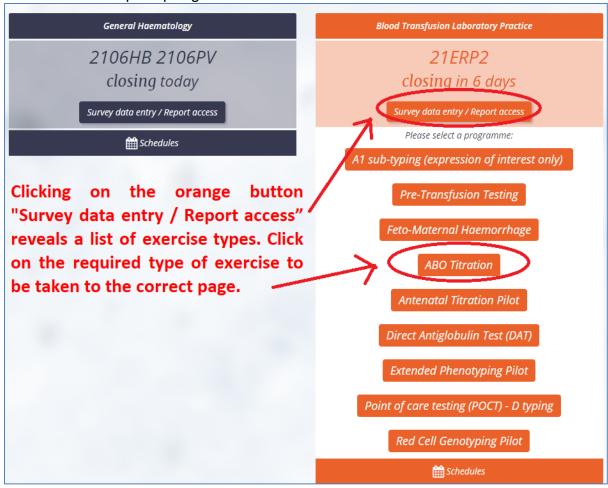
## Logging into

Go to www.ukneqasbtlp.org



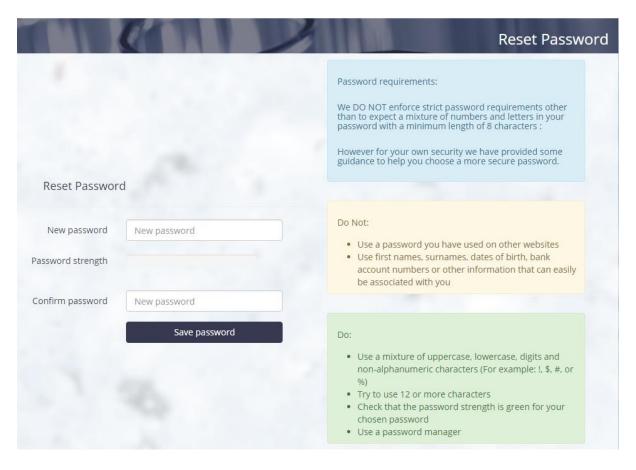
Either click on the "ABOT" button in the top right hand corner. Alternatively click the middle of the orange BTLP section which will open up a list of all schemes, then click on the required scheme.

	Login
Lab Code / PRN or Email	26000
Identity	12345
Password	
	Login Reset your password

Enter your PRN, Identity and Password. If you are subscribing to the main BTLP Scheme please use the ones you would normally use to login to the BTLP results entry website. If not registered for the main BTLP Scheme you should have received login details by email.

#### **Reset Password**

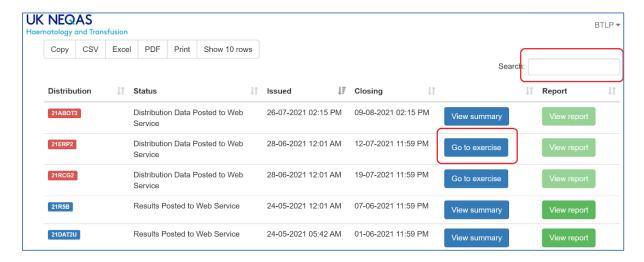
If you have forgotten your password please click 'Reset your password', and an email with a link to a page where you can reset your password will be sent to you automatically. Click on the link in the email.



Setup a new password and click the 'Save password' button. Please read what to do and not to do when selecting a new password. This is for your own safety.

## **Distributions page**

A list of distributions will be shown, to filter for the correct type of scheme, type "**ABOT**" into the search box in the top right corner. Please note that the search term stays in the box if you go back to the page.

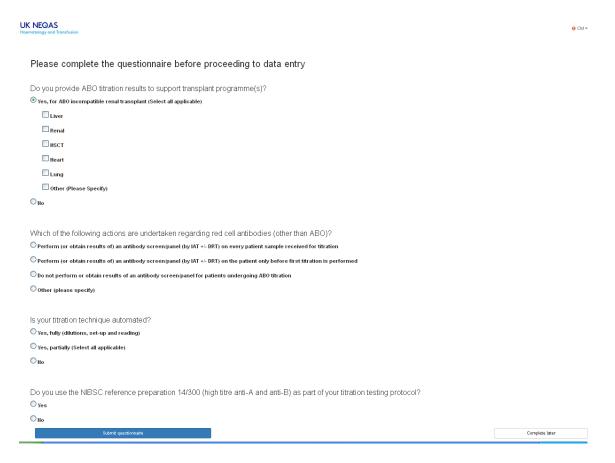


Click the 'Go to exercise' button to access the data entry page for the current distribution.

## Data entry - questionnaire

A short series of questions will appear as soon as data entry is opened. If possible, please complete these at this stage and click the 'Submit questionnaire' button to proceed to data entry of results.

It is possible to 'skip' the questionnaire at this stage, but after submitting results you will be re-directed to it.



