


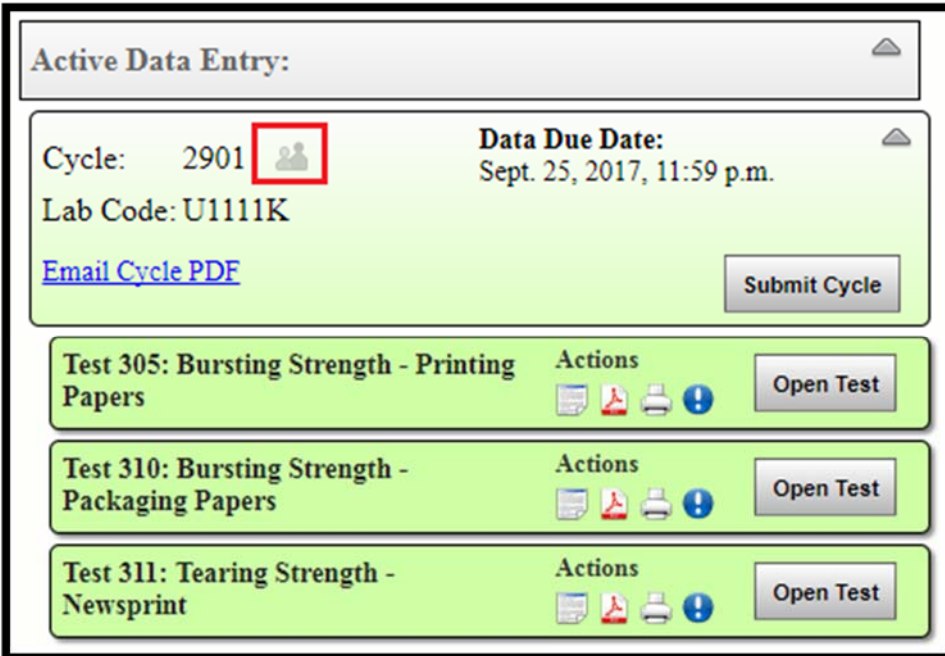
HOW TO ENTER DATA

This guide walks you through entering data in the CTS Portal. For specific instructions on completing CTS testing in your laboratory, please refer to the Industry Program Testing Instructions located within the [CTS Portal Resource Center](#).


All your active cycles and tests will appear in the Active Data Entry section on the "My Data Entry" page.

Data Entry is sorted by Cycle and Lab Code. Click the gray arrow on the far right hand corner to expand or minimize the cycle groups.

Note: Any test that is part of a group is marked by the following symbol next to the Cycle: 



Active Data Entry:

Cycle: 2901  Data Due Date: Sept. 25, 2017, 11:59 p.m.

Lab Code: U1111K

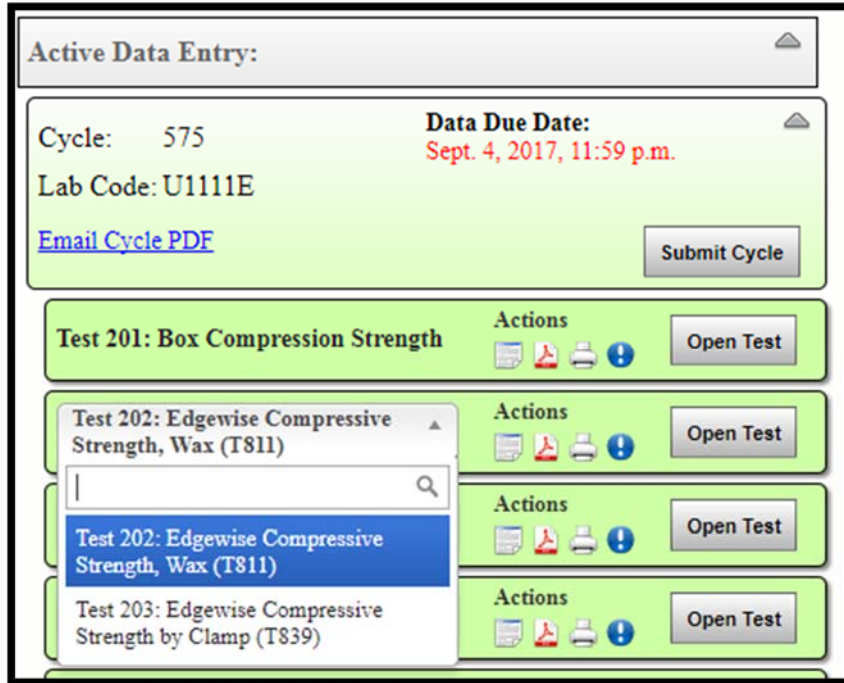
[Email Cycle PDF](#)

