

# PTC Customer Portal Overview

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**May 28, 2025**  
**Version 2.0**

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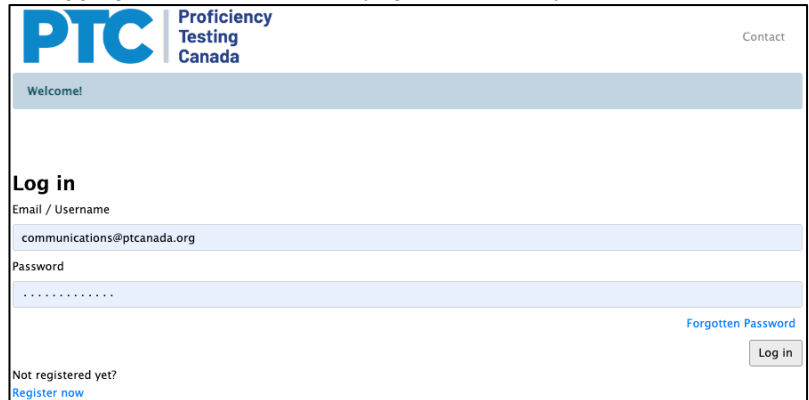
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# Portal Overview

## 1.0 Logging In

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

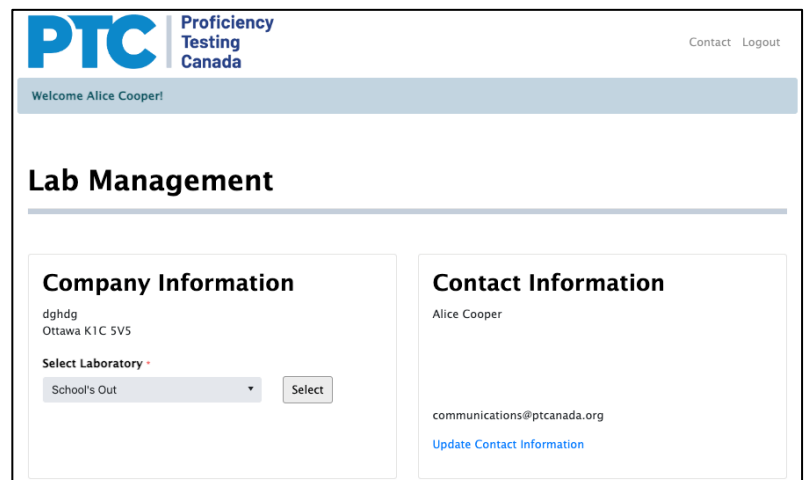
- [Register now](#): A new Participant will select this option. This will open subsequent pages for recording Participant information such as organization name, contact information, shipping address, etc.
- [Forgotten Password](#): If you have forgotten your password, selecting this will send you an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



The screenshot shows the login page for PTC Proficiency Testing Canada. At the top, there is a header with the PTC logo and the text 'Proficiency Testing Canada'. Below the header, there is a 'Welcome!' message. The main section is titled 'Log in' and contains two input fields: 'Email / Username' with the value 'communications@ptcanada.org' and 'Password' with a masked value '.....'. To the right of the password field is a link for 'Forgotten Password'. At the bottom right is a 'Log in' button. At the bottom left, there is a link for 'Not registered yet? Register now'.

