

Results Entry

Laboratory:

Scheme: **UK NEQAS for CMV DNA quantification**

Distribution: **4412**

Dispatch date: **07-01-2019**

Return results: **28-01-2019**

Status:  **NOT submitted**

Page:

[Info](#)[Methods](#)[Results](#)[Final Page](#)[Blank form](#)

Web form guidelines for use

A **Blank form** is available and can be printed so that you can make a note of your test results during testing.

This web form consists of 5 pages. It is recommended that you move sequentially through the pages to enter your results. As you move through the pages the information you have entered is automatically saved. Any error or omission on the page will be highlighted in red and a suitable error message provided. You may make changes to the saved data at any time until you have submitted. If you make an error when re entering data select **Reset** to take you back to the last saved information.

By re-accessing this form you can amend and resubmit your results at anytime before the close of the distribution. However, please note, if you make a change or click in any field the submission status will change to 'NOT submitted' highlighted in red. Please make sure you resubmit.

The **Methods** page displays the kit details for the methods you have registered with us. Please check the method details are correct and provide the batch, lower detection limits and units associated with the results you wish to submit. If you have changed your method enter the new details in the **Kit change details** text box. When performing an in house PCR method the following descriptions are available to describe your procedure:

1. Conventional PCR (NON Real-Time): PCR Single target or PCR Multiplex
2. Real-Time PCR methods: Real-Time Single target or Real-Time Multiplex

The unit details can also be selected on this page. Please provide your conversion factor from IU/mL to copies/mL if you report your results in either IU/mL or log IU/mL. Select **Save Method Info** to save.

Type of specimen: Plasma (freeze-dried)

Request: Please report on CMV DNA viral load, using log copies/mL, copies/mL, IU/mL or log IU/mL

Please ensure to provide the conversion factor from IU/mL to copies/mL if you report in IU/mL or log IU/mL. This is a mandatory field and please provide numbers only! Thank you.

All specimen results are entered on the **Results** page. The unit details can be updated on the **Methods** page. Enter the results and press **Save Results** before moving on to the next page. DO NOT USE points (.) or commas (,) in whole numbers to differentiate 1000s if reporting in copies/mL. Only use a point to indicate a decimal place. If your results are out of range enter your results using the < or > symbol. Enter NE, in capital letters, for 'Not examined' if reporting invalid or failed runs but ensure to explain this in the comments box on the Final Page.

The **Final Page** contains a text box for free text (comments) which are received at the closing date. Please provide an email address if you require a response to your comment. Select the **Submit** button on the Final Page to send your results. Once your results have been submitted print or save a copy of your results by selecting the **Print** button. If your submission was successful the status will change to 'Last submitted on [Date][Time]' highlighted in green.

If you have any problems entering your results please email us at organiser@ukneqasmicro.org.uk

Operated by Public Health England
NIS - Specialist Microbiology Services
133-155 Waterloo Road
Wellington House
London SE1 8UG