MEDICAL LABORATORY EVALUATION

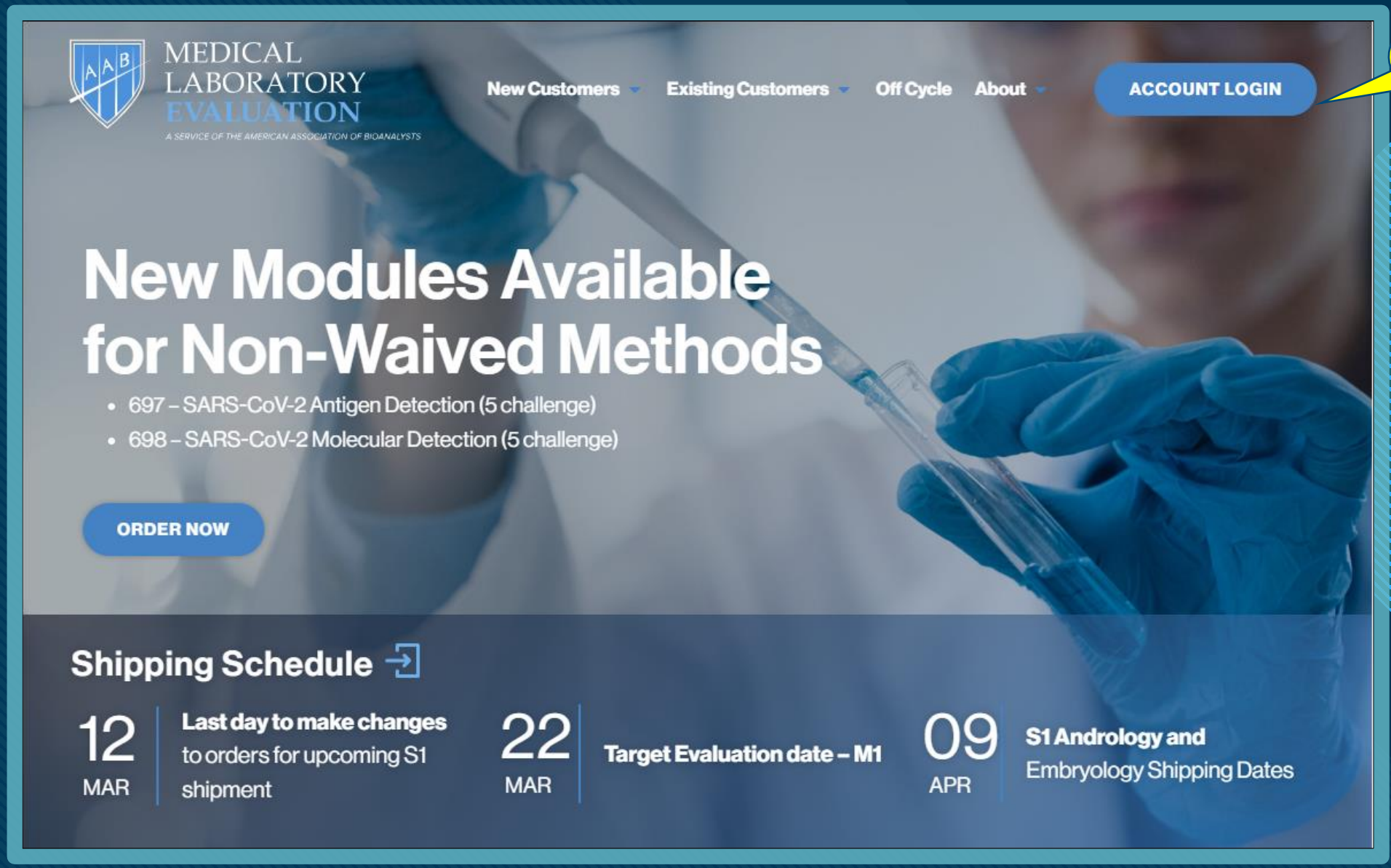
A SERVICE OF THE AMERICAN ASSOCIATION OF BIOANALYSTS

