

Complete Steroidal Passport Process Description

1. Create a mission order or a test (see online help if necessary)
2. Create DCFs (see DCF online help) with a urine *Sample* type
 1. And change the status of the DCF to "complete *Samples* collected".
3. Laboratory submits Urine Lab Result with (unadjusted) steroid variables and validity.
 1. Note that the validity field in the lab result is mandatory.
4. Once matched the *Athlete* steroidal passport is automatically calculated based on the *Athlete's* Passport Custodian's specificity.
 1. The *Sample* validity is mandatory and can be modified on the DCF by either the Passport Custodian's APMU or the Testing Authority responsible for the test.
 2. At this point the steroid result notification is sent to the Passport Custodian, its steroidal APMU and the Testing Authority.
5. Steroidal APMU **assigns expert(s)** for review
 1. Open passport



2. Click **Assign Expert** (expert account must be created prior to this operation) and select the expert. Newly assigned experts are automatically notified.



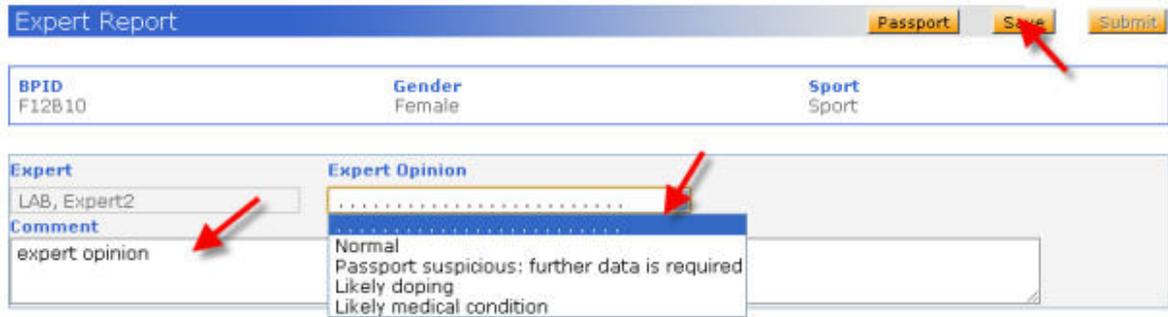
6. Expert submits report.

Refer to [Expert Report](#) section for detailed instructions.

1. Login as an expert
2. Search for a passport or open your notifications and click on the link



3. Select the passport
4. Click Expert Report on the passport page
5. Experts can enter comments in the Comments section and select a recommendation. The reports can be saved as a draft by clicking **Save** or submitted directly to the APMU by clicking **Submit**.
APMU user can only access submitted reports.



- f. APMU is notified of report submission

At this point the APMU can either start another round of reviews or submit an APMU report.

7. APMU submits its APMU report to the Passport Custodian

Refer to APMU report section [Complete Hematological Passport Process Description](#) for detailed instructions.

1. Login as an APMU user
2. Search for the passport
3. Click Expert report

APMU Report Passport Export Report Save Submit

BPID F12610	Gender Female	Sport Sport
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Status: Assigned

APMU Comment complete recommendation	Recommendation Normal Passport suspicious: further data is required Likely doping Likely medical condition
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Expert LAB, Expert	Expert Opinion Passport suspicious: further data is re	Submitted on 02-Oct-2012	Reevaluate
Comment opinion 1			

The report could be either saved as a draft or submitted to the Passport Custodian.

APMU users Passport Custodian can also export submitted Expert reports

WADA has access to all passports in ADAMS and is notified when a calculated passport is abnormal a specificity of 99.9%.