

HOW TO: Access Result Entry

Log into 'myQAP' and select the 'Result Entry' tab (Figure 1).

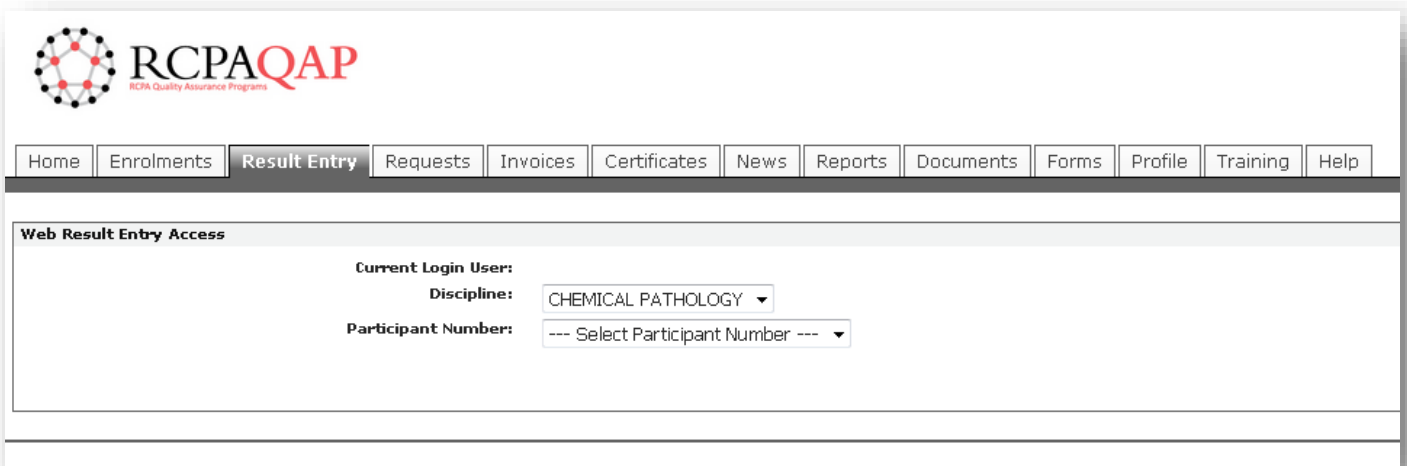
Figure 1



The 'Web Result Entry Access' screen will be loaded with drop down list fields allowing you to select the *Discipline* and *Participant Number* for which you wish to perform result entry.

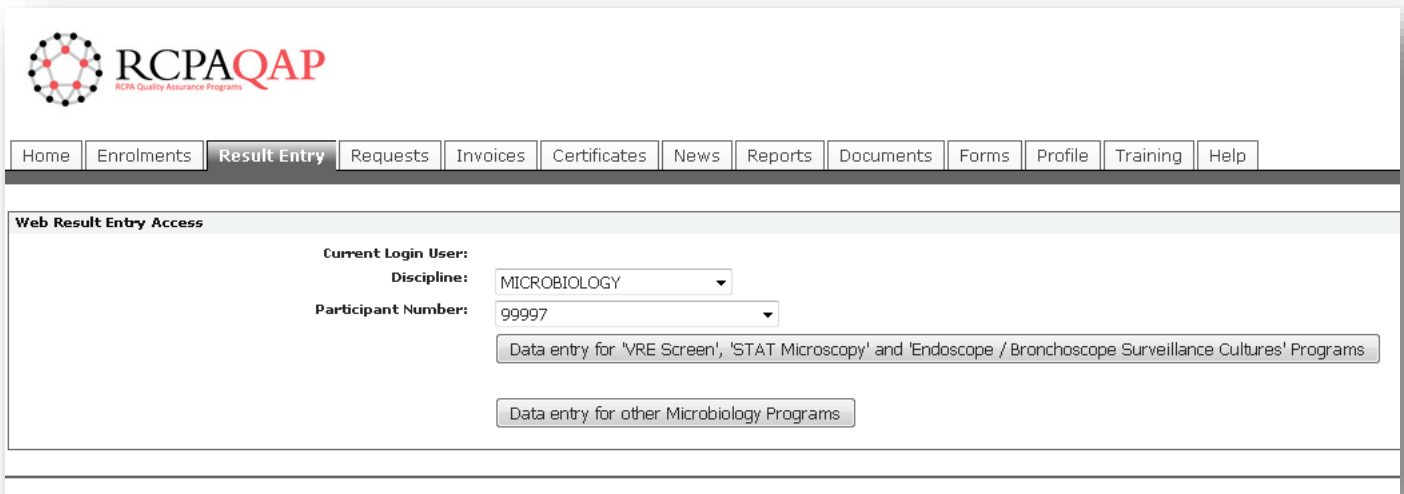
Please note – you will only have access to perform result entry where you are an active Participant Contact for a Participant. Please see the 'HOW TO: Maintain Contact Information' document for further details on adding Participant Contacts - [HOW TO: Maintain Contact Information](#).

