PTC Customer Portal Overview

May 28, 2025 Version 2.0



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Portal Overview

1.0 Logging In

The login page is the first view you will see when logging into the Portal. This page has three options:

- Register now: A new Participant will select this option. This will open subsequent pages for recording Participant information such as organization name, contact information, shipping address, etc.
- Forgotten Password: If you have forgotten your password, selecting this will send you an email with a link to change your password
- Login: This button will take you to the Lab Management page

PTC Proficiency Testing Canada	Contact
Welcome!	
Log in	
Email / Username	
communications@ptcanada.org	
Password	
	Forgotten Password
	Log in
Not registered yet?	
Register now	

1.1 LAB SELECTION

If you are a contact for more than one Laboratory, you will select the Laboratory name from the drop-down list that you want to view and then press the <u>Select</u> button. This will take you to the main Portal page.

Proficiency Testing Canada	Contact Logout
Welcome Alice Cooper!	
Lab Managament	
Lab Management	
Company Information	Contact Information
dghdg Ottawa K1C 5V5	Alice Cooper
Select Laboratory *	
Select Euboratory	
School's Out Select	
School's Out	communications@ptcanada.org

2.0 Main Portal Page



The Main Portal page has six options to select from:

- View PT Catalogue: will open the PTC catalogue.
- View and Modify PT Registration: will allow you to view what you are currently registered for and to add or remove PT registrations.
- Manage Lab Contacts: will allow the primary contact to grant Portal access to other individuals and to grant them various permission levels.
- My Orders: will allow you to view open orders and to pay them by credit card or to download an invoice for processing. The number beside My Orders indicates the number of orders that are open for payment.
- Report PT Results: allows you to report results for a PT round.
- Manage Account Profile allows you to change information about the organization.

Depending on the level of permission that has been granted to you by your laboratory's primary contact, one or more of these options may not be available.

2.1 VIEW AND MODIFY PT REGISTRATION



Selecting the View and Modify PT Participation option opens a page containing a list of all PT Schemes that are available. Your currently registered Test Groups will appear at the top of the grid and have a Y in the Registered column.

In addition to this, you can download a detailed list of your current registrations by selecting the View Detailed PT Registration button.

2.1.1 Modify PT Registration

For each registered test group there are four options available:

- Test Group: details such as volume provided, concentration range and preservative can be viewed by selecting the Test Group in the Test Group column
- Delete: Selecting this will remove all registration for that Test Group. This will also modify any open Order up until the published registration deadline.
- Modify: Selecting this will open another view that provides details about your registration for the selected Test Group.

ΡΙ	Profic Testin Canad	iency g .a			Contact	View Cart (0) Logo	ut
Welcome Jonus	Crump! You are curren	ntly managing ABC La	bs. (change)				
Ianage		stration					
Test Group 🗄	Test Group :	Schedule :	Member Fee :	Non Memb	Registered :	Action :	
C01A	C01A Major lons in Water	Mar/Oct	\$285.00	\$360.00	Y	Modify Delete	
C01B	C01B Simple Nutrients in Water	Mar/Oct	\$235.00	\$305.00	Y	Modify Delete	
C02A	C02A Metals in Water - Full Range	Mar/Oct	\$245.00	\$315.00	Y	Modify Delete	
C02C	C02C Metals in Water - Total	Mar/Oct	\$255.00	\$325.00	Y	Modify Delete	
	C03 Complex						
C03	Nutrients in	Mar/Oct	\$210.00	\$265.00	Y	Modify Delete	

Selecting Modify from the above view will open a view listing the Analyte/Methods in that Test Group that your laboratory is currently registered for. There are four fields that you can modify in addition to an action that can be taken:

- Schedule: For any Test Group you can opt for the default (twice per year), one round per year or a one-time participation (next round).
- Number of Sample Sets: The default is one but you can increase this if you need more sample volume to perform the analysis.
- Additional Information (optional): You can enter any text in this field. Typically, this would be an SOP ID or a preparation method. Anything entered here will appear in the PT report.
- RDL (optional): If you enter the reporting detection limit for this analyte, it will be accounted for in the performance evaluation.
- Delete: will remove that Analyte/Method from your PT registration.

