

This leaflet is for you if you wish to list and manage your PT scheme factsheets on the database. You need a registration for this as a database editor. Not yet registered? Forgot your login? See [here](#).

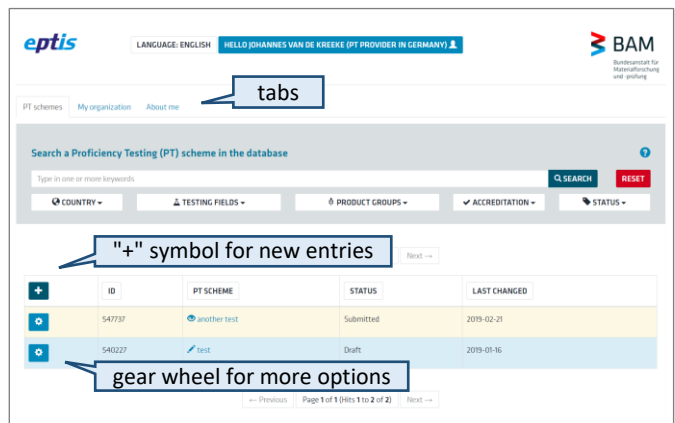
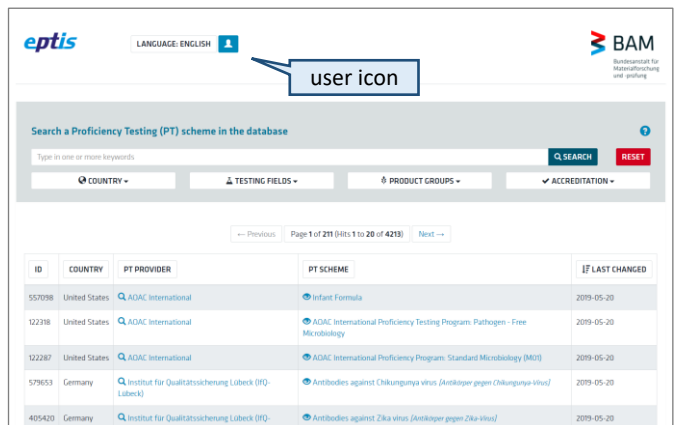
Getting started

Start at www.eptis.org and click the link to the database. A new browser window opens that looks like the upper picture. It shows 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, showing 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 on the edit form (not shown here) to notify your [national coordinator](#) and ask for their peer-review and final approval.



Making updates

1000s of laboratories worldwide visit EPTIS every month. They may note your factsheets. Show them that you care and keep your factsheets up-to-date. Check them every year.

Do they need a change? Edit where necessary, then resubmit. Are they still okay? Resubmit as well. This will reset the last-update-date on the factsheet and demonstrate your commitment.

Our rules

Be aware that our visitors are your potential customers, and they ...:

- dislike outdated factsheets and contact details so **update regularly**. Equally frustrating to them and harmful for your business are messy factsheets and incomprehensible texts in bad English;
- only **look for an overview** of what you offer, not for the finest details. Thus, it may be much better to set up 1 factsheet for a water PT than 20 factsheets for every single analyte;
- will not find you in the database if you use the wrong keywords in your factsheets. **Be smart!** Use *lead*, not *Pb* and *total nitrogen (TN)* instead of *TN*. Provide synonyms and spelling variants.

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

Thank you for using EPTIS.