Figure 2



After selecting the required Discipline and Participant Number, by clicking on the corresponding down arrows shown in Figure 2, you are presented with one or more buttons (depending on the Discipline) to automatically log you in to the result entry interface (Figure 3).

Figure 3



The screenshot shows the RCPAQAP web application interface. At the top left is the RCPAQAP logo. A navigation menu contains the following items: Home, Enrolments, **Result Entry**, Requests, Invoices, Certificates, News, Reports, Documents, Forms, Profile, Training, and Help. Below the navigation menu is the 'Web Result Entry Access' section. It displays the following information:

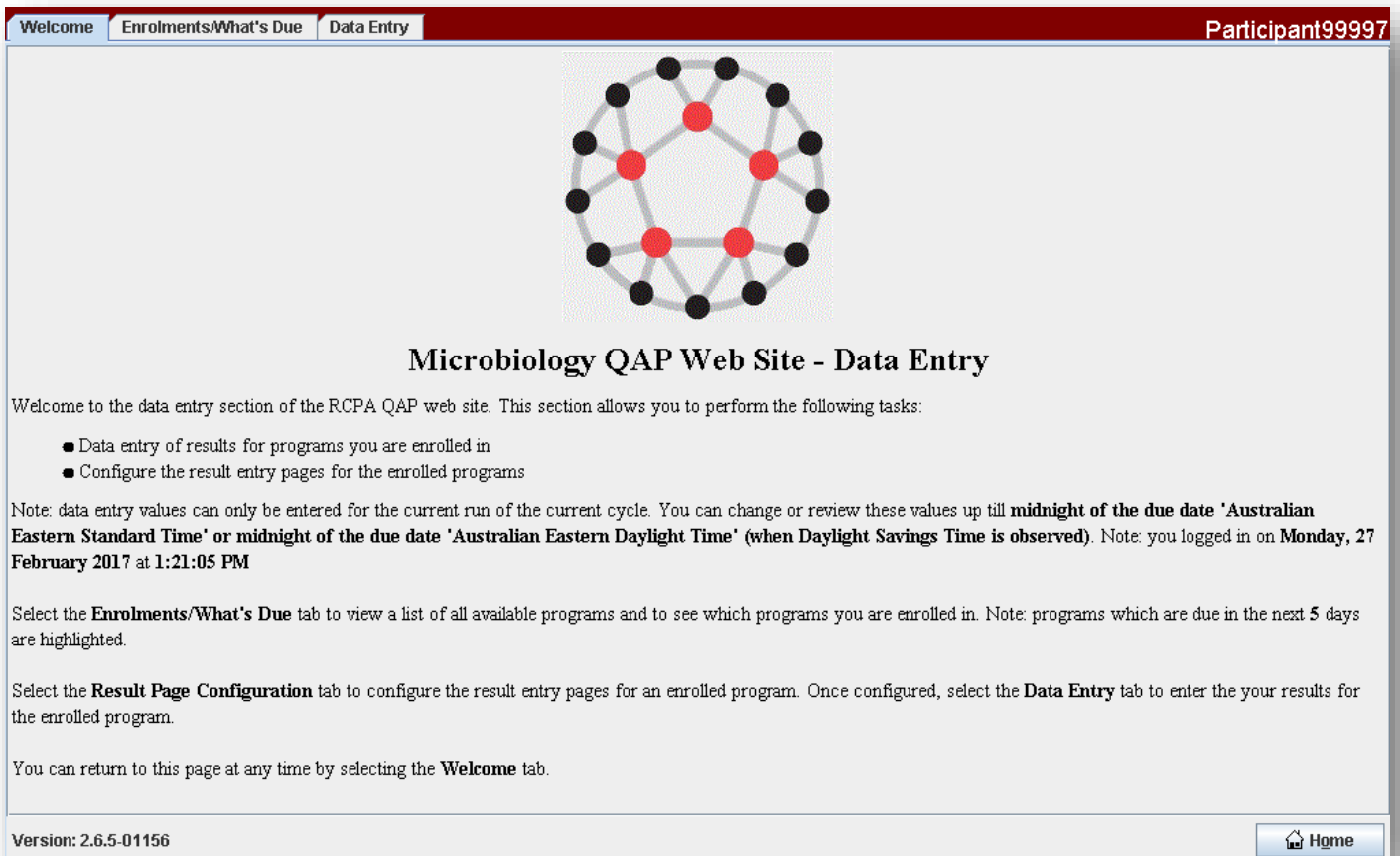
- Current Login User:** (blank)
- Discipline:** MICROBIOLOGY (dropdown menu)
- Participant Number:** 99997 (dropdown menu)

