

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF RESULTS &/OR METHODS

Our secure web site can be found by visiting **www.fapas.com** and then clicking on the '**login**' tab. Once you enter your **UserID** and **Password** you are presented with a list of all your current rounds.

By selecting the relevant tab you can also see a list of **previous rounds** in which you have taken part or a list of your **future rounds** that have not yet started. Other tabs allow you to change your SecureWeb password/update your email address, obtain a quote for the cost of participating in a round or view/download a copy (Acrobat PDF format) of the round report for your previous rounds.

Your UserID and **original** Password are given in the letter that accompanied your test material but, obviously, if you have changed your password you need to use the password you set.

Before you submit data, please note:

- You must enter all your results for a round *before* you can submit your methods for that round. It follows, that where a round has more than one analyte/organism, that you can only submit methods for the particular analytes/organisms that you have already submitted results.
- Once you have submitted results the system will display a confirmation page. You **MUST** print this page **immediately** for your records.
- You do not have to submit your methods at the same time as you submit your results, i.e. you can use the system to submit methods at a later date if that is more convenient, as long as that date is before the closing date for that round.
- Please do NOT confirm your results by faxing or posting the results form that came with the test material. If you have used our secure web submission system then any faxed or posted results forms from you will not be acted upon.
- We are sorry but we are no longer able to include in our reports any method information sent by fax or post, i.e. any method data sent by fax or post will not be acted upon.

A) Submitting Results

1. Go to our web site, www.fapas.com
2. Click the [login] tab.
3. Enter your UserID and your Password.

Your UserID and your *original* Password are shown in the letter that came with the test material. They are **case sensitive** so type them **exactly** as they are shown - **unless you have changed your password, in which case use the password you have set.**

4. Click [Submit].
5. You may be asked to enter and confirm your email address. If so, click [Submit] then, on the confirmation page that is displayed, follow the link to [main page] to continue.
It is essential that we have a *valid* email address for you so that we can contact you again if you forget or lose your password. We will *not* divulge this email address to anyone.
6. The system will present a list of all your open rounds, including the individual rounds that may be part of a FEPAS[®] assessment / LEAP[™] distribution. If you have paid to participate in a round more than once then there will more than one such button. Click the [Submit Results] button for the relevant round.
7. Enter your results; taking careful note of the reporting units and any information given under the section headed 'Submission Notes'.
 - Please use the UK convention of a full stop/dot/period (.) for the decimal separator; the system will not permit you to use a comma.
 - Please do **not** include the units, the required units are displayed separately on screen, e.g. enter 3.24 ✓ *not* 3.24µg/kg ✗

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8. Please **CHECK YOUR RESULTS!** If you wish to change your results once you have submitted them, you must contact us by email (info@fapas.com) and ask us to allow you to resubmit.
9. Click [Submit] and then click [OK] to the 'Are you Sure?' question.
10. You **MUST** print the confirmation page **immediately** for your records. In case of any dispute you will need to be able to fax/post a copy of this page to us. Also, this page gives the laboratory number that will identify your laboratory in the final report.
11. Most rounds have the option to submit outline method data. If so, there will be a [Submit Method] button at the bottom of the results confirmation page. You may proceed to this option straight away (see below) or stop at this point.
12. If you are taking part in other rounds that make up a FEPAS[®] assessment / LEAP[™] distribution, or have paid to participate in the round more than once, click on the [open rounds] link at the top of the page and follow the instructions from step 6 (above) again in order to submit your other results.
13. If there is no method option or you choose to submit a method later, click [Log Out].

B) Submitting Methods

If the round has the option to submit methodology information, and most do, at the bottom of the results confirmation page there will be a [Submit Method] button. You may proceed to this option straight after submitting results or leave it till later. In either case you can review and print out the method questions before you submit data.

If you chose to submit your methods later then, having logged into SecureWeb once again, click on the relevant [View Submitted Results] link to get back to the results confirmation page and then click the [Submit Method] button at the bottom of the page.

1. If you have previously submitted method answers for similar rounds you will first be given the option to populate the form with these answers – choose No or Yes. If you choose Yes you will still have the option to review and edit these automatic answers before submitting as usual.
2. You are then presented with a form with a section for every analyte/organism for which you submitted a result. You can print this form to refer to off-line but please note, many of the form fields use scroll boxes and only the options visible will print.
3. Where a round has more than one analyte/organism you **MUST** submit a method for *all* the analytes/organisms listed on this form. For ease of entry:
 - There are options at the start of each method that enable you to copy a method from another analyte/organism on the form.
 - You can change *any* of your entries on the methods form **UNTIL** you click the final [Submit Method] button at the very bottom of the form.
4. There are different ways to answer methods questions, depending on the method.
 - Some questions only allow one answer e.g. yes OR no, and use a radio button.
 - Some questions allow you to select from list of answers, and use a drop down box.

You can make multiple selections within a drop down list by holding down the [Ctrl] key as you click. If you select 'other (please specify)' from the bottom of a drop down list a text box will appear, where you can type your answer.
 - Some questions allow you to type what ever you like, using a text box.
5. Once you have completed the form and **CHECKED** it is correct, click on the [Submit Method] button at the very bottom of the form to enter your methods, or [Reset Form] to start again.
6. You **MUST** print the confirmation page for *your* records. In case of any dispute you will need to be able to fax/post a copy of this page to us.
7. If you are taking part in other rounds that make up a FEPAS[®] assessment / LEAP[™] distribution, or have paid to participate in the round more than once, click on the [open rounds] link at the top of the page. Follow the instructions above again, starting from A) Submitting Results, step 6, in order to submit your other results and methods.
8. Finally click [Log Out].