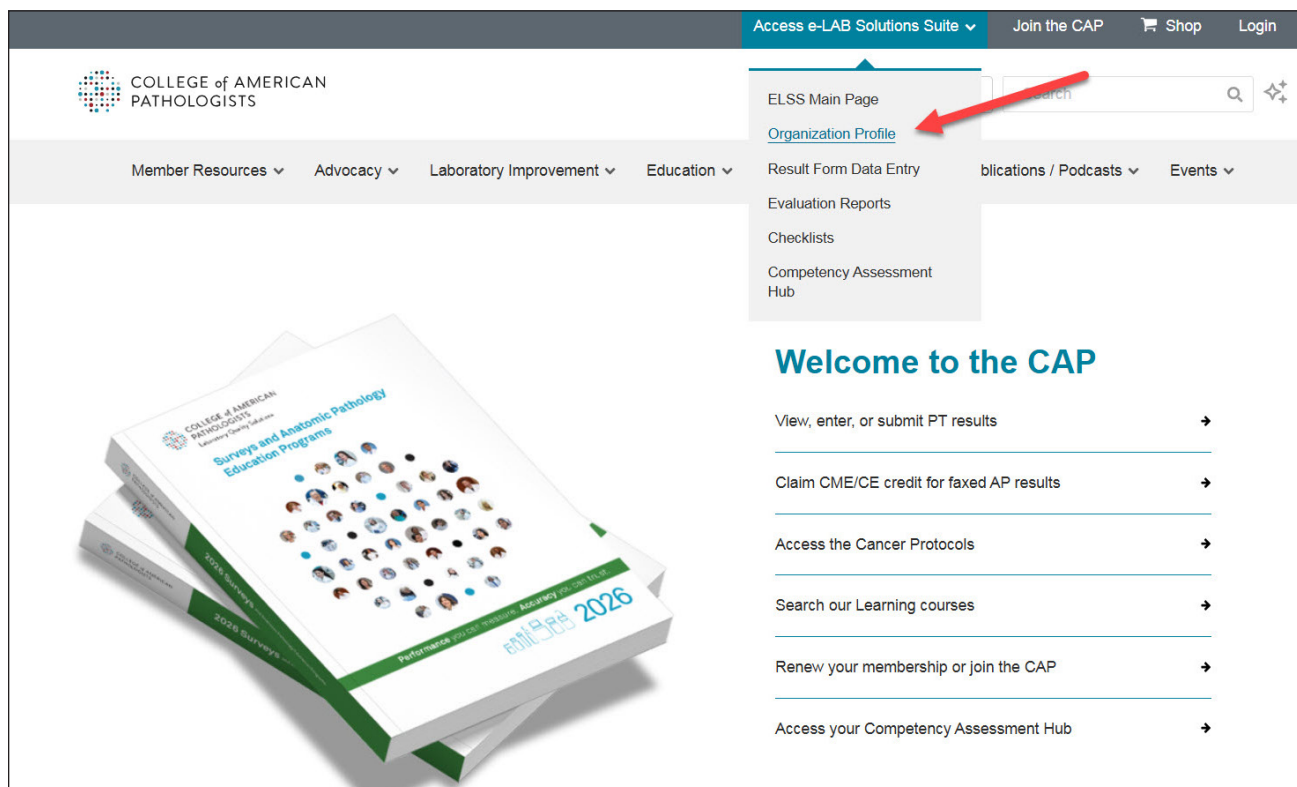




Organizational Profile: How to Add/Delete Proctors/Examinees for the PAP Program

Adding Proctors/Examinees

1. Go to cap.org.
2. In the upper right corner, select the **Access e-LAB Solutions Suite** pull-down menu and click **Organization Profile**.





COLLEGE of AMERICAN PATHOLOGISTS

Laboratory Quality Solutions

3. Enter your user ID and password if you are prompted to do so.

 COLLEGE of AMERICAN
PATHOLOGISTS

Login

User ID (required):

Password (required):

[Log In](#)

[Forgot User ID/Password](#) | [Contact Us](#)

Are You New?

[Create an Account](#)

4. From the Organization Profile page, under Roles/Personnel, click **CAP Program Roles**.

ORGANIZATION PROFILE

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

Demographics Basic Details >> Addresses and Phones >> Ordering Locations >> 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 >>	Sections/Departments Section/Department List >> AABB-Blood Bank >> Section Details Section Activities Anatomic Pathology >> Section Details Section Activities Automated Test Lab >>	Inspections Terms of Accreditation >>



5. The new screen displays a list of active accounts connected to your CAP #. To add a proctor, cytologist, or a pathologist, click **Add**.

ORGANIZATION PROFILE

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)
*Accreditation Contact [?](#) [Add](#) Accreditation Billing Contact [?](#) [Add](#)
*PT Monitoring Contact [?](#) [Add](#)

PT/Medical Director
PT/Medical Director [Add](#)

Proficiency Testing Program
eLAB Solutions Connect Contact (0) [?](#) [ADD](#)

Proctor
Laboratories with a large number of PT participants may want to select more than 2 proctors to facilitate a smooth administration of the exams.
0 Contact(s): [Add](#)
PAP Program Pathologists (0) [?](#) [ADD](#)

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

PAP Program Cytotechnologists (0) [?](#) [ADD](#)

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



COLLEGE of AMERICAN PATHOLOGISTS

Laboratory Quality Solutions

6. A pop up screen will appear when you add a cytotechnologist, proctor, or pathologist. If your examinee is already in your existing list of staff members, select the new examinee, scrolling if necessary.

×

Add PAP Program Cytotechnologists

Select/add a person for this role

People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Find:

0 Personnel

Select	Name CAP Personal ID# ▼	Email	Phone	PTR #
No Rows To Show				

[Add Person](#)

[SAVE AND SUBMIT](#) [Cancel](#)

×

Add Proctor

Select/add a person for this role

Find:

0 Personnel

Select	Name CAP Personal ID# ▼	Email	Phone	Fax
No Rows To Show				

[Add Person](#)

[SAVE AND SUBMIT](#) [Cancel](#)



COLLEGE of AMERICAN PATHOLOGISTS

Laboratory Quality Solutions

×

Add PAP Program Pathologists

Select/add a person for this role

People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Find:

0 Personnel

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

[Add Person](#)

SAVE AND SUBMIT [Cancel](#)

7. Confirm all information supplied is correct. If the required email address field is incorrect, you can correct it here. You will also need to confirm that the laboratory director or designee meets the criteria to be a proctor and can perform the responsibilities of a Proficiency Testing Proctor. Once complete, click **SAVE AND SUBMIT**.
8. You can also add a proctor who is a new person in your laboratory. Instead of selecting an individual from the list in the “Add Proctor” screen, click the **Add Person** link below the table of individuals.
9. You have now completed the process to add a PAP proctor in your laboratory’s Organization Profile. *Note:* You may repeat this process for other organizational and institutional roles as needed.



Deleting a Proctor/Cytotechnologist/Pathologist

1. Follow steps 1 - 4 on previous pages.
2. The new screen displays a list of active accounts connected to your CAP #. To remove a proctor, cytologist, or a pathologist, click **Remove**.

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

Proctor

Laboratories with a large number of PT participants may want to select more than 2 proctors to facilitate a smooth administration of the exams.

2 Contact(s) [Add](#)

Find:

[Update](#)
[Remove](#)

[Update](#)
[Remove](#)

PAP Program Pathologists (2) ?

[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 #	Screener Type	Actions
					Remove
					Remove

PAP Program Cytotechnologists (1) ?

[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