MPEP General Information

updated May 1, 2009-

- For security purposes, each time you log in you will have a **60 minute timelimit**. After this timelimit expires, it will be necessary to log in again. Any unsaved data will be lost.

- This online data entry program is designed to help you avoid entering incorrect or incompatible data. If an error is detected, an error message will appear at the top of the current screen. You may click on the error message to be directed to the location of the error.

- A 'Quick Save' button is available for some surveys. This button utilizes the minimum amount of error checking necessary and saves the data currently entered on the page. This method prevents data from being lost if the timelimit expires. Results saved with this method are marked as incomplete. Results must be submitted using the 'Continue' button to be deemed complete. Navigation to other pages is disabled when using the 'Quick Save' button.

- Instructions and print options are now available on the left menu bar. These options are program specific.

- You may log in as many times as you wish and edit/review your data, up until the deadline for submission of survey data. These deadlines are given for each survey on the bottom of the first data entry screen and the submission verification page.

- Once the survey data entry form(s) are successfully completed, you will be directed to a submission verification page. From here you will be able to print and/or navigate back to the results that you have entered. You may also complete additional survey data entry forms. **If you do not reach this page you have most likely not entered data correctly.**