Logging in to CPI Web

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Add desired comments and select the rating using the slider. For the **Interventions**, make sure to select whether a skill was Performed, Observed, or Not Available.

When you are done editing a section, click the **Section Sign Off** checkbox.

Saving occurs automatically in CPI Web as you click away or tab to the next section on an evaluation. For example, when you click in a text box and enter your comments for a criterion, then click on the rating scale, the comments section that was just completed is automatically saved. Saving is indicated by a green checkmark that appears next to the item that was saved. When you select or change a rating, the information is automatically saved. This simplifies and streamlines the saving process.

Note: If you see a red X instead of a green checkmark when you are editing a comment box, rating, or section sign-off, this indicates that the item(s) you were working on failed to save. This can be caused by a firewall/network IT policy that periodically runs a task on the network and disables some website functionality from working correctly, including the auto-save feature. To work around this:

1. Copy and paste any comments associated with the criteria into a document outside of CPI Web.
2. Make note of any ratings and where they were located so that you can re-enter them correctly.
3. Log out of CPI Web by clicking **Log Out**

APTA PTA Training

Please view our PowerPoint Training files for assistance with APTA PTA Training.