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# UK NEQAS (Haem) Blood Component Monitoring (CM) programme

## Instructions for data entry

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#### 1.0 LOGGING IN

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

	Schemes Viraining & CPD V Documents Schedule Co	ntact US •	
	UK NEQAS Haematology and Transfusion		
	General Haematology	Blood Transfusion Laboratory Practice	
	1811NH	1819ABOT3,1819DAT3	
	closes today	close in 3 days	
	Survey data entry	Survey data entry / Report access	
	ff Schedules	ffff Schedules	
	News & Announcements		1.16
	ICSH and the Carol Briggs Scholarship Co applications for the 2019 Carol Briggs sc	ommittee are pleased to advise that holarship are now open	
	For 2019, up to €5,000 will be awarded to a Haematology laborate	ry scientist or technologist in training to support a	
	<ul> <li>research project, with attendance and presentation at an appropri- Preference will be given to a standardization project.</li> </ul>	ate international meeting.	
	To submit https://icsh.org/awards-2019/		
	Applications must be received by 01 Mar 2019.		
1	The St Mary's One-Day Course in Labora Diagnosis	tory Aspects of Haemoglobinpathy	1
	Will be held at Hammersmith Hospital on Thursday	28th March 2019	
	This course which includes lectures, microscopy and interpretation	n of haemoglobin electrophoretic strips and HPLC	



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;

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

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

UK NEQAS Hermatelege and Translation		Joan
Distributions		
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Coste new distribution Copy CDV Excel PDF Pret Show 10 rows		anth 1024
Detribution    Batus    Issued	If Closing	Fat Results    Cumulatives    Gen. Aug.    Per
Contribution Issued 11-13-2018 12 Showing 1 to 1 of 1 entries (News) 1001 1271 total entries)	201 AM 10-12-2010 Terr Data entry Terr part (201 AM 10-12-2010 Terr Part	ay Plat Summary Constations Summary Q Response PA
		Previous
General Haematology	Blood Turstroom	Everything also
Sectors at second	factorial guardes small	Terre & Conditions
		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				
1801TTGF           Schedule to come: 15-12 2018 06:12 PM           State:         Comp: 02 V           Comp: 02 V         Excel           PTN         L           Comp: 02 V         Excel           State:         No           State:         No           Stocking 11 to 1 of 1 entries (Reveal from 5 local entries)	∏ NR Penalty	11 Report See mady yet	Date last saved     aprilipore (6.30 11	Search 2001
General Haenatology technal gene ental See and See and General (Add (C) (1522 217878 General (Add (C) (1522 217879) General (Add (C) (1522 217879)		Blood Transfusion Sectoriza de ser en una Sectoriza de sectoriza de la sectorización Sectoriza de la sectorización Se		Everything site B Defense Extend links Entrol Basering Connetties Hamming Basering Connetties About at

Figure 5

#### **3.0** DATA ENTRY PAGE

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

Date Received:         Date Tested:           18/11/2019 04:39 PM         Image: Compare State		Closing on : 3 weeks 1 day from now
1904CM1         1904CM2         1904CM3         1904CM4         Instructions         View Summary         Submit your result           Sample quality         1904CM4         1904CM4         1904CM4         1904CM4	Date Received: 19/11/2019 04:39 PM	Date Tested: 18/11/2019 04:39 PM
Sample quality 1904C	1904CM1 1904CM2 1904CM3 1904CM4	Instructions Mew Summary Bubmit your results
	Sample quality	1904CM1

3.2 Select your sample, sample quality, and enter your result (figure 7).

	No	t submitted
*	Closing on : 3 weeks 1 day from now	
Lad		
٠	Date Received:         Date Tested:           18/11/2019 04:39 PM         IB/11/2019 04:39 PM         IB/11/2019 04:39 PM	
*	1904CM1 194CM2 1904CM3 1904CM4 Instructions View Summary	Submit your results
	Sample quality	1904CM1
A	Sample quality Satisfactory	
•	Results	1904CM1
	Haemoglobin Haematocrit	
	Save 1904CM1	Submit your results

Figure 7

- 3.3 If required write a comment in the 'Exercise comment' box.
- 3.4 Click **"Save"**. This will allow to amend your results before the closing date.

3.5 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)