Note: If changes are made to the Schedule or the Number of Sample Sets, the Save button located above the note must be selected. For changes to Additional Information or RDL will

C01B Simple	Nutrients in	n Wa	ter								
Next Scheduled Shi	oment	Sund	lay, March 10, 2024	4							
Schedule		Ма	r/Oct		٠						
Number Of Sample	Sets	1									
Back											Sa
DT Code	Analyta		Mathad 1	Add	tion In	PDI		Linite		Delete	
PT Code :	Analyte	:	Method :	Add	tion In	RDL	:	Units	÷	Delete	:
PT Code : PT-003345 PT-003344	Analyte Phosphate Organic Car	: bon	Method : COLORIMETRIC	Add	tion In 🗄	RDL	:	Units mg/L-P mg/L	:	Delete Delete Delete	ł
PT Code : PT-003345 PT-003344 PT-003642	Analyte Phosphate Organic Car Bromide	: bon	Method : COLORIMETRIC COLORIMETRIC COLORIMETRIC	Add	tion In :	RDL	÷	Units mg/L-P mg/L mg/L	:	Delete Delete Delete Delete	:
PT Code : PT-003345 PT-003344 PT-003642 PT-003643 PT-003643	Analyte Phosphate Organic Car Bromide Nitrite	: bon	Method : COLORIMETRIC COLORIMETRIC COLORIMETRIC	Add	tion In :	RDL	:	Units mg/L-P mg/L mg/L mg/L-N	:	Delete Delete Delete Delete Delete	I
PT Code : PT-003345 PT-003642 PT-003643	Analyte Phosphate Organic Car Bromide Nitrite	i	Method : COLORIMETRIC COLORIMETRIC COLORIMETRIC COLORIMETRIC	Add	tion In :	RDL	:	Units mg/L-P mg/L mg/L mg/L-N	:	Delete Delete Delete Delete Delete	:
PT-003345 : PT-003344 PT-003642 PT-003643 :	Analyte Phosphate Organic Car Bromide Nitrite	i	Method : COLORIMETRIC COLORIMETRIC COLORIMETRIC COLORIMETRIC	Add	tion In :	RDL	:	Units mg/L-P mg/L mg/L mg/L-N	:	Delete Delete Delete Delete	:

require that you select the Save changes button located above the grid.

2.1.2 Adding New PT

To add new PT to your registration, press the Add PT button located below the grid on the main View and Modify PT Registration page (2.1.1 above). This will open a drop-down list of available Test Groups.

PTC Proficiency Testing Canada	Contact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Out. (change)	
New PT Registration	
Select a Test Group -	
	٩
C01A Major Ions in Water C01B Simple Nutrients in Water C02A Metals in Water - Full Range C022 Metals in Water - Tigh Range C022 Metals in Water - Total C03 Complex Nutrients in Water C04A Solidis in Water C04B BOD in Water C04E Curbidity in Water C04E Curbidity in Water	1

Selecting the Test Group you are interested in will open a registration page. The default Number of Sample Sets and Schedule will appear but these may be changed. The other fields to enter are:

Proficiency

Testing

- Method (Mandatory): You will select the Method from a drop-down list.
- Additional Information (Optional): This is a text field that you can enter any text that you would like to see on the PT reports. To keep the reports to the minimum number of pages, you should keep the length of the text as short as possible.
- RDL (Optional): If you would like your reporting detection limit (RDL) accounted for in the evaluation of performance, you can enter the RDL in this field.

