q	
Arginine (Arg)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	70.0
Citrulline (Cit)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	55.0
Leucine (Leu)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	290.0
Methionine (Met)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	75.0
☑ Phenylalanine (Phe)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	150.0
Succinylacetone (SUAC)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	٩	2.2
Tyrosine (Tyr)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	Q	350.0
Valine (Val)	Method		Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase [™] PerkinElmer	Q	300.0 ×

SAVE AND SET VALUES

NOTE: Cutoffs shown are for illustration only and have no clinical utility. Laboratories are expected to report their own cutoffs.

11. Complete program setup for data entry by selecting the **'Save and Set Values'** button at the bottom of the setup page.

Amino Acid (AAPT)

Select the analyte(s) you want to report, method(s), and give the cutoff for each analyte. Report AAPT data to one decimal place. e.g. (X.X)

Select All Analytes	Set All Methods Below			
	Non-derivatized - MS/MS NeoBase™ PerkinElmer	×	۹	
Arginine (Arg)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	70.0
Citrulline (Cit)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	55.0
Leucine (Leu)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	290.0
Methionine (Met)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	75.0
✓ Phenylalanine (Phe) Method				Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		Q	150.0
Succinylacetone (SUAC)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	2.2
□ Tyrosine (Tyr)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	350.0
□ Valine (Val)	Method			Cutoff (µmol/L blood)
	Non-derivatized - MS/MS NeoBase™ PerkinElmer		۹	300.0 ×



NOTE: If the 'Save and Set Values' button is not selected, data will not be retained.

2.2 Data Entry

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Specimen Data Entry'** option.



2. Select the PT Program by clicking on the program hyperlink in the list of programs.

Program List - Specimen Data Entry

Program Name 🕇	Created On
Acylcarnitines (ACPT)	7/1/2019 10:28 AM
Amino Acids and SUAC (AAPT)	7/1/2019 10:28 AM
Biotinidase (BIOT)	7/1/2019 10:28 AM
Galactose-1-phosphate Uridyltransferase (GALTPT)	7/1/2019 10:28 AM
Glucose-6-phosphate Dehydrogenase (G6PDPT)	7/1/2019 10:28 AM
Hormone + Total Galactose (HORMPT)	7/1/2019 10:28 AM
Immunoreactive Trypsinogen (IRTPT)	7/1/2019 10:28 AM

3. The specimen list page will appear for that program.

Specimen List

View Summary

Specimen

Specimen Number 🕇	Program Name	Specimen Status	Modified On	Last Edited By
20194005001	AAPT	Set	1/7/2020 1:05 PM	•
20194005002	AAPT	Set	1/7/2020 1:05 PM	•
20194005003	AAPT	Set	1/7/2020 1:05 PM	•
20194005004	AAPT	Set	1/7/2020 1:05 PM	•
20194005005	AAPT	Set	1/7/2020 1:05 PM	~

4. To navigate to the specimen data entry page, select the **'Specimen Number'** hyperlink.

Specimen List

View Summary

Specimen

Specimen Num	iber 🕇 Progra	am Name Spe	ecimen Status	Modified On	Last Edited By
20194005001	AAPT	Set	1	1/7/2020 1:05 PM	•
20194005002	AAPT	Set	1	1/7/2020 1:05 PM	•
20194005003	AAPT	Set	1	1/7/2020 1:05 PM	•
20194005004	AAPT	Set	1	1/7/2020 1:05 PM	•
20194005005	AAPT	Set	1	1/7/2020 1:05 PM	~

5. Data from the PT program setup page will populate for each analyte.

Phenylalanine (Phe)		
Method*		Cutoff (µmol/L blood)
Non-derivatized - MS/MS NeoB	Base™ PerkinElmer	150.0
Specimen Number	Result µmol/L blood	Phe Presumptive Clinical Assessment*
20194005001		~ ·
Succinylacetone (SUAC)	1	
Method*		Cutoff (µmol/L blood)
Non-derivatized - MS/MS NeoB	Base™ PerkinElmer	2.2
 Specimen Number	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
 Specimen Number 20194005001	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr)	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr) Method*	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr) Method* Non-derivatized - MS/MS NeoB	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr) Method* Non-derivatized - MS/MS NeoB	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr) Method* Non-derivatized - MS/MS NeoB	Result µmol/L blood	SUAC Presumptive Clinical Assessment*
Specimen Number 20194005001 Tyrosine (Tyr) Method* Non-derivatized - MS/MS NeoB	Result µmol/L blood	SUAC Presumptive Clinical Assessment*

 Enter the results for each analyte and specimen number. Choose the 'Presumptive Clinical Assessment' from the drop down list and select '1 – Within Normal Limits' or '2 – Outside Normal Limits'. Method and Presumptive Clinical Assessment must be completed for each analyte.

