



USING FAPAS SECUREWEB

To access SecureWeb:

- Login at www.fapas.com
If you don't know your UserID and/or Password use the Forgotten your password? link.
- Make sure you always use the 'Log out' link when you have finished using SecureWeb.

SecureWeb features:

At the top of each page is a blue menu bar:

- Home – the list of open tests.
- Tests – links to lists of Open, Previous & Future tests.
- Quotes/orders – submit a quote to FAPAS and see confirmation of any current orders.
- My reports – table of links to digitally signed PDF copies of reports, with lab. numbers shown alongside the links.
- My settings - change your password and/or inform us of a change to your email address.

To get the instruction letter for a proficiency test:

- On your 'Home' page use the relevant [Download] link.
- Instruction letters can be downloaded by *any* contact at your company.

To submit results:

- On your 'Home' page use the relevant [Submit Results] button.
- **Only** the sample contact for a round can submit results for that round, other people within your company will *not* see a [Submit Results] button for the round.

As you submit results, please:

- Take note of any information given under the section headed 'Submission Notes'.
- Do not include units as you enter your results, the required units are displayed automatically.
- Use a full stop/dot/period (.) for the decimal separator in numerical results; the system will not permit you to use a comma.
- **CHECK YOUR RESULTS!** You can only change your results after you have submitted them by contacting us by email (info@fapas.com) and asking us to allow you to resubmit.
- Make sure you click the [Submit] button at the bottom of the page before you leave the page.
- After you have clicked [Submit], print the results submission confirmation page immediately for your records. In case of any dispute you will need to be able to fax/post a copy of this confirmation page to us.

To submit methods

- Methods can only be submitted after you have submitted results for the test.
- Not all tests invite you to submit a method.

As you submit methods, please note:

- 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.
- If you chose to submit your methods later then, from your 'Home' page, 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 that page.
- You can review and print out the method questions before you submit data but many of the form fields use scroll boxes and only the visible options will print.
- If you have previously submitted a method for a similar test you will be given the option to populate the form with these answers. Even if you choose 'Yes' you can change these automatic answers before submitting them.
- You will only be offered a method form for analyte(s)/organism(s) for which you submitted a result.
- Where a round has more than one analyte/organism you MUST submit a method for all the analytes/organisms but 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.
- CHECK YOUR ANSWERS! You cannot change *part* of your method form after you have submitted it but you can contact us by email (info@fapas.com) and ask us to clear the form *completely* and allow you to start again with a blank form.
- Make sure you click the [Submit] button at the bottom of the page before you leave the page.