Test 305: Bursting Strength - Printing Papers Actions

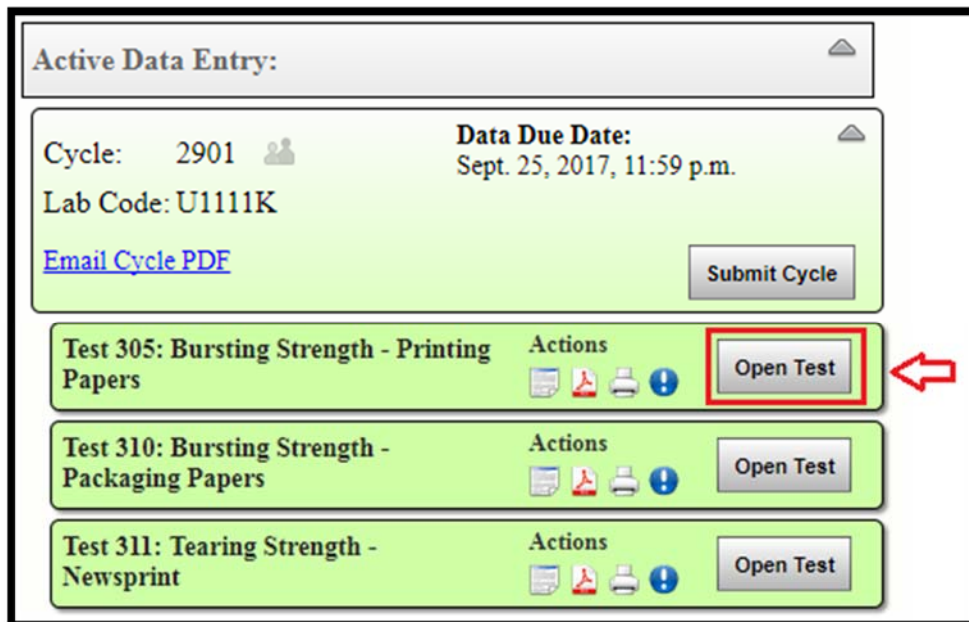
Test 310: Bursting Strength - Packaging Papers Actions

Test 311: Tearing Strength - Newsprint Actions

If there is more than one test in a series, click on the arrow next to the test to display the drop down list of available tests in the series.



To open the test you want to complete, click the "Open Test" button.



The test response form will open and the top of the page for all tests shows the following actions:



Help Link - will take you directly to the help guide.

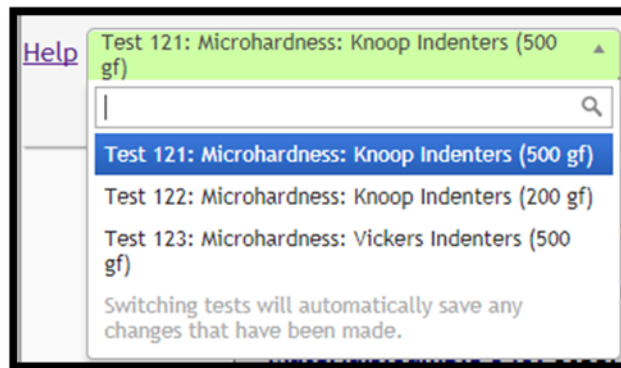
Save - will save the tests but keep the test response form open.

