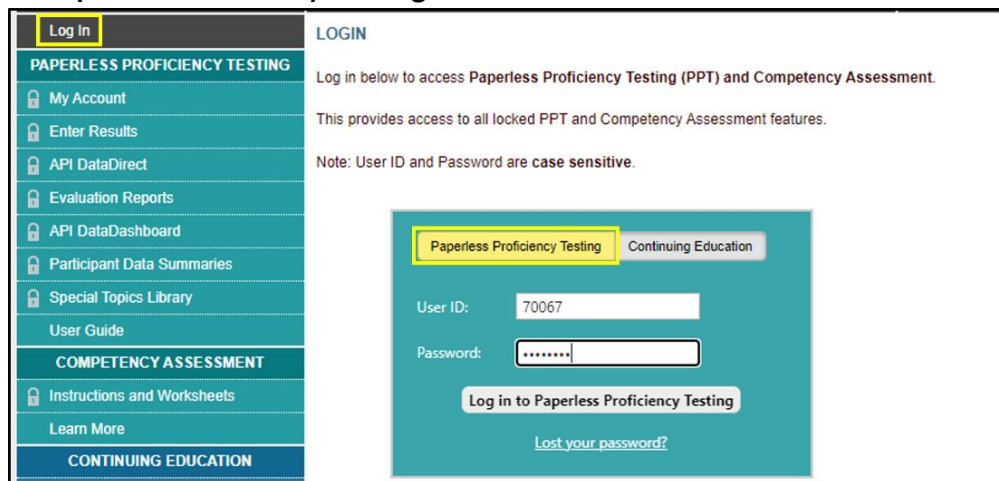


Entering results on the API website is easy! It's also the best way to ensure that your results are entered and submitted by the posted deadline. The system is set up to let you make a comment, prevent you from submitting if you forget to enter a result, and highlight entries with incorrect formatting. Below are general instructions on how to enter results on the API website. Please be aware that these are intended to be general and will not cover every situation you may encounter.

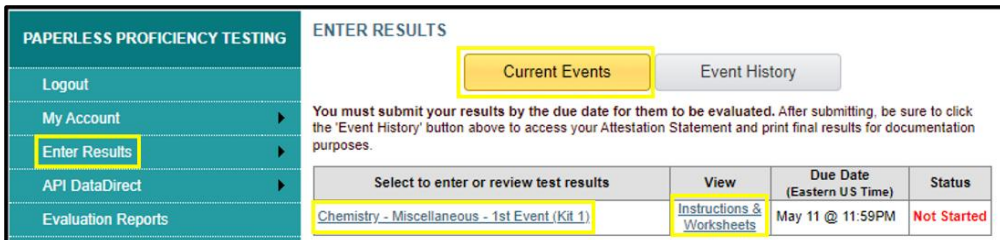
### How to Enter Proficiency Testing Results:

*\*\* Some screenshots may not show changes from a recent website update. The instructions are still accurate.\*\**

#### 1. Log in to Paperless Proficiency Testing.



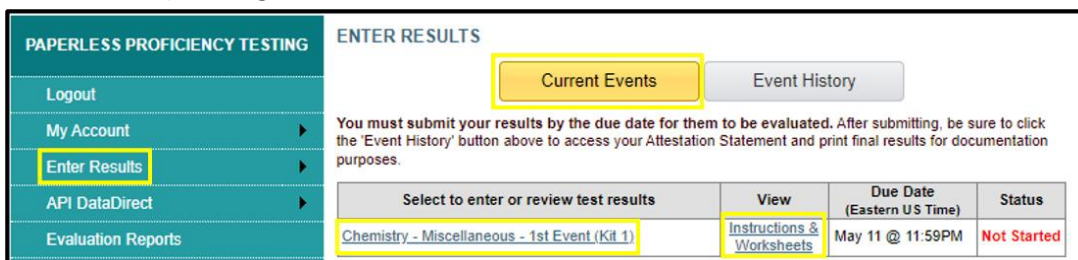
#### 2. Click Enter Results.



Select to enter or review test results	View	Due Date (Eastern US Time)	Status
Chemistry - Miscellaneous - 1st Event (Kit 1)	Instructions & Worksheets	May 11 @ 11:59PM	Not Started

#### 3. On the Current Events page, click on the name of the event (e.g., Chemistry – Miscellaneous – 1<sup>st</sup> Event (Kit 1)).