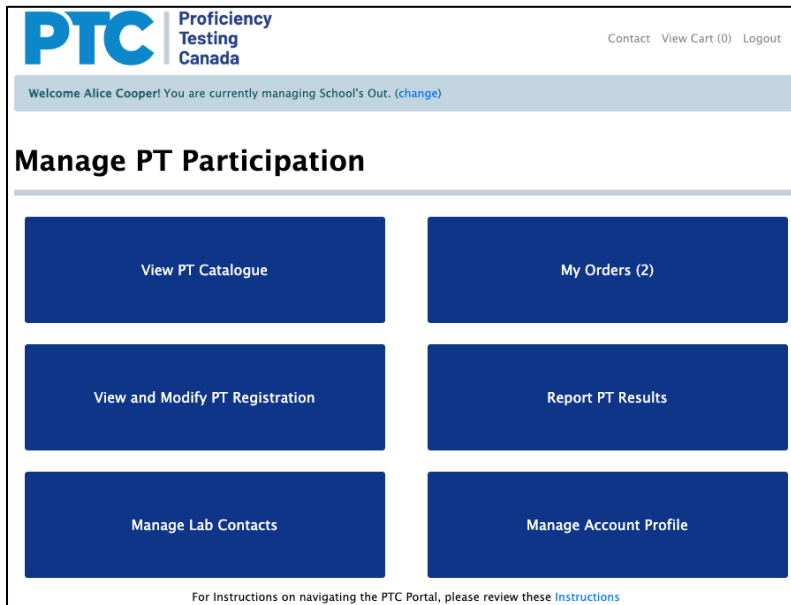
## 1.1 LAB SELECTION

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 [Select](#) button. This will take you to the main Portal page.



The screenshot shows the 'Lab Management' page for PTC Proficiency Testing Canada. At the top, there is a header with the PTC logo and the text 'Proficiency Testing Canada'. Below the header, there is a 'Welcome Alice Cooper!' message. The main section is titled 'Lab Management'. It contains two columns: 'Company Information' and 'Contact Information'. The 'Company Information' column shows 'dghdg' and 'Ottawa K1C 5V5'. Below this is a 'Select Laboratory' dropdown menu with 'School's Out' selected and a 'Select' button. The 'Contact Information' column shows 'Alice Cooper' and 'communications@ptcanada.org'. Below this is a link for 'Update Contact Information'.

## 2.0 Main Portal Page

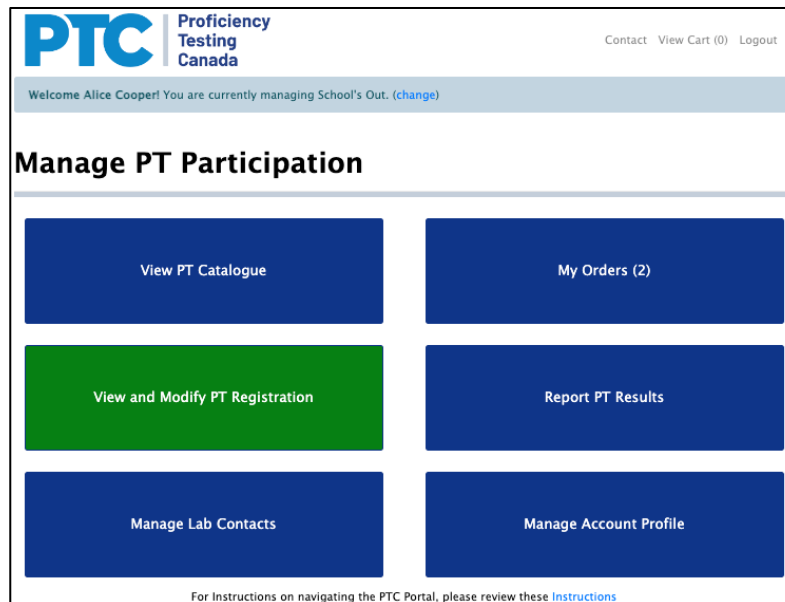


The Main Portal page has six options to select from:

- [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.

The screenshot shows the 'Manage PT Registration' page. It includes a welcome message for Jonus Crump and a button to 'View Detailed PT Registrations'. Below is a table with columns: Test Group..., Test Group, Schedule, Member Fee, Non Memb..., Registered, and Action. The table lists five test groups (C01A, C01B, C02A, C02C, C03) with their respective details. At the bottom, there is a pagination bar showing '1' of 60 items and a 'Back' button.

Test Group...	Test Group	Schedule	Member Fee	Non Memb...	Registered	Action
C01A	C01A Major Ions in Water	Mar/Oct	\$285.00	\$360.00	Y	<a href="#">Modify</a> <a href="#">Delete</a>
C01B	C01B Simple Nutrients in Water	Mar/Oct	\$235.00	\$305.00	Y	<a href="#">Modify</a> <a href="#">Delete</a>
C02A	C02A Metals in Water - Full Range	Mar/Oct	\$245.00	\$315.00	Y	<a href="#">Modify</a> <a href="#">Delete</a>
C02C	C02C Metals in Water - Total	Mar/Oct	\$255.00	\$325.00	Y	<a href="#">Modify</a> <a href="#">Delete</a>
C03	C03 Complex Nutrients in	Mar/Oct	\$210.00	\$265.00	Y	<a href="#">Modify</a> <a href="#">Delete</a>

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 require that you select the [Save changes](#) button located above the grid.