THE AAB-MLE WEB DATA ENTRY SYSTEM

RESULT ENTRY GUIDE

STEP 1: Go to www.aab-mle.org

Click on the ACCOUNT LOGIN

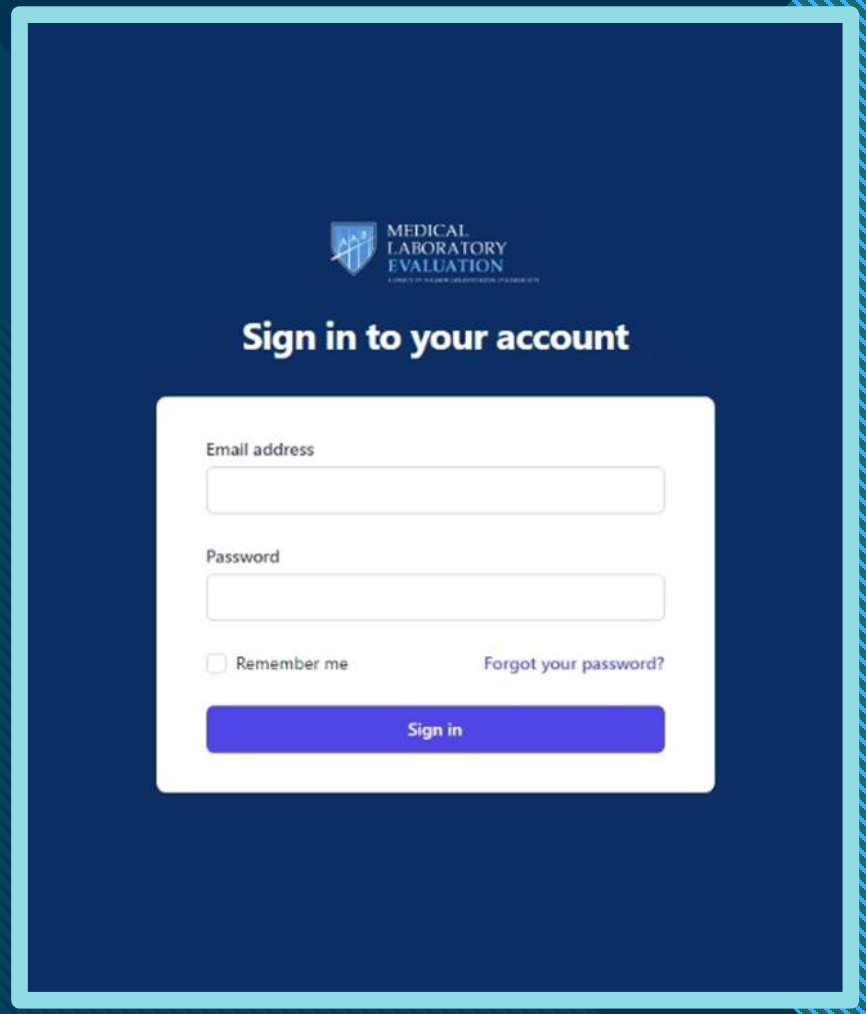


Step 2 :Sign on to your account
Use your account number or email

PLEASE NOTE:
FIRST TIME LOGIN MUST USE ACCOUNT NUMBER

SINGLE USER and ADMINISTRATOR
ALWAYS use account number

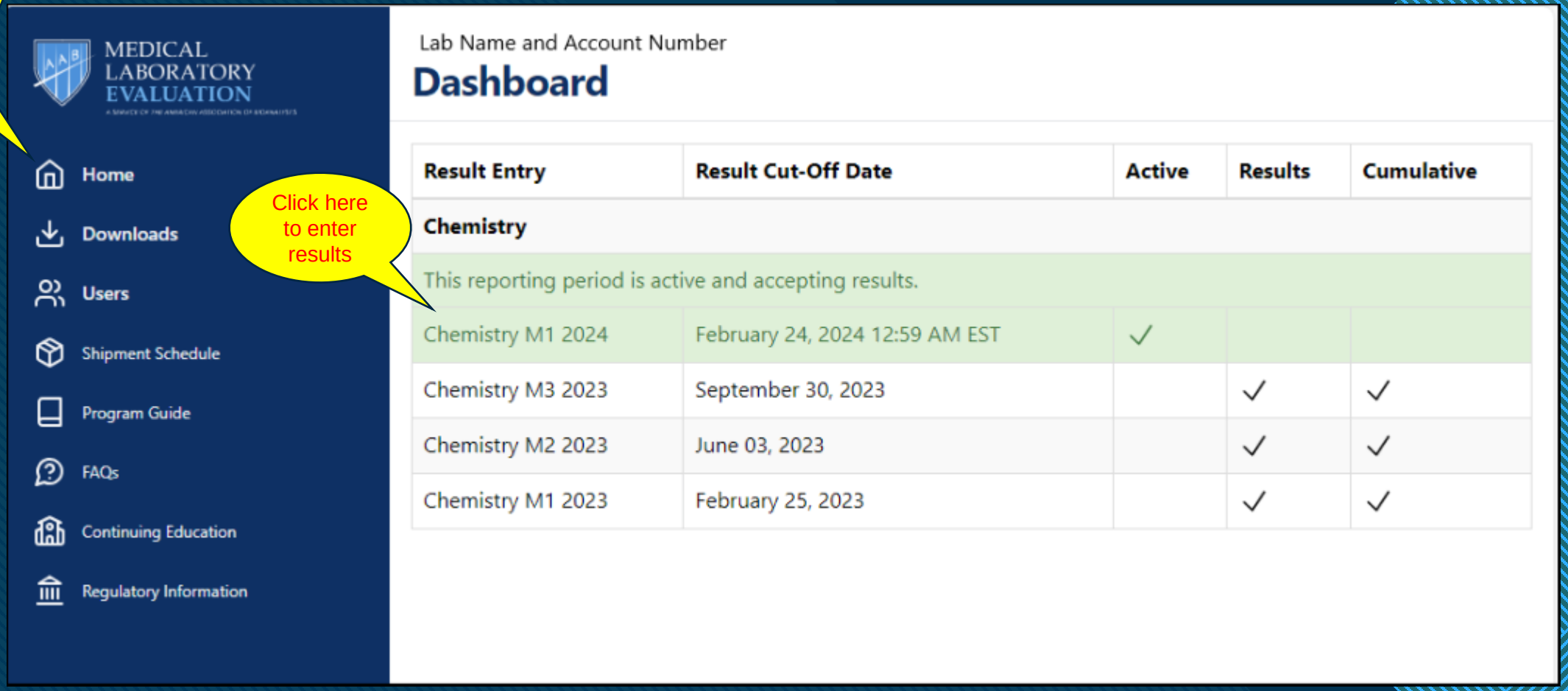
MULTIUSER ACCOUNT
Use email and password assigned by your administrator
(See CREATING MULTIUSER ACCOUNTS)