Phenylalanine (Phe)			
Method*		Cutoff (µm	ol/L blood)
Non-derivatized - MS/MS Neol	Base™ PerkinElmer	150.0	
 Specimen Number	Result µmol/L blood	Phe Presumptive Clinical Assessment*	
20194005001	134.3	1- Within normal limits	~
Succinylacetone (SUAC))		
Method*		Cutoff (µm	ol/L blood)
Non-derivatized - MS/MS Neol	Base™ PerkinElmer	2.2	
 Specimen Number	Result µmol/L blood	SUAC Presumptive Clinical Assessment*	
20194005001	1.7	1- Within normal limits	~
Tyrosine (Tyr)			
Method*		Cutoff (µmo	ol/L blood)
Non-derivatized - MS/MS Neol	Base™ PerkinElmer	350.0	
 Specimen Number	Result µmol/L blood	Tyr Presumptive Clinical Assessment*	
20194005001	334.7	1- Within normal limits	~

7. Select the **'Save Data'** button at the bottom of the specimen data entry page to save results. Select the **'OK'** button when prompted with 'Are you sure you want to save data?'.



8. When the specimen has been saved, the specimen list page will update the 'Specimen Status' to 'Saved', show the time it was last saved, and show the last person to save the specimen data.

Specimen List

View Summary

Specimen

Specimen Number 🕇	Program Name	Specimen Status	Modified On	Last Edited By	
20193005001	AAPT	Saved	7/10/2019 11:26 AM	Corvin Bradley	•
20193005002	AAPT	Set	7/10/2019 10:14 AM		~
20193005003	AAPT	Set	7/10/2019 10:14 AM		~
20193005004	AAPT	Set	7/10/2019 10:14 AM		~
20193005005	AAPT	Set	7/10/2019 10:14 AM		*

9. In order to submit the data for the program, all of the specimen numbers must be completed and in a 'Saved' or 'Saved (Edited)' specimen status.

Specimen List

View Summary

Specimen

Specimen Number 🕇	Program Name	Specimen Status	Modified On	Last Edited By	
20193005001	AAPT	Saved (Edited)	7/10/2019 12:39 PM	Corvin Bradley	~
20193005002	AAPT	Saved (Edited)	7/10/2019 12:40 PM	Corvin Bradley	~
20193005003	AAPT	Saved (Edited)	7/10/2019 12:42 PM	Corvin Bradley	~
20193005004	AAPT	Saved (Edited)	7/10/2019 12:45 PM	Corvin Bradley	~
20193005005	AAPT	Saved	7/10/2019 12:47 PM	Corvin Bradley	~

NOTE: The 'Saved (Edited)' status appears when a record is saved again, after the initial save.

NOTE: Data can only be submitted if ALL specimens have a 'Saved' or 'Saved (Edited)' specimen status.

3. Data Summary and Submission

3.1 Data Summary

1. Select the **'PT – Data Entry'** button at the top of the page on the toolbar, and select the **'Submit/View Data'** option.



2. Select the PT Program by clicking on the program hyperlink.

Summary and Submission

Program Name 🕇	Submitted User
Acylcarnitines (ACPT)	
Amino Acids and SUAC (AAPT)	
Biotinidase (BIOT)	
Galactose-1-phosphate Uridyltransferase (GALTPT)	
Glucose-6-phosphate Dehydrogenase (G6PDPT)	
Hormone + Total Galactose (HORMPT)	
Immunoreactive Trypsinogen (IRTPT)	

3. The summary page will appear for that program.

RESULTS

Select Views to Download

🗮 AAPT - View All Data -

Specimen Number 🕇	Arg_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_Method	Cit_Presumptive Clinical Assessment	Cit_Cutoff	Cit_Result	Leu_Method	Leu_Pı Clinica Assess
20193005001	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	54.2	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Out norma
20193005002	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	73.9	Non- derivatized - MS/MS NeoBase [™] PerkinElmer	1- Within normal limits	55.0	50.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005003	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	69.2	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	53.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005004	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	75.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	55.0	55.6	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005005	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	45.8	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	35.7	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits

>

Ownload

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4. The results can be reviewed in 3 ways: 'View All Data', 'View Method(s) Only', and 'View Results Only'. Each view can be downloaded to a MS Excel spreadsheet by clicking the **'Download'** button.