### Modify PT Registration

C01B Simple Nutrients in Water

Next Scheduled Shipment: Sunday, March 10, 2024

Schedule:

Number Of Sample Sets:

[Back](#) [Save](#)

**Note:** Please use the Save button to save any information entered in the fields above and use the Save changes button to save any information entered in the grid below.

[Save changes](#)

PT Code	Analyte	Method	Addition In...	RDL	Units	Delete
PT-003345	Phosphate	COLORIMETRIC			mg/L-P	<a href="#">Delete</a>
PT-003344	Organic Carbon	COLORIMETRIC			mg/L	<a href="#">Delete</a>
PT-003642	Bromide	COLORIMETRIC			mg/L	<a href="#">Delete</a>
PT-003643	Nitrite	COLORIMETRIC			mg/L-N	<a href="#">Delete</a>

100 items per page 1 - 4 of 4 items

## 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

- C01A Major Ions in Water
- C01B Simple Nutrients in Water
- C02A Metals in Water - Full Range
- C02B Metals in Water - High Range
- C02C Metals in Water - Total
- C03 Complex Nutrients in Water
- C04A Solids in Water
- C04B BOD in Water
- C04C Turbidity in Water
- C04D COD in Water

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:

- **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 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

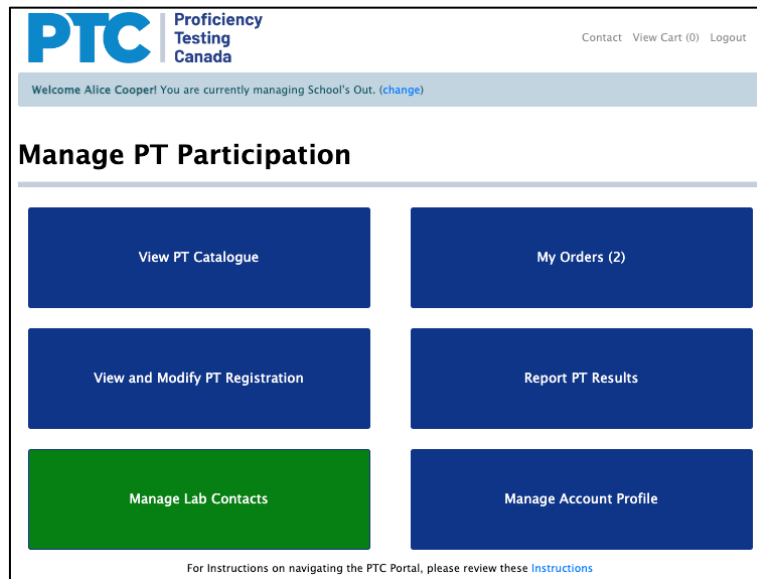
After all of the new registrations have been added to the cart you can submit them for official registration and participation by selecting [View Cart](#) at the top of any page. This will open a page detailing all of the items in the cart.

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.

## 2.2 MANAGE LAB CONTACTS



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).

Manage Profile

☒

Manage PT Registration

☒

Receive PT Reports

☒

Receive Business Communication

☒

Marketing Communication

☒

Report PT Results

☒

Shipping Contact

☒

PTC

Proficiency Testing Canada

Contact View Cart (2) Logout

Welcome Alice Cooper! You are currently managing School's Out. [\(change\)](#)

### Manage Lab Contacts

Lab Name

School's Out

#### Primary Contact

Salutation	Position
First Name	Business Phone
Alice	
Last Name	Email
Cooper	communications@ptcanada.org

#### Contacts, Permissions and Communications

Email	Manage Pro...	Manage PT ...	Receive PT ...	Receive Bus...	Marketing C...	Report PT R...	Edit	Delete
amorris@ca...	No	No	No	Yes	Yes	Yes		
kmiddlebro...	Yes	Yes	Yes	Yes	Yes	Yes		
communica...	Yes	Yes	Yes	Yes	Yes	Yes		

