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

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LOGGING INTO THE LAB PORTAL

Individuals gain access to the Lab Portal by enrolling into the program on the Dashboard. For labs already enrolled, the subscription manager from the lab can grant individuals access to the Lab Portal on the Dashboard. Participants provided access to the Lab Portal will receive an e-mail similar to the following.
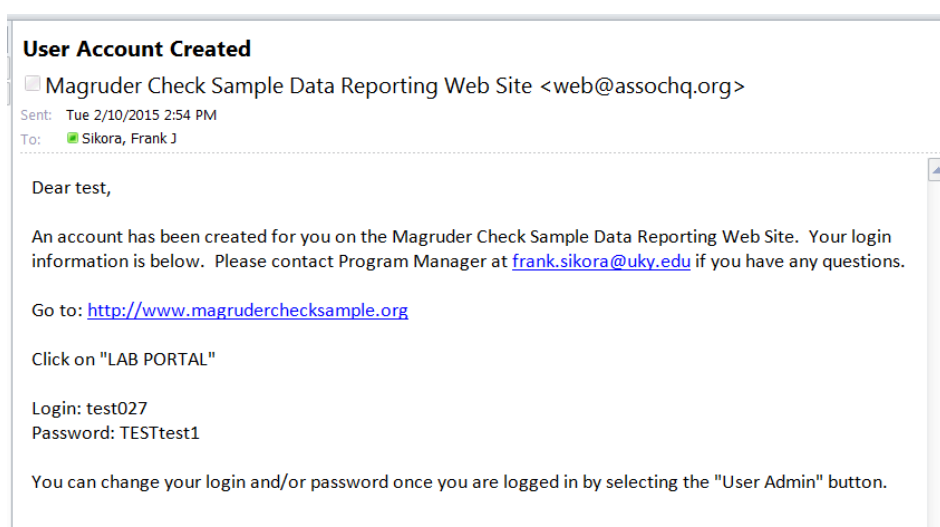
After clicking on the "LAB PORTAL" link at www.magruderchecksample.org you will be directed to the FASS Log In web page (see below). Enter your Login and password and click the "LOG IN" button.
Note: You can also copy and paste the log in and password from your e-mail message.

A welcome screen appears with updated information for participants and 7 menu buttons to access various functions on the site (see below). The "Information" button returns you to this welcome screen.

USER ADMIN BUTTON

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 6 characters long. You can also enter a new log in name if so desired before hitting the "CHANGE" button.

ROUNDS BUTTON

The "Rounds" button directs you to a page to view active and archived rounds (see below). You enter data for a particular sample by clicking on "DATA SUBMISSION AND RECEIPTS" for active rounds. Once the due date for that particular sample has passed, it will be listed in the "Archived Rounds" tables 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.

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User: Joe Smith   Lab #: 9999

Rounds

Active Rounds

Scheme(s) ▲	ID # ⬍	Test Item Name/Label ⬍	Due Date ▲	Analytes ⬍	Options ⬍
2023R	230111	Organic	2/15/2023	0	DATA SUBMISSION AND RECEIPTS
2023N, 2023R	230213	UAN	3/15/2023	0	DATA SUBMISSION AND RECEIPTS
2023R	230311	NPK	4/15/2023	0	DATA SUBMISSION AND RECEIPTS

Archived Rounds

Displaying archived rounds for your lab since 1/16/2022. Click here to display all archived rounds for your lab.

Scheme(s) ▲	ID # ⬍	Test Item Name/Label ⬍	Due Date ▼	Analytes ⬍	Options ⬍
2022RK	221215	KCl	1/15/2023	0	DATA SUBMISSION AND RECEIPTS
2022P	221141	P rock	12/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022R	221111	7-12-27 w/S&Mg	12/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022N	221031	(NH4)2SO4	11/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022R	221011	high micros	11/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022R	220911	NPK blend	10/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022K	220851	K2SO4	9/15/2022	0	DATA SUBMISSION AND RECEIPTS
2022R	220811	17-1-0 organic	9/15/2022	0	DATA SUBMISSION AND RECEIPTS

After clicking on "DATA SUBMISSION AND RECEIPTS" a screen will appear as shown below. The following instructions apply to data reported for sample 230111.

