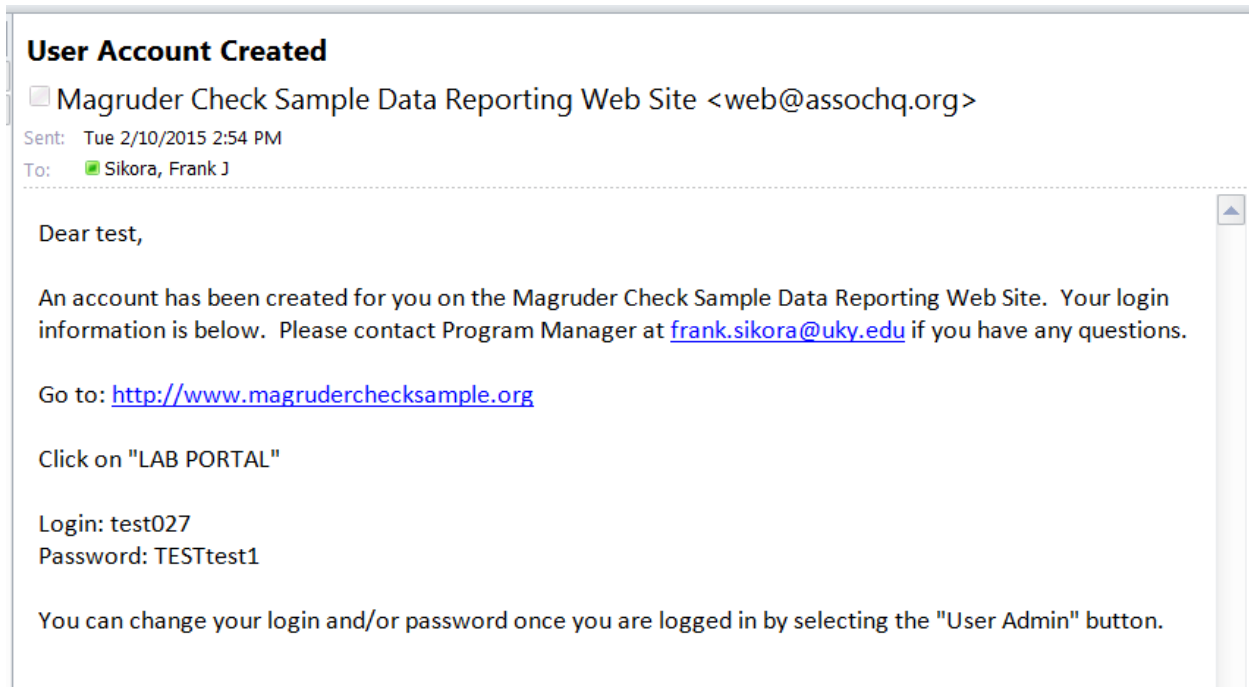# Magruder Proficiency Program
Web Site Navigation for Data Entry and Statistical Reports

1. Registered participants will receive an e-mail from the new Data Reporting Website similar to the following.

Each laboratory can have multiple users registered with a log in and password, provided they have unique e-mail addresses. To request a log in for additional users please contact fsikora@uky.edu. Be sure to include your Magruder lab code number in the e-mail request.

2. After clicking on the "LAB PORTAL" link at www.magruderchecksample.org you will be directed to the FASS Log In web page (see below). Enter your Login and password and click the "LOG IN" button.
Note: You can also copy and paste the log in and password from your e-mail message.

3. The "User Admin" button is where you can update your e-mail address or change your password (see below). It is recommended to change your password to something more memorable as soon as possible.

To change your email, enter a new email and then select the "CHANGE" button.

To change your password, enter your current password (sent in the initial e-mail) and the new password and left click the "CHANGE" button. The password must be 8 characters long and contain at least 1 uppercase, 1 lowercase and 1 number. You can also enter a new log in name is so desired before hitting the "CHANGE" button.

