

To submit your results please follow this general procedure:

1. Go to the website csitc.org
2. Log in with your Login-ID and your password. [If you don't know your Login-ID or password, please contact csitc-rt@faserinstitut.de.] Click on "Login"
3. Click on "Enter Round Trial Participation Area"
4. Select the area "Round Trials"
5. Choose your instrument
 - a. Either select a given instrument and click "enter/upload results"
 - b. Or click "enter/upload results" at "Enter new instrument results"
6. Set up the information for your instrument
7. Fill the information into the questionnaire
8. Upload your results using
 - a. Either the Test Instrument export file
 - b. Or the filled Excel recording file
9. Check if all data matches
10. Save the information by clicking the "save" button
11. If everything is OK submit the information by clicking the "Submit Final Results" button

Note: "save" can be used every time. If you save the information it will be kept available for you. Only by using "Submit Final Results" the data will be included in the evaluation. This will be confirmed by a message on the screen. If your internet connection is slow it may take a while (some minutes) to complete the process. Please be patient. Next time the instrument will already be available to choose and the questionnaire data will be filled in from the previous information for convenience.