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Data Submission

2023 Scheme R
230111 – Organic
Due Date: 2/15/2023

Lab #: 9999

Note: You have not entered any data for this test item yet. The following rows were loaded from your list of default analytes/methods.

NEW: Results that are less than (<) the limit of detection (LOD), can be reported as "<(your LOD)". The LOD numeric value must be entered for the result to be accepted. For example: <0.50

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options

[ADD NEW ROW]

Default Methods

To save the analytes/methods in the table above as the default for your lab for one or more programs, select the program(s) below
☐ Regular

Submit Data

Ethics Statement

By submitting these results, I affirm that:

1. the submitted data is entirely a work product of the subscribing laboratory;
2. the data has not been falsified;
3. the proficiency testing was not subcontracted to another organization/laboratory;
4. the data is kept confidential until the final study report is published; and
5. no person outside this laboratory was consulted as to the accuracy or validity of the data, nor was any other collaboration or collusion made.

[SUBMIT]

Note: You may add, change, delete, and resubmit data until the deadline:
Wednesday, February 15, 2023 11:59 PM US Central Time

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

Activity Receipts

Date Created ⬍	Receipt ⬍
1/17/2023 4:09:38 PM	📄 230111-9999-20230117160938.pdf

To enter data you start typing the method code in the white box as shown below. Typing in the first 3 numbers identifying an analyte will result in a drop-down list of methods for that analyte. All method codes can be viewed in a new tab by clicking on "view list" (see red arrow below).

Enter your results in the Result1 and Result2 fields. 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). Entered results are saved by clicking on the "SUBMIT" button (see red arrow below).

A message appears stating "Your data has been saved!". The status will be recorded with the date in the next to last column. The most recent entry is saved. So if you make an error in data entry, you can enter the correct result and hit "SUBMIT".

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. Hit the "SUBMIT" button frequently to ensure your data has been saved. ***Remember to save your data before you logout.***

Each time you hit "SUBMIT", you should see a message on top of the page that says "Your data has been saved!". If a red bar appears with an error message, you need to correct the error(s) before new entries are saved.

Be sure to enter results using the correct unit for the analyte that is shown in the Method Code table.   You can report values less than the limit of detection (LOD) or limit of quantification (LOQ) by reporting the result less than a particular value (eg., <0.50) Do not report "<LOD" or "<LOQ".

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. As long as the sample is listed in the "Active Rounds" table, 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.

If you checked the box under "Default Methods" before submitting your data (red arrow below), the analytes and method codes will be pre-filled the next time you log in to the website for future rounds.

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

The pdf file will open and appear in a format as shown below.

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

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" (see red arrow below). Upon opening the file, you will see the excel file as shown below.
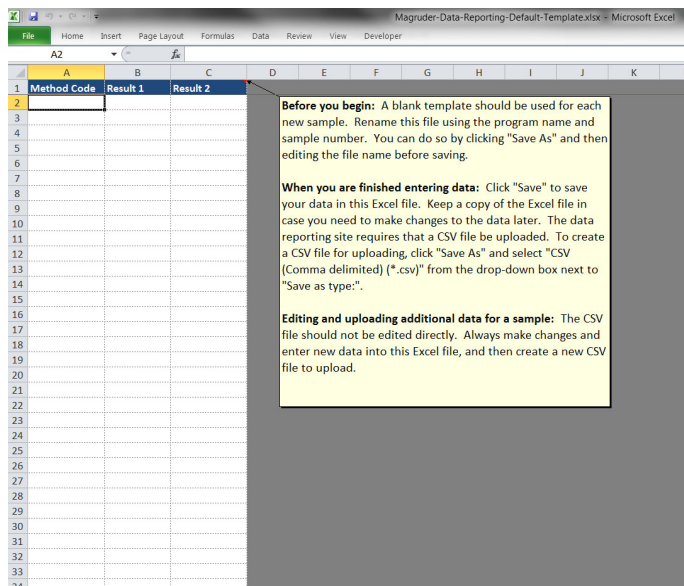
When you are ready to submit the data you save the Excel file in csv format and then upload by selecting the text "Upload your csv file". A window appears as shown below allowing you to browse and select the file for upload.

