

How to manage your PT schemes on EPTIS

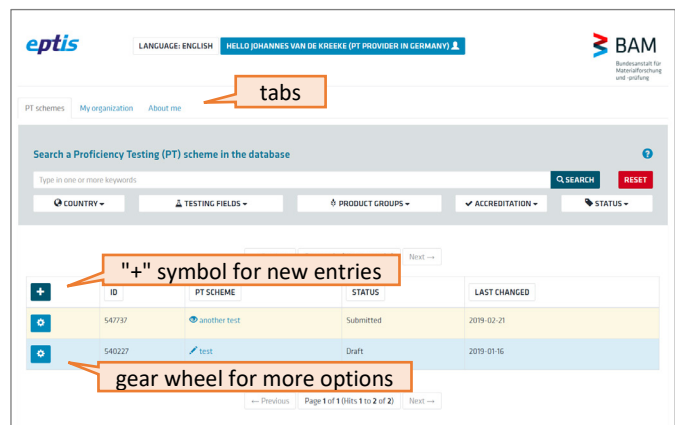
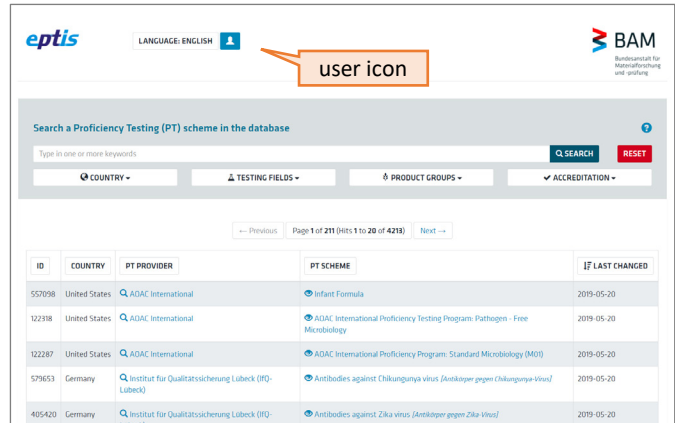
You are a *database editor* – registered on EPTIS and listing PT scheme *factsheets* on the database on behalf of a PT provider. Every editor from the same organization has its own account. Not yet registered? See [this leaflet](#) for instructions.

Start at www.eptis.org and follow the link to the database. A new browser window opens that looks like the upper picture, listing the factsheets that have been published recently.

Click the user icon and **login** with your user name (email address) and password. Now your window should look like the lower picture, listing only the factsheets in your account.

You can **manage** your factsheets yourself. Create new entries with the + symbol. View or edit your factsheets by clicking their names. The tabs and gear wheels provide further options.

Is a factsheet ready for publication? Use the **Submit** button to notify your [national coordinator](#) and ask for their review and approval. A dialog window pops up when you click the button. The window gives you the opportunity to send an automatic email notification to the coordinator, and add a personal statement to it. If you click the *silently* button the coordinator will not be informed of your submission – you should do so in another way.



Our basic rules for publication are:

- High quality *Your factsheets must be **valid, complete, understandable** and in **English**.*
- Not for rounds *The EPTIS database is for **PT schemes**. Use the **EPTIS calendar** to advertise single rounds.*
- Keep updated *Check and resubmit **all your factsheets** regularly so your customers see that you take care.*
- Similar topics on one factsheet *Provide an **overview** of what you offer. Keep factsheet numbers low.*
- Smart keywording *Labs search with keywords. Use **lead**, not **Pb** and **total nitrogen (TN)** instead of **TN**.*

Please take care your factsheets **do not get outdated**. Check them every year. Edit and resubmit your data if necessary. Even resubmit if the information is still up-to-date. This will reset the last update date and demonstrate to your potential users that you take care.

We reserve the right to reject any information or deny access to the database. Do you have a **complaint**? Please inform your coordinator and/or the central coordinator at eptis@bam.de.