Organizational Profile: How to Add Examinees for the PAP Program

*Note: adding examinees for PAP PT programs should be done at least three weeks before taking PAP PT.*

Go to cap.org.

In the upper right corner, click on the “Access e-LAB Solutions Suite” pull-down menu and click on the “Organization Profile” link:

In the new screen, you will need to use your CAP web user ID and password to log in. If you don’t remember your CAP web user ID and/or password, you can use the links under the “Need Help?” header to get this information.
Once you are logged in, you will go directly to the Organization Profile page. At the top of the page is your laboratory's CAP number, name, and address; please verify this is the correct laboratory for whom you want to add a PAP PT program examinee.
In the new screen, move the mouse pointer to the “Roles/Personnel” section in the lower left. Click on the “CAP Program Roles” listing.
The new screen displays a variety of roles in your laboratory for CAP programs.
Scroll down to the bottom of the screen to the sections entitled “PAP Program Pathologists” and “PAP Program Cytotechnologists.” For this sample laboratory, there are no pathologists but five cytotechnologists listed in the roster; we will add a pathologist. In the appropriate section for the new examinee, click on the “ADD” button.
A new window will immediately open. If your examinee is already in your existing list of staff members, select the new examinee, scrolling if necessary.
A new window will immediately appear for that individual. Confirm all information supplied is correct. Once complete, click the “SAVE AND SUBMIT” button.
If your examinee is a new staff member not included in your existing list, in the window to Add PAP program participants, click on the “Add Person” link beneath the table.
A new window will open. In this example, we are adding a new pathologist as an examinee for the PAP program. Complete all required fields. (Note: if you have a CAP Personal ID# for the individual, you can enter that to import information, too.) When done, click on the “SAVE AND SUBMIT” button in the lower left corner.

You have now completed the process to add a PAP examinee in your laboratory's Organization Profile. You may repeat this process for other pathologists and cytotechnologists as needed. (Note: adding an examinee to your roster does not update your ordered number of result forms for PAP program participation! To update this, please contact the CAP.)