After uploading data from a csv file, you will see the message as shown below. The data is not yet submitted. Hit the submit button to save the data and have a pdf appear in the activity receipt table.

Data Submission

2023 Scheme R
230111 – Organic
Due Date: 2/15/2023

Lab #: 9999

1 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.

NEW: Results that are less than (<) the limit of detection (LOD), can be reported as "<[your LOD]". The LOD numeric value must be entered for the result to be accepted. For example: <0.50

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
N Activity Index, Urea-Formaldehyde Compounds	004.00	1	2	%	955.05	Last Saved 1/18/2023	DELETE ROW

ADD NEW ROW

REPORTS BUTTON

Historical summary reports and individual lab reports can be downloaded by selecting the "Reports" button at the top of the page. Start by selecting the year from the drop-down list. Click on "VIEW REPORTS" in the "Options" column.

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Information	Rounds	Reports	Shipments	User Admin	Lab Admin	Log Out

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Reports

Rounds from 2022

Select a different year: [2022 ▾] [GO]

Scheme(s) ◆	ID # ▲	Test Item Name/Label ◆	Due Date ◆	Options ◆
2022R	220111	Soil Supplement	2/15/2022	VIEW REPORTS
2022RN	220213	Urea (shared)	3/15/2022	VIEW REPORTS
2022R	220311	NH4 thiosulfate	4/15/2022	VIEW REPORTS
2022P	220341	DAP	4/15/2022	VIEW REPORTS
2022R	220411	24-25-4	5/15/2022	VIEW REPORTS
2022K	220451	K-Mg-SO4	5/15/2022	VIEW REPORTS
2022R	220511	21-7-14	6/15/2022	VIEW REPORTS
2022R	220611	organic w/HA	7/15/2022	VIEW REPORTS
2022N	220631	UAN	7/15/2022	VIEW REPORTS
2022RP	220714	MAP	8/15/2022	VIEW REPORTS

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.

Proficiency Testing Program – Data Reporting

Information	Rounds	Reports	Shipments	User Admin	Lab Admin	Log Out

User: Joe Smith   Lab #: 9999

2022 Schemes R&P
220714 - MAP

Reports

Analyte All Tests Report
Method All Tests Report
Analyte Statistical Summary
Individual Method Performance Summary

Report Cards

Method

Analyte

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.

LAB ADMIN BUTTON

Selecting "Lab Admin" button opens a window where the shipping address and emails for shipping notifications can be edited. At the very bottom of the window, a link is provided where the subscription from the lab can log into the Dashboard and edit users having access to the Lab Portal.

SHIPMENTS BUTTON

Selecting the "Shipments" button opens a window showing a table providing information on samples shipped to the lab. Selecting "View Details" in the Details column, shows the address the sample was shipped to.

Proficiency Testing Program – Data Reporting

| Information | Rounds | Reports | Shipments | User Admin | Lab Admin | Log Out |

User: Frank Sikora   Lab #:

Test Item Shipments

Date Shipped ▾	Test Item(s) ⇕	Qty / Weight ⇕	Service ⇕	Tracking Number ⇕	Details ⇕
1/10/2023	230213	1 — 10	First-Class Package Service	9200190223833200180771	**Shipped To:** Sharon F Webb Univ. Ky., Div. Reg. Services 103 Regulatory Services Bldg Division Of Laboratory Services Lexington, KY 40546 USA
12/16/2022	230111	1 — 6	First-Class Package Service	9200190223833200178693	View Details

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