This will take you to your dashboard

Step 3: Dashboard

Click on Home to access Dashboard



Click on the **green highlighted areas** to access your current event

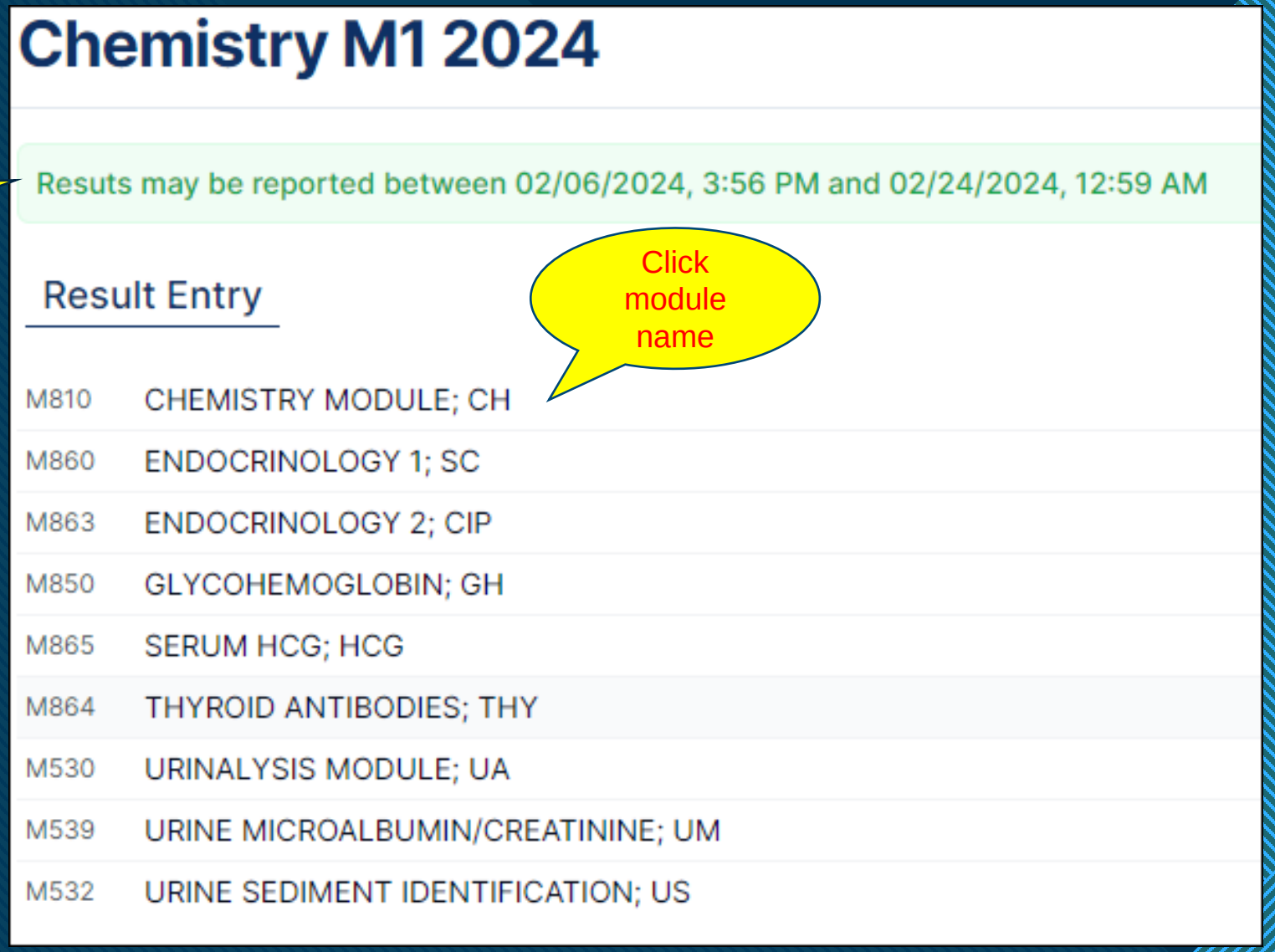
Step 4 : Open Result Entry

Deadline dates and times

Must be completed within given timeframe

NOTE

ONLY ENROLLED MODULES WILL BE LISTED HERE



Step 5: Entering Results

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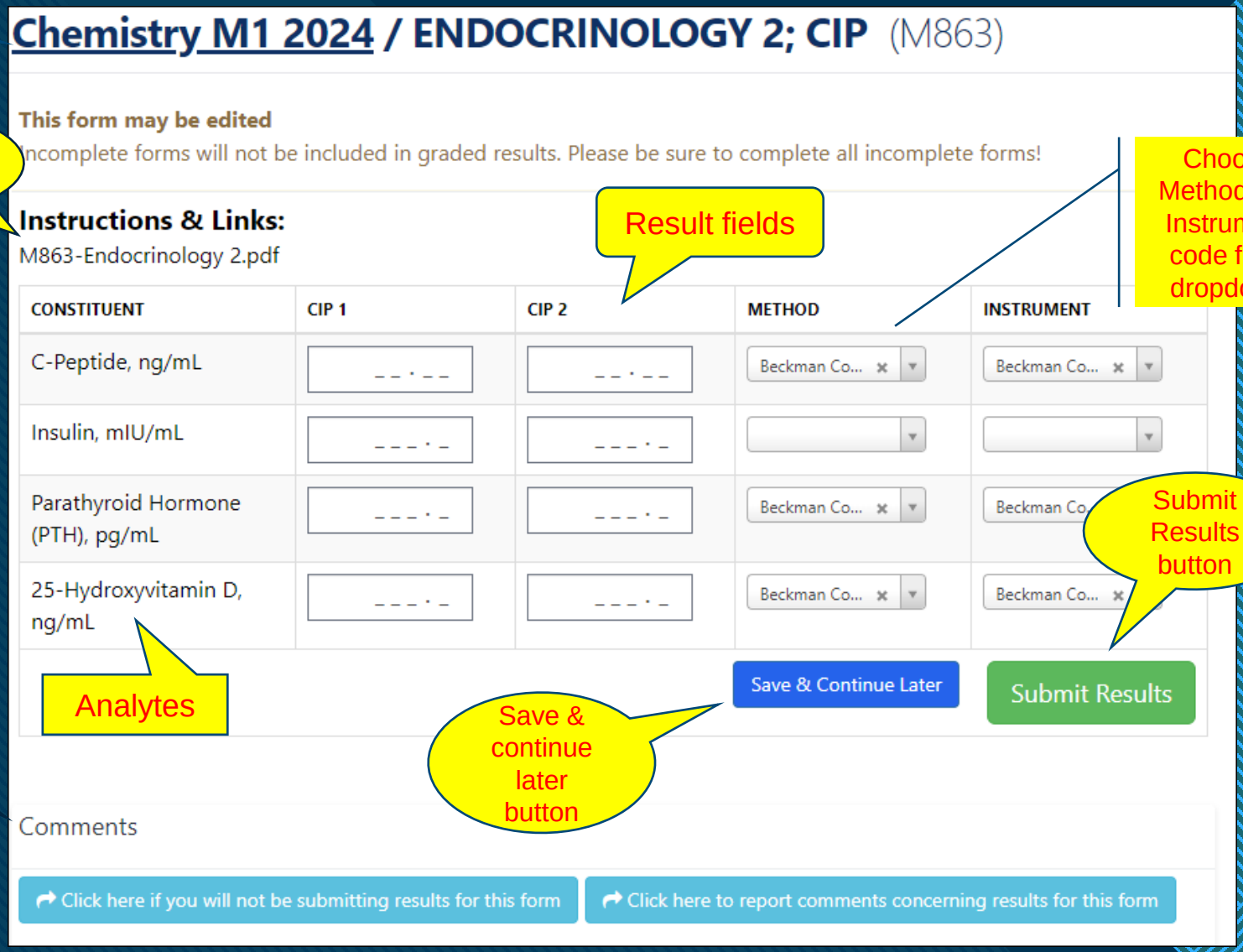
Each result form will have the following:

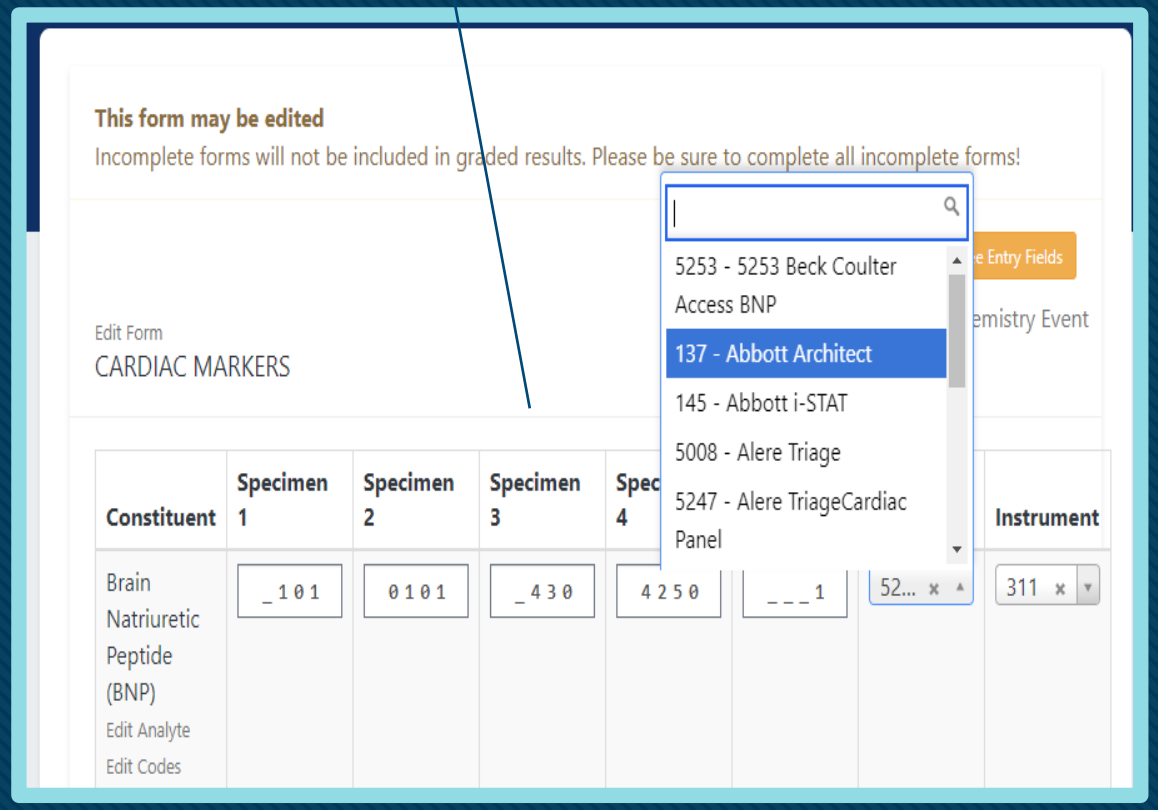
- Program module Name
- Analytes in module
- Result fields
- Method and or Instrument field
- Instructions & links with appropriate PDF attachments
- Save & continue later button
- Submit Results button
- Result Entry Comments

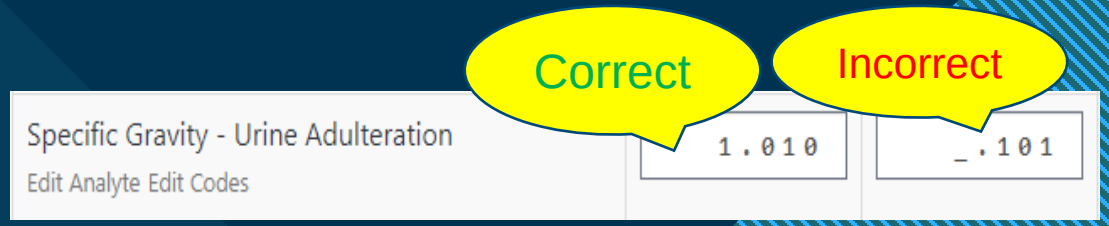


Don't forget to click on either the "Save & Continue later" or "Submit Results" to keep your results saved.