RE	SULTS						
	Select Views to	Download					
	🗮 AAPT - Vie	ew All Data -					
	AAPT - View AAPT - View AAPT- View	All Data Method(s) Only Results Only	rc_Other_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_N
	20193005001	Non- derivatized - MS/MS NeoBase™ PerkinElmer	_	1- Within normal limits	70.0	68.3	Non- deriva - MS/ NeoB Perkir
	20193005002	Non- derivatized - MS/MS NeoBase™		2- Outside normal limits	70.0	73.9	Non- deriva - MS/ NeoB

View All Data

RESULTS

Select Views to Download

AAPT - View All Data -

Ownload

Specimen Number 🕇	Arg_Method	Arg_Presumptive Clinical Assessment	Arg_Cutoff	Arg_Result	Cit_Method	Cit_Presumptive Clinical Assessment	Cit_Cutoff	Cit_Result	Leu_Method	Leu_Pı Clinica Assess
20193005001	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	68.3	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	54.2	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Out norma
20193005002	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	73.9	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	50.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005003	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	69.2	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	53.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005004	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	70.0	75.4	Non- derivatized - MS/MS NeoBase™ PerkinElmer	2- Outside normal limits	55.0	55.6	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits
20193005005	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	70.0	45.8	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Within normal limits	55.0	35.7	Non- derivatized - MS/MS NeoBase™ PerkinElmer	1- Witl limits

>

View Methods Only

RESULTS

Select Views to Download

E AAPT - View Method(s) Only-

Specimen Number 🕇	Arg_Method	Cit_Method	Leu_Method	Met_Method	Phe_Method	SUAC_Method	Tyr_Method	Val_Method
20193005001	Non-							
	derivatized -							
	MS/MS							
	NeoBase™							
	PerkinElmer							
20193005002	Non-							
	derivatized -							
	MS/MS							
	NeoBase™							
	PerkinElmer							
20193005003	Non-							
	derivatized -							
	MS/MS							
	NeoBase™							
	PerkinElmer							
20193005004	Non-							
	derivatized -							
	MS/MS							
	NeoBase™							
	PerkinElmer							
20193005005	Non-							
	derivatized -							
	MS/MS							
	NeoBase™							
	PerkinElmer							

View Results Only

SULTS Select Views to	Download									
🗮 AAPT- Vie	w Results Only	y -							Ownl	oad
Specimen Number 🕇	Arg_Result	Arg_Cutoff	Arg_Presumptive Clinical Assessment	Cit_Result	Cit_Cutoff	Cit_Presumptive Clinical Assessment	Leu_Result	Leu_Cutoff	Leu_Presumptive Clinical Assessment	Met
20193005001	68.3	70.0	1- Within normal limits	54.2	55.0	1- Within normal limits	295.6	290.0	2- Outside normal limits	73.2
20193005002	73.9	70.0	2- Outside normal limits	50.4	55.0	1- Within normal limits	247.7	290.0	1- Within normal limits	67.6
20193005003	69.2	70.0	1- Within normal limits	53.4	55.0	1- Within normal limits	287.3	290.0	1- Within normal limits	76.8
20193005004	75.4	70.0	2- Outside normal limits	55.6	55.0	2- Outside normal limits	278.3	290.0	1- Within normal limits	67.3
20193005005	45.8	70.0	1- Within normal limits	35.7	55.0	1- Within normal limits	237.4	290.0	1- Within normal limits	67.8
<										>

Ownload

5. The specimen table shows a summary view of the specimen numbers, the specimen status, when the specimen was last saved, and the last person to save the data.