1

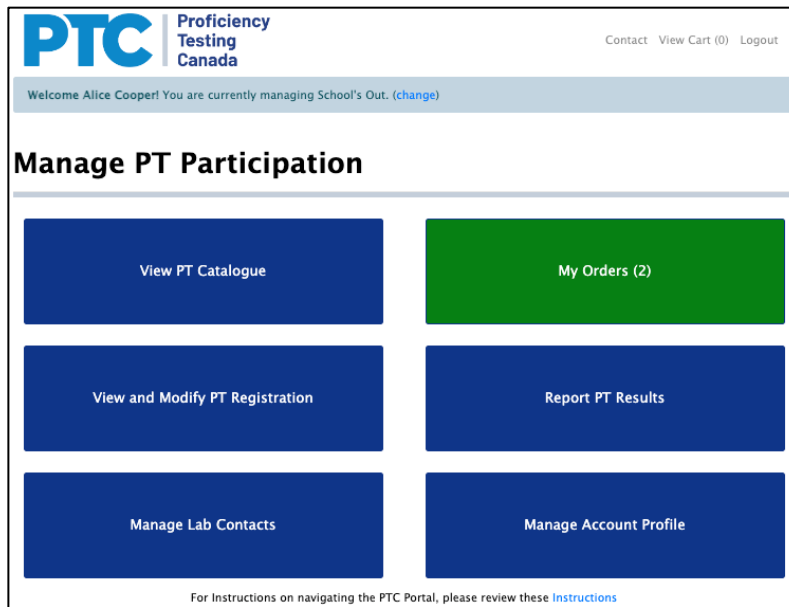
100

Items per page

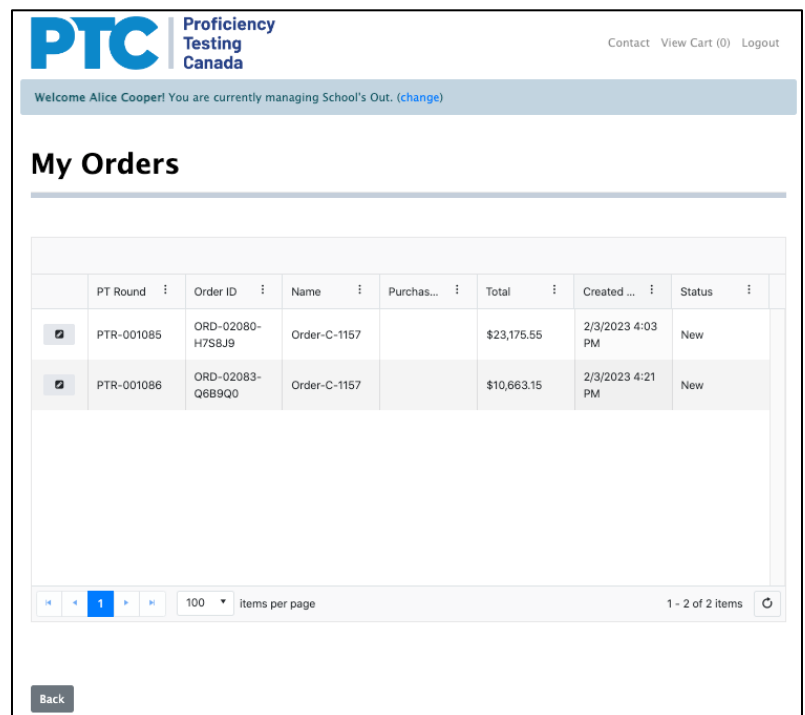
1 - 3 of 3 items

Back

## 2.3 MY ORDERS




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.)



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.


**Proficiency  
Testing  
Canada**

[Contact](#)
[View Cart \(0\)](#)
[Logout](#)

Welcome Alice Cooper! You are currently managing School's Out. [\(change\)](#)

## Order Details

Order ID

ORD-02083-Q689Q0

Name

Order-C-1157

Status

New

Created On

Friday, February 03, 2023 4:21:51 PM

Purchase Order No

PT Round

PTR-001086

Product Name	Price Per Unit	Quantity	Extended Amount	Tax
C01A Major Ions 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