Numerical entry fields

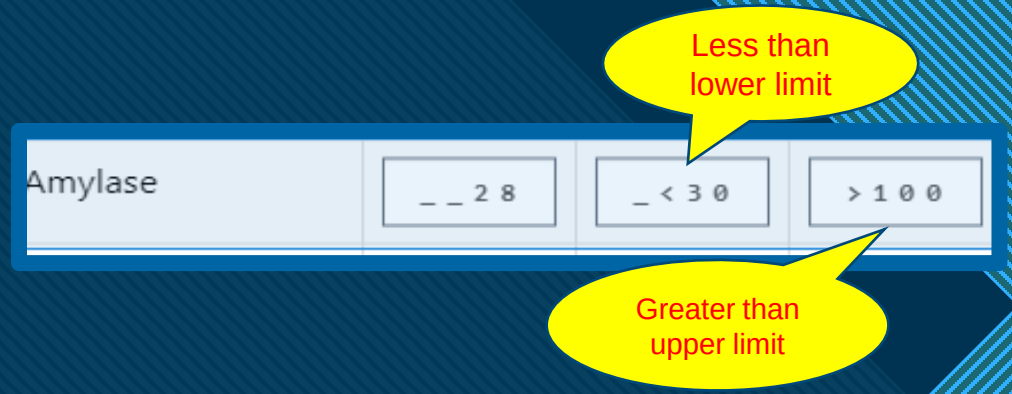
Results with non decimal entries:
Leading zero not required
Trailing zero required
E.g., 425 vs 4250



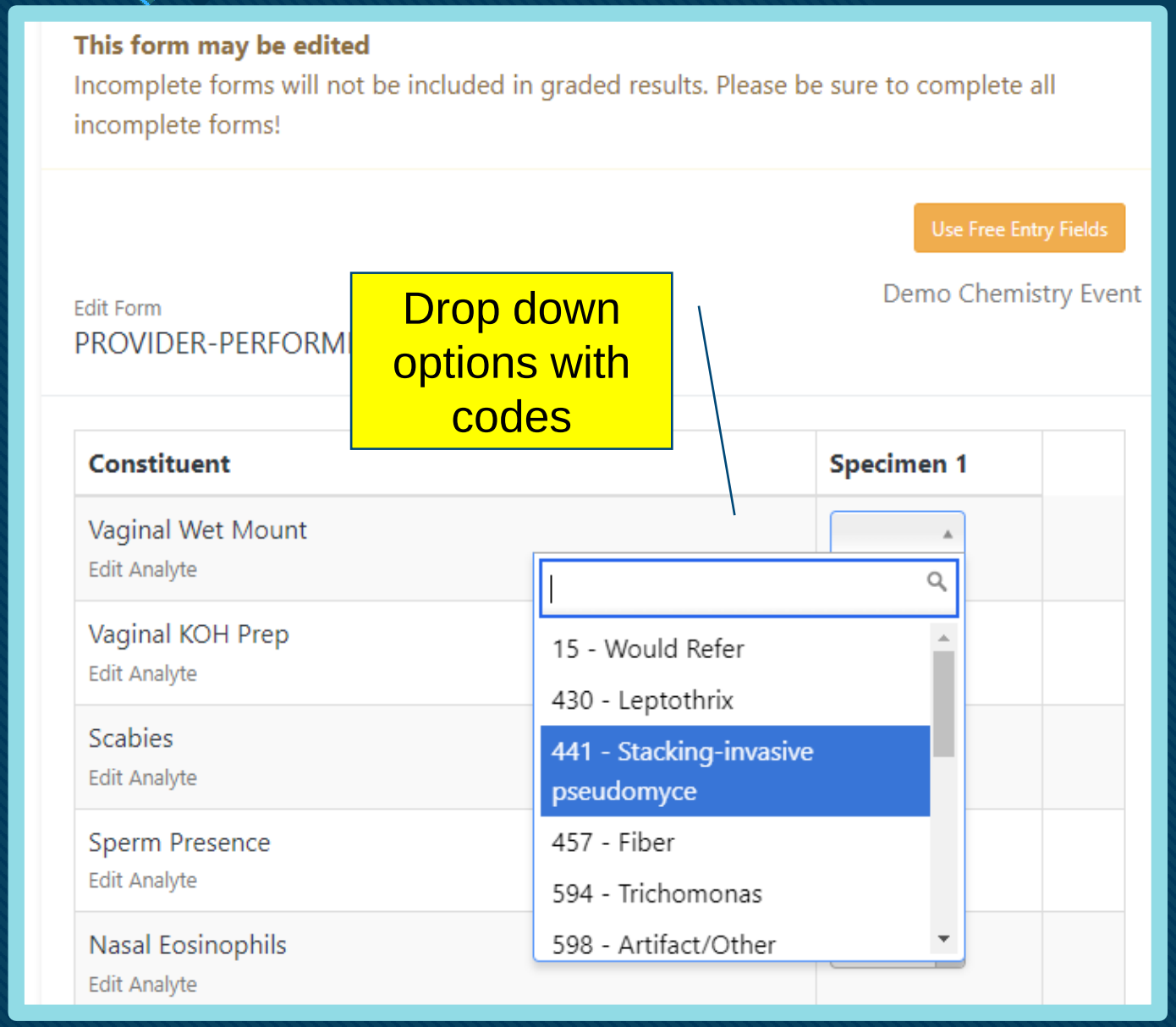


Pay attention to fields with decimal points.
Example result = 1.010
The first field is correct 1.010
The second field is incorrect 0.101

Report greater than or less then results by adding a < or > symbol before the number



Non numerical result entry



All Non-Numerical fields will have a drop-down box for the results.

Both an answer choice and its corresponding number code will be displayed as shown in example.

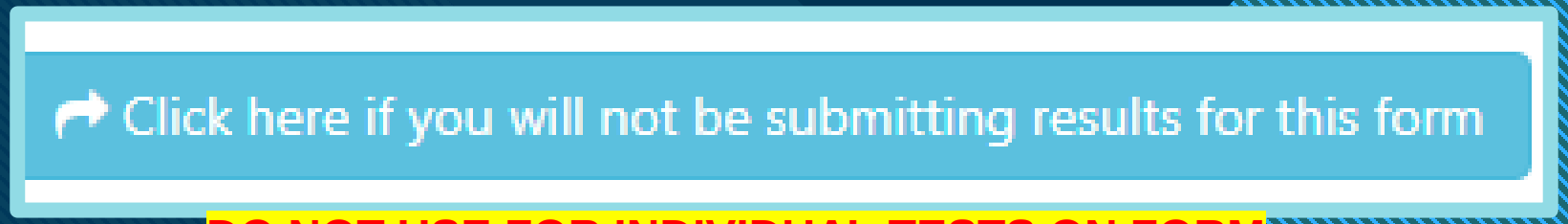
Once clicked the number code ONLY will appear in the box.

PLEASE NOTE:
The “Save & Continue Later” and Submit Results actions will display ONLY the number code.

