

**UK NEQAS Haematology**  
**Instructions for Updating Main & Consultant Contact Details**

## LOGGING IN

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.

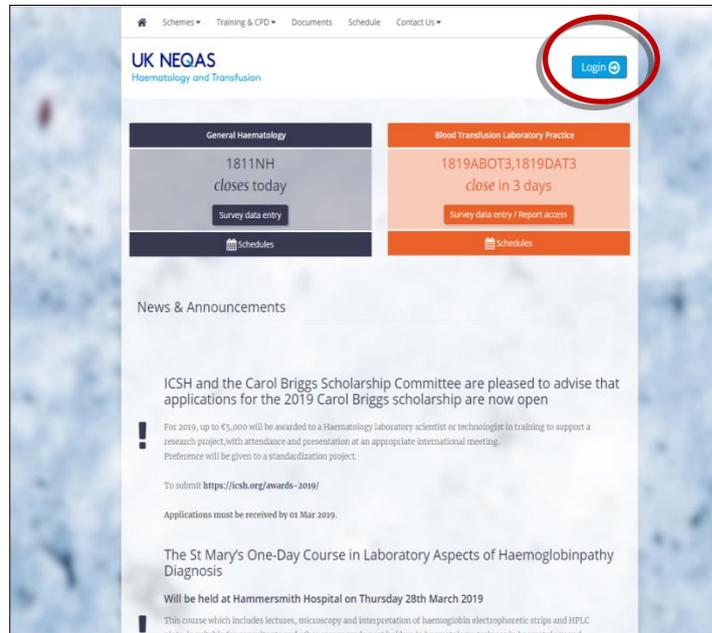


Figure 1

2. Enter your PRN, Identity and Password (figure 2).

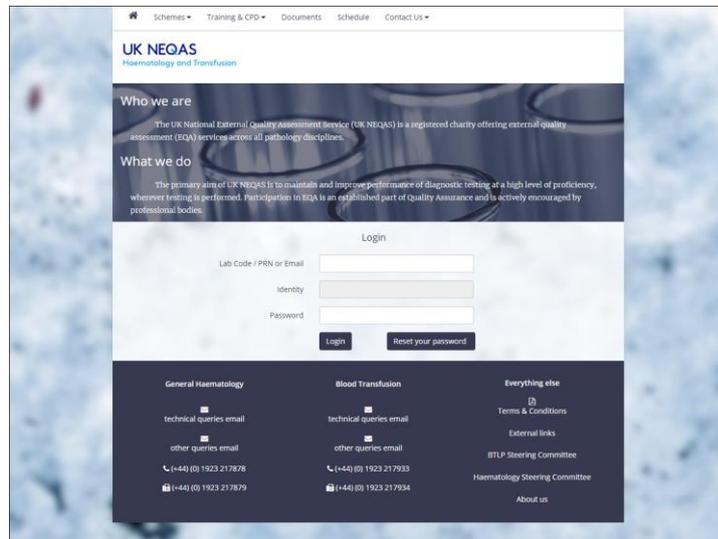
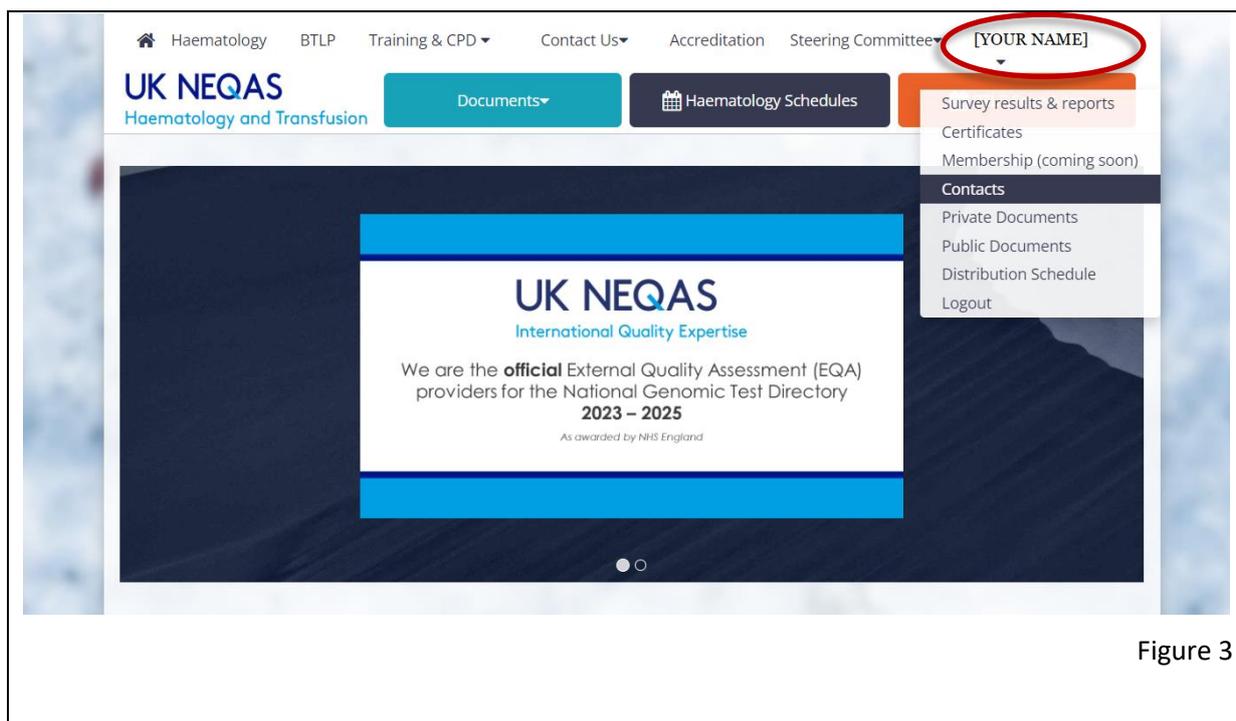


Figure 2

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



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.

### Notes on contact types

All contact types (excluding invoice) have a login to result entry / report pages

- Main = receipt of samples and email notifications for distribution of exercises and reports.
- Consultant = email notification of report, and in the UK only, receipt of correspondence relating to performance.
- Report = email notification of the report issue
- Trial = email notification of exercise distribution
- Other = no email notifications
- Invoice = receipt of invoice, but no email notifications

**All laboratories must nominate a 'main' and 'invoice' contact, and also a 'consultant' contact if within the UK.**

### Notes on updating main contacts

1. You can only have one 'main' contact.
2. The 'main' contact address is used for delivery of EQA samples.
3. If you create a new 'main' contact the previous contact of that type will become 'Other'. If you intend to prevent access to data entry / reports you also need to click the **Inactive** button on the 'list of contacts' screen.

## UK NEQAS

Haematology and Transfusion

### Contacts

Active with membership Inactive or without membership

Show 10 entries

Search:

Identity	PRN	Organisation	Name	Hospital	Contact type	Active
		GH		level 4, Hospital	Main	<input type="checkbox"/>
		GH		level 4, Hospital	Consultant	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

#### General Haematology

technical queries email

other queries email

(+44) (0) 1923 587111

(+44) (0) 1923 397 307

#### Blood Transfusion

technical queries email

other queries email

(+44) (0) 1923 587111

(+44) (0) 1923 397 397

#### Everything else

General Terms and Conditions

Terms and Conditions for Digital Services

External links

About us



Figure 4