Logging on

Go to <u>http://www.ukneqasbtlp.org</u> and click on the main orange section of the page as shown in figure 1. A list of exercise types will be shown, click on the appropriate exercise to be taken to the correct login screen.





Enter the PRN (Lab Code), Identity and Password and click on the 'Log in' button as shown in figure 2. It is also possible to login with an email address and password if an account has been set up.

Figure 2 – Logging in

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

Please note that the Reset your password link will send an email to the registered contact. If that person is unavailable to reset the password, contact UK NEQAS for assistance.

Navigating the web page

A list of exercises will be displayed with the most recent at the top as shown in figure 3. The names of open exercises will be in red, and closed exercises will be in blue. If data has not yet been submitted, a button saying 'Data Entry' will be visible on the right hand side of the page. It is possible to search for specific exercises by typing in the Search box in the top right (e.g. "G2", or "DAT").

Figure 3 - Navigating the list of exercises

Сору	CSV	Exce	PDF	Print	Show 10 rov	ws					Searc	h:		_
Distrib	ution	11	Status			J↑	lssued ↓	7	Closing	11		11	Report	
21AB01	13		Distributi Service	on Data F	Posted to Web		26-07-2021 02:15 PM		09-08-2021 02:15 PN	1	View summary		View report	
21ERP2			Distributi Service	on Data F	Posted to Web		28-06-2021 12:01 AM		12-07-2021 11:59 PM	1	Go to exercise		View report	
21RCG2	3		Distributi Service	on Data F	Posted to Web		28-06-2021 12:01 AM		19-07-2021 11:59 PM	1	Go to exercise		View report	
21R5B			Results F	Posted to	Web Service		24-05-2021 12:01 AM		07-06-2021 11:59 PM	1	View summary		View report	
21DAT2	U		Results F	Posted to	Web Service		24-05-2021 05:42 AM		01-06-2021 11:59 PM	1	View summary		View report	

Click on 'Go to exercise' for the correct exercise to go to the data entry page.

Data entry

Figure 4 shows the data entry screen. Enter the 'Date Received' and 'Assay Date' by typing in the box, or using the calendar function. Then click on the 'Patient 1' button to enter data for Patient 1.

Figure 4 - Entering dates

Your PRN	1920DAT2 (Direct Antiglobulin Test (DAT) Pilot) Submitted on 10 Jun 2019, 13:40								
	Closing on : 3 month	is 2 weeks from now							
Date Received: 10/06/2019 12:00 AM		Date Tested: 10/06/2019 12:00 AM							
Patient 1 Patient 2 Download Exercise Instructions	Data entry instructions	Instruction	s View Summary Submit your results						

The patient that has been selected is visible throughout the page, see red boxes in figure 5.

The sample quality question is above the other data entry fields (see figure 5), the default is 'Satisfactory', if there is a problem with the sample quality, select 'Unsatisfactory' from the drop down list, and enter information into the freetext box which will appear below.

Figure	5 –	Data	entry
--------	-----	------	-------

Patient 1 Patient 2		Instructions	View Summary	Submit your results
Sample quality				Patient 1
Sample quality	Satisfactory		٣	
Results				Patient 1
Reaction grade vs Polyspecific AHG	3+		¥	
Reaction grade vs Anti-IgG	3+		•	
Reaction grade vs Anti-C3d	Negative		T	
Reagent control	Negative		٣	
Interpretation	Positive IgG only		٣	
Save Patient 1			(Submit your results

It is possible to save data for each patient by clicking the orange 'Save Patient x' button in the bottom left hand corner. Data can only be submitted once all data has been entered, until then, the 'Submit your results' button in the bottom right corner is not available and if selected, a message will appear indicating that the button will not work until all fields are completed, see figure 5.

Select a reaction grade from the drop down list for each reagent. If the test was not performed, select 'Unable to test / Not tested'. Continue for each reagent including the control if one was used.

Select an Interpretation from the drop down menu, and when all data has been entered for Patient 1, click the 'Save Patient 1' button.

