

**AAT Data Dashboard User Guide**

Welcome to our new dashboard for your Asbestos Analysts Testing (AAT) participation. In the Dashboard you may enter, review and edit AAT data of the current, open round; access AAT Performance Results Reports (as of AAT 129); and view the schedule for the Future AAT rounds. The full AAT program schedule can be found [online](#).

**AAR enrolled analysts** will be able to enter, review and edit their own AAT data for the open round and view reports for their current organization. The analyst role will only see themselves in the Open Rounds table, when a round is open.

**Organization AAR and AAT contacts** will be able to enter, review and edit the AAT data of all enrolled analysts for the open round and view the reports for your organization. The AAR or AAT contact role will see all the organization's enrolled analysts in the Open Rounds table, when a round is open.

AAR Environmental (REG-123456) Falls Church, VA				
Open Rounds				
Analyst	Round	Open Date	Close Date	% complete
John Doe	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>
Mike Roscopic	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>
Regina Phalange	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: green;"></div>
Annie Lyst	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>
Cali Brated	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>
Past Rounds				
Org nm	Round	Open Date	Close Date	Round Results
AAR Environmental	131	09/02/2019	10/10/2019	<a href="#">View Round Results</a>
AAR Environmental	130	06/01/2019	07/10/2019	<a href="#">View Round Results</a>
AAR Environmental	129	03/01/2019	04/10/2019	<a href="#">View Round Results</a>
AAR Environmental	128	12/01/2018	01/10/2019	
Future Rounds				
Round	Open Date	Close Date		
132	12/02/2019	01/10/2020		

**Open Rounds**

Displays either the analyst that logged into the Registry Portal or all enrolled analysts for the organization (if the AAR or AAT contact for the organization has logged into the portal). To change the permissions of a contact or analysts within your organization, email [registries@aiha.org](mailto:registries@aiha.org). This table will be blank if no round is open.

**Past Rounds**

Provides access to the AAT performance Results Reports for your organization as of AAT round 129. Displays the past rounds in which the organization has participated.

**Future Rounds**

Displays the schedule for the upcoming rounds of the current year.

**Managing the Open Round**

Open Rounds				
Analyst	Round	Open Date	Close Date	% complete
<a href="#">Mike Roscopic</a>	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: green;"></div>
<a href="#">Annie Lyst</a>	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>
<a href="#">Cali Brated</a>	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 10px; background-color: red;"></div>

[Click the Analysts Name to submit or view one's data.](#)

- Analyst** – Links to data entry page for the open round for each analyst.
- Round** – the number of the open round.
- Open Date** – the date the round is open for data entry.
- Close Date** – The date the round will close. After 11:59:59 PM ET on this date the portal will no longer accept data.
- % complete** – is a visual representation of the completion of your analyst's entry for the round.
  - Green = results have been entered for all 4 samples.
  - Red = no results have been entered.

Only see your own name in the Open Rounds table, but need access to all your organization's analysts?  
[Contact Us.](#)



**To enter, view and edit AAT data:**

Click the analyst's name link from the **Open Rounds** table to open the Data Entry Pathway: a menu of the options for AAT data submission.

You will land on the Instructions pathway. The analyst's name and ID and affiliated organization information should appear in the upper left.

Select items from the left Data Entry Pathway menu to continue the submission.

When entering results for multiple analysts, repeat these steps for each analyst so that the % complete column is green for each analyst (or each analyst participating in the round, for a retest round.)

**Data Entry Pathway Menu**

Annie Lyst (678910)  
AAR Environmental (REG-123456)  
Falls Church, VA

**Instructions**[Data Submission](#)[Confirm Submissions](#)[Return to Dashboard](#)[Return to Main Menu](#)

**The Data Entry Pathway is a menu of options for AAT data submission. Each link will direct you to the following:**

**Instructions** – the instructions for entering data.

**Data Submission** – select to enter, view or edit the results data submitted for each sample in the round. You may also add comments on this page. You may return to this page, while the round is open, to make changes.

**Confirm Submissions** – select to view the confirmation page for your entry. You should print this page for your records as the page will be unavailable once the round has closed.

**Return to Dashboard** – select to return to the AAT Data Dashboard.

**Return to Main Menu** – select to return to the Registry Portal Home.

**AAT Data Submission****AAT Round 131 Data Submission**

Analyte Class	Unit	Sample 1	Sample 2	Sample 3	Sample 4
ASBESTOS	f/mm <sup>2</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Comments**[Next](#)

**The Data Submission pathway opens the data entry form for your results.**

- Enter the blank corrected results for samples 1 – 4 into the appropriate field.
- Enter any comments regarding the quality of your proficiency samples, your experience with the preparation of the samples, or issues you encountered with the round.
- Click Next to save your entry and open the AAT Data Submission Confirmation page.



**AAT Data Submission Confirmation**

Select Confirm Submissions from the Data Entry Pathway Menu (or Next from the Data Submission pathway). Confirm that the entry is correct. Return to the Data Submission page to make changes, if necessary.

**Print this page for your records and keep, minimally, until the AAT Performance Results Report for the round is available.**

**AAT Performance Results Reports**

To access your AAT Performance Results Report for a round, click the View Round Results link from the Round Results column of the Past Rounds table. If there are no report links in the Past Rounds table, your account may be on hold due to past due invoices, please [contact us](#).

**Past Rounds**

Org nm	Round	Open Date	Close Date	Round Results
AAR Environmental	131	09/02/2019	10/10/2019	<a href="#">View Round Results</a>
AAR Environmental	130	06/01/2019	07/10/2019	<a href="#">View Round Results</a>
AAR Environmental	129	03/01/2019	04/10/2019	<a href="#">View Round Results</a>
AAR Environmental	128	12/01/2018	01/10/2019	

Click [View Round Results](#) to view the round's AAT Performance Results Report.

Clicking the [View Round Results](#) link will open the AAT Performane Results Report for that round in a new browser tab.

Report viewing works best in Google Chrome. Other browsers, such as Mozilla Firefox and Microsoft Edge may also work. Microsoft Internet Explorer is not supported.

Printing the report to PDF from your browser will save it as a PDF file.

If you chose to download the report, it will download in a .file format. To save the report in a .pdf format: open the report in your PDF viewer and 'save as' .pdf file type. Once chosen, you should not have repeat this step when opening future reports.

Please contact us if you have any issues opening your report.

**Contact us at [registries@aiha.org](mailto:registries@aiha.org) if you encounter any issues with the AAT Data Dashboard.**

