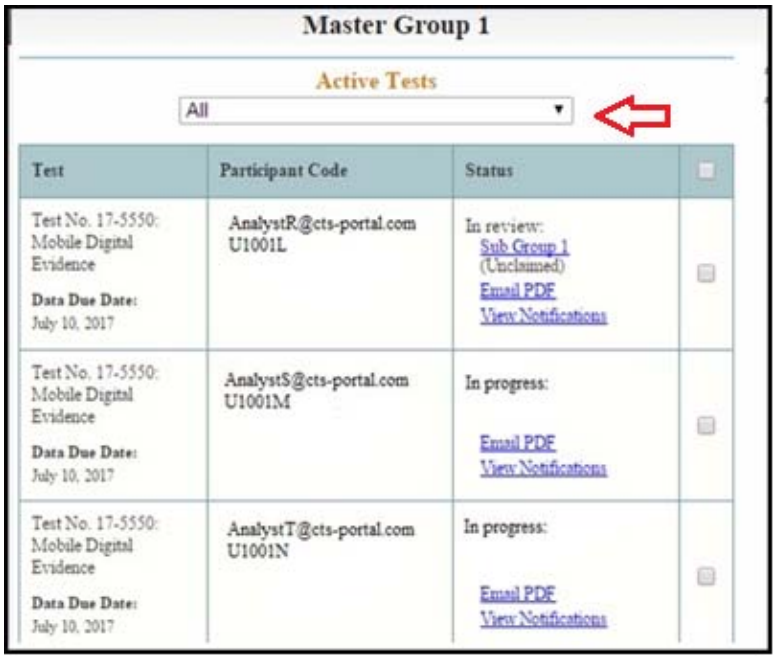
How to Do a Bulk Submission or Retraction by a Master Group

This guide explains how to complete a bulk submission to CTS. The accreditation information can also be filled out during the bulk submission. You can submit just one, a few, or all of the active tests. This guide also explains how to complete test retraction by the Master Group.

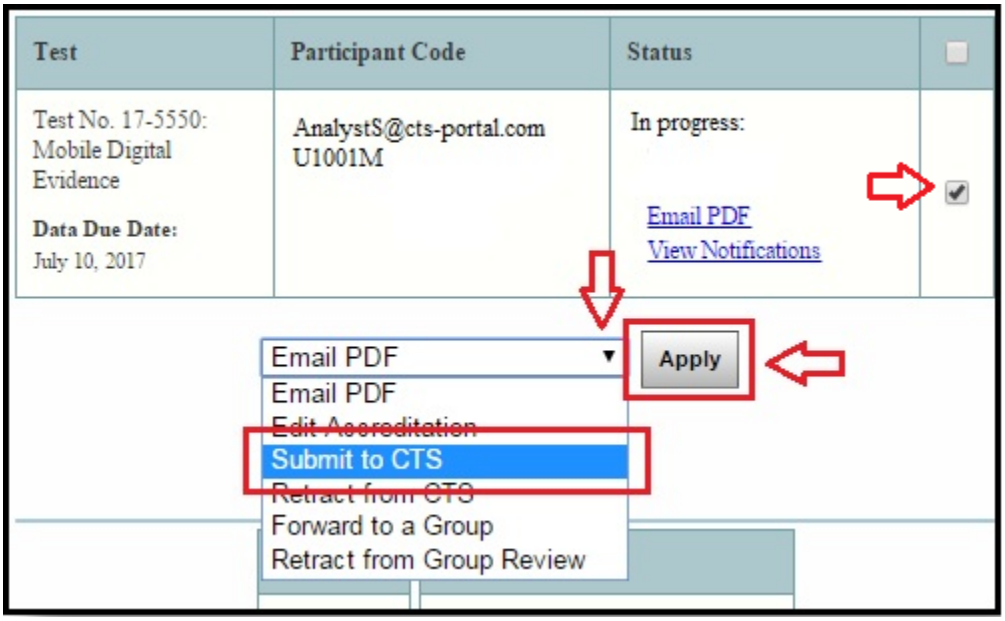
How to Submit Tests in Bulk

Click on "My Groups" on the left hand side under “Data Entry”. Click on "Master Group Dashboard" under the Master Group.