- a. If you wish to view or print a copy of the instructions and worksheets for an event, click on the corresponding **Instructions & Worksheets** link in the **View** column.



Select to enter or review test results	View	Due Date (Eastern US Time)	Status
Chemistry - Miscellaneous - 1st Event (Kit 1)	Instructions & Worksheets	May 11 @ 11:59PM	Not Started



4. On the **Enter or Review Test Results** page, you will see a list of tests your site is enrolled in for the selected event and the corresponding Samples (Sample ID#s) for each test.

**ENTER OR REVIEW TEST RESULTS**  
2025 Chemistry - Miscellaneous - 2nd Event (Kit 1)

Enter test results for each sample set from the list below. When you have completed all results for a sample set, a ✓ will appear next to the selection. If you have not selected a test method where required or entered all required results, an X will appear.

When you are done entering and checking results, you **must** click the "CLICK FOR ATTESTATION AND SUBMISSION" button for your results to be graded. Green checkmarks mean your results are saved, but you will receive 0% scores unless you use the button to send us your final results.

TESTS	SAMPLES	PRINT
Ammonia	AM-04, AM-05, AM-06	PRINT ALL
Amniotic Fluid pH	APH-04, APH-05, APH-06	PRINT
Body Fluid Chemistry	BCH-04, BCH-05, BCH-06	PRINT
CSF Chemistry	SCH-04, SCH-05, SCH-06	PRINT
Fetal Fibronectin	FN-04, FN-05, FN-06	PRINT
Fetal Membranes Rupture Test	FMR-04, FMR-05, FMR-06	PRINT
<b>Urine Chemistry</b>	UC-04, UC-05, UC-06	PRINT
Urine Drug Screen	UDS-04, UDS-05, UDS-06	PRINT

**CLICK FOR ATTESTATION AND SUBMISSION**

5. Click on the test name (e.g., **Urine Chemistry**).
- a. **New Test Enrollment:** If your site has no history of reporting for the selected test, you will see a list of all analytes that are included in the samples, with no method selected.

**ENTER TEST RESULTS** [Instructions and Forms](#) [Help with Recording Results](#)  
2022 Chemistry - Miscellaneous - 1st Event (Kit 1)  
Urine Chemistry (Sample Set: UC-01, UC-02, UC-03)

**STORAGE INSTRUCTIONS:**

1. Upon arrival, place the samples in the refrigerator. Once the vials have been opened they are stable refrigerated for 14 days.
2. When ready to begin testing, allow the samples to come to room temperature.

The following analytes are available for testing. Enter data only if currently testing in your laboratory.

	Result UC-01	Result UC-02	Result UC-03
MICROALBUMIN/CREATININE RATIO (0.0 To 999.9 mg/g)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Important Information...</b> <a href="#">Click here to specify your method</a>			
URINE AMYLASE (0 To 9999 U/L) <a href="#">Click here to specify your method</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
URINE CALCIUM (0.0 To 99.9 mg/dL) <a href="#">Click here to specify your method</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
URINE CHLORIDE (0 To 999 mmol/L) <a href="#">Click here to specify your method</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
URINE CREATININE (0.0 To 999.9 mg/dL) <a href="#">Click here to specify your method</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>
URINE GLUCOSE (0 To 999 mg/dL) <a href="#">Click here to specify your method</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- b. **Continued Test Enrollment:** If your site has a history of reporting for this test, you will only see a list of the analytes that your site reported during the last test event, along with the last method reported.
- i. Additional reportable analytes can be selected from the **Additional Analytes** section at the bottom of the page.
  - ii. See the example on the following page.



	Result UC-01	Result UC-02	Result UC-03
URINE CREATININE (0.0 To 999.9 mg/dL) Beckman AU Chem Syst/Beckman AU cal lot <1708088			
URINE TOTAL PROTEIN (0.0 To 999.9 mg/dL) Beckman AU Chem Syst/Beckman AU Urin/CSF Prot			

6. On the **Enter Test Results** page, enter or select your results, as appropriate.
  - a. Depending on the test, you may need to enter numerical values, select a result from a drop-down menu, or click-to-highlight a result from a list of possible options.
7. When all results have been entered in the section, click **Save Results**.

