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.

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