Save & Close - will save the test, close the test response form, and return to the My Tests page.

Submit only this Test Series - will submit all tests within a test series (single or multiple tests) to CTS. If you do not have permissions to submit a test, this will not be an available option.



Test Drop Down list (will only appear if there is more than one test in a series) - This drop down box allows the user to move to another test within the series without having to leave the entry form.



Previous and Next links are also available at the bottom of the response form for navigation.



Each Test response form is different based on the test and type of test. Two examples are shown below.

Example of a Single Test Entry

This screenshot shows a web-based test entry form for 'Box Compression Strength [TAPPI Official Test Method T804]'. The form includes fields for units, conditions, and instrument, as well as a table for sample pack data. The 'Average' field is pre-filled with 0.00.

CTS-Containerboard Collaborative Reference Program
Cycle: 575
Test: 201
Lab Code: U1111E
Web Code: BTN288
Month: August 2017

Test 201: Box Compression Strength [TAPPI Official Test Method T804]
Corrugated Boxes

Data must be received by Sept. 4, 2017, 11:59 p.m. to be included in the report

Please verify Units, Conditions, and/or Instrument utilized to perform this testing.

Units:
Conditions:
Instrument:

Use Sample Pack: BX
BX11

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Average: 0.00

Please use the calculated average to confirm your data entry.

Were TAPPI Std Conditions (48-52% RH; 22-24C) used? Yes No

Instrument (if not listed above):
Variations from specified procedure:

Analyst: Date:

Example of a Single Test within a Multi-Test Series

This screenshot shows a web-based test entry form for 'Microhardness: Knoop Indenters (500 gf)'. The form includes fields for units, conditions, and instrument, as well as a table for sample pack data. The 'Average' field is pre-filled with 0.000.

Test 121: Microhardness: Knoop Indenters (500 gf)

CTS-Interlaboratory Program for Fasteners and Metals
Cycle: 119
Test: 121
Lab Code: U1111B
Web Code: RB6Y4P

Test 121: Microhardness: Knoop Indenters (500 gf)
Specified Procedure: [ASTM E384]
Materials: Sample S45: Steel
Sample S46: Steel

Data must be received by Sept. 25, 2017, 11:59 p.m. to be included in the report

Please verify Units, Conditions, and/or Instrument utilized to perform this testing.

Units:

Prepare the pretreated surface of each block using your normal sample preparation procedures. Remove enough material to ensure a flat, polished surface suitable for microhardness testing.

Use Sample Pack: PS
S45 S46

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Average: 0.000 0.000

Please use the calculated average to confirm your data entry.

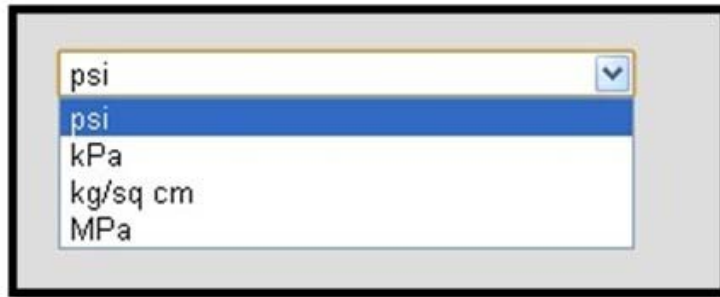
Variations from specified procedure:

Analyst: Date:

Next

There are three basic ways to enter information:

Drop Down Lists - select the appropriate answer from the drop down list.



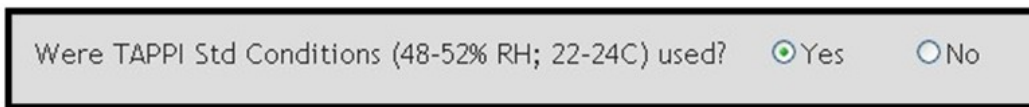
A screenshot of a web form's drop-down menu. The menu is open, showing a list of pressure units: 'psi', 'kPa', 'kg/sq cm', and 'MPa'. The 'psi' option is currently selected and highlighted in blue. The text 'psi' is also visible in the input field above the list.

