



PORTAL – Sample Results Entry

The following instructions explain how to submit your results using the sample results entry feature of PORTAL.

1. Accessing sample results entry

- Select 'Submit Results' from the menu bar.
- Select the scheme and round then press 'Enter Results'.
- Click on the sample name.



2. Using sample results entry

- Only a single result can be entered per analyst for each analyte, additional results must be entered using the analyte entry level, to access this click the analyte name.
- Lab result is the default analyst, to change this select a new analyst from the drop down list and press 'Go'.
- Previous round data can be imported by checking the box next to 'Import Previous Round Data'.
- All the fields can be edited at the same time, when your results are complete click 'Save'.
- If you want to delete a result select 'Clear Row' and press 'Save'.
- To move to the next sample use the navigation control in the bottom right corner of the screen.

Scheme: Aquacheck
Round: 382 (08 Feb 2010)
Sample: 3A - Inorganic Disinfection By-products

Please enter your result using , as your thousand separator and . as your decimal separator.

Enter results for: Lab Result Import Previous Round Data

Analyte	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated	Comments	
Bromide	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Clear Row"/>					
Bromate	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Clear Row"/>					
Chlorate	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Clear Row"/>					
Chlorite	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Clear Row"/>					

Current Sample: 3A - Inorganic Disinfection By-products

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Results validation using sample results entry

- In certain circumstances a result may not be saved because it has failed a validation check.
- Results that have not been saved are identified in the information box.
- Results that have failed validation are highlighted in red. To see why the result has failed hover over the highlighted field and the error will be displayed.
- Correct the error and press 'Save'

Scheme: Aquacheck
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 Sample: 3A - Inorganic Disinfection By-products

Please enter your result using , as your thousand separator and . as your decimal separator.

! The following results have not been saved because the analytes listed below contain errors. Please hover your mouse over each field highlighted red to show the error.

- Bromide
- Chlorate

Enter results for: Danny Cookson Import Previous Round Data

Analyte	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated	Comments
Bromide	Colorimetry	0.25	µgBr/L	0.1	µgBr/L		<input checked="" type="checkbox"/>	<input type="text"/>
Bromate	Ion chromatograph						<input type="checkbox"/>	<input type="text"/>
Chlorate	Ion chromatograph	0.258	µgClO ₃ /L	0.1	µgClO ₃ /L		<input checked="" type="checkbox"/>	<input type="text"/>
Chlorite	Other	0.12	µgClO ₂ /L	0.1	µgClO ₂ /L		<input checked="" type="checkbox"/>	<input type="text"/>

Current Sample: 3A - Inorganic Disinfection By-products

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3. Accessing the sample results entry level from the analyte results entry level

- Select the sample name displayed on the left hand side.

Scheme: Aquacheck
 Round: 382 (08 February 2010)
 3A - Inorganic Disinfection By-products
 Analyte: Bromide

Import Previous Round Data

Analyst	Method	Result	Unit	Uncertainty	Uncertainty Unit	Analysis Date	Nominated Result	Comments	#
Richard Loftus			µgBr/L		µgBr/L		<input type="checkbox"/>		<input type="button" value="Update"/> <input type="button" value="Cancel"/>
Lab Result	Colorimetry	0.25	µgBr/L	0.1	µgBr/L	26/02/2010	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Delete"/>

Current Analyte: 3A - Bromide

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Quick Links

- [A Guide to Results Submission](#)
- [What is a nominated result?](#)
- [Microbiology Method Codes Glossary](#)

4. The result entry process

In order to successfully submit your results please ensure you always

1. Nominate a result for each analyte. For further information please see the help section on PORTAL.
2. Review all your results after submission.