\$9,436.42

Total Tax

\$1,226.73

Total Amount

\$10,663.15

Credit Amount Applied

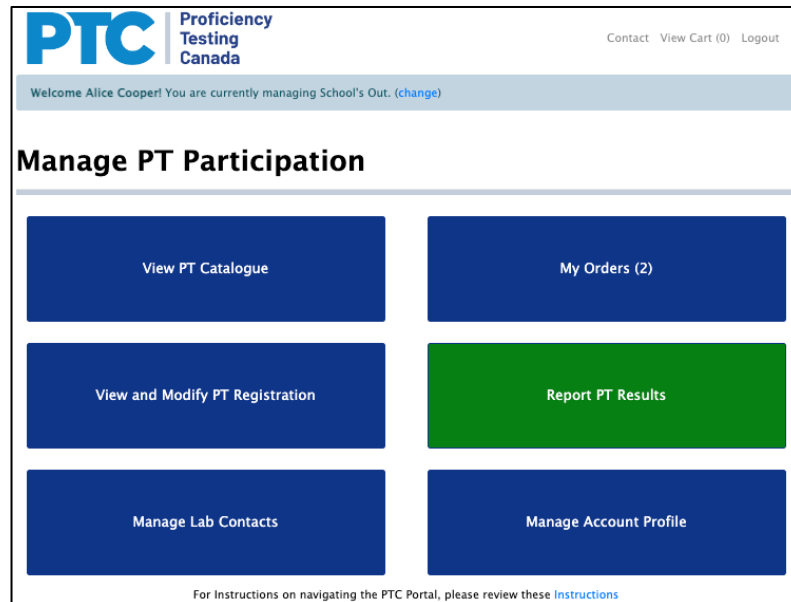
Payment Required

\$10,663.15

[Pay Now](#)

Documents

## 2.4 REPORT PT RESULTS

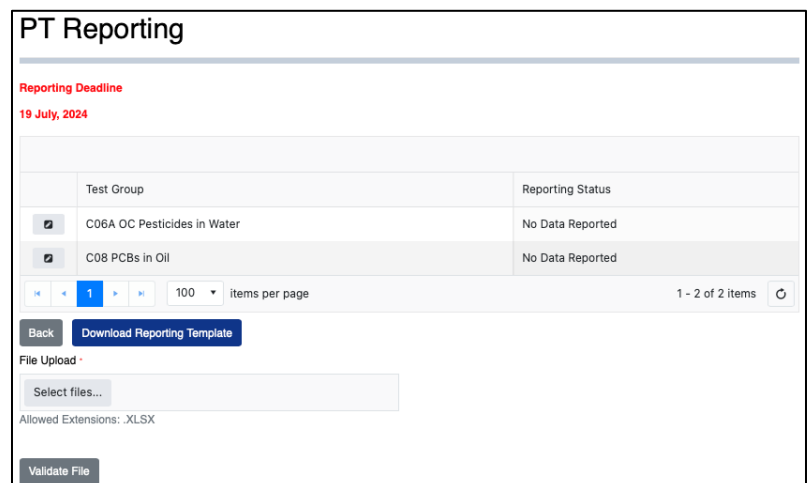
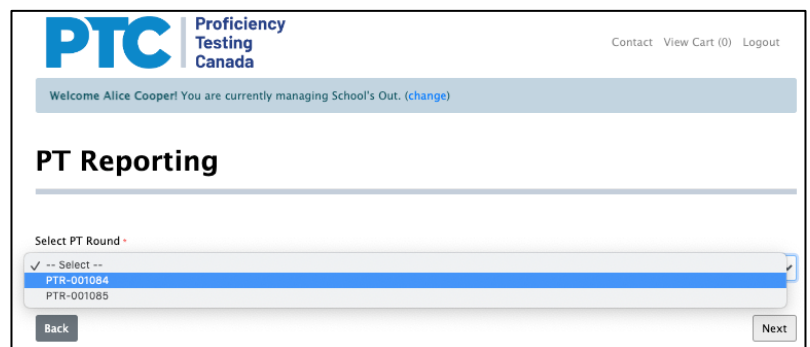


Selecting the [Report PT Results](#) option will open a page with a drop-down list containing any PT round that is available for reporting. Typically, there will only be a single round available for reporting.

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:

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



### 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.

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.

### 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	B	C	D	E	F	G	H	I	J	K	L	M
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.