There are two buttons below the dropdowns:

- Data entry for 'VRE Screen', 'STAT Microscopy' and 'Endoscope / Bronchoscope Surveillance Cultures' Programs
- Data entry for other Microbiology Programs

Clicking the required button will load the corresponding result entry interface in a new web browser tab, automatically logging you in with your User credentials. Figure 4 and Figure 5 are examples of the Microbiology and Serology result entry websites.

Figure 4

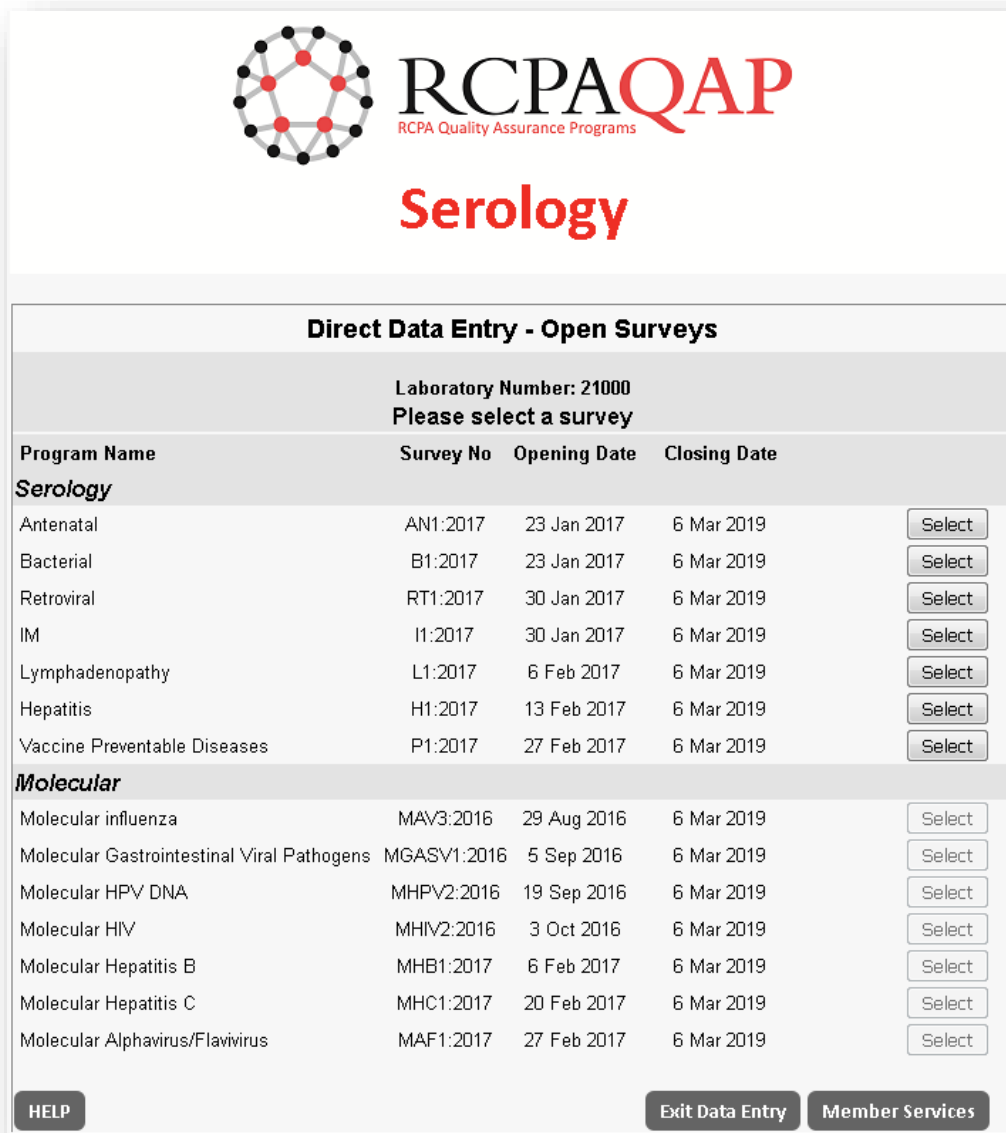


The screenshot shows the 'Microbiology QAP Web Site - Data Entry' interface. At the top, there is a navigation bar with tabs: Welcome, Enrolments/What's Due, and **Data Entry**. The user's name 'Participant99997' is displayed in the top right corner. The main content area features the RCPAQAP logo and the title 'Microbiology QAP Web Site - Data Entry'. Below the title, there is a welcome message and a list of tasks:

- Data entry of results for programs you are enrolled in
- Configure the result entry pages for the enrolled programs

A note states: 'Note: data entry values can only be entered for the current run of the current cycle. You can change or review these values up till **midnight of the due date 'Australian Eastern Standard Time' or midnight of the due date 'Australian Eastern Daylight Time' (when Daylight Savings Time is observed)**. Note: you logged in on **Monday, 27 February 2017** at 1:21:05 PM'. Below the note, there are instructions on how to use the 'Enrolments/What's Due' and 'Result Page Configuration' tabs. At the bottom left, the version number 'Version: 2.6.5-01156' is displayed. At the bottom right, there is a 'Home' button with a house icon.

Figure 5



Direct Data Entry - Open Surveys

Laboratory Number: 21000
Please select a survey

Program Name	Survey No	Opening Date	Closing Date	
Serology				
Antenatal	AN1:2017	23 Jan 2017	6 Mar 2019	Select
Bacterial	B1:2017	23 Jan 2017	6 Mar 2019	Select