	Result UC-01	Result UC-02	Result UC-03
URINE CREATININE (0.0 To 999.9 mg/dL) Beckman AU Chem Syst/Beckman AU cal lot <1708088	xxx.x	xxx	xxx.x
URINE TOTAL PROTEIN (0.0 To 999.9 mg/dL) Beckman AU Chem Syst/Beckman AU Urin/CSF Prot	xxx	xxx.x	xxx.x

**Save Results**



8. On the **Enter or Review Test Results** screen, you will see:
  - a. A green check (✓) for tests where all expected results have been completed and all methods have been selected.
  - b. A red x (✗) for tests where you have **not** entered all expected results, or you have **not selected a method** for an analyte where you have entered results.

TESTS	SAMPLES	PRINT
✓ Ammonia	AM-04, AM-05, AM-06	ALL PRINT
Body Fluid Chemistry	BCH-04, BCH-05, BCH-06	PRINT
✓ CSF Chemistry	SCH-04, SCH-05, SCH-06	PRINT
✓ Microalbumin	MA-04, MA-05, MA-06	PRINT
✓ POC Glucose A	WBG-06, WBG-07, WBG-08	PRINT
✓ Procalcitonin	PCA-04, PCA-05, PCA-06	PRINT
✓ Urine Chemistry	UC-04, UC-05, UC-06	PRINT
✗ Urine Drug Screen	UDS-04, UDS-05, UDS-06	PRINT

- There may be situations where you will not have a green check (✓) or a red x (✗) next to a test name, after you have finished entering results.
  - For example, a site is enrolled in the 177-CSF & Body Fluid Chemistry program and only performs CSF chemistry. When the site has finished entering results:
    - CSF Chemistry will have a green check (✓).
    - Body Fluid Chemistry will be **blank**. *There will not be a green check (✓) or a red x (✗) next to the test name.*
  - In cases like this, you will still be able to submit.
  - **Before submitting your results, be sure that your lab does not perform the test you are leaving blank.**

TESTS	SAMPLES	PRINT
✓ Ammonia	AM-04, AM-05, AM-06	ALL PRINT
Body Fluid Chemistry	BCH-04, BCH-05, BCH-06	PRINT
✓ CSF Chemistry	SCH-04, SCH-05, SCH-06	PRINT
✓ Microalbumin	MA-04, MA-05, MA-06	PRINT
✓ POC Glucose A	WBG-06, WBG-07, WBG-08	PRINT
✓ Procalcitonin	PCA-04, PCA-05, PCA-06	PRINT
✓ Urine Chemistry	UC-04, UC-05, UC-06	PRINT



9. Repeat Steps 5-9 for additional tests, as appropriate.
10. Once you are finished entering **all** your results, you may wish to verify that they have been entered correctly.
  - a. You may print your entered results for you or another staff member to review. To do this, click **Print All** on the right-hand side of the **Enter or Review Test Results** screen.
11. When you have verified everything has been entered correctly and you are ready to submit your results, select **CLICK FOR ATTESTATION AND SUBMISSION**.

The screenshot shows the 'ENTER OR REVIEW TEST RESULTS' page for '2025 Chemistry - Miscellaneous - 2nd Event (Kit 1)'. The page has a sidebar menu on the left with categories like 'PAPERLESS PROFICIENCY TESTING', 'COMPETENCY ASSESSMENT', and 'CONTINUING EDUCATION'. The main content area contains instructions and a table of tests and samples. A 'PRINT ALL' button is highlighted in yellow in the top right of the table, and a 'CLICK FOR ATTESTATION AND SUBMISSION' button is highlighted in yellow at the bottom center.

TESTS	SAMPLES	
✓ Ammonia	AM-04, AM-05, AM-06	<a href="#">PRINT ALL</a>
Body Fluid Chemistry	BCH-04, BCH-05, BCH-06	<a href="#">PRINT</a>
✓ CSF Chemistry	SCH-04, SCH-05, SCH-06	<a href="#">PRINT</a>
✓ Microalbumin	MA-04, MA-05, MA-06	<a href="#">PRINT</a>
✓ POC Glucose A	WBG-06, WBG-07, WBG-08	<a href="#">PRINT</a>
✓ Procalcitonin	PCA-04, PCA-05, PCA-06	<a href="#">PRINT</a>
✓ Urine Chemistry	UC-04, UC-05, UC-06	<a href="#">PRINT</a>
✓ Urine Drug Screen	UDS-04, UDS-05, UDS-06	<a href="#">PRINT</a>

12. Complete the **Attestation Statement** as shown on the following page.
  - a. Enter or update the **Lab Director (or Designee)**, as needed.
    - i. **Lab Director (or Designee)** field must be completed to submit.
  - b. Enter or update the **Person or Persons Performing the Test**, as needed.
    - i. **Box 1** must be completed to submit.
13. Select **CLICK TO SUBMIT RESULTS TO API**.
  - a. A screenshot of the **Attestation Statement** is on the following page.