Enter data for Patients 2 by clicking on the button for that patient and entering data as previously described.

When all data has been entered (and checked as required), click on 'Submit your Results' in the bottom right corner, if any data is missing, the 'Submit button will not work and a message will be displayed.

A summary of all results will be displayed, this can be saved/printed as a pdf by clicking 'Create PDF' in the top right corner, see figure 6.

If any errors are seen on the summary, contact the scheme on <u>BTLP@UKNEQAS.ORG.UK</u> or +44 (0) 1923 217 933. Results can then be unlocked, allowing further modification.

Figure 6 – Summary of results

Distribution: 1819DAT2										
Results were submitted on 21 Sep 2018, 11:31										
This is a result summary for PRN 26000										
Results summary	Create PDF									
-										
Patient 1										
	Answer									
Polyspecific AHG	1+									
Anti-IgG	Negative									
Anti-C3d	2+									
Reagent control	Negative									
Reported reaction	Positive C3d only									
Patient 2										
	•									
	Answer									
Polyspecific AHG	Unable to test / Not tested									
Anti-IgG	2+									

A summary of results can also be at a later date by logging on and clicking 'View Summary', as shown in figure 3.

Logging Off

To Log off, click the initials in the top right corner and select 'Logout',

Accessing Reports

Log onto the system as shown on page 1 and find the correct exercise as shown on page 2.

Reports can be accessed once they are complete, the 'View Report' button will be dark green if the report is ready, or pale green if not yet available, see figure 9. An ABOT exercise is used in this example.

Figure 7 - Report available

Сору	CSV	Exce	I PDF	Print	Show 10 rov	VS					Search			
Distrib	ution	.↓↑	Status			.↓†	Issued	ţ.	Closing	.↓↑	Search	11	Report	
21ABOT	3		Distributio Service	on Data F	Posted to Web		26-07-2021 02:15 PI	M	09-08-2021 02:1	5 PM	View summary		View report	
21ERP2			Distributio Service	on Data F	Posted to Web		28-06-2021 12:01 AM	N	12-07-2021 11:59	PM	Go to exercise		View report	
21RCG2	3		Distributio Service	on Data F	Posted to Web		28-06-2021 12:01 AN	N	19-07-2021 11:59	PM	Go to exercise		View report	
21R5B			Results P	osted to	Web Service		24-05-2021 12:01 AM	N	07-06-2021 11:59	PM	View summary		View report	
21DAT2	U		Results P	osted to	Web Service		24-05-2021 05:42 AM	N	01-06-2021 11:59	PM	View summary		View report	

Click on the 'View Report' button as shown in figure 7, and a list of reports for that exercise will be displayed.

Usually only one report will be available, but if the email address linked to the account used to log in is related to more than one PRN, all reports will be available on the screen. Amended reports will also be visible if applicable. Check the PRN and Report Description as shown in figure 8 to find the correct report.



Rep	ort	S										
										Search for PF	Search for dis	Q
Сору	CSV	Excel	PDF	Print	Sho	v 10 rows						
										Searc	h:	
PRN	٦ţ	Distrib	ution		.↓↑	Report description	on	tt.	Issued	↓ ,		11
26000	J	21DAT2	20			21DAT2U		J	21-06-2021 11:24	1 AM	View report	

The report will be displayed on screen, to print or save a pdf copy, click on the 'Create PDF for this report' button in the top right corner as shown in figure 9.

Figure 9 – Saving / printing the report

Printable report			
1819ABOT1 - 1819ABOT1 report			Create PDF for this report
UK NEQAS	ABO Titration Blood Transfusion Laboratory Practice		Laboratory: 26000
Haematology and Transfusion	Distribution: 1819ABOT1	Date: 08-05-2018	
Introduction			
This was the first exercise in the 2018-19 cycle of the ABOT sci	neme_Participants were requested to titrate anti-A in three	nlasma samples agains	t the A1 red cells provided. The