Entry Boxes - key in the proper answer.



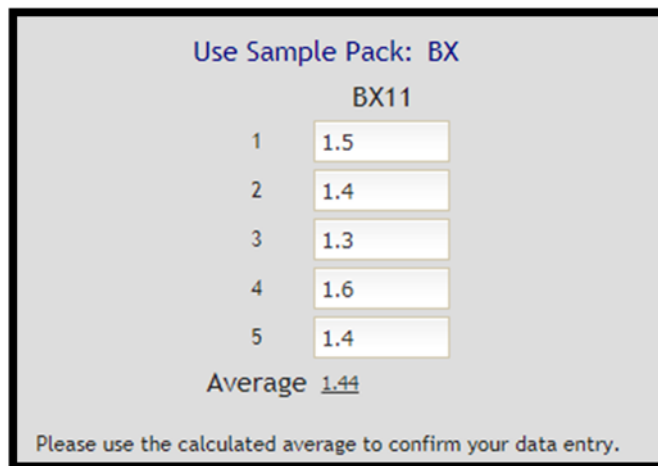
A screenshot of a form section with two input fields. The first field is labeled 'Instrument (if not listed above):' and is empty. The second field is labeled 'Variations from specified procedure:' and contains the text 'Type in answer in box like this'.

Select Circles - click on the appropriate circle to select the appropriate answer. The circle will be filled in once selected.



A screenshot of a form question: 'Were TAPPI Std Conditions (48-52% RH; 22-24C) used?'. There are two radio buttons: 'Yes' (which is selected) and 'No'.

Within the results entry section of most response forms, an average has been generated at the bottom of the column of data. This will give you an average of the amounts in the column to help you double check and feel confident in your data entry.



A screenshot of a data entry form. The title is 'Use Sample Pack: BX'. Below it is 'BX11'. There is a column of five input boxes containing the values 1.5, 1.4, 1.3, 1.6, and 1.4. Below these boxes is the text 'Average 1.44'. At the bottom, there is a note: 'Please use the calculated average to confirm your data entry.'

Some programs require testing to occur over a series of weeks, for these programs you will see each week on the same response form page. Complete responses for all weeks before submitting the test to CTS.

	Week 1		Week 2		Week 3		Week 4	
	4283		4283		4283		4283	
Sheet #1	1	<input type="text"/>	1	<input type="text"/>	1	<input type="text"/>	1	<input type="text"/>
	2	<input type="text"/>	2	<input type="text"/>	2	<input type="text"/>	2	<input type="text"/>
Sheet #2	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>	3	<input type="text"/>
	4	<input type="text"/>	4	<input type="text"/>	4	<input type="text"/>	4	<input type="text"/>
Sheet #3	5	<input type="text"/>	5	<input type="text"/>	5	<input type="text"/>	5	<input type="text"/>
	6	<input type="text"/>	6	<input type="text"/>	6	<input type="text"/>	6	<input type="text"/>
Sheet #4	7	<input type="text"/>	7	<input type="text"/>	7	<input type="text"/>	7	<input type="text"/>
	8	<input type="text"/>	8	<input type="text"/>	8	<input type="text"/>	8	<input type="text"/>
Sheet #5	9	<input type="text"/>	9	<input type="text"/>	9	<input type="text"/>	9	<input type="text"/>
	10	<input type="text"/>	10	<input type="text"/>	10	<input type="text"/>	10	<input type="text"/>
	Average 0.00		Average 0.00		Average 0.00		Average 0.00	

Please use the calculated average to confirm your data entry.

Once you are done with the test, you may click on “Save and Close” to close the test. To submit the tests, follow these guides: [“How to Submit an Individual Test Series”](#) or [“How to Submit or Retract an Entire Cycle”](#).