UK NEQAS Haematology

Instructions for Updating Main & Consultant Contact Details

LOGGING IN

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



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



Figure 2

Haematology H UK NEQAS Haematology and Tran	BTLP Training & CPD ▼ Contact Us ▼ Accreditation Steering Documents ▼	s Survey results & reports Certificates Membership (coming soon)
	UK NEQAS International Quality Expertise We are the official External Quality Assessment (EQA providers for the National Genomic Test Directory 2023 – 2025 Xs awarded by NHS England	A)
	•0	Figure 3

You will be directed to a screen as shown in figure 3.

 Click on your initials/name in the top right hand corner (figure 3) and select "Contacts" from the drop down menu.

The Contacts page will now be displayed as seen in figure 4. A list of Contacts will be shown.

- 4. Click on the "Create new contact" button to add a new contact to this list.
- 5. Click on the "Edit" button to update the contact details for any of the contacts listed.
- 6. If one of the contacts is no longer available and needs to be removed, use the "Active" column to make the contact "Inactive" so that they are removed from any correspondence lists.
- 7. There is no need to contact UKNEQAS to inform us of any such changes. However, if you have any questions or concerns, please feel free to get in touch.

Main = receipt of sa Consultant = email Report = email notifica Trial = email notifica Other = no email no Invoice = receipt of	amples and email notifications for distribution on notification of report, and in the UK only, receip fication of the report issue ation of exercise distribution obfications invoice, but no email notifications laboratories must nominate	of exercises and reports. pt of correspondence relating to performance.	consultant' contact if within the U	к.
Notes on updat 1. You can only have (2. The 'main' contact of 3. If you create a new screen.	ting main contacts one 'main' contact. address is used for delivery of EQA samples. 'main' contact the previous contact of that type	e will become "Other". If you intend to prevent access to data entry /	reports you also need to click the inactive button on th	he 'list of contacts'
JK NEQAS faematology and Transfusion				
Contacts Active with membership Show 10 v entries Identity * PRN 0	Inactive or without membership Organisation	Hospital Contact type level 4, Hospital Main level 4, Hospital Consultant	Search: Edit Change your password Edit	Create new co
				Previous 1
Showing 1 to 2 of 2 entries				
Showing 1 to 2 of 2 entries	General Hamiltonov	Right Transfusion	Everything also	
Showing 1 to 2 of 2 entries	General Haematology Etechnical gueries email	Biood Transfusion Transfusion	Everything else	
Showing 1 to 2 of 2 entries	General Haematology ■ technical queries email ■ other queries email 1. (r.44)(n) 1923 6877113	Blood Transfusion Electrinical queries email Circled J (01 1023 567111	Everything else C General Terms and Conditions Terms and Conditions for Digital Services Ferenal links	
Showing 1 to 2 of 2 entries	General Haematology ■ technical queries email ■ other queries email ↓ (+44) (0) 1923 587111 ➡ (+44) (0) 1923 397 307	Biood Transfusion ■ technical quetries email ■ other quetries email \$ (+44) (0) 1923 597111 ■ (+44) (0) 1923 397 397	Everything else Ceneral Terms and Conditions Terms and Conditions for Diptal Services External links About us	