Step 6 : Comments links

These two links are found on EACH Result page below the “Save and Continue Later” and Submit Result” buttons

Use this **ONLY** if you are NOT submitting results for the WHOLE FORM



DO NOT USE FOR INDIVIDUAL TESTS ON FORM

This link will not be visible once results are submitted

This comment link will take you to another field where you can enter your comments for the tests on the current active form

RECOMENDED: Enter all results/methods/instruments. Submit form and then click the comments link to enter the comments

Example: Total CHOL CH-1, CH-2: Unable to get results…

Not Reporting Whole Form Submission

Submitted forms for this option will appear as shown on the example below:

Click here if you will not be submitting results for this form

Not Reporting comment appears here

Chemistry M1 2024 / AFINION GLYCOHEMOGLOGIN; AFN (M851)

This form has been locked may not be edited

Unlock This Form

Not Reporting:
Contact Name: Joe Duenas
Contact Email: joe@aab-pts.org
Reason:
Reagents not available, will report next event cycle

Instructions & Links:
M851-Afinion Glycohemoglobin.pdf

CONSTITUENT	AFN 1	AFN 2	METHOD
Glycohemoglobin - HbA1c, % - Afinion Edit Analyte Edit Codes			

Save & Continue Later

Submit Results

Step 7: Submitting Results

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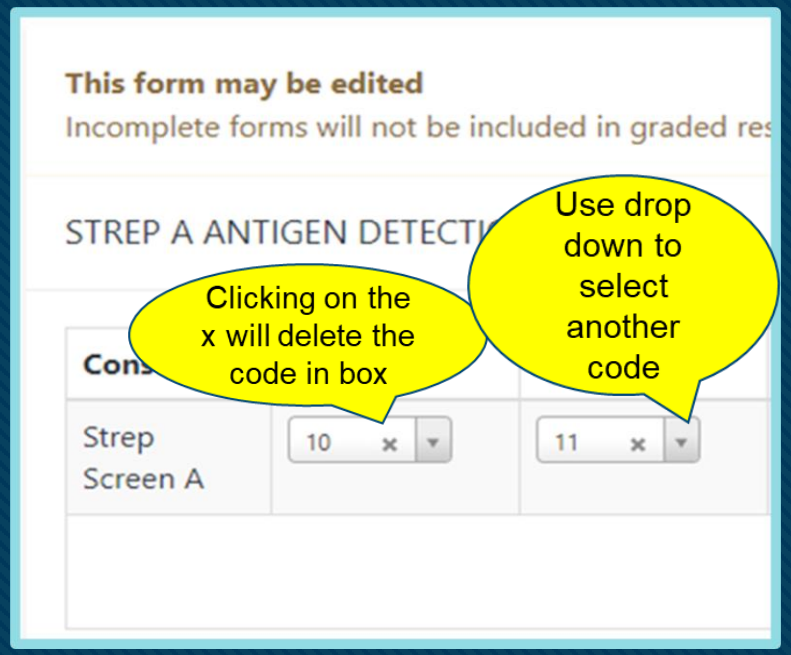
Save & Continue later – Saves results but submission is still incomplete. Results can be edited

Submit Results – All results entered, and submission is complete. Need to use the unlock button to edit results. Remember to Submit once editing is done.

Note: Electronic Attestation and Result Printing options only appears after form is submitted

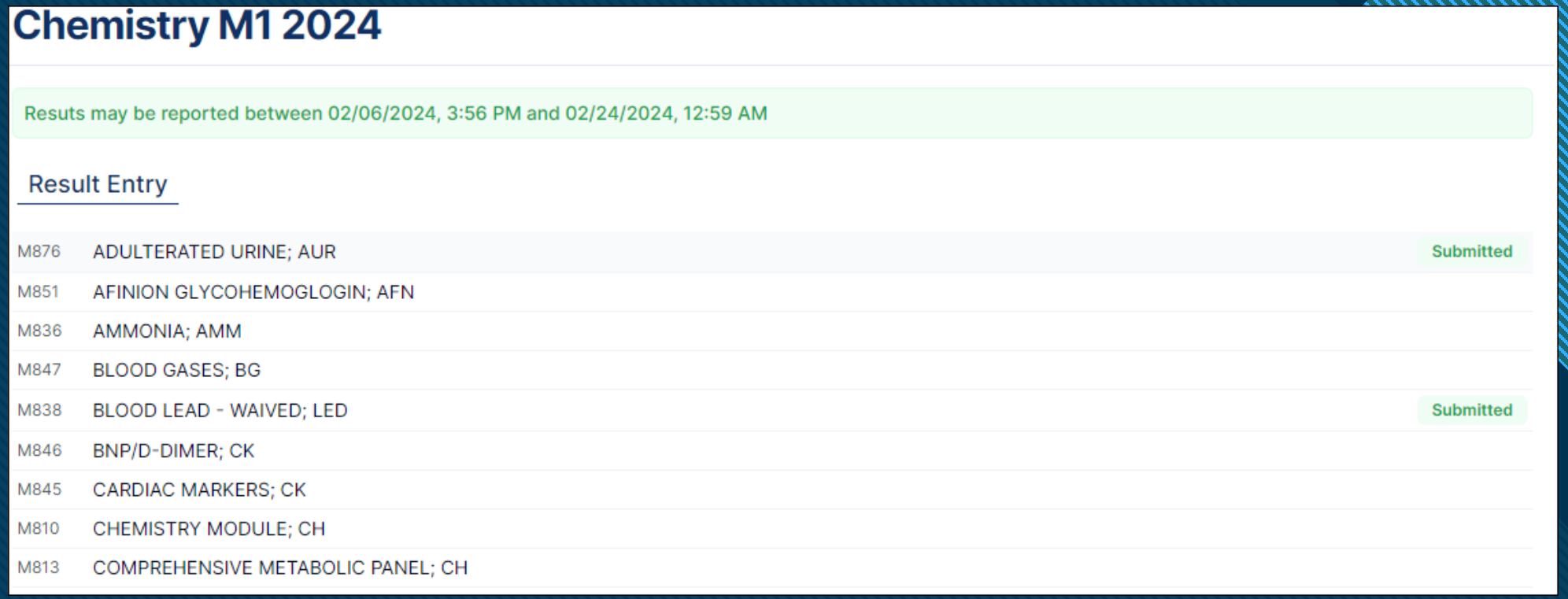


Result Entry Page Status

Submitted : This green status will appear when a result form/module is complete.
Please note: ONLY appears when you click on the "submit form" button on the respective results entry form.
Eg. M876 and M838 are submitted below

Remains Blank When :

- Module/Tests not started
- Results for the form are incomplete – "Save & Continue Later" option used.
- Not reporting Entire Result Form
- Eg. M836, M846 etc.



Chemistry M1 2024

Resuts may be reported between 02/06/2024, 3:56 PM and 02/24/2024, 12:59 AM

Result Entry

M876	ADULTERATED URINE; AUR	Submitted
M851	AFINION GLYCOHEMOGLOGIN; AFN	
M836	AMMONIA; AMM	
M847	BLOOD GASES; BG	
M838	BLOOD LEAD - WAIVED; LED	Submitted
M846	BNP/D-DIMER; CK	
M845	CARDIAC MARKERS; CK	
M810	CHEMISTRY MODULE; CH	
M813	COMPREHENSIVE METABOLIC PANEL; CH	