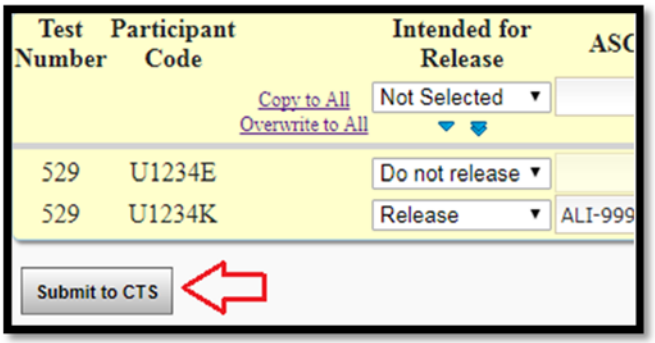
A list of all the active tests for all members of the Master Group will be displayed. To show only a specific active test, use the drop down menu at the top.



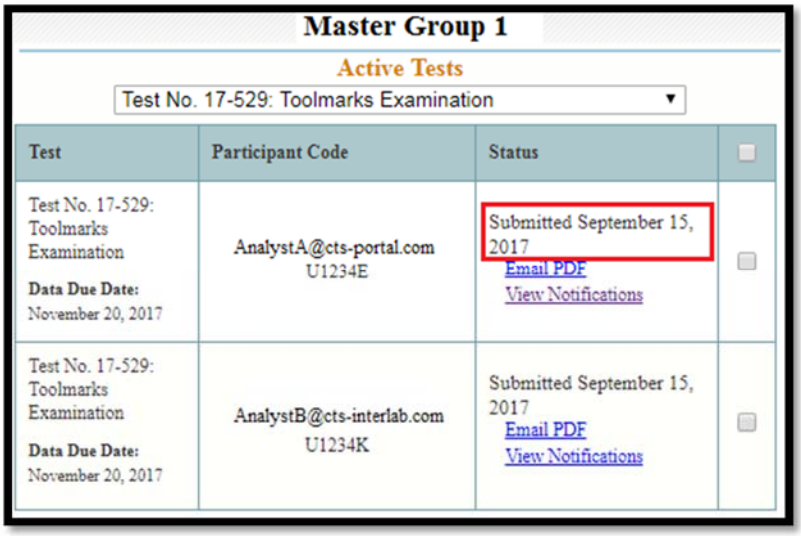
Click on the box in the right column for each test that you want to submit to CTS. Choose "Submit to CTS" from the drop down list below the active tests. Click on the "Apply" button. **Note:** *The Master Group has the power to submit tests directly to CTS no matter their review status.*



The Enter Accreditation page will open. Enter, edit, or review as described in the walkthrough: "How to Fill in Accreditation Information by a Master Group". The only difference is that instead of the "Save" button, this version of the accreditation page will have a "Submit to CTS" button. Once the accreditation information has been completed, click "Submit to CTS".



The Master Group Dashboard will open back up. The test(s) that you submitted will show up as "Submitted" under the status column.



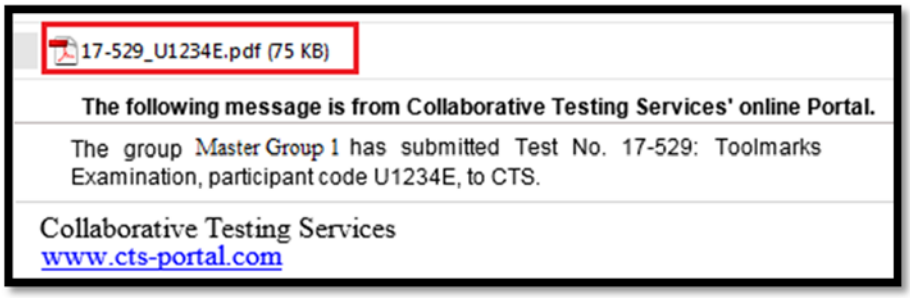
Master Group 1

Active Tests

Test No. 17-529: Toolmarks Examination

Test	Participant Code	Status	
Test No. 17-529: Toolmarks Examination **Data Due Date:** November 20, 2017	AnalystA@cts-portal.com U1234E	Submitted September 15, 2017 Email PDF View Notifications	
Test No. 17-529: Toolmarks Examination **Data Due Date:** November 20, 2017	AnalystB@cts-interlab.com U1234K	Submitted September 15, 2017 Email PDF View Notifications	

The Original User will receive an e-mailed notification that their test has been submitted to CTS by the Master Group along with a PDF copy of the submission.



