

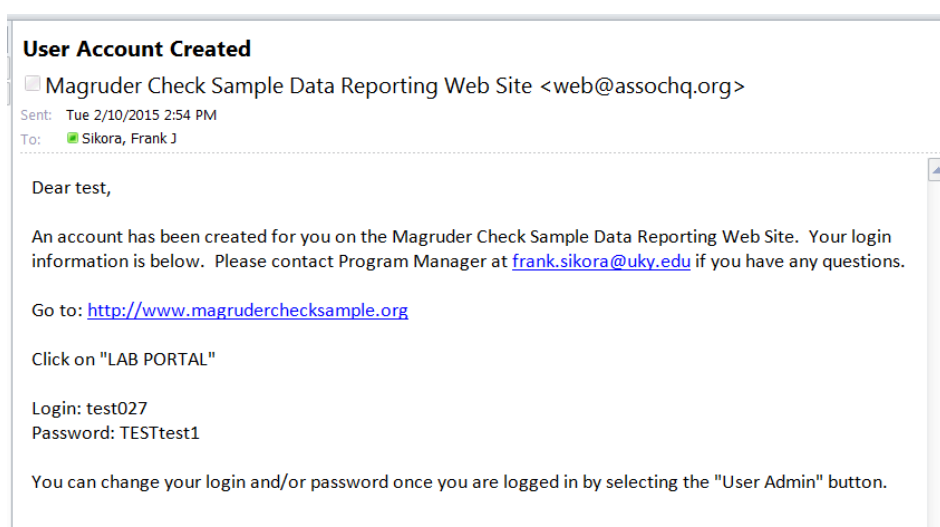
Magruder Proficiency Program

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.

The screenshot shows the login page for the "Magruder Fertilizer Proficiency Testing Program – Striving for Analytical Excellence". The page features a header with four images: a green 'M' logo, a blue and red light beam, a pile of gravel, and a small green plant. Below the header, the text "Proficiency Testing Program – Data Reporting" is displayed. The main content area contains a "LOGIN" form with fields for "Login:" and "Password:", a "LOG IN" button, and a link for "Forgot your login or password? Click here to retrieve them".

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.

Proficiency Testing Program – Data Reporting

Information

Rounds

Reports

Shipments

User Admin

Lab Admin

Log Out

User: Joe Smith Lab #: 9999

Information for Participants

Welcome to the new Magruder Lab Portal

[Instructions on navigating the site found here](#)

With the transition to a new method of enrolling into the 2023 Magruder program and samples being shipped later than usual, we are extending the due date for the first sample of the year (#230111) from February 15 to February 28.

This is a one-time extension of the data submission deadline. The deadline will remain the 15th of the month for future samples.

The deadline is strictly enforced so make sure to submit your data prior to the deadline.

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.

Proficiency Testing Program – Data Reporting

Information

Rounds

Reports

Shipments

User Admin

Lab Admin

Log Out

User: Joe Smith Lab #: 9999

User Admin

Change Information

Email:

CHANGE

Change Login and/or Password

Current Password:

Required when changing login or password

Login:

New Password:

Leave blank to keep your current password

Confirm New Password:

Leave blank to keep your current password

CLEAR

CHANGE

2

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.

Proficiency Testing Program – Data Reporting

Information Rounds Reports Shipments User Admin Lab Admin Log Out

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.

Proficiency Testing Program – Data Reporting

Information Rounds Reports Shipments User Admin Lab Admin Log Out

User: Joe Smith Lab #: 9999

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 (path,Lab)	Method Code	Result 1	Result 2	Units	Method Reference	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 audit report is published; and
5. no person outside this laboratory was consulted as to the accuracy of 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).

Proficiency Testing Program – Data Reporting

[Information](#)
[Reports](#)
[Shipments](#)
[User Admin](#)
[Lab Admin](#)
[Log Out](#)

User: Joe Smith Lab #: 9999

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
010						New	DELETE ROW

010.10 - Total nitrogen, Reduced Iron
 010.11 - Total nitrogen, Modified Comprehensive
 010.12 - Total nitrogen, Salicylic
 010.16 - Total nitrogen, Raney
 010.17 - Total nitrogen, Comprehensive
 010.60 - Total nitrogen, Combustion
 010.99 - Total nitrogen, Other (Identify)

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

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).

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
Total N, Combustion	010.60	5.0230	5.1243	%	993.13	New	DELETE ROW

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.



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

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.

Proficiency Testing Program – Data Reporting

[Information](#)
[Rounds](#)
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[Log Out](#)

User: Joe Smith Lab #: 9999

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
Total N, Reduced Iron	010.10	2.3123	2.4512	%		New	DELETE ROW

[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

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.

