

# BIPEA MEMBER AREA



## How to enter and submit your results?

- Log in to the BIPEA member area
- Click on **MY SCHEDULE AND FORMS**
- A table appears, providing information about the PTS you are enrolled in. By default, current and upcoming PTS are displayed. However, you can use the shortcuts (in yellow) or the drop-down menus to customise how the information is displayed.
- Open your forms by clicking on “Form access”

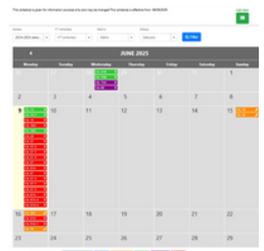
### Search Filters and Shortcuts

Series:  Program:  Matrix:

Answer before:  Statut:  Tests status:

Shortcut :  
★ Finished tests  
★ Current tests  
★ Future tests

### Calendar view



PT Scheme #	PT Scheme name	Test #	Month Year	Product code	Product name	Shipping date	Shipping Status	Answer before	State	Status	Form access
13	Feed	565	02/2025	003-4313	Horse feed	01/29/2025	Shipped	06/09/2025	🔒	Results sent	➔
13	Feed	565	02/2025	020-1213	Soya meal	01/29/2025	Shipped	06/09/2025	🔒	Results sent	➔
14	Forages	563	02/2025	023-1014	Natural meadow hay	01/29/2025	Shipped	06/09/2025	🔒	Last chance	➔
17A	Grape must	25	07/2025	025-1117	Grape juice	15/07/2025	Shipped	27/07/2025	🔓	Results sent	✍️



- **Proficiency test details:** name, matrix, important dates...

- **State:** open form  closed form 

- **Status** of the results form:
  - Empty: no data has been entered
  - In progress: some data has been entered but not submitted
  - To be sent: awaiting submission by the “Sending” manager
  - Last chance: not submitted and deadline is approaching
  - Sent: results sent to BIPEA
  - Not sent: results have not been sent to BIPEA and form is closed

### Access to forms

Please note that depending on your access rights, the form will be displayed either in read-only mode, in input-only mode (without validation), or in input and validation mode.

For more information, please download the guide: [Creation of contacts and access rights configuration.](#)