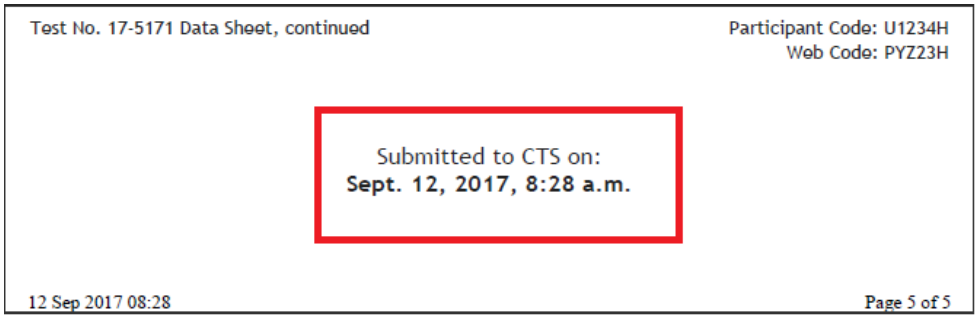
17-529_U1234E.pdf (75 KB)

The following message is from Collaborative Testing Services' online Portal.

The group Master Group 1 has submitted Test No. 17-529: Toolmarks Examination, participant code U1234E, to CTS.

Collaborative Testing Services
www.cts-portal.com

The PDF will include a submission time stamp on the last page.



Test No. 17-5171 Data Sheet, continued

Participant Code: U1234H
Web Code: PYZ23H

Submitted to CTS on:
Sept. 12, 2017, 8:28 a.m.

