

Organizational Profile: How to Update Proctor Contact Details for the PAP Program

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.

	COLLEGE of AMERICAN PATHOLOGISTS
	Existing Users
0	your user id
0	your password
	LOG IN 🚿
	PASSWORD HINT
	New Users
	CREATE AN ACCOUNT >
	Need Help?
	SER ID AND PASSWORD > SER ID AND TEMPORARY PASSWORD >

Once you are logged in, you will go directly to the Organization Profile page. In the new screen, move the mouse pointer to the "Demographics" section on the left. Click on the "Account List" listing.

ORGANIZATION PROFILE		← Back to Staff Admin Tools Go to e-LAB Solutions :
mail <u>accred@cap.org</u> or call (800) 323-4040 (L Watch the Introduction and General Na		
Demographics	General Information	Relationships
Demographics Basic Details >>	General Information General Questionnaire >>	Relationships Licensure and Certification >>
Basic Details >>	General Questionnaire >>	Licensure and Certification >>

The new screen displays a list of active accounts connected to your CAP #. Look for the account enrolled in PAP. (In the example below, this is the second account.) Under the far right column labeled "Actions," click on the "View/Update" link.

ORGANIZATION PR	OFILE			← Back to Staff Admin Tools	Go to e-LAB Solutions S
Organization Profile Home > Demo	ographics - Account List				
Demographics	Account List 😧				
Basic Details	Watch the Account List Demo				
Addresses and Phones	Find:				
Account List	2 Accounts				🛿 Address 🛓 Co
Hours of Operation	Account # Account Description Phone #+	Ship To	Bill To	Mail To	Actions
Travel and Lodging	17.000.000	9	Q		View/Update
Security Access	1.000	CONTRACTOR OF THE	A 10.100 - 10.000	and a part of the local data o	
	TANK AND	•		Mail will be addressed to shipping contact at the mailing address	View/Update
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The new screen will look something like this:

ORGANIZATION P	ROFILE	← Back to Staff Admin Tools Go to e-LAB Solutions Suite				
ALC: 1993		and the property of the proper				
Organization Profile Home > De	mographics - Accounts > Account Details	Audit History				
Account Details	Account Details -	*Required				
	Account Description					
	Description:	Update				
	Paperless Proficiency Testing Options Online access to the current and previous two years of evaluations laboratory. Summarized performance information is also available v Proficiency testing can be ordered using CAP's online store. A curr Programs, including quality management tools, is available within th * Opt out of receiving paper proficiency testing evaluations,	rent catalog for Surveys and Anatomic Pathology Education ne online store.				
	summaries? No	summaries? No * Opt out of receiving paper order renewal packet? No				
	* Opt out of receiving paper order renewal packet? No					
	* Opt out of receiving paper order renewal packet? No Phone/Fax					

Scroll down to the "Proctor" heading, which is near the bottom of the list. You will find the proctors for the PAP program listed here. In this example, there are two proctors already listed. Next to each proctor's name is an "Update" link. Click on that link.

Mail To			
* Address:	Update	Contact:	Mail will be addressed to shipping contact at the mailing address
(Used for Mailing Evaluations/Other Reports)			maining address
Ordering 💡			
Contact:	<u>Update</u>		
Proctor			
2 Contact(s)	Add Remove		
Find:			
Update	AND PARTY OF THE	Upo	late
Dunning			
0 Contact(s):	Add		

A new window will open displaying the proctor's name, email address, telephone number, and fax number. You can update the email address or telephone/fax numbers here in this window. (Please note that an email address is the only required field.) Once you have made your edits, click on the "SAVE AND SUBMIT BUTTON." If you have no edits, you can click on the "Cancel" hyperlink.

					*
Update Proctor					*Required
Account #:					
Description:					
Current person in					
role:					
Update person deta Name: *Email: Phone:		il, Phone	ə, Fax)	Ext:	
	+1	Ť			
		XXXX	3000(-3000)		
Fax:	+1	*		Ext:	
			300K-3000K		
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A CONTRACTOR OF A CONTRACTOR					
SAVE AND SUBMIT	ancel				
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You can repeat this process for any proctor listed.

You have now completed the process to update a PAP proctor's contact information in your laboratory's Organization Profile. (Please note that you may repeat this process for other organizational and institutional roles as needed.)