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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.

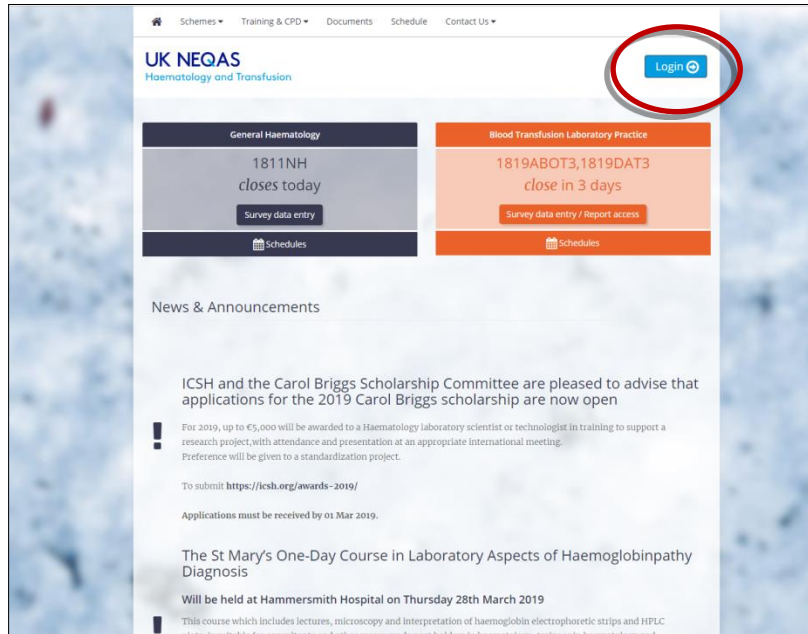


Figure 1

- 1.2 Enter your PRN, Identity and Password (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.

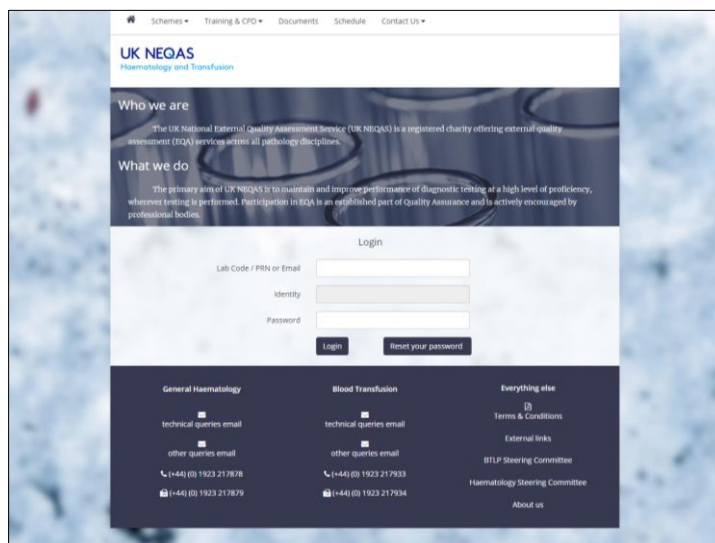


Figure 2

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

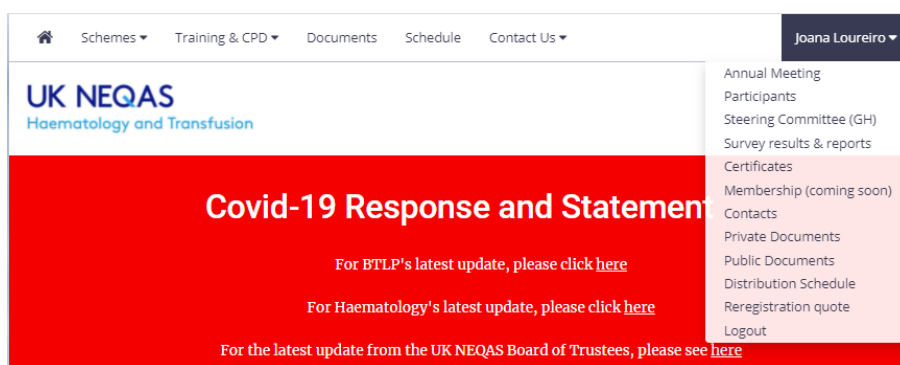


Figure 3

## 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;

- 2.2 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.)

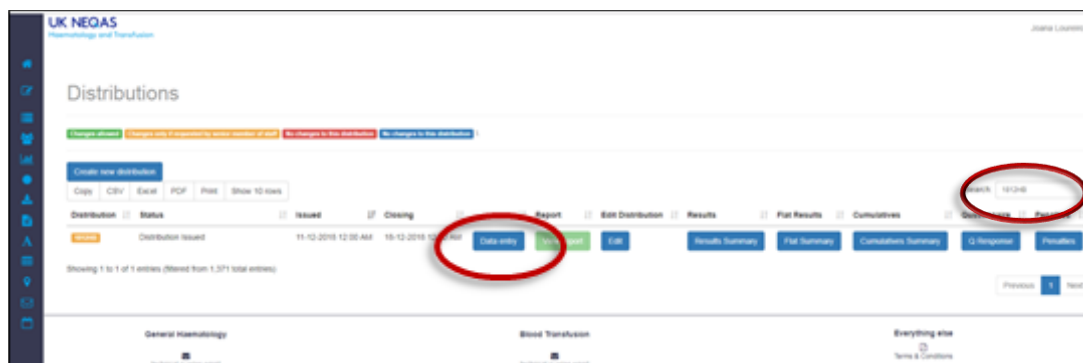


Figure 4

- 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

1801TTGF

Scheduled to close: 13-12-2019 06:12 PM

Status: OK

Copy | CSV | Excel | PDF | Print | Show 10 rows

Search: 20001

FRN	Complete	NR Penalty	Report	Date last saved	
20028	<input type="button" value="No"/>		<span style="color: green;">Not ready yet</span>	30/11/2019 16:30:11	<input type="button" value="Enter results"/>

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

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✉ (+44) (0) 1923 217954

**Everything else**

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ETLP Steering Committee

Haematology Steering Committee

About us

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

Techniques

Technique: Monogen

Exercise comment

1901GF1 1901GF2

Instructions View Summary

Sample quality

Figure 6

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

Date Received: 17/07/2019 04:26 PM

Date Tested: 17/07/2019 04:26 PM

Techniques

Technique: Monogen

Exercise comment

1901GF1 1901GF2

Instructions View Summary Submit your results

Sample quality 1901GF1

Figure 7

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).

The screenshot shows a web-based form for recording laboratory results. At the top, there are two date pickers for 'Date Received' and 'Date Tested', both showing '17/07/2019 04:26 PM'. Below this is a 'Techniques' section with a dropdown menu currently set to 'Monogen'. An 'Exercise comment' text area is provided. The 'Sample quality' section has a dropdown menu set to 'Satisfactory'. The 'Results' section has a dropdown menu set to 'Glandular fever'. A 'Save 1901GF1' button is located at the bottom left, and a 'Submit your results' button is at the bottom right. A vertical sidebar on the left contains various navigation icons. Red circles are drawn around the sample ID '1901GF1', the 'Sample quality' dropdown, and the 'Glandular fever' result dropdown.

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 ([haem@ukneqas.org.uk](mailto:haem@ukneqas.org.uk)) or phone (01923 587111)*