PTC Proficiency Testing Canada

Welcome Alice Cooper! You are currently managing School's Out. ([change](#))

## PT Reporting

[Add Analyte Methods](#)

Analyte	PT Code	Laborat...	Method	Units	Sample1	Sample2	Sample3	Sample4	RDL
Ammonia	PT-002449	1999	AUTO COL...	mg/L-N	19.6	2.9	8.9	9.9	

PTC Proficiency Testing Canada

Welcome Alice Cooper! You are currently managing School's Out. ([change](#))

## New Analyte Method Registration

[Bulk Method Select](#) [Please Select](#)

<input type="checkbox"/>	Analyte	Method	Additional Information	RDL	Units
<input checked="" type="checkbox"/>	C018 Ammonia	ION SELECTIVE ELECTRODE			mg/L-N
<input type="checkbox"/>	C018 Bromide				mg/L
<input type="checkbox"/>	C018 Nitrite				mg/L-N
<input type="checkbox"/>	C018 Organic Carbon				mg/L
<input type="checkbox"/>	C018 Phosphate				mg/L-P

[Back](#) [Save](#)

PTC Proficiency Testing Canada

Welcome Alice Cooper! You are currently managing School's Out. ([change](#))

## PT Reporting

[Add Analyte Methods](#)

Analyte	PT Code	Laborat...	Method	Units	Sample1	Sample2	Sample3	Sample4	RDL
Ammonia	PT-002449	1999	AUTO COL...	mg/L-N	19.6	2.9	8.9	9.9	
Bromide	PT-002450	1999	AUTO COL...	mg/L	9.43	1.91	5.42	3.00	
Nitrite	PT-002451	1999	AUTO COL...	mg/L-N	0.889	0.233	0.512	0.672	
Organic Ca...	PT-002452	1999	AUTO COL...	mg/L	19	7	17	6	
Phosphate	PT-002453	1999	AUTO COL...	mg/L-P	1.95	0.33	1.22	1.70	
Ammonia	PT-003032		ION SELEC...	mg/L-N					

## 2.5 Manage Account Profile

The screenshot shows the 'Manage PT Participation' page of the PTC Customer Portal. At the top, the PTC logo and 'Proficiency Testing Canada' are displayed, along with links for 'Contact', 'View Cart (0)', and 'Logout'. A welcome message reads: 'Welcome Alice Cooper! You are currently managing School's Out. (change)'. Below this, the page title 'Manage PT Participation' is centered. The main content area features six blue rectangular buttons arranged in a 3x2 grid: 'View PT Catalogue', 'My Orders (3)', 'View and Modify PT Registration', 'Report PT Results', 'Manage Lab Contacts', and 'Manage Account Profile'. The 'Manage Account Profile' button is highlighted in green. At the bottom, a footer note states: 'For Instructions on navigating the PTC 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.

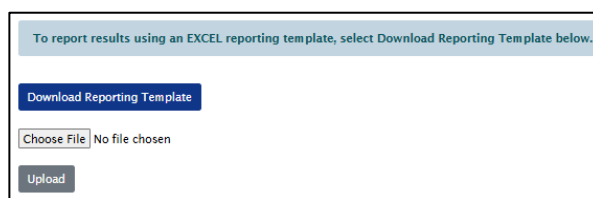
The screenshot shows the 'Manage Account Profile' page of the PTC Customer Portal. At the top, the PTC logo and 'Proficiency Testing Canada' are displayed, along with links for 'Contact' and 'Logout'. A welcome message reads: 'Welcome Alice Cooper!'. Below this, the page contains several form fields for user information: 'Company Name', 'School's Out', 'Parent Company', 'Ownership Type' (a dropdown menu currently showing 'Private'), 'Shipping Information' (a section header), 'Attention To' (a text field with 'Alice Cooper'), 'Email' (a text field with 'communications@ptcanada.org'), 'Address Line 1' (a text field with 'dghdg'), 'Address Line 2' (an empty text field), 'City' (a text field with 'Ottawa'), 'Country' (a dropdown menu currently showing 'Canada'), 'State/Province' (a dropdown menu currently showing 'Ontario'), and 'ZIP/Postal Code' (a text field with 'K1C 5V5').

## 3.0 New Functionalities - April 2025 Portal Upgrades

### 3.1 Cosmetic Changes

Minor cosmetic changes to the Portal include the following:

- **Link to PT Instructions**: 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.
- **My Orders Grid**: 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.
- **View and Modify PT Registration**: The registration deadline for the next PT round has been added to the relevant PT modify/registration views.
- **Reporting Results Using EXCEL Template**: 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.
- **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).



To report results using an EXCEL reporting template, select Download Reporting Template below.

