

HOW TO SET TESTING PROGRAM VISIBILITY

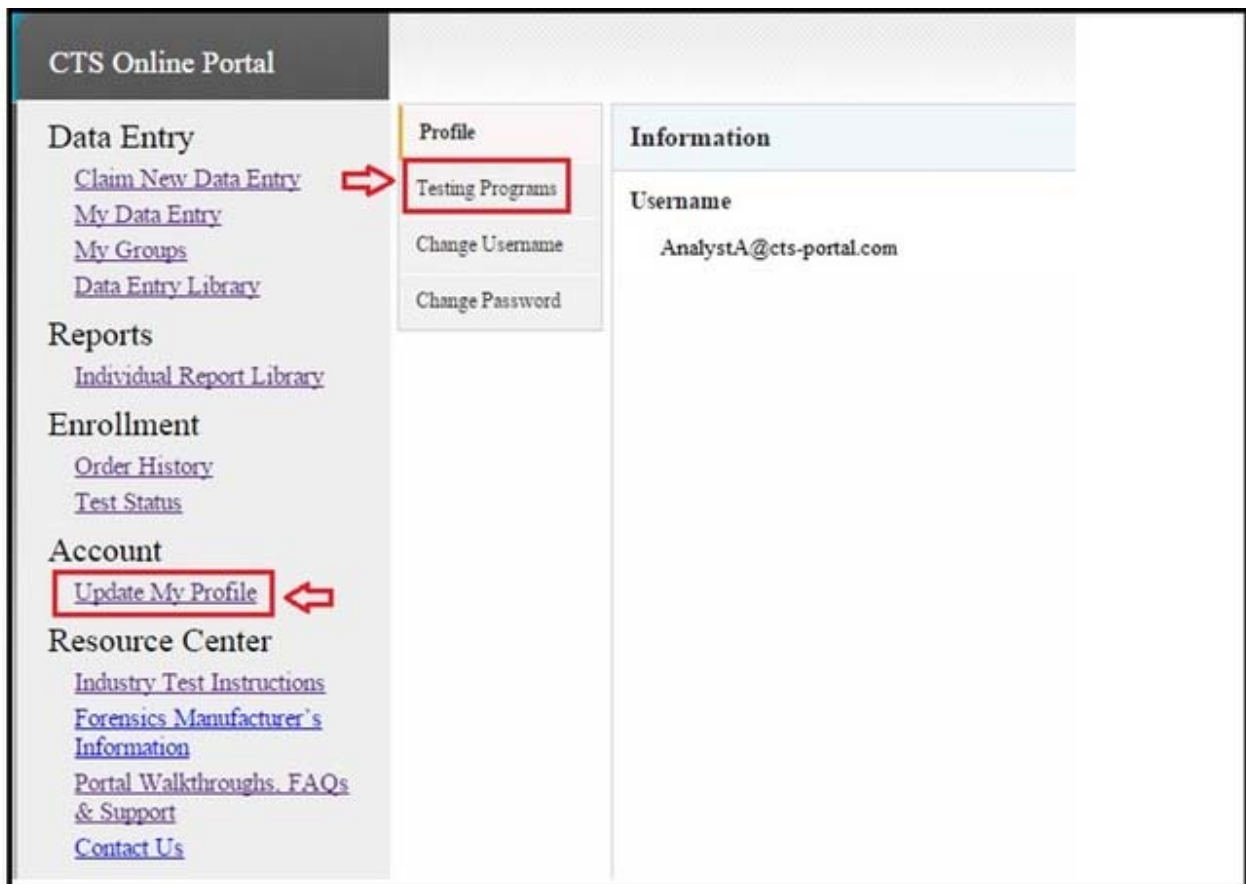
This guide walks you through setting which program's cycles will be displayed within the "Claim New Data Entry" section.

At the time of registration all programs under your selected department are visible to you by default. The selection of the "Industry" department allows for the following programs to be visible: the Agricultural Laboratory Program, Color and Appearance, Containerboard, Metals, Paper, Plastics, Rubber, and Wine.

To change which programs you can see in the "Claim New Data Entry" section of the CTS Portal, follow the below guide.

Click on "Update My Profile", under the "Account" heading on the left hand side of the page.

Click on "Testing Programs".



All available programs will be displayed. Any program that has a checkmark next to it will be displayed when you are on the "Claim New Data Entry" page. Click the box next to a program to make a checkmark either appear or disappear.

Once all necessary programs are checked, click on the "Change Visibility" button to save your changes.

Program Name	Visible
Forensics	<input checked="" type="checkbox"/>
Industry	All
Agricultural Laboratory Program	<input checked="" type="checkbox"/>
Color and Appearance	<input checked="" type="checkbox"/>
Containerboard	<input checked="" type="checkbox"/>
Metals	<input checked="" type="checkbox"/>
Paper	<input checked="" type="checkbox"/>
Plastics	<input checked="" type="checkbox"/>
Rubber	<input checked="" type="checkbox"/>
Wine	<input checked="" type="checkbox"/>

The screen shown below is an example of what the "Claim New Data Entry" dropdown list would look like based on selecting the Containerboard and Paper programs for program visibility.

Program	Containerboard
Cycle	
Lab Code	