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1. HIVPT Program Entry Page

1.1 Navigation

To enter and save HIVPT data, navigate to the HIVPT program entry page. Access the page from the ‘HIV Entry’ option on the Biochemical PT drop-down menu.

1. Click ‘Biochemical PT’ then ‘HIV Entry’ from the drop-down menu.

2. Click ‘HIV’ to navigate to the entry page.
3. Enter HIVPT method information and data.
1.2 Method Selection

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter program method information and results.

Choose the methods you used for testing specimens using the ‘Method Selection’ section.

1. Select the method(s) by clicking the box next to EIA Method and/or Western Blot Method.

2. Once the method(s) is selected, the corresponding results and final interpretation sections will appear.
1.3 EIA Method Results

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter EIA method and specimen results. Navigation details can be found in section 1.1.

1. Click on the magnifying glass to select an EIA method (optional).
2. Choose a method from the method list then click ‘Select’.

3. If ‘Other’ is selected, a text box will appear. You are required to specify a name and source.
4. Enter a cutoff value in the designated text field (optional).

5. Enter data from duplicate results for each of the five specimens in the designated text field (optional).
1.4 Western Blot Method Results

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter HIVPT method and antigen results. Navigation details can be found in section 1.1.

Enter Western Blot Method Results

Enter western blot results as follows: (Interpret as you would a patient result according to your method)
P = POSITIVE
WP = WEAK POSITIVE
I = INDETERMINATE
N = NEGATIVE

Antigen Results

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1. Click on the magnifying glass to select a western blot method (optional).
2. Choose a method from the method list then click ‘Select’.

3. If ‘Other’ is selected, a text box will appear. You are required to specify a name and source.
4. Choose a result for each antigen and specimen by clicking the drop-down arrow (optional).
1.5 Final Interpretation

Navigate to the page titled ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ to enter HIVPT final interpretations. Navigation details can be found in section 1.1.

1. Access the HIVPT final interpretation section by selecting one or both methods in the method selection section. Details can be found in section 1.2.

2. Choose a final interpretation for each of the five specimens by clicking the drop-down arrow.
1.6 Save

1. Save HIVPT specimen results by clicking the ‘Save’ button located at the bottom of the page.

   **NOTE:** All information & data must be saved at the same time. Data cannot be partially saved.

2. If you attempt to save the form without entering all **required fields** you will receive an error message. Complete the missing fields and click ‘Save’ again.
3. After you have successfully saved your data and information, you will be redirected to the review and submit page.

**NOTE:** At this point your data has only been saved. You must navigate to the HIVPT review and submit page to submit your data. See section 2 for additional details.

**NOTE:** This page can be saved and re-saved as many times as needed, but each new save will overwrite the previous save(s).
1.7 Reset Form

If needed, the ‘anti-HIV-1 Antibodies in Dried Blood Spots Proficiency Testing Program (HIVPT)’ portal page can be reset.

1. Scroll to the bottom of the page and click the ‘Reset Form’ button.

2. Confirm the form reset by clicking ‘Proceed’.

3. You will be redirected back to the HIV results entry landing page after the form is reset. Complete the HIVPT program entry as detailed in sections 1.2 – 1.5.
2. HIVPT Review & Submit Page

2.1 Navigation

Review and submit HIVPT specimen data after program information and results have been entered and saved (see section 1). Access the review/submit page via the ‘HIV Review/Submit’ option on the Biochemical PT drop-down menu.

1. Location of the ‘HIV Review/Submit’ page on the main menu tool bar. Select ‘Biochemical PT’ then ‘HIV Review/Submit’ from the drop-down menu.

2. The HIV Review/Submit landing page will appear. Select ‘HIV’ to navigate to the review and submit page.
2.2 Review

1. Navigate to the ‘HIVPT Review/Submit’ page to review HIVPT method information, results, and final interpretations in a read-only format.
2. If edits are necessary, navigate back to the HIV entry page and make changes as described in section 1 or click the link ‘Navigate to the HIV Entry Page to Make Edits’.

3. After reviewing, submit your results by clicking the ‘Submit’ button. See section 2.3 for additional details.
2.3 Submit

1. Navigate to the ‘HIVPT Review/Submit’ page to submit HIVPT method information and results.

2. After reviewing the HIVPT review and submit page, submit results by clicking the ‘Submit’ button located at the bottom of the page.

After you click submit your submission will be locked and cannot be changed. Navigate to the HIV Entry Page to Make Edits
3. You will be prompted to confirm that you are ready to submit. Click ‘Ok’ to confirm and submit your HIVPT results.

   **NOTE**: You are only allowed to submit your results **ONCE**. You must review and ensure your entered information and results are accurate **BEFORE** submitting.

4. You will be re-directed to the HIV confirmation page after you successfully submit.

5. The HIVPT data entry page cannot be accessed after submission. You can view your submitted data in a read-only format by accessing the review and submit page (see sections 2.1 and 2.2).
2.4 Save Data – Pdf Format

Submitted data can be saved in a pdf format by using the ‘Save a PDF’ function included in your web browser.

**Note:** The location and appearance of this functionality will vary depending on the web browser being used.

1. Navigate to the review and submit page as described in section 2.1.

2. Locate the “Print’ function on your web browser.
3. Select ‘Save as PDF’.

4. Select ‘Landscape’ as the layout choice.

5. Select ‘More Settings’.
6. Adjust the scale percentage to 60%.

7. Select ‘Save’ to save the pdf file to your local drive’s folder of choice.