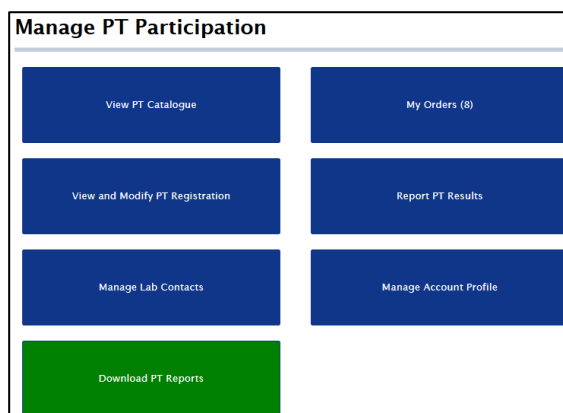
Download Reporting Template

Choose File No file chosen

Upload

### 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.

**PT Reporting**

Reporting Deadline  
18 April, 2025

To report results by Test Group, select the Report button to the left of the Test Group name.

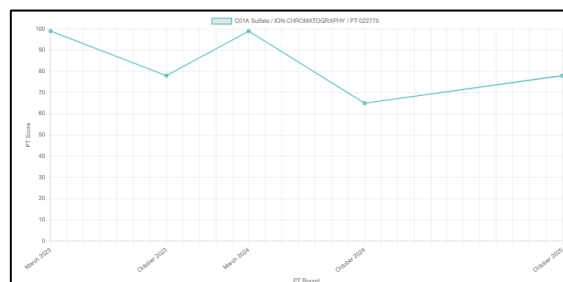
Enter Results	Test Group	Reporting Status	Print
<input type="checkbox"/>	C01A Major Ions in Water	No Data Reported	<input type="button" value="Print"/>
<input type="checkbox"/>	C02A Metals in Water - Full Range	No Data Reported	<input type="button" value="Print"/>
<input type="checkbox"/>	C02B Metals in Water - High Range	No Data Reported	<input type="button" value="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.

**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	Trend Analysis



### 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.

**Modify PT Registration**

C01A Major Ions in Water

Next Scheduled Shipment: Mon Mar 10 2025  
Registration Deadline: Mon Feb 24 2025  
Schedule: Mar/Oct  
Number Of Sample Sets: 2

Note: Please use the Save button to save any information entered in the fields above and use the Save changes button to save any information entered in the grid below.

☒ Save changes

PT Code	Analyte	Method	Addition Inf...	RDL	Units	Delete
PT-022757	Alkalinity (pH 4.5)	AUTO TITRIMETRIC	017	5.0000000000	mg/L	<input type="button" value="Yes"/>
PT-022759	Calcium	ICP/OES	086	0.0500000000	mg/L	<input type="button" value="No"/>
PT-054693	Calcium	ICP/OES	121	0.1000000000	mg/L	<input type="button" value="No"/>
PT-022760	Chloride	ION CHROMATOGR...	019	0.1000000000	mg/L	<input type="button" value="No"/>

### 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.

Manage PT Registration

View Detailed PT Registrations

Test Gro...	Test Gro...	Schedule	Member ...	Non Me...	Registered	Test Gro...	Action
C01A	<a href="#">C01A Major Ions in Water</a>	Mar/Oct	\$285.00	\$360.00	Y	Mar/Oct	<a href="#">Modify</a> <a href="#">Delete</a>
C01B	<a href="#">C01B Simple Nutrients in Water</a>	Mar/Oct	\$235.00	\$305.00	Y	Mar/Oct	<a href="#">Modify</a> <a href="#">Delete</a>
C02A	<a href="#">C02A Metals in Water - Full Range</a>	Mar/Oct	\$245.00	\$315.00	Y	Mar/Oct	<a href="#">Modify</a> <a href="#">Delete</a>
C02C	<a href="#">C02C Metals in Water - Total</a>	Mar/Oct	\$255.00	\$325.00	Y	Mar/Oct	<a href="#">Modify</a> <a href="#">Delete</a>
C03	<a href="#">C03 Complex Nutrients in</a>	Mar/Oct	\$210.00	\$265.00	Y	Mar/Oct	<a href="#">Modify</a> <a href="#">Delete</a>

100

Items per page

1 - 60 of 60 items

Back

Add PT

For Details on Test Groups, refer to [PT Catalogue](#)

### 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.