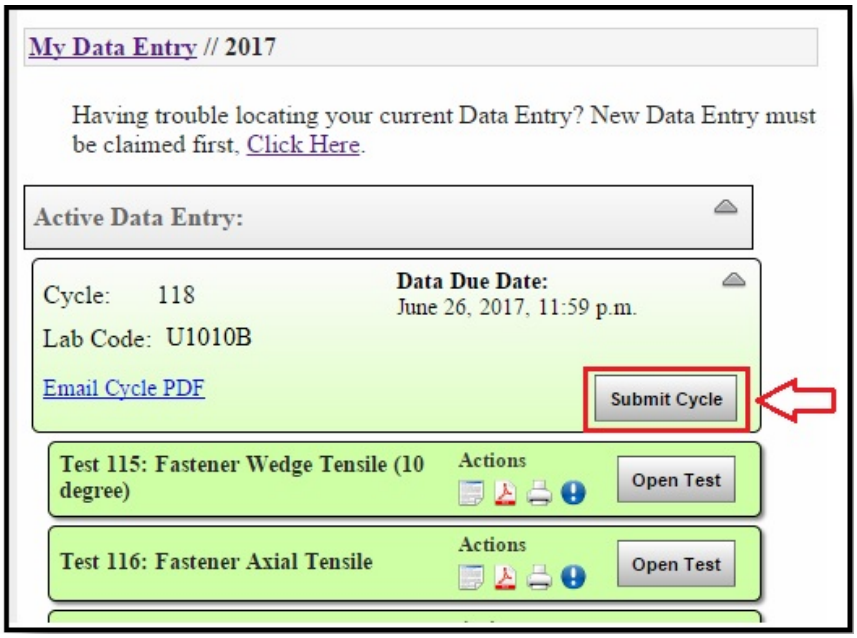
How to Submit or Retract an Entire Cycle

This guide explains how to submit an entire cycle of tests. It also explains how to retract the submitted cycle.

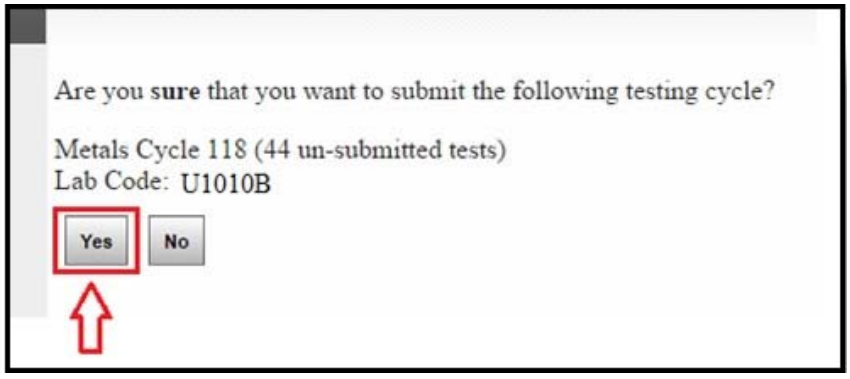
How to Submit an Entire Cycle:

Once all the tests have been completed in the cycle and you are ready to submit, click the "Submit Cycle" button next to the Cycle/Lab Code in the top section of the active cycle.

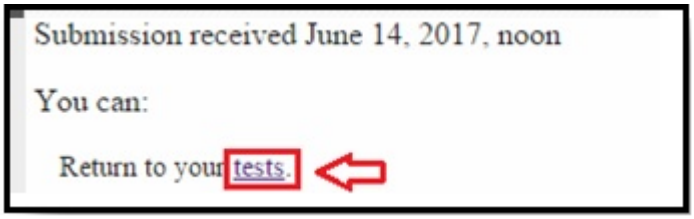
Note: *If the "Submit Cycle" button is inactive, your permission to submit has been turned off within your Group. Ask the group manager to give you permission.*



A confirmation message page will open. Click "Yes" to submit the cycle.



A page will open that indicates that your cycle has been submitted. Click on "tests" to go back to the My Data Entry page.