Step 8 : Attestation
E-sign Verifications & Directors Signature

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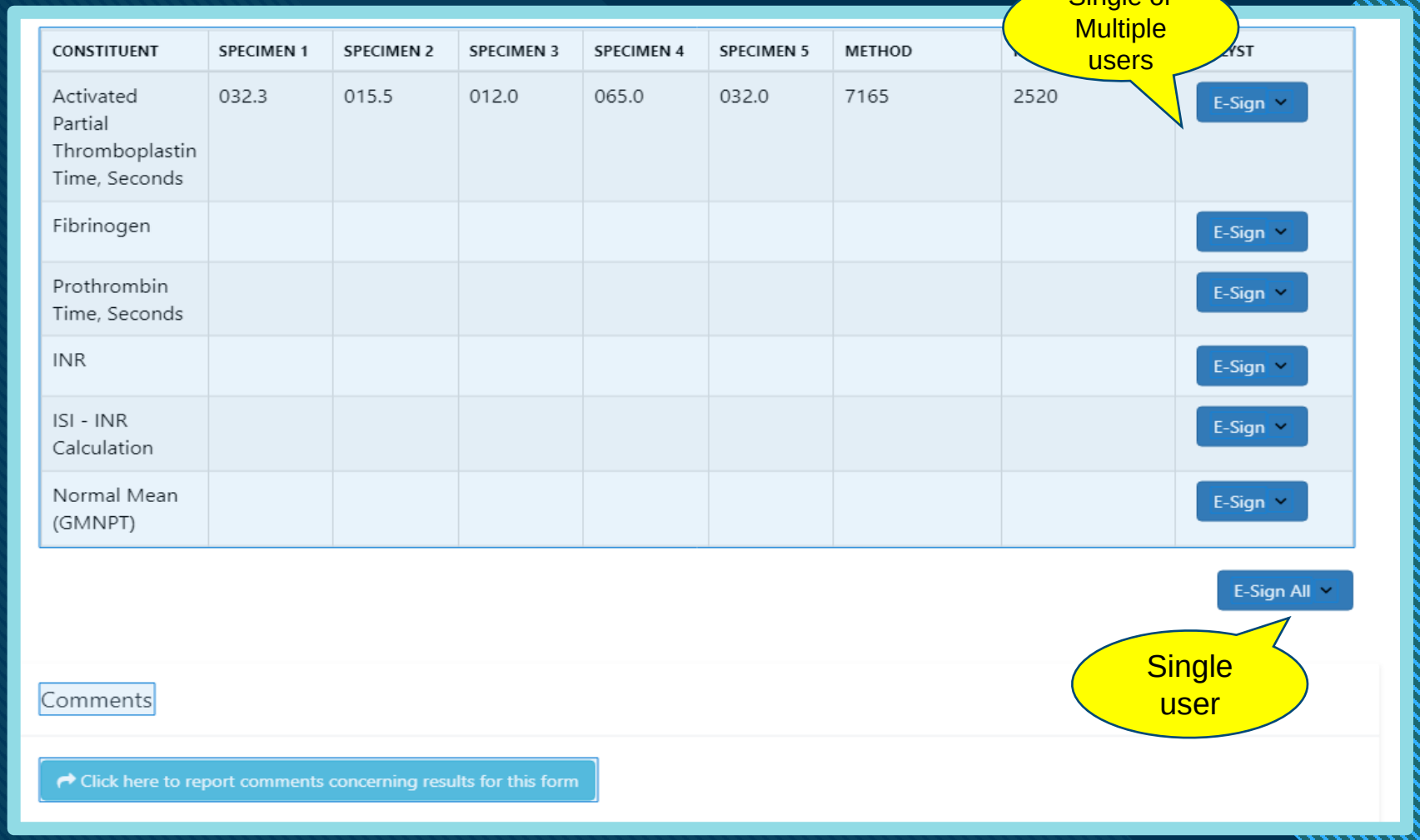
SINGLE USER

Attestate the form using the E-Sign ALL drop down once results are all entered
OR
E-Sign individually as results are entered

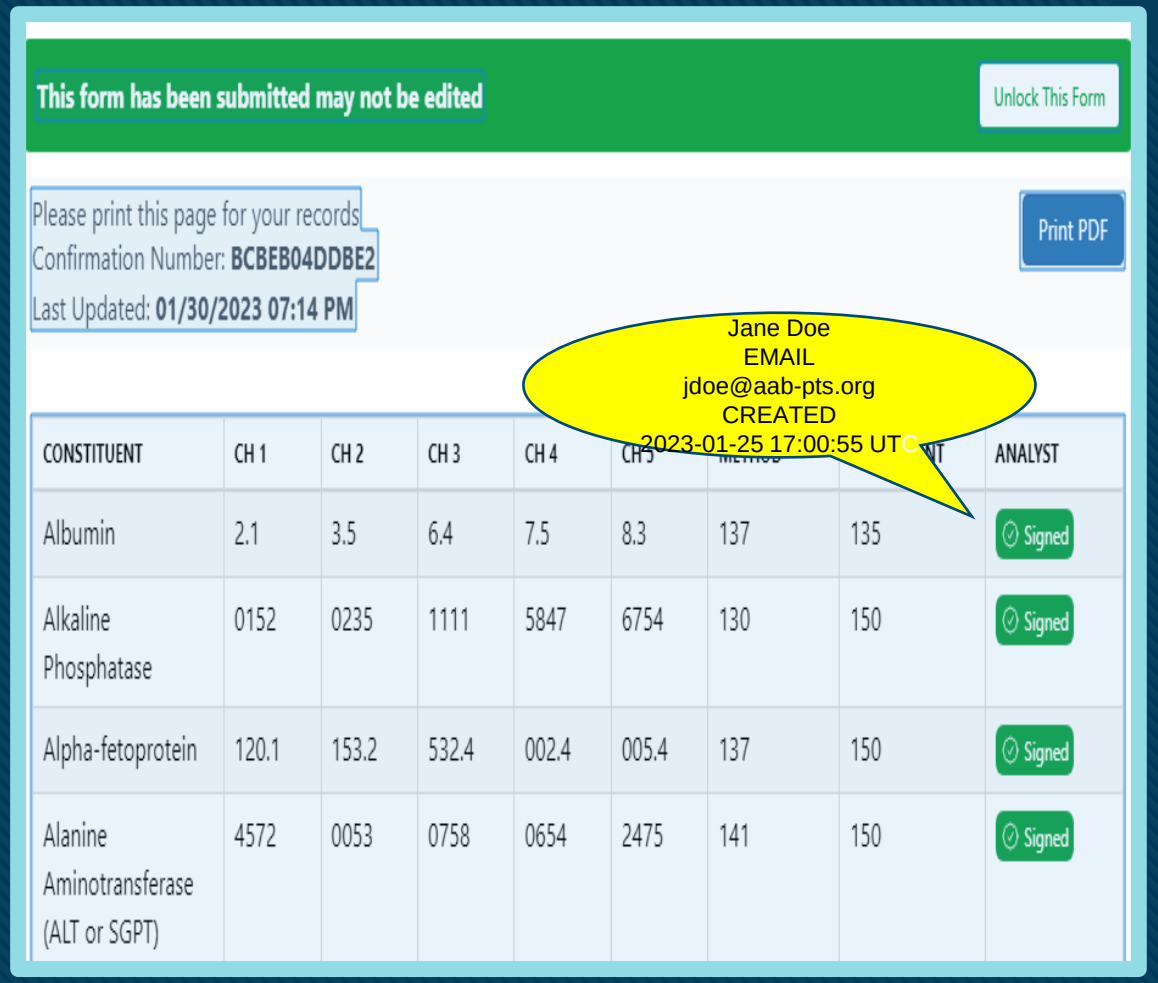
MULTIPLE USERS
(Each user needs an account)

Attestate a single result on form using the E-Sign drop down corresponding to that result line