<b>Log Out</b>	<b>ATTESTATION STATEMENT</b>																																																				
<b>PAPERLESS PROFICIENCY TESTING</b>	<b>2025 Chemistry - Miscellaneous - 2nd Event (Kit 1)</b>																																																				
My Account ▶	To complete the submission process, please fill out the information below.																																																				
Enter Results ▶	By completing this form, you are certifying that the proficiency testing samples were tested in the same manner as patient specimens.																																																				
API DataDirect ▶	<input type="button" value="Clear All Names"/>																																																				
Evaluation Reports	Lab Director (or designee): <input type="text" value="Dr. Jane Smith"/>																																																				
API DataDashboard	Person or persons performing the tests:																																																				
Participant Data Summaries	<table border="1"><tr><td>1</td><td>John Johnson</td><td>2</td><td>Jessie Miller</td></tr><tr><td>3</td><td></td><td>4</td><td></td></tr><tr><td>5</td><td></td><td>6</td><td></td></tr><tr><td>7</td><td></td><td>8</td><td></td></tr><tr><td>9</td><td></td><td>10</td><td></td></tr><tr><td>11</td><td></td><td>12</td><td></td></tr><tr><td>13</td><td></td><td>14</td><td></td></tr><tr><td>15</td><td></td><td>16</td><td></td></tr><tr><td>17</td><td></td><td>18</td><td></td></tr><tr><td>19</td><td></td><td>20</td><td></td></tr><tr><td>21</td><td></td><td>22</td><td></td></tr><tr><td>23</td><td></td><td>24</td><td></td></tr><tr><td>25</td><td></td><td></td><td></td></tr></table>	1	John Johnson	2	Jessie Miller	3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25			
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<input type="password"/> indicates a password protected item																																																					
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14. You will receive a pop-up message indicating that your submission is complete. The message will include additional information you may find helpful.

### API Paperless Proficiency Status

**2022 Chemistry - Miscellaneous - 1st Event (Kit 1)**

**Submission Complete!**  
Please read below for more information.

Your test results have been received at American Proficiency Institute.

Select 'Enter Results' below to continue data entry on another kit.  
Select 'Event History' to print your submitted results and attestation statement. Do not mail any documents to API.

We will send an email notification when your graded results are available (approximately May 31, 2022).



#### Please Note:

- If you do not complete submission of the kit prior to the deadline of the posted due date, whatever has been entered and/or marked, will not be accepted and may result in a failure to participate.
- **For two hours** after you select **CLICK TO SUBMIT RESULTS TO API**, you will see an **Unsubmit** button on the **Event History** page. While this button is visible, you can click the button to unsubmit your kit and make corrections, if needed. ***This two-hour window will only be in effect if it is prior to the deadline for submission.***
- After the two-hour window has expired, you must contact API to ask for the kit to be unsubmitted. ***This request can only be completed by an API Representative if it is prior to the deadline submission and the request occurs during business hours.***
- **If you are no longer testing for an analyte, your instrument is down, testing is suspended, or another situation has occurred which will result in you being unable to enter results for one or more tests, do not enter a "0" or leave a result field blank. Doing so may result in a failure, a failure to participate, or being unable to complete submission of results. Contact API immediately for guidance on how to handle your specific situation.**
- If you have a technical or more detailed question about entering results on the API website, please contact Technical Support at [TechSupport@api-pt.com](mailto:TechSupport@api-pt.com).
- If you have a general question about entering results on the API website, please contact Customer Service at [CustomerService@api-pt.com](mailto:CustomerService@api-pt.com).
- If you are interested in learning how to transmit your proficiency testing results from your laboratory information system (LIS) or middleware directly to the API website, please contact our DataDirect Team at [DataDirect@api-pt.com](mailto:DataDirect@api-pt.com).