Activity Receipts

Date Created	Receipt
1/17/2023 4:40:34 PM	 230111-9999-20230117164034.pdf
1/17/2023 4:09:38 PM	 230111-9999-20230117160938.pdf

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

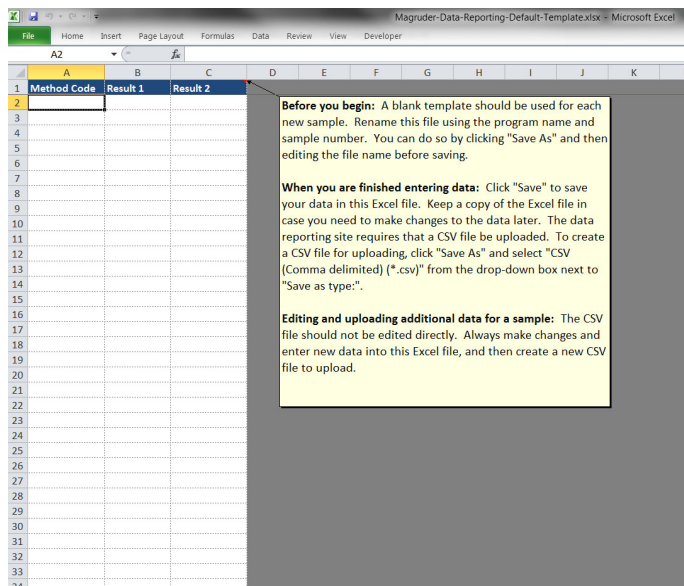
Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status
Total nitrogen, Combustion	010.60	5.0230	4.8920	%	993.13	Submitted 1/23/2015
Direct available phosphate, Automated	041.40	7.8900	7.7500	%	978.01	Submitted 1/23/2015

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.

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](#)



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.

Select your CSV file:

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.

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 of validity of the data, nor was any other collaboration or collusion made.

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!

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.

Proficiency Testing Program – Data Reporting

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

User: Joe Smith Lab #: 9999

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.

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

S220714MethodL0007.pdf	S220714MethodL0169.pdf	S220714MethodL0433.pdf	S220714MethodL0560.pdf
S220714MethodL0018.pdf	S220714MethodL0177.pdf	S220714MethodL0444.pdf	S220714MethodL0561.pdf
S220714MethodL0023.pdf	S220714MethodL0220.pdf	S220714MethodL0450.pdf	S220714MethodL0562.pdf
S220714MethodL0025.pdf	S220714MethodL0231.pdf	S220714MethodL0451.pdf	S220714MethodL0563.pdf
S220714MethodL0027.pdf	S220714MethodL0234.pdf	S220714MethodL0452.pdf	S220714MethodL0564.pdf
S220714MethodL0029.pdf	S220714MethodL0255.pdf	S220714MethodL0472.pdf	S220714MethodL0565.pdf
S220714MethodL0034.pdf	S220714MethodL0260.pdf	S220714MethodL0476.pdf	S220714MethodL0567.pdf
S220714MethodL0035.pdf	S220714MethodL0291.pdf	S220714MethodL0485.pdf	S220714MethodL0569.pdf
S220714MethodL0037.pdf	S220714MethodL0292.pdf	S220714MethodL0494.pdf	S220714MethodL0570.pdf
S220714MethodL0040.pdf	S220714MethodL0307.pdf	S220714MethodL0501.pdf	S220714MethodL0575.pdf
S220714MethodL0041.pdf	S220714MethodL0324.pdf	S220714MethodL0510.pdf	S220714MethodL0576.pdf
S220714MethodL0042.pdf	S220714MethodL0325.pdf	S220714MethodL0513.pdf	S220714MethodL0577.pdf
S220714MethodL0043.pdf	S220714MethodL0354.pdf	S220714MethodL0515.pdf	S220714MethodL0580.pdf
S220714MethodL0049.pdf	S220714MethodL0356.pdf	S220714MethodL0518.pdf	S220714MethodL0581.pdf
S220714MethodL0055.pdf	S220714MethodL0360.pdf	S220714MethodL0521.pdf	S220714MethodL0582.pdf
S220714MethodL0073.pdf	S220714MethodL0368.pdf	S220714MethodL0524.pdf	S220714MethodL0586.pdf
S220714MethodL0086.pdf	S220714MethodL0377.pdf	S220714MethodL0527.pdf	S220714MethodL0587.pdf
S220714MethodL0095.pdf	S220714MethodL0389.pdf	S220714MethodL0532.pdf	S220714MethodL0593.pdf
S220714MethodL0096.pdf	S220714MethodL0390.pdf	S220714MethodL0534.pdf	S220714MethodL0600.pdf
S220714MethodL0102.pdf	S220714MethodL0394.pdf	S220714MethodL0538.pdf	S220714MethodL0605.pdf
S220714MethodL0114.pdf	S220714MethodL0405.pdf	S220714MethodL0549.pdf	S220714MethodL0609.pdf
S220714MethodL0117.pdf	S220714MethodL0421.pdf	S220714MethodL0551.pdf	
S220714MethodL0136.pdf	S220714MethodL0422.pdf	S220714MethodL0553.pdf	
S220714MethodL0157.pdf	S220714MethodL0423.pdf	S220714MethodL0558.pdf	

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.

Proficiency Testing Program – Data Reporting

Information Rounds Reports Shipments User Admin Lab Admin Log Out

User: Joe Smith Lab #: 9999

Lab Admin

Change Shipping Address and Recipient Information

Lab Type: ☐ Regulatory
Required ☐ Manufacturer
☐ Service
☐ Other

Recipient Name:
Required

Recipient Phone:

Recipient Email:
Required

Recipient Company:
Required

Shipping Address:
Required

Shipping City:
Required

Shipping State/Province:

Shipping Postal Code:

Shipping Country:
Cannot be changed

Additional Email Recipients
Additional recipients of the shipment notification emails

Name 1:

Email 1:

Name 2:

Email 2:

Name 3:

Email 3:

Name 4:

Email 4:

To add or remove users, click here: https://secure.fass.org/Magruder_PTP_Dashboard.asp

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

InformationRoundsReportsShipmentsUser AdminLab AdminLog Out

User: Frank Sikora Lab # [REDACTED]

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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