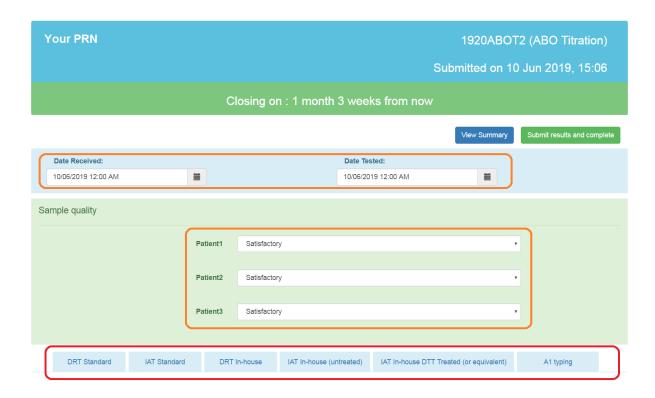
If results are submitted without completing the questionnaire, it is possible to complete it until the exercise is closed, by clicking on the 'Complete questionnaire' button on the screen displaying the list of ABOT exercises – this button will revert to 'View summary' when the questionnaire is completed.



## Data entry page - home screen

ABOT data entry opens with the screen for recording sample quality and dates of receipt and testing. Enter the dates using the calendar function, and the sample quality, the default for sample quality is "satisfactory". If unsatisfactory is selected, a freetext box will open, allowing comments to be added. Results can still be entered is "Unsatisfactory" is selected, and these results will be scored.

If the calendar function does not work, please try another browser (Chrome, Firefox etc...) in the first instance, and contact us if this does not work.



Tabs for reporting results for different techniques are available along the bottom of the screen.

- DRT Standard
- IAT Standard
- In-House DRT
- In-House IAT (untreated plasma)
- In-House IAT (DTT treated (or equivalent))
- A<sub>1</sub> typing (where applicable for the exercise)

Click on the tab for the first set of results to be entered.

## Data entry page - entering results

Click on the appropriate tab (circled below) to enter data for any or all of the following techniques:

DRT S	Standard	IAT Standard	DRT In-house	IAT In-house (untreated)	IAT In-house DTT Treated (or equivalent)	
Results					DRT St	tandar
Patient 1	16					
Patient 2	2					
Patient 3	4					

When entering results for in-house techniques, the technology must be selected form the top dropdown list.

	DRT Standard	IAT Standard	DRT In-house	IAT In-house (untreated)	IAT In-house DTT Treated (or equivalent)					
Results DRT In-house										
Technique Immucor										
Pati	ient 1									
Pati	ient 2									
Pati	ient 3									
					Savi	e results				

Titration results are required to be numeric and a base 2 number, e.g. 2, 4, 8, 16, 32. Error messages will be shown (as above) where results are not in the correct format.

Titration results must be entered for at least one technique in order to be accepted for submission, unless sample quality has been recorded as 'unsatisfactory'.

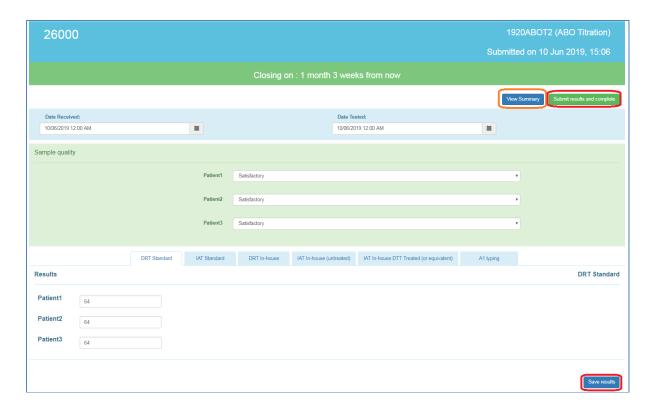
A<sub>1</sub> typing will only be displayed where samples for A<sub>1</sub> typing are provided with the exercise. This is an optional non-scoring test and should only be completed if this test is undertaken in clinical practice.

# Data entry – A1 typing (optional)

Where A<sub>1</sub> typing has been undertaken, select the appropriate response from the dropdown list for each 'Patient' sample.



## Data entry - saving, deleting, and submitting results



Clicking the 'Save results' button will validate the data entry for errors or missing data. If data is not in the correct format or incomplete, messages will appear to explain what needs to be edited or completed.

Up until the closing date, data that has been entered and saved can be edited or removed, and updated by clicking 'Save results' again.

When results are ready for submission, click on the 'Submit results and complete'. This will produce a summary of results which can be printed/saved as a pdf by clicking on the "Create pdf" button. If A<sub>1</sub> typing has been undertaken this will also show on the summary.

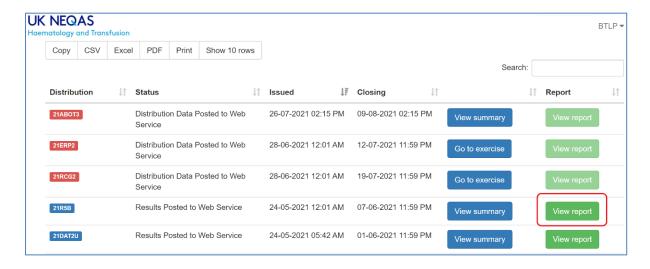
Results that have been submitted cannot be edited without contacting the Scheme.



## **Accessing reports**

Login to the ABO titration webpages and go to the distributions page (as described earlier).

If there is a report available for a distribution a green 'view report' button will be present. Click on this button to display your report on screen (in HTML).



If you are the main contact for more than one laboratory registered in the ABO titration Scheme, then you will be able to see reports for each of these displayed on separate lines.

To save or print a pdf version of the report, click on the 'create PDF for this report' button, and a pdf version will be created and displayed on the screen.