The Bulk Method Select drop-down can be used to populate all of the Method fields that are checked. To use this option, you must first

	DT D					
N	ew PT Regi	stration				
lum	ber Of Sample Sets		Schedule			
			Mar/Oct			
1			Maryocc			
1 Bul	k Method Select AUTO CO	DLOR	Maryott			
1 Bul	k Method Select AUTO CC	DLOR	Additional I	nformation	RDL	Ur
1 Bul	k Method Select AUTO CC Analyte C03 Total Kjeldahl Nitrogen	Method AUTO COLOR	Additional I	nformation	RDL 0.01	Ur

Contact View Cart (0) Logout

select the check box to the left of Analyte in the header row.

The Add to Cart button adds the additions to the shopping cart.

A number beside the View Cart option at the top of the page denotes the number of items in the Cart.

2.1.3 Submitting Cart

After all of the new registrations have been added to the cart you can submit them for official registration and participation by selecting View Cart at the top of any page. This will open a page detailing all of the items in the cart.

The options available are:

- Delete: Selecting this will delete the item from the cart.
- Checkout: Selecting this will submit all items in the Cart for inclusion in future PT rounds.

Note: It may take a couple minutes after adding Analytes to the cart before they will appear in the cart.

33 mplex pr-0030300 Kieddahl ater AUTO COLOR SOP 123 0.01 1 Mar/Oct Delv Mar/Oct Delv Delv Mar/Oct Delv	
	te
D3 pmplex trients in ter ter Total Phosphorus Total Phosphorus COLOR SOP 321 0.01 1 Mar/Oct Dela	te

2.2 MANAGE LAB CONTACTS

Proficiency Testing Canada	Contact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Out. (change)
Manage PT Participation	
View PT Catalogue	My Orders (2)
View and Modify PT Registration	Report PT Results
Manage Lab Contacts	Manage Account Profile
For Instructions on navigating the PTC	Portal, please review these instructions

The primary contact can add individuals to the laboratory profile and assign various privileges accordingly. After selecting Manage Lab Contacts from the main Portal page, the Manage Lab Contacts page will open.

On this page there are three options available:

- Delete: This will delete the individual as a contact for the organization.
- Add: This will open a window where you can enter the information about the new contact. When a new contact is added, an email will be sent to that individual to set their password.
- Edit: This will open a view with toggles where you can assign permissions to the new contact (see below).





2.3 MY ORDERS

Proficiency Testing Canada	Contact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Out.	(change)
Manage PT Participation	
View PT Catalogue	My Orders (2)
View and Modify PT Registration	Report PT Results
Manage Lab Contacts	Manage Account Profile
For Instructions on navigating the PT	C Portal, please review these Instructions

If there is a number beside the My Orders option on the main Portal page, there is one or more unpaid order. Each order typically applies to a single PT round and is available for review and payment eight weeks before the shipping date for a PT round. Selecting My Orders will open a page detailing the open orders. Each row denotes an order and contains information such as the PT round, the Order ID, the total amount of the order and the status of the order (e.g., New, Complete, etc.)

	PT Round	Order ID :	Name :	Purchas	Total :	Created	Status :
۵	PTR-001085	ORD-02080- H7S8J9	Order-C-1157		\$23,175.55	2/3/2023 4:03 PM	New
8	PTR-001086	ORD-02083- Q6B9Q0	Order-C-1157		\$10,663.15	2/3/2023 4:21 PM	New
	-18-001086	Q6B9Q0	Graer-C-115/		÷10,003.15	PM	NEW

If you select one of the orders, an Order Details page will open. The top part of the page provides details on the order with line-items, taxes, etc., and the bottom block includes a pdf Invoice that can be downloaded for processing. There are three options available from this page:

- Purchase Order: If the Purchase Order field is changed a Save button will appear. If this Save button is pressed, the Order and pdf Invoice will be modified accordingly (this may take a few minutes).
- Pay Now: Pressing the Pay Now button will open a secure credit card payment application.
- Download Invoice: Below the Order Details is a Documents block containing a link to a pdf Invoice that can be downloaded for processing.

As long as an order is open, and up until two weeks before shipping, any changes made through the View and Modify PT Registration option (See 2.1 above), will be

reflected on the order and Invoice. This update may take a few minutes.