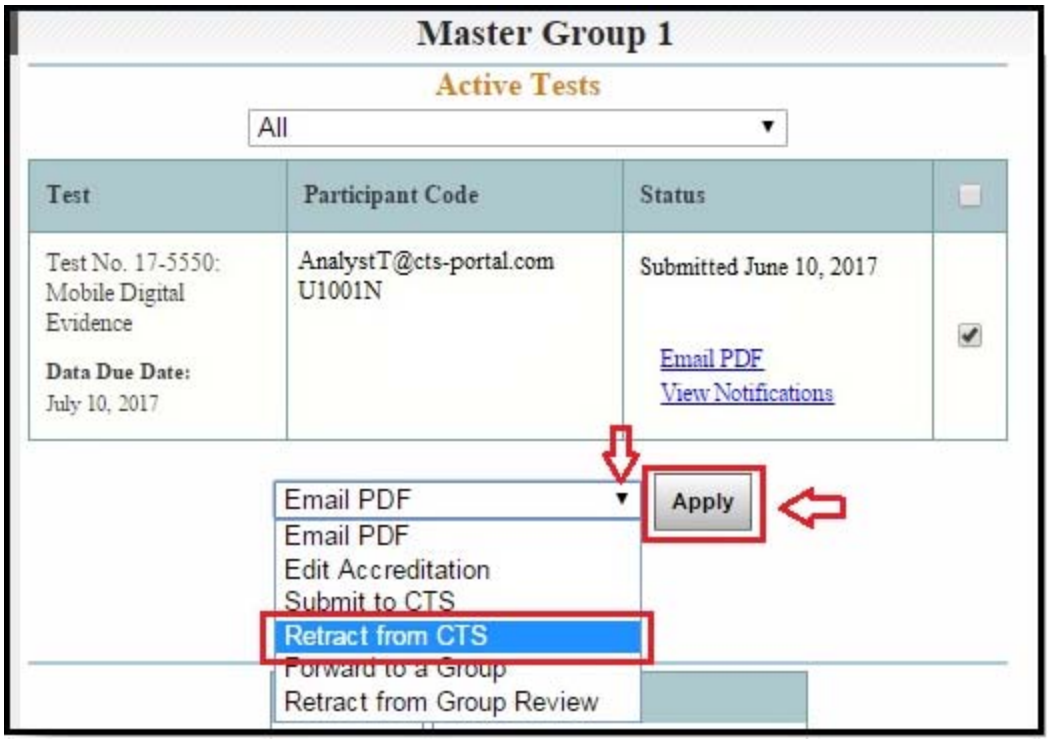
12 Sep 2017 08:28

Page 5 of 5

Bulk Retraction

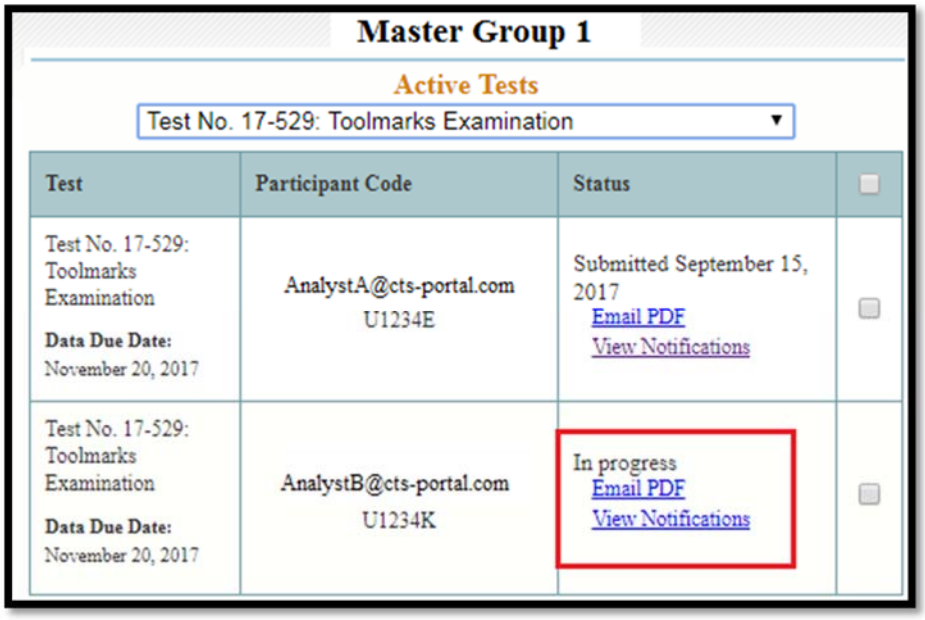
To retract a test or tests that have been submitted to CTS, start at the Master Group Dashboard.

Click on the box in the right column for each submitted test that you want to retract from CTS. Choose "Retract from CTS" from the drop down list below the active tests. Click on the "Apply" button.

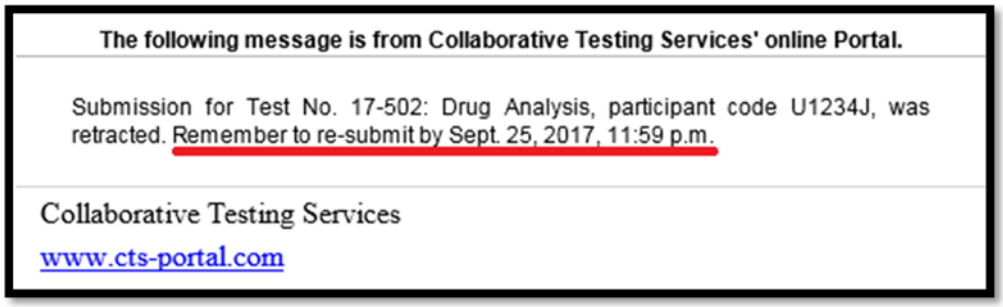


A pop up confirmation message will appear. Click "OK" to retract the test(s).

The tests that you retracted will be returned to the control of the user and show up as "In progress" under the status column.



The Original User will receive an e-mailed notification that their test has been retracted.



Note: *Data can be retracted for corrections at any time prior to the Data Due Date. However, a final submission must be made prior to the Data Due Date in order for CTS to receive the data.*