

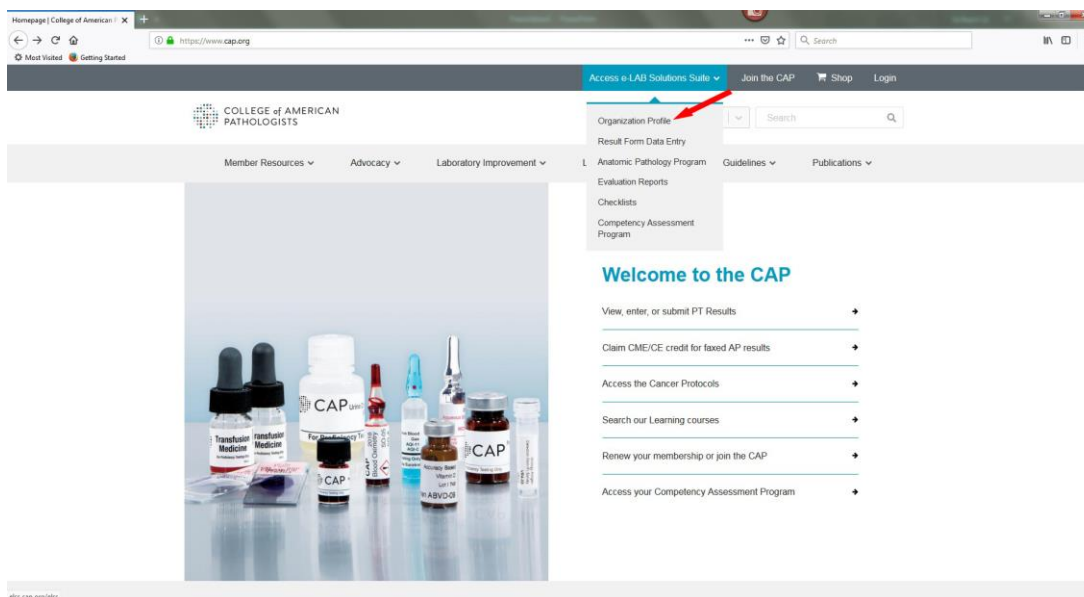


Organizational Profile: How to Delete Examinees for the PAP Program


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

Go to [cap.org](https://www.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.



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Existing Users

your user id

your password

LOG IN >

PASSWORD HINT


New Users

CREATE AN ACCOUNT >

Need Help?

[RESET YOUR USER ID AND PASSWORD >](#)
[EMAIL YOUR USER ID AND TEMPORARY PASSWORD >](#)
[CONTACT US >](#)

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 delete a PAP PT program examinee.



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ORGANIZATION PROFILE [← Back to Staff Admin Tools](#) | [Go to e-LAB Solutions Suite](#)

[Basic Details](#) [Addresses and Phones](#) [Account List](#) [Hours of Operation](#) [Travel and Lodging](#) [Security Access](#)

[General Information](#) [FTEs and Annual Test Volumes](#) [Information Systems](#)

[Relationships](#) [Licensure and Certification](#)

[Watch the Introduction and General Navigation Demo](#)


In the new screen, move the mouse pointer to the “Roles/Personnel” section in the lower left. Click on the “CAP Program Roles” listing.




ORGANIZATION PROFILE [← Back to Staff Admin Tools](#) | [Go to e-LAB Solutions Suite](#)

Email accred@cap.org or call (800) 323-4040 (US); +001 (847) 832-7000 (International), for questions about the Organization Profile, Application/reapplication/maintenance processes.

Watch the Introduction and General Navigation Demo

Demographics Basic Details >> Addresses and Phones >> Account List >> Hours of Operation >> Travel and Lodging >> Security Access >>	General Information General Questionnaire >> FTEs and Annual Test Volumes >> Information Systems >>	Relationships Licensure and Certification >> Inspection Unit >>
Roles/Personnel  Staff List >> Roles Organizational and Institutional Roles >> CAP Program Roles >> Pathologists >> Section/Department Roles >> Personnel Evaluation Roster CLIA Roles >> Laboratory Testing Personnel >> Non-laboratory Testing Personnel >>	Sections/Departments Section/Department List >> Cytology >> Section Details Section Activities	Inspections Terms of Accreditation >>

The new screen displays a variety of roles in your laboratory for CAP programs.