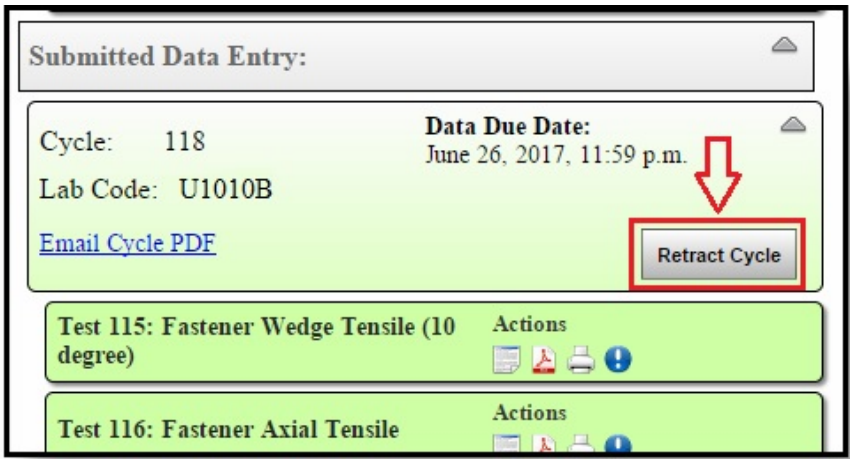
The user who originally claimed the Cycle will receive an e-mail confirmation along with a PDF copy of the submission.

Your cycle and tests are now located under the Submitted Data Entry section.

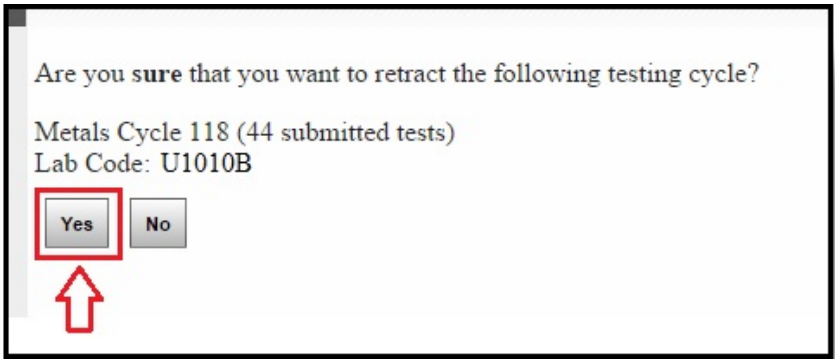
How to Retract an Entire Cycle:

To retract a cycle of tests you have submitted, click on the "Retract Cycle" button.

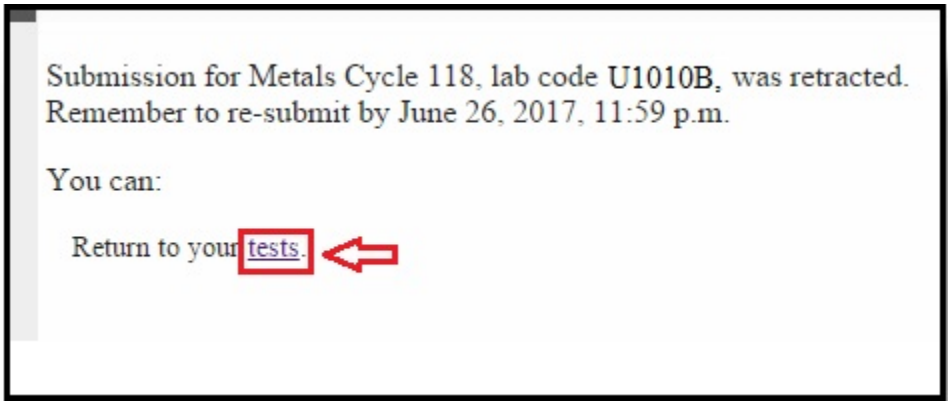
Note: *If the "Retract Cycle" button is inactive, your permission to retract has been turned off within your Group. Ask the group manager to give you permission.*



A confirmation page will open. Click "Yes" to retract the cycle.



A message page will open indicating that the cycle has been retracted. Click on "tests" to go back to the My Data Entry page.



The user who originally claimed the Cycle will receive an e-mail confirming the retracted cycle.

Remember: You will need to re-submit your test before the due date.