PTC	Profic Testir Canac	tiency 1g da					Cor	ntact View Cart (0)	Logout
Welcome Alice Cooper!	You are cu	rrently mana	iging Sc	hool's Out. (change)				
Order Deta	ails								
Order ID	OR	.D-02083-Q6	B9Q0		Name		Or	der-C-1157	
Status	Ne	w			Created Or	n	Fri	day, February 03, 20)23
Purchase Order No							4:2	21:51 PM	
PT Round									
PTR-001086									
Product Name † :	Price Per	Unit	1 0	Quantity	:	Extended Amount	:	Tax	÷
C01A Major lons in Water	\$335.00			1.00		\$378.55		\$43.68	
C01B Simple Nutrients in Water	\$284.00			1.00		\$320.92		\$37.05	
C02A Metals in Water - Full Range	\$284.00			1.00		\$320.92		\$37.05	
C02B Metals in Water - High Range	\$284.00			1.00		\$320.92		\$37.05	
C02C Metals in Water - Total	\$284.00			1.00		\$320.92		\$37.05	
C03 Complex Nutrients in Water	\$237.00			1.00		\$267.81		\$30.94	
C04A Solids in Water	\$222.00			1.00		\$250.86		\$28.99	
Subtotal		Т	otal Tax			Total A	mount		
\$9,436.42		\$	1,226.7	3		\$10,66	3.15		
Credit Amount Applied		Pa	ayment	Required		Pay N	ow		
		s	10,663.	15					
Documents									
Document Name	i D	ocument Size	,	:	Created On	:	Modi	ified On	:
School's Out Invoice - INV-	15	37.83 KB			2/3/2023 4:2	2:11 PM	2/3/2	2023 4:28:27 PM	

2.4 REPORT PT RESULTS

PTC Proficiency Testing Canada	Contact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Ou	t. (change)
Manage PT Participation	
View PT Catalogue	My Orders (2)
View and Modify PT Registration	Report PT Results
Manage Lab Contacts	Manage Account Profile
For Instructions on navigating the	PTC Portal, please review these Instructions

Selecting the Report PT Results option will open a page with a drop-down list containing any PT round that is available for reporting. Typically, there will only be a single round available for reporting.

Selecting the PT round will open a page containing all of the Test Groups that your lab can report results for in the selected PT round.

There are three ways of reporting results:

- Report results manually, one Test Group at a time, using the online reporting grids;
- Download an excel template for all data that your laboratory is expected to report in the PT round, complete the spreadsheet and then upload; or
- Download excel templates for each Test Group separately, complete them, and then upload.

Proficiency Testing Canada	Co	ntact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Out. (change)			
PT Reporting			
PT Reporting			
PT Reporting Select PT Round - ✓ - Select PTR-01084			-
PT Reporting Select PT Round - ✓ Select PTR-001084 PTR-001085			

us ted	
ted	
rted	
ted	
1 - 2 of 2 items	(

2.4.1 Manual Reporting

To manually report results for a Test Group, select one of the Test Groups from the page displayed above. This will open a grid containing a row for each registered Analyte/Method in the selected Test Group.

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You can manually enter results for one or more Analyte/Method listed in the reporting grid. If you enter a result for an Analyte/Method you must enter all four results as well as the Date of Analysis that appears as a drop-down calendar in the right-hand column of the grid.

If you had included Laboratory Information or an RDL during registration, or added them in a previous PT round, they will appear in the reporting grid. These fields can be modified.

After entering results, select the Save button. Changes and additions can be made up until the reporting deadline.

Analyte /Methods can also be deleted by selecting Delete for the Analyte/Method in question. It will then be removed from current and ongoing registration.