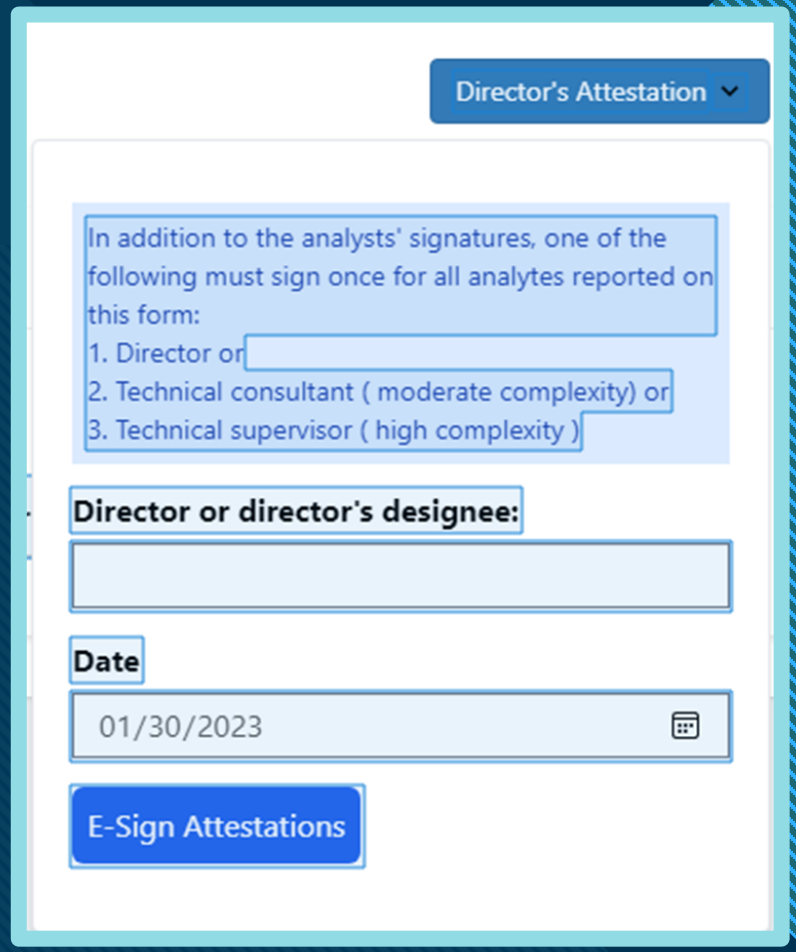
NOTE:
Once Verification is signed the user/date/time cannot be changed

Example of E-Sign Signature



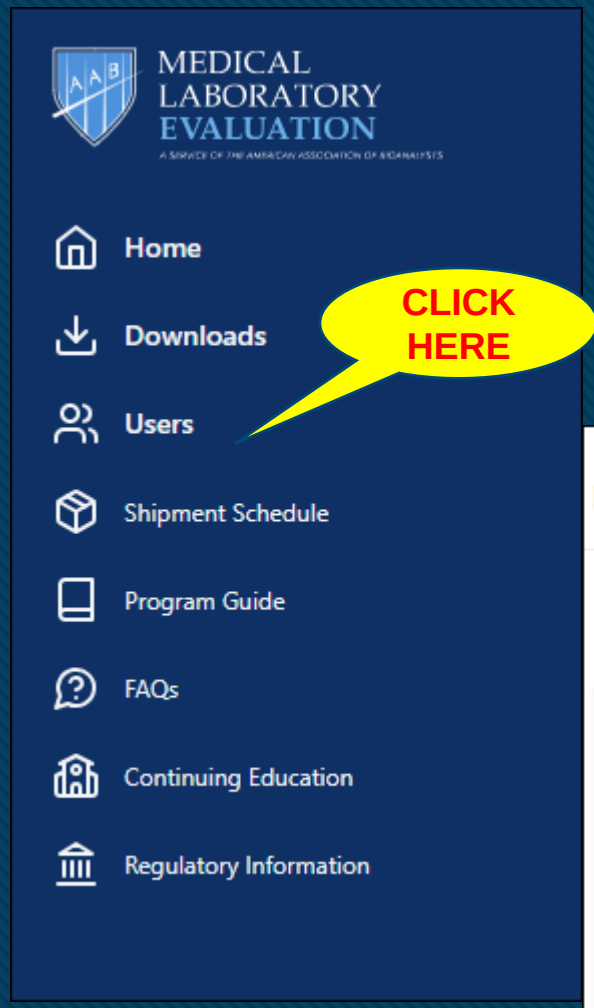
Print

The Director's Attestation drop down box for each form is located below the other E-signatures.



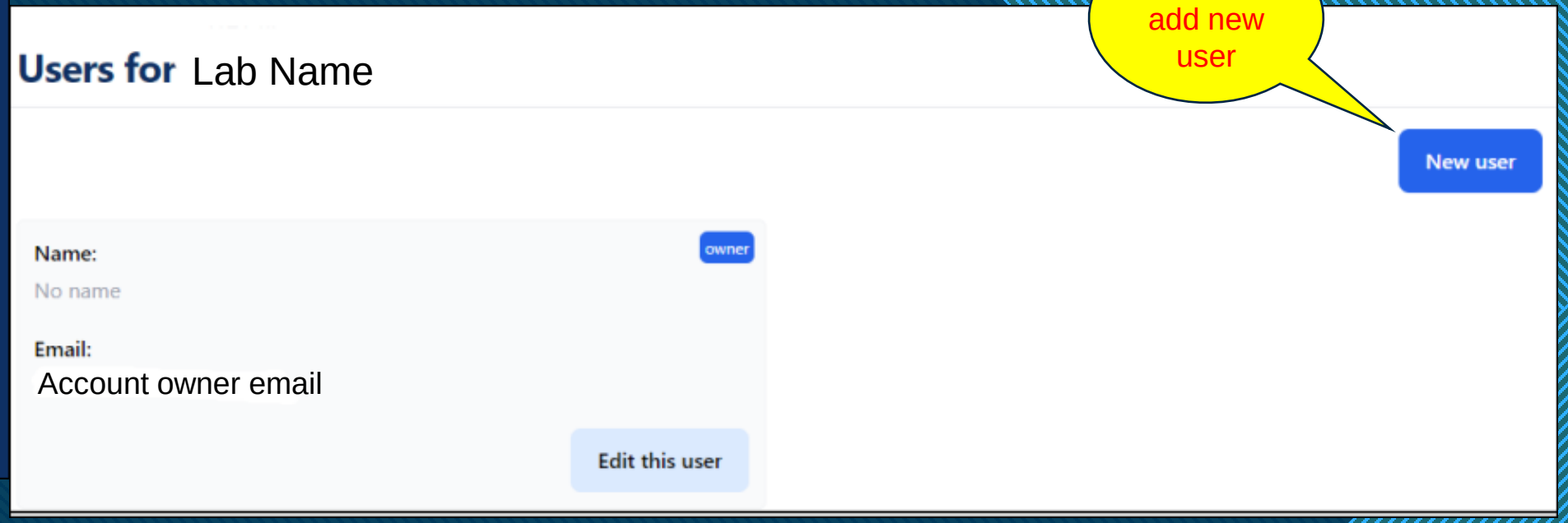
CREATING MULTIUSER ACCOUNTS (**ADMIN FEATURE ONLY**)

This feature gives Lab Administrators the option of assigning distinct emails for each user



From the dashboard click on Users to open the USERS SCREEN

Next click the **New User** button to add an email and password for a new user.