4. The five main functional pages are accessed using the buttons along the top and the default page that first appears when logging in is the "Samples" page (see below). You move to each of the web pages by clicking on the buttons (Samples, Reports, User Admin, Information or log out).

The "Samples" page is used to enter data for current (Active) samples. You can also look back at data entered for archived samples. You can report data for a current sample as many times as you want. Once the due date for that particular sample has passed, it will be listed in the "Archived Samples" screen and you can no longer enter data for the sample.

To view the label for a particular sample, click on the sample name in the Sample Name/Label column.

To report data for an active sample, click on "DATA SUBMISSION AND RECEIPTS" in the "Options" column and a screen will appear as shown below. The following instructions apply to data reported for the 2014 Regular Magruder Check Sample Program for the August sample (Sample # 40811).

5. To enter data you start typing the method code in the white box as shown below. The method codes can be downloaded from the web link in the "Information" page on the tab above.
Method codes have undergone significant revision to provide greater specifity in the method or fertilizer form for some analytes. Be sure to review the new method codes on the Magruder web site.
Start typing in the method code and a drop-down list appears for selection.

6. Use the mouse or tab to the Result 1 field to enter results. Be sure to verify that your result is calculated in the unit shown to the right of the Result 2 field. The result can be entered as a whole number (i.e. 123) or as a decimal number with up to four decimal places (12345.1234). You enter results and save anytime by clicking the "SAVE" button or pressing "Enter" on your keyboard. The example below is after saving a single result for total nitrogen.

A message appears stating "Your data has been saved!" as shown above. The status will be recorded with the date in the next to last column. If you make an error in data entry, you can enter the correct result and hit "Enter" on the keyboard or the "Save" button again. The most recent entry is saved. If you selected an incorrect Analyte/Method code you will get a message as shown below. You can delete the enter row by hitting "DELETE ROW" in the last column.

To report additional analytes, click the "Add New Row" button and enter the method code number as before. If you enter an invalid or obsolete method code, an error message appears. Continue until all your data have been added. Use the "SAVE" button or "Enter" key on the key board frequently to ensure your data has been saved. *Remember to save your data before you logout.*

Each time you hit "SAVE" or "Enter" key, you should see a yellow bar on top of the page that says "Your data has been saved!". If a red bar appears with error message(s) (as shown below), you need to correct the error(s) before new entries are saved. An example of this occurring is shown below. New data for phosphate and water have been entered but cannot be saved until the objectionable row with the invalid method code is removed. You can also take note of the column entitled "Status" to ensure data has been saved with the current date.

Check Sample Program – Data Reporting

| Samples | Reports | User Admin | Information | Log Out |

User: Frank Sikora   Lab #: 9998

Sample Data Submission

(BETA) 2015 Regular Check Sample Program
150291 – KCl
Due Date: 2/23/2015

Lab #: 9998

The following error(s) occurred:
- One or more method codes are not valid.

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Total nitrogen, Combustion	010.60	5.3023	5.233	%	993.13	Last Saved 2/11/2015	DELETE ROW
	123.55					New	DELETE ROW
Direct available phosphate, Gravimetric Quimociac	041.10	10.02	10.23	%	960.03E	New	DELETE ROW
Free water, Karl Fischer	060.20	1.0	1.2	%	972.01	New	DELETE ROW

☐ Replace your default analytes/methods for this program with the analytes/methods in the table above.

[ADD NEW ROW] [SAVE] [SUBMIT]

7. Please be sure to enter results using the correct unit for the analyte that is shown in the Method Code table.   For analytes with very low concentrations, DO NOT enter detection limit (DL) or limit of quantification (LOQ). If you obtain a result below your detection limit (DL) or LOQ, please disregard the limits and provide the actual value your instrument reports in the units requested for the analyte even though it may be below the limit.

If your instrument does not provide a value (rare!) or the value is less than or equal to 0, it is preferred to have no result entered. The website will not accept values less than 0. If you must enter a result and have a value less than or equal to 0, you can enter 0 but the data will not be used in statistical analyses to determine the consensus value. However, you will receive a Z score based on the 0 result.