Retroviral	RT1:2017	30 Jan 2017	6 Mar 2019	Select
IM	I1:2017	30 Jan 2017	6 Mar 2019	Select
Lymphadenopathy	L1:2017	6 Feb 2017	6 Mar 2019	Select
Hepatitis	H1:2017	13 Feb 2017	6 Mar 2019	Select
Vaccine Preventable Diseases	P1:2017	27 Feb 2017	6 Mar 2019	Select
Molecular				
Molecular influenza	MAV3:2016	29 Aug 2016	6 Mar 2019	Select
Molecular Gastrointestinal Viral Pathogens	MGASV1:2016	5 Sep 2016	6 Mar 2019	Select
Molecular HPV DNA	MHPV2:2016	19 Sep 2016	6 Mar 2019	Select
Molecular HIV	MHIV2:2016	3 Oct 2016	6 Mar 2019	Select
Molecular Hepatitis B	MHB1:2017	6 Feb 2017	6 Mar 2019	Select
Molecular Hepatitis C	MHC1:2017	20 Feb 2017	6 Mar 2019	Select
Molecular Alphavirus/Flavivirus	MAF1:2017	27 Feb 2017	6 Mar 2019	Select

HELP Exit Data Entry Member Services

After completing and saving the result entry, exit from the result entry interface, close the result entry web browser tab and return to the myQAP web browser tab.

Please note:

- 1. You should only have one result entry web browser tab open at a time. Once you have completed entering results for a Participant number, close this web browser tab and return to the myQAP tab to select the next Participant number for result entry. Having multiple result entry web browser tabs open for different Participants may lead to loss of unsaved data and/or incorrect data saved against a Participant. RCPAQAP are currently working to resolve this limitation.**
- 2. Users still have the option to enter results using the old result entry websites, where you will need to enter the username and password originally issued to enter results. These legacy websites will only be working for a specified period and you will be notified once they are no longer available.**
- 3. If you are registered to enter results using the old result entry websites and want to enter results via the myQAP portal, you will need to ensure that you are a registered Participant Contact in the myQAP portal.**