Ρ	C	Testing Canada					Contact	View Cart (0)	Logou
Welcome Alie	ce Cooper! You	are currently m	anaging School	s Out. (<mark>cha</mark> n	ge)				
T Rej	portin	g							
id Analyte M	ethods								
nalyte	PT Code	Laborat	Method	Units	Sample1	Sample2	Sample3	Sample4	RDL
mmonia	PT-002449	1999	AUTO COL	mg/L-N	19.6	2.9	8.9	9.9	
romide	PT-002450	1999	AUTO COL	mg/L	9.43	1.91	5.42	3.00	
trite	PT-002451	1999	AUTO COL	mg/L-N	0.889	0.233	0.512	0.672	
rganic Ca	PT-002452	1999	AUTO COL	mg/L	19	7	17	6	
hosphate	PT-002453	1999	AUTO COL	mg/L-P	1.95	0.33	1.22	1.70	
ack									Sa
ownload Rep noose File Na	orting Templat o file chosen	e							

2.4.2 Reporting Using an EXCEL Template

You can either download a template that contains all of the PT that you are reporting for the selected PT round, or you can download separate templates for each Test Group separately.

To download a template, select the Download Reporting Template button. Enter the results and date of analysis (mm/dd/yyyy). Save the file and then upload it to the Portal by using the Choose File button, followed by the Upload button. Part of the upload includes a validation check to ensure that all information has been entered correctly. If there are any issues a message detailing the issues will appear.

	A	В	с	D	E	F	G	н	1	I	к	L	м
1	Guid	TestGroup	Analyte	PTCode	LaboratoryInformation	Method	Units	Sample1	Sample2	Sample3	Sample4	RDL	DateOfAnalysis
2	bc8f70ff-f3a	C01B Simple Nutrients in Water	Ammonia	PT-002449	1999	AUTO COLOR	mg/L-N						
3	628f70ff-f3a	C01B Simple Nutrients in Water	Bromide	PT-002450	1999	AUTO COLOR	mg/L						
4	7f8f70ff-f3a	C01B Simple Nutrients in Water	Nitrite	PT-002451	1999	AUTO COLOR	mg/L-N						
5	db8f70ff-f3a	C01B Simple Nutrients in Water	Organic Carbon	PT-002452	1999	AUTO COLOR	mg/L						
6	9e8f70ff-f3a	C01B Simple Nutrients in Water	Phosphate	PT-002453	1999	AUTO COLOR	mg/L-P						

After pressing the Upload button, the data will appear in the manual reporting grid. If everything looks correct, select the Save button to submit it for later evaluation. Data can be modified and uploaded until midnight of the reporting deadline.

Note: The DateOfAnalysis cells must be formatted as text, not as a date.

2.4.3 Reporting Results for Analyte/Methods that you are not Registered for

If you have received samples for a Test Group, you can report additional results by pressing the Add Analyte/Methods button from the Test Group manual reporting grid (see 2.4.1 above).



This will open a registration page. Select the additional analyte(s) that you want to report results for, select a Method from the drop-down list and select the Save button. You may also enter text in the Additional Information field. Any text entered here will appear in the PT reports. As well, you can enter the reporting detection limit (RDL). If this is entered, it will be accounted for in the evaluation.

After a brief processing interval, a row will be added to the manual reporting grid that you can use to report additional results. You will have to refresh the grid before it will appear.



New Analyte Method Registration

Bul	k Method Sel	ect Pleas	se Se	lect							\$
0	Analyte		Me	thod		Add	litional Inforn	nation	RDL		Units
	C01B Amm	onia	I	ON SELECTIVE E	LECTRODE	+					mg/L- N
	C01B Brom	ide				+					mg/L
	C01B Nitrit	e				+					mg/L- N
	C01B Orga Carbon	nic				+					mg/L
	C01B Phos	phate				+					mg/L-P
Bac	k										Save
• •	PI /elcome Alic T Reg	C e Cooper!	P Ti C You N	roficiency esting anada are currently ma	anaging School':	s Out. (chan	ige)		Contact	View Cart (0)	Logout
Ad	ld Analyte Me	ethods									
A	nalyte	PT Code		Laborat	Method	Units	Sample1	Sample2	Sample3	Sample4	RDL
A	mmonia	PT-002449		1999	AUTO COL	mg/L-N	19.6	2.9	8.9	9.9	
Br	romide	PT-002450		1999	AUTO COL	mg/L	9.43	1.91	5.42	3.00	
N	itrite	PT-002451		1999	AUTO COL	mg/L-N	0.889	0.233	0.512	0.672	
0	rganic Ca	PT-002452		1999	AUTO COL	mg/L	19	7	17	6	
P	hosphate	PT-002453		1999	AUTO COL	mg/L-P	1.95	0.33	1.22	1.70	
A	mmonia	PT-003032			ION SELEC	mg/L-N					