8. After all data for the sample has been entered and saved, the "Submit" button is clicked to denote data is ready for statistical analysis. Data can only be submitted if two results are present for each analyte. If only one result exists, an error message will appear as shown below.

Sample Data Submission

2014 Regular Magruder Check Sample Program
140811 – 5-8-21
Due Date: 1/30/2015

Lab #: 9998

The following error(s) occurred:
- One or more results are missing.

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Total nitrogen, Combustion	010.60	5.023		%	993.13		DELETE ROW
Direct available phosphate, Automated	041.40	7.89	7.75	%	978.01	Last Saved 1/23/2015	DELETE ROW

☐ Save the analytes/methods in the table above as the default for your lab for this program.

[ADD NEW ROW] [SAVE] [SUBMIT]

Use the submit button to officially submit your data. After entering the missing data and clicking the submit button, the status of all data rows will become submitted with the date of submission as shown below. If you saved your data and forget to hit the "Submit" button, that is okay. The data will still be statistically analyzed and lab reports will be generated. The status indicator is useful as a bookkeeping note for lab users to determine if their data was reviewed and submitted for analysis.

Note that data can be submitted at any time, however many times you need, until the final due date for the sample. Data submission completely overwrites any previous submission. So long as the sample is listed in the "Active Samples" panel, you can submit data for the sample. Once a sample has moved to the "Archived Samples" listing, the data entry is closed and you will not be able to report any more data for that sample.

Sample Data Submission

2014 Regular Magruder Check Sample Program
140811 – 5-8-21
Due Date: 1/30/2015

Lab #: 9998

Your data has been submitted!
Your default analytes/methods have been saved!

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Total nitrogen, Combustion	010.60	5.0230	4.8920	%	993.13	Submitted 1/23/2015	DELETE ROW
Direct available phosphate, Automated	041.40	7.8900	7.7500	%	978.01	Submitted 1/23/2015	DELETE ROW

☐ Replace your default analytes/methods for this program with the analytes/methods in the table above.

ADD NEW ROW   SAVE   SUBMIT

If you checked the box "Save the analytes/methods in the table above as the default for your lab for this program" before submitting or saving your data, these analytes and method codes will be pre-filled the next time you log in to the website. If you need to change your default analytes/methods, click the box "Replace your default analytes/methods for this program with the analytes/methods in the table above" prior to saving or submitting any data and the defaults are updated.

Remember to either save or submit your data before logging out of the Data Reporting Website; results are due by the date shown on the sample label. After the due date, the sample will become archived and will no longer be available for data entry as an Active Sample.

9. To review reported and/or saved data click on the pdf receipt in the Submission receipts table at the bottom of the page as show below.

Your data has been submitted!
Your default analytes/methods have been saved!

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Total nitrogen, Combustion	010.60	5.0230	4.8920	%	993.13	Submitted 1/23/2015	DELETE ROW
Direct available phosphate, Automated	041.40	7.8900	7.7500	%	978.01	Submitted 1/23/2015	DELETE ROW

☐ Replace your default analytes/methods for this program with the analytes/methods in the table above.

ADD NEW ROW   SAVE   SUBMIT

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

Download Excel data entry template

Upload your CSV file

Submission Receipts

Date Created	Receipt
1/23/2015 3:33:49 PM	20141-140811-9998-20150123153349.pdf
1/23/2015 3:33:28 PM	20141-140811-9998-20150123153328.pdf
1/23/2015 3:33:27 PM	20141-140811-9998-20150123153327.pdf
1/23/2015 3:32:47 PM	20141-140811-9998-20150123153247.pdf
1/23/2015 3:30:44 PM	20141-140811-9998-20150123153044.pdf
1/23/2015 3:27:35 PM	20141-140811-9998-20150123152735.pdf
1/23/2015 3:24:05 PM	20141-140811-9998-20150123152405.pdf

The pdf file will open if you have Adobe Reader and appear in a format as shown below. It is advisable to save a copy of your final submission to your local drive using the Magruder sample number and your lab number in the filename (i.e. 140811-9998.pdf).