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\mathcal{I}	pcc		ł

Specimen Number 🕇	Program Name	Specimen Status	Modified On	Last Edited By
20193005001	AAPT	Saved (Edited)	7/10/2019 12:39 PM	Corvin Bradley
20193005002	AAPT	Saved (Edited)	7/10/2019 12:40 PM	Corvin Bradley
20193005003	AAPT	Saved (Edited)	7/10/2019 12:42 PM	Corvin Bradley
20193005004	AAPT	Saved (Edited)	7/10/2019 12:45 PM	Corvin Bradley
20193005005	AAPT	Saved (Edited)	7/10/2019 12:47 PM	Corvin Bradley

3.2 Data Submission

1. To submit data for the program, click the **'Submit'** button at the bottom of the summary page.

Sp	pecimen		
	Specimen Number 🕇	Program Name	Specimen Status
	20194005001	AAPT	Saved (Edited)
	20194005002	AAPT	Saved (Edited)
	20194005003	AAPT	Saved (Edited)
	20194005004	AAPT	Saved (Edited)
	20194005005	AAPT	Saved (Edited)



2. Select the **'Ok'** button on the submission prompt.

Summary and Submission



3. The user who submitted the data will appear in the program list for summary and submission.

Sammary and Sasmission			
Program Name 🕇 Submitted User			
Acylcamitines (ACPT)			
Amino Acids and SUAC (AAPT)	Corvin Bradley		
Biotinidase (BIOT)			
Galactose-1-phosphate Uridyltransferase (GALTPT)			
Glucose-6-phosphate Dehydrogenase (G6PDPT)			
Hormone + Total Galactose (HORMPT)			
Immunoreactive Trypsinogen (IRTPT)			

4. If you click on a submitted program's link, you will be prompted that data has already been submitted and cannot be submitted again. Click the **'Ok'** button to proceed to the summary page.



5. The 'Specimen Status' for each specimen will read 'Submitted'.

Specimen						
	Specimen Number 🕇	Program Name	Specimen Status		Modified On	Last Edited By
	20193005001	AAPT	Submitted		7/11/2019 3:01 PM	Corvin Bradley
	20193005002	AAPT	Submitted		7/11/2019 3:01 PM	Corvin Bradley
	20193005003	AAPT	Submitted		7/11/2019 3:01 PM	Corvin Bradley
	20193005004	AAPT	Submitted		7/11/2019 3:01 PM	Corvin Bradley
	20193005005	AAPT	Submitted		7/11/2019 3:01 PM	Corvin Bradley

4. Reporting

4.1 Quarterly Summary Report

1. Select the **'Lab Information'** button at the top of the page on the toolbar and select the **'Reports'** option.



2. Select the 'Current Quarterly Summary' link.



3. Click the **'Open'** option in the pop-up window to download and view the Quarterly Summary Report.

Internet Explorer	\times
What do you want to do with FINAL2019Q3PORTALREPORT.pdf?	
Size: 962 KB From: nbs.dynamics365portals.us	
\rightarrow Open The file won't be saved automatically.	
\rightarrow Save	
\rightarrow Save as	
	Cancel

4.2 Evaluation Report

1. Select the **'Lab Information'** button at the top of the page on the toolbar and select the **'Reports'** option.



2. Select the 'RESULTS - LAB - <Your Lab Number> (ex. RESULTS - LAB-0300)' link.

ØDC	A Lab Information →	PT - Data Entry 🗸 🍐	Participation Request He
Home > Portal Reports and Documents			
Portal Reports and	Documents		
• Current Quarterly Summary 🛃 [PDF – 1 MB]			
Name 1			Created On
RESULTS - LAB-0300			8/8/2019 3:58 PM

3. Select the Evaluation Report by clicking the file link that reads 'LAB_<Your Lab Number>_<Quarter><Year> (ex. LAB_0300_032019.pdf)'

Ć	DC	↑	Lab Information 🐖 🍐	PT - Data Entry	y 👻 🍐 Participation Request
Hom	e > Edit Resource				
Ec	dit Resource				
Do	ocuments				
C	Oocument Locations (Regarding)				
	Name 🕇				Modified
	LAB_0300_032019.pdf (114 KB)				8/27/2019 11:06 AM

4. Click the **'Open'** button at the bottom of the page to download and view the Evaluation Report.