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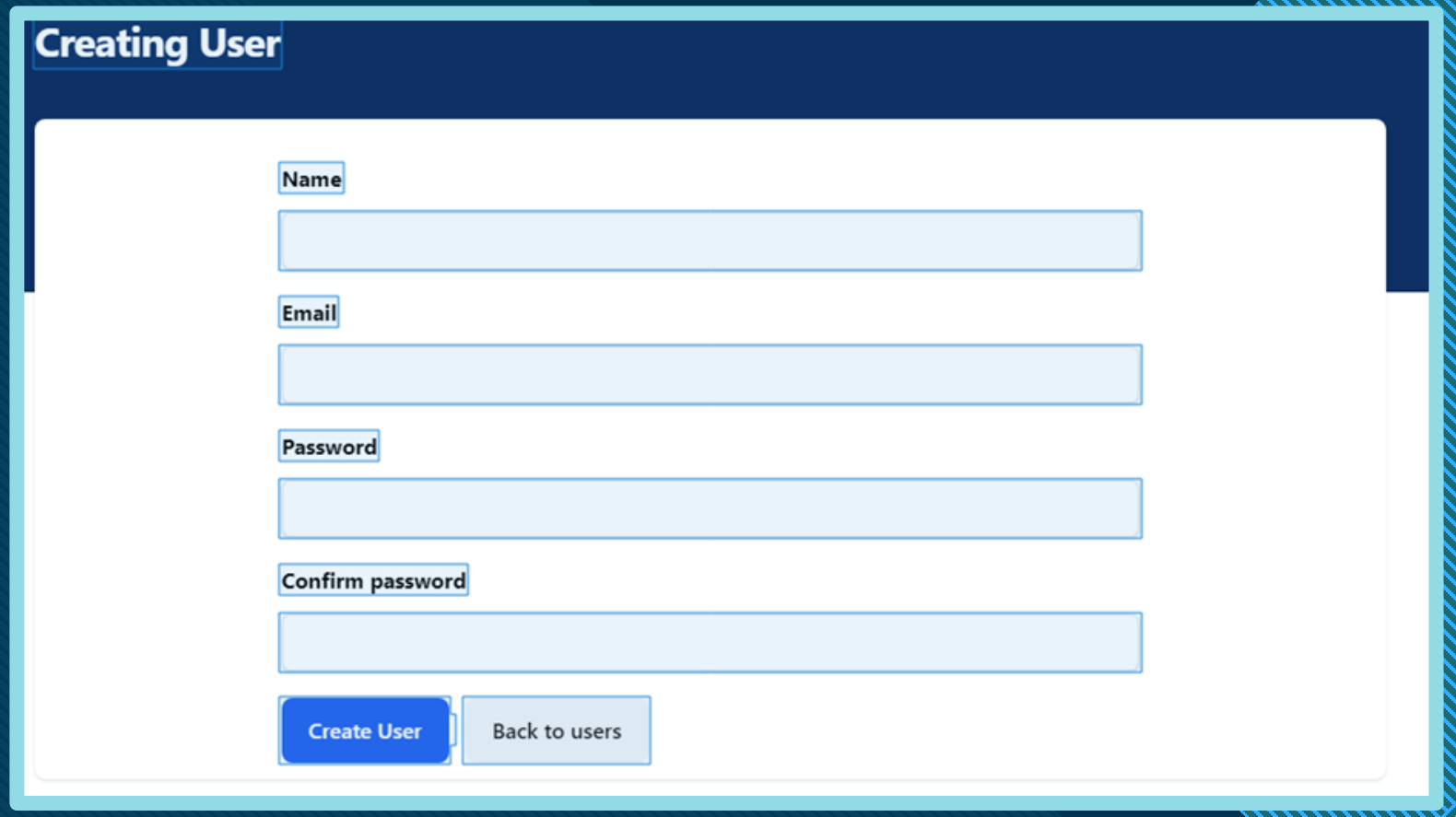
CREATING MULTIUSER ACCOUNTS (CONTD)

Enter the required information and click on Create User

You can set up multiple users this way, and have them logon with their unique email and password



Each user once registered can log in, enter results and do E-sign verification

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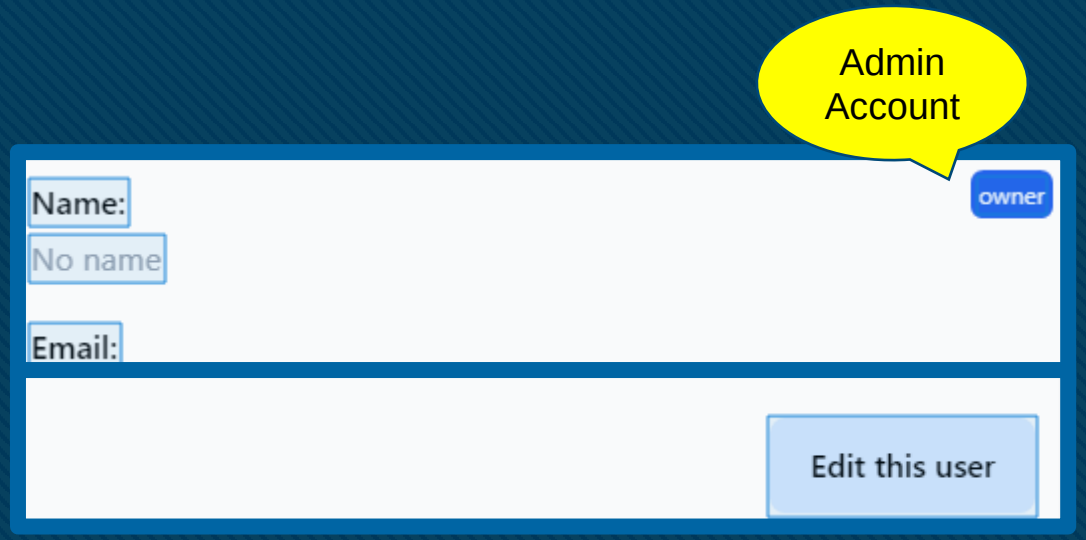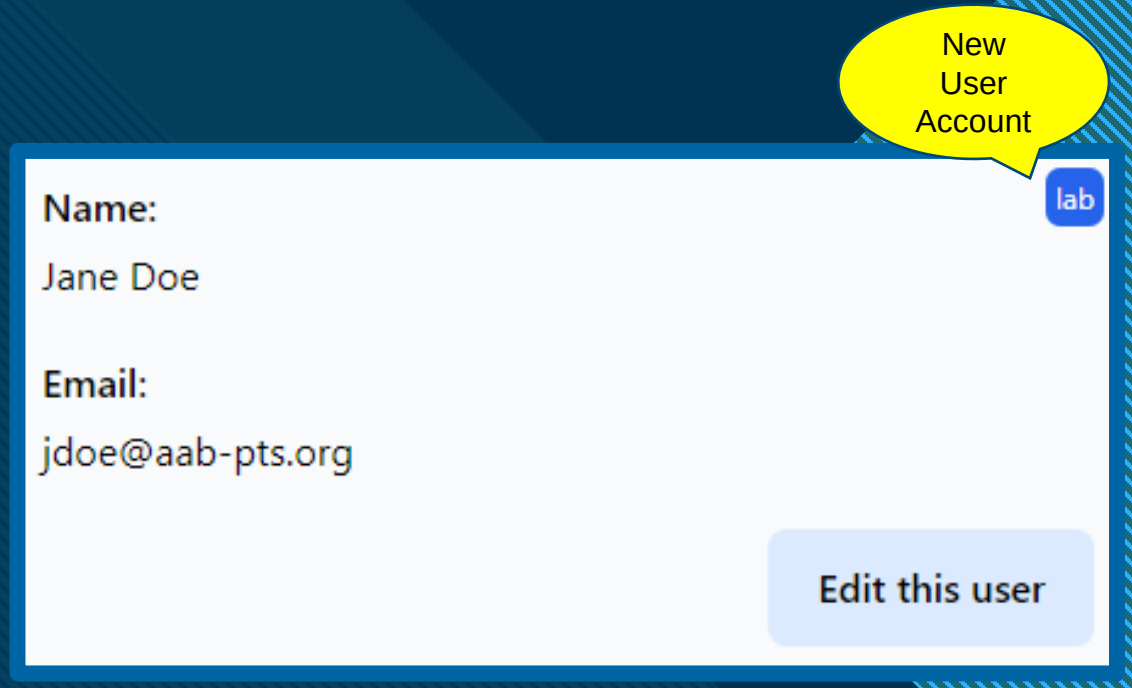
Example Multiple User Screen