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[Organization Profile Home](#) > [Roles/Personnel - Roles - CAP Program Roles](#) [Audit History](#)

Roles/Personnel

[Staff List](#)

Roles

- [Organizational and Institutional Roles](#)
- CAP Program Roles**
- [Pathologists](#)
- [Section/Department Roles](#)

Personnel Evaluation Roster

- [CLIA Roles](#)
- [Laboratory Testing Personnel](#)
- [Non-laboratory Testing Personnel](#)

[Organization Chart](#)

CAP Program Roles * Required

[Watch the CAP Program Roles Demo](#)

Laboratory Accreditation Program (LAP)

<p>* Accreditation Contact ?</p> <p>Update</p>	<p>PT Monitoring Contact ?</p> <p>Update Remove</p>
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Consulting Pathologist ? [Add](#)

Proficiency Testing Program


eLAB Solutions Connect Contact (0) ? ADD


PAP Program Pathologists (0) ? ADD

Name CAP Personal ID# ▼	Email	Phone	PTR #	Screener Type	Actions


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. In the far right of the table is the “Actions” column. For each enrolled individual, there is a hyperlink called “Remove.” Click on “Remove.”

Proficiency Testing Program

eLAB Solutions Connect Contact (0)  ADD


PAP Program Pathologists (0)  ADD

Name CAP Personal ID#	Email	Phone	PTR #	Screener Type	Actions
No Rows To Show					

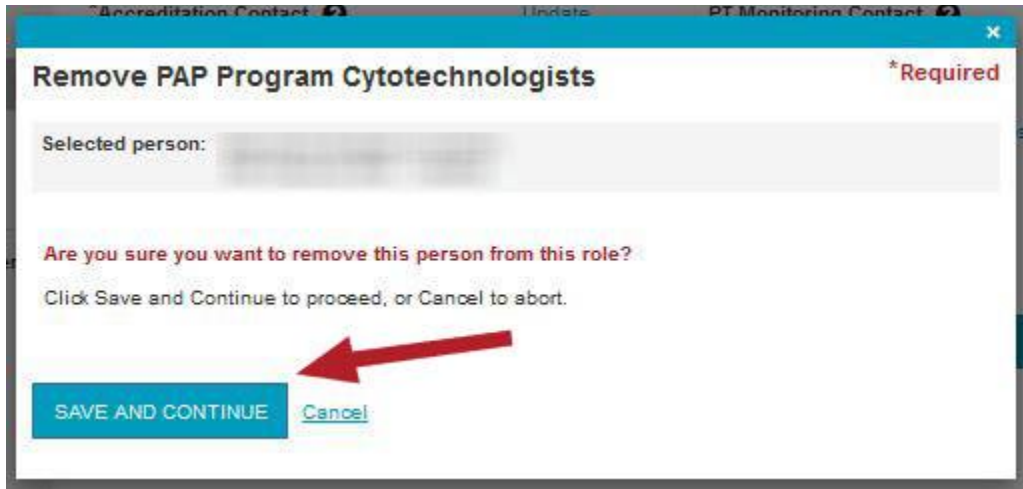
PAP Program Cytotechnologists (5)  ADD

[Export to Excel](#) | People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Name CAP Personal ID#	Email	Phone	PTR #	Actions
				Remove
				Remove
				Remove
				Remove
				Remove



A new window will immediately open, asking you to confirm your action. If you want to delete this examinee, click on the “Save and Continue” button to close the window and delete the examinee. If this is the wrong individual, or you do not want to delete the examinee, click on the “Cancel” link to return to the previous page.



You have now successfully removed a PAP examinee from your laboratory’s Organization Profile. You may repeat this process for other individuals who are no longer participating in the PAP program at your laboratory. (Note: deleting an examinee from your roster does not update your order for PAP program participation! To update this, please contact the CAP.)