



If you have permanently discontinued an analyte, you may need to mark it as **Testing Discontinued** before the system will allow you to submit your other results.

How to Mark Discontinued for an Analyte:

1. Log in to **Paperless Proficiency Testing**.
2. Click on **Enter Results**.
3. Click on the **Current Event** (e.g., **Chemistry – Core – 1st Event - (Kit 1)**).
4. You will now see a list of tests that your site is enrolled in for the current event, as well as each test's respective Sample ID#s for the event.
5. Click on the test name to access the result entry page (e.g., **Cardiac Markers**).
6. The result entry page will open.
7. Click on the name of the analyte that you are no longer testing. It will be located on the left-hand side and will be capitalized and underlined (e.g., **TROPONIN I (CM)**).
8. A small window will open that will have three options for not reporting for the selected test. Check the box next to **Discontinued**.
9. Carefully review all information about marking a test as **Discontinued**.
10. Click **Save**.
11. If done properly, the result fields for the selected analyte have been removed and you will now see the word **Discontinued** in green.
12. Repeat these steps for any additional tests that you are no longer performing.
13. When everything is complete, click **Results Complete, Go to Next Step**.
14. Complete the **Attestation Statement**. The **Laboratory Director** field and **Box 1** must be completed for you to complete the submission.
15. Click **Transmit to API**.

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.
- If you have temporarily suspended a test or your instrument/analyzer is down (broken/out for service), do not select the Testing Discontinued option. Contact API Technical Support at TechSupport@api-pt.com for guidance on your individual situation.
- Marking a test as Testing Discontinued will not result in any order change or cancellation. To request an order change or cancellation, contact Customer Service at CustomerService@api-pt.com.