Magruder Check Sample Data Entry Receipt

Program: 2014 Regular Magruder Check Sample Program
Sample: #140811 - 5-8-21 (Due: 1/30/2015)
Lab: #9998   User: Frank Sikora
Receipt Generated: 1/23/2015 3:33:49 PM

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status
Total nitrogen, Combustion	010.60	5.0230	4.8920	%	993.13	Submitted 1/23/2015
Direct available phosphate, Automated	041.40	7.8900	7.7500	%	978.01	Submitted 1/23/2015

10. Data can also be entered into an Excel data entry template. Click on the text "Download Excel data entry template" in the section entitled "Import Data from File". Upon opening the file, you will see the excel files as shown below.

When you are ready to submit the data you save the Excel file in csv format and then upload by selecting the text "Upload your csv file". A window appears as shown below allowing you to browse and select the file for upload.

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

Download Excel data entry template

Select your CSV file:

| Browse… | No file selected. |

The file must be a .csv file less than 25KB in size and saved from the provided
Excel data entry template
(or equivalently formatted CSV file)

When saving your Excel file, select "CSV (Comma delimited) (*.csv)" from the
drop-down box next to "Save as type:"

**WARNING: Existing data (if any in the table above) with the same method
codes as those contained in the file you are uploading will be overwritten!
If you have entered new data above, be sure to save it before uploading a
file.**

UPLOAD FILE

After uploading data from a csv file, you will receive a message that data was uploaded and saved as shown below. The example below shows data uploaded for Zn, Mn, and Fe. Notice the status of these analytes are "Saved" in the Status column but they are not yet submitted. Click on the "Submit" button to turn the status of all analytes to "Submitted".

Sample Data Submission

2014 Regular Magruder Check Sample Program
140811 – 5-8-21
Due Date: 1/30/2015

Lab #: 9998

3 row(s) have been imported from the uploaded file and saved. However, the imported data has NOT YET BEEN SUBMITTED! Please review your data below, and then click the SUBMIT button at the bottom of that page to submit the data.

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Total nitrogen, Combustion	010.60	5.0230	4.8920	%	993.13	Submitted 1/23/2015	DELETE ROW
Direct available phosphate, Automated	041.40	7.8900	7.7500	%	978.01	Submitted 1/23/2015	DELETE ROW
Acid soluble zinc, ICP	321.30	1.3580	1.4200	%		Last Saved 1/23/2015	DELETE ROW
Acid soluble manganese, ICP, Ext. 972.02b	261.31	0.0423	0.0588	%		Last Saved 1/23/2015	DELETE ROW
Acid soluble iron, ICP	241.30	0.1524	0.1685	%		Last Saved 1/23/2015	DELETE ROW

☐ Replace your default analytes/methods for this program with the analytes/methods in the table above.

ADD NEW ROW   SAVE   SUBMIT

11. Use the "Reports" button at the top of the page to access reports that are available. Start by selecting the year from the drop-down list. All historical data that has been reported by your lab code number in the new program will be able to be downloaded from this page. Click on "VIEW REPORTS" in the "Options" column.

12. The following screen-shot appears after selecting "View Reports" for a sample in the previous table. Reports will not be present for a sample if it is still active for data entry and/or the statistical analysis is not complete. When available, clicking on the report names will download the reports as pdf files.

Clicking on "Method Report Cards" or "Analyte Report Cards" will bring up a list of all report cards for individual labs sorted by the lab number (see below). The file containing your specific lab report card is highlighted in yellow.

13. The "Information" button provides a web link with information on the Magruder program. Tables are also present that show the individual(s) having access to the site for your Lab # and the programs your lab are participating in.

To request a log in for an additional user or inactivate a user, please contact fsikora@uky.edu.

14. The Log Out button automatically logs you out of the Data Reporting Website.

Revision Apr 6, 2015