2.5 Manage Account Profile

Proficiency Testing Canada	Contact View Cart (0) Logout
Welcome Alice Cooper! You are currently managing School's Out.	(change)
Manage PT Participation	
View PT Catalogue	My Orders (3)
View and Modify PT Registration	Report PT Results
Manage Lab Contacts	Manage Account Profile
For Instructions on navigating the PT	C Portal, please review these Instructions

Selecting Manage Account Profile from the main Portal page will open a page that is pre-populated with the information that was provided during the initial registration. Any changes made will be reflected in all future correspondence and shipping.

PTC Proficiency Testing Canada	Contact Logout
Welcome Alice Cooper!	
Company Name	
School's Out	
Parent Company	
Ownership Type *	
Private	•
Shipping Information	
Attention To •	
Alice Cooper	
Email •	
communications@ptcanada.org	
Address Line 1 •	
dghdg	
Address Line 2	
City ·	
Ottawa	
Country *	
Canada	•
Charles //Danas Samana	
state/Province *	
Ontario	•
Ontario ZIP/Postal Code -	•

3.0 New Functionalities - April 2025 Portal Upgrades

3.1 Cosmetic Changes

Minor cosmetic changes to the Portal include the following:

- <u>Link to PT Instructions</u>: At the bottom of the main page, a link is now available that will open the page containing the current test group specific instruction sheets for each PT scheme.
- **Column Headers**: There were a couple grids on the Portal that contained columns without a column header. This has been addressed.
- <u>My Orders Grid</u>: A column was added to the My Orders grid that contains details about the Year and month of the PT round that the order is for. As well, when an order has been paid, the text on the grid now displays "Paid" rather than "Complete."
- **Manual Reporting Grid**: The name of the Test Group has been added at the top of the page containing the manual reporting grid.
- <u>View and Modify PT Registration</u>: The registration deadline for the next PT round has been added to the relevant PT modify/registration views.
- **<u>Reporting Results Using EXCEL Template</u>**: There are two ways to report results using EXCEL

templates. One involves downloading a template that contains all the analytes to be reported for that round. The other is to download test group specific templates and upload them separately. Previously, the layout of the download/upload views were different. The revision has standardized the layout of the view.

To report results using an EXCEL reporting template, select Download Reporting Template below.
Download Reporting Template
Choose File No file chosen
Upload

- **Significant Figures and Decimal Places in PT Reports**: Previously, the excel reports and/or the pdf reports was not consistent in how numbers were displayed for things like RDL, SDPTA, and N. These are now standardized.
- **Format of Assigned Value for non-spiked aroclors**: For samples that are not spiked for a specific aroclor, the assigned value is a threshold value that is 15% of the concentration of the aroclor that the sample is spiked with. This display caused some confusion with customers as to how they were being evaluated. The threshold values are now appended with a "<" sign (e.g., <1.23).

3.2 Access Historic PT Reports

PTC customers can now access PT reports from previous PT rounds. When the Download PT Reports tile is selected, a grid will appear that contains a list of the PT rounds for which PT reports can be downloaded.

Manage PT Participation	
View PT Catalogue	My Orders (8)
View and Modify PT Registration	Report PT Results
Manage Lab Contacts	Manage Account Profile
Download PT Reports	

3.3 Download PDF of Reported Results

When the Portal was introduced, customers requested the ability to download a pdf of the results that they reported. This would provide them with a record of what was reported in case there was ever a discrepancy between what was reported and what appeared in the preliminary report. On the PT Reporting page for the PT round, a Print button was added for each registered test group. Selecting this will download a dated pdf record of the reported results for that test group.

