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UK NEQAS (Haem) Infectious Mononucleosis (MN) programme

Instructions for data entry

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1.0 LOGGING IN

1.1 Go to https://www.ukneqash.org/ and click in "Log in", as shown in figure 1. If you are already logged onto the website proceed as in section 2.

-	📸 Schemes 🕶 Training & CPD 👻 Documents Schedu	le Contact Us •	
133	UK NEQAS Haematology and Transfusion		
	General Haematology	Blood Transfusion Laboratory Practice	
	1811NH <i>closes</i> today	1819ABOT3,1819DAT3 close in 3 days	
See.	Survey data entry	Survey data entry / Report access	1.57
1.00	tim Schedules	f Schedules	
10.7	News & Announcements		1.1
1 . A.			
a for		nip Committee are pleased to advise that gs scholarship are now open	1. The second
1	For 2019, up to €5,000 will be awarded to a Haematology research project, with attendance and presentation at an a Preference will be given to a standardization project.	laboratory scientist or technologist in training to support a ppropriate international meeting.	
200	To submit https://icsh.org/awards-2019/		
52 4	Applications must be received by 01 Mar 2019.	bountamy Associate of Hasmondo biomethy	
180	Diagnosis	boratory Aspects of Haemoglobinpathy	1
-	Will be held at Hammersmith Hospital on Thu This course which includes lectures, microscopy and inter	Irsday 28th March 2019 pretation of haemoglobin electrophoretic strips and HPLC	100
	plots. is suitable for consultants and other career grade no		

Figure 1

1.2 Enter your <u>PRN</u>, <u>Identity</u> and <u>Password</u> (fig 2).

If you are registered for the main Haematology Schemes the PRN, Identity and Password will be the same login details.

If you are not registered for the main Haematology Schemes you should have received your login details by email.



Figure 2

You will be directed to the screen as in figure 3.



2.0 DISTRIBUTIONS PAGE

2.1 Click on your initials in the top right-hand corner (figure 3) and select "Survey results & reports" from the drop down menu.

The Distributions page will now be displayed as in figure 3.

A list of distributions will be shown, to filter for the correct type of programme;

Type the survey number into the search box in the top right corner. E.g. 2203MN
The screen will automatically filter for the MN surveys as in figure 4.

(Please note that the search term stays in the box if you go back to the page.)

UK	NEQAS		Joana Lov
	Distributions		
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			Previous
	General Haematology	Bood Tanatusan Everyting else	
	Bochman annail	Scrince and Scriptics	
			Figure

- 2.3 Click the "Data entry" button, as shown in figure 4.
- 2.4 Click the "Enter Results" button to access the data entry page for the current distribution, as shown in figure 5.

Participants in distribution	ı			
1801TTGF Scheduled to close: 15-12-2016 65:12 PM Status: Con Copy CSV Excel POF PRN IL Compile	I NR Penalty	II Report	2 Date last saved	Search 2001
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Figure 5

3.0 DATA ENTRY PAGE

3.1 Select "Date received" and "Date tested" to update the required dates (figure 6).

*	Date Received: 17/07/2019 04:26 PM	Date Tested: 17/07/2019 04:26 PM
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	Technique Monogen	Ŧ
*	Exercise comment	
± ₿		
A III	1901GF1 1901GF2	Instructions View Summary
9	Sample quality	Figure 6

3.2 Select your technique from the 'Techniques' dropdown menu (figure 7).

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m	1901GF1 1901GF2			Instructions View Summary Submit your results
•	Sample quality			1901GF



- 3.3 If required write a comment in the 'Exercise comment' box.
- 3.4 Select your sample, sample quality, and enter your result (figure 8).

*	Date Received	t:			Date Tested:			
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m .			Sample quality	satisfactory			•	
	Results							1901GF1
			Glandular fever					
	Save 1901GF1							Submit your results
								Eiguro 9
								Figure 8

- 3.5 Click **"Save"**. This will allow to amend your results before the closing date.
- 3.6 Click "Submit". Results cannot be amended once the results have been submitted.

If you need to amend results before closing date once the results have already submitted please contact UK NEQAS Haematology by email (<u>haem@ukneqas.org.uk</u>) or phone (01923 587111)