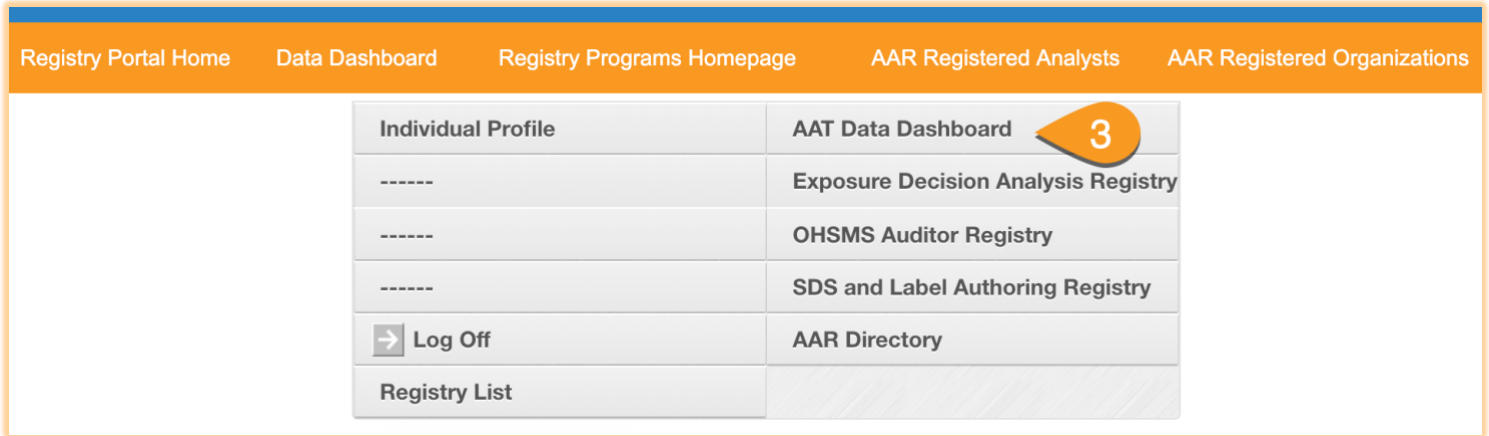


## AAT Data Entry - Quick Guide

For a more detailed guide, view the [AAT Data Dashboard User Guide](#).

1. Go to the [Registry Portal](#)
2. Log in ([Log In User Guide](#); [Setting Your Password Guide](#))
3. Click the AAT Data Dashboard box




Registry Portal Home   Data Dashboard   Registry Programs Homepage   AAR Registered Analysts   AAR Registered Organizations

Individual Profile	AAT Data Dashboard <b>3</b>
-----	Exposure Decision Analysis Registry
-----	OHSMS Auditor Registry
-----	SDS and Label Authoring Registry
→ Log Off	AAR Directory
Registry List	

4. Click the analyst's name link from the Open Rounds table



**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: 15px; background-color: green;"></div>
<a href="#">Annie Lyst</a>	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 15px; background-color: red;"></div>
<a href="#">Cali Brated</a>	131-R	11/08/2019	11/29/2019	<div style="width: 100%; height: 15px; background-color: red;"></div>

**4** Click the Analysts Name to submit or view one's data.

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




**5. Click Data Submission from the left menu**

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

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**Instructions**

- Data Submission 
- Confirm Submissions
- Return to Dashboard
- Return to Main Menu

**6. Enter the analyst's blank correct results for each sample; enter any comments; click Next.**

**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**

**7. Click Confirm Submissions from the left menu**

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

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**Instructions**

- Data Submission
- Confirm Submissions 
- Return to Dashboard
- Return to Main Menu

**8. Print/Save the analyst's confirmation page**

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