PI Ke	porting		
teporting Dea 18 April, 2025	dline		
To report re	sults by Test Group, select the Report button to the left of the Te	st Group name.	
Enter Results	Test Group	Reporting Status	Print
Enter Results	Test Group CD1A Major Ions in Water	Reporting Status No Data Reported	Print
Enter Results	Test Group C01A Major Ions In Water C02A Metais In Water - Full Range	Reporting Status No Data Reported No Data Reported	Print Print Print

3.4 Trend Analysis

Customers are now able to view trend plots of PT scores for any analyte for which they are registered. There is a new tile on the main page labeled "Trend Analysis." When selected, the customer can proceed to selecting a registered analyte to display a trend plot of PT scores.





3.5 Bulk Deletions

From the Modify PT Registration view of the registered test group, a customer can select multiple rows to delete. Once the Save Changes button is selected the flagged analytes will be removed from the current registration.

		gistiati	••••				
C01A Major	lons in Wat	ter					
Next Scheduled Sh	ipment	Mon Mar 10 2025					
Registration Deadl	ine	Mon Feb 24 2025					
Schedule		Mar/Oct	0				
Number Of Sample	Sets	2					
Back							5
unter Plana and				Delate alexand and and	the face shares		
Note: Please use the state of t	ie Save button ti below.	o save any informat	tion entered in the	fields above and use	the Save change	s button to save a	iy inform:
Note: Please use the entered in the grid	e Save button tr below.	o save any informat	tion entered in the	fields above and use	the Save change	s button to save an	iy informa
Note: Please use the entered in the grid	Analyte Alkalinity (pH	Method AUTO TITRIMETRIC	Addition into 017	RDL 5.0000000	T Units mg/L	s button to save an T Delete Yes	iy informa T
Note: Please use the entered in the grid Save change PT Code T PT-022757 PT-022759	Analyte Calcium	o save any informal formal Asi ICP/OES	Ion entered in the T Addition int 017 086	Initiality above and use Y RDL 5.00000000 0.05000000	the Save change T Units 00 mg/L 00 mg/L	s button to save an T Delete Yes Yes	v inform:
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3.6 Additional Way to Add New PT Registrations

Previously, the only way to register for new PT was to select the Add PT button located below the Manage PT Registration Grid.

Customers can now add PT by selecting the Test Group link located in the second column and then selecting the Add PT button located below the displayed grid. This will open a blank test group registration view that can be used to add analytes to the cart, and subsequently submitted for Checkout.

View Detailed I	PT Registrations						
Test Gro i	Test Gro	Schedule I	Member 1	Non Me	Registered 1	Test Gro	Action i
C01A	C01A Major Ions in Water	Mar/Oct	\$285.00	\$360.00	Y	Mar/Oct	Modify Delete
C01B	C01B Simple Nutrients in Water	Mar/Oct	\$235.00	\$305.00	Y	Mar/Oct	Modify Delete
CO2A	C02A Metals in Water - Full Range	Mar/Oct	\$245.00	\$315.00	Y	Mar/Oct	Modify Delete
502C	C02C Metals in Water - Total	Mar/Oct	\$255.00	\$325.00	Y	Mar/Oct	Modify Delete
003	C03 Complex Nutrients in	Mar/Oct	\$210.00	\$265.00	Y	Mar/Oct	Modify Delete

3.7 Amended Invoice Attachment to Email

When customers make changes to their PT registration after the orders were changed for a round, the order and invoice was modified accordingly and made available for payment in the Portal. An email notification is now sent that contains the amended invoice as an attachment.

4.0 History of Changes

Date	Rev. No.	Sections	Changes
12/08/2023	1.0		Initial publication
06/18/2024	1.1		Updated to reflect changes made to Portal displays.
05/28/2025	2.0	3.0	Added New Functionality section to reflect upgrades to the Portal.