



UK NEQAS for Microbiology PO Box 63003, NW9 1GH

Tel: + 44 (0)20 8905 9890

Fax: + 44 (0)20 8205 1488

E-mail: organiser@ukneqasmicro.org.uk

web:<http://www.ukneqasmicro.org.uk>

Guidance for Microbiology Participants

General Overview

Description of the service

The UK NEQAS web-based results entry and individual reports access area provides an interface with a protected area of the web site and is accessed by entering your unique laboratory identifier code as the user name and entering the password sent to you. The site is used for:

- Laboratory specific result entry pages.
- Intended results and associated images (if applicable) following the close of the distribution.
- Individual report(s).
- Annual record sheets for each scheme detailing the results reported by you (available from July 2010).
- A certificate of your participation for the current year.
- Additional information relating to the UK NEQAS organisation, individual laboratory, UK NEQAS centres, schemes and/or distributions.

The information can be viewed, printed or downloaded as required.

New participants are only able to access information on distributions that have been sent after the date they registered.

How to find the service on the web

A link to the service is provided from the UK NEQAS for Microbiology Home page at:

<http://www.ukneqasmicro.org.uk>

Technical Requirements

Browsers

The site has been written for Microsoft Internet Explorer (IE) and some functionality, primarily some drop down and predictive menus, will not work in other browsers.

If you use FIREFOX or CHROME please do the following:

1. Download the latest version of the browser
2. Go to www.ietab.net and download the 'IE tab' software for the browser you wish to use
3. Go to our site www.ukneqasmicro.org.uk
4. For FIREFOX right click on the page and select 'view page in IE Tab' and carry on as normal
5. For CHROME click on the IE symbol to the right of the address bar and carry on as normal
6. Note: if you open links up in another tab it may revert to the browsers default rendering. If the IE symbol doesn't appear next to the address bar then you are not in IE mode. If this is the case repeat step 4 or 5 on the new tab.

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Security Certificate

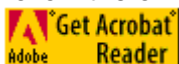
Currently, we are having some problems with our security certificate. This may lead to various warnings appearing on the screen when you try to login. We wish to assure participants that the website is safe and that it is a technical issue we hope to be resolving in the future.

For now please press what ever button – yes, accept, allow, ignore - allows you to enter you login credentials. If your local IT system does not allow you to do this please contact us.

Adobe

Participant reports are published in Adobe's Portable Document Format (PDF). In order to view, print or save a report you will require Adobe's READER or ACROBAT software installed on your computer.

READER is available as a free download from www.adobe.com. Follow the link on-screen or under the Downloads menu and follow the on-screen instructions.



Alternatively, click on  which you will find at the bottom of the page when you log in.

If you already have READER installed please ensure that you have version 4.0 or higher.

You may need permission from your IT administrator to install this software.

User ID and Passwords

Your user ID will be your Lab ID number. Your initial password will have been sent to you separately.

You may change your password at any time by clicking on the Change Password button in the Report & Results Selection Page header and following the instructions on the page displayed.

The validation rules for passwords are included in the attached notification. Please read these notes and guidance carefully and **take note of your responsibility to administer the password.**

Multiple Lab IDs If you have more than one lab code, e.g. for different laboratory sections or instruments then you will have to log in separately for each. If you have already logged in under one set of credentials you can use the 'Change ID' option found in the top menu (see Figure 1 below)

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Using the Site

Report & Results Selection page

After your lab code and password have been accepted, the first page displayed (see Figure 1) allows you to select various options for the schemes and distributions in which your laboratory participates and for which this service is available. It also allows download of additional information relating to the UK NEQAS organisation, individual laboratory, UK NEQAS centres, schemes and/or distributions. The buttons do the following:

- **Lab** allows you to access information that is directly targeted to your laboratory, for example, certificate of participation and record sheets.
- **Centre** allows you to access information specific to a particular UK NEQAS centre. schemes operated from that centre.
- **Scheme** will allow participants to view instruction sheets and other information about that scheme.
- **Report** will allow you to view your laboratory specific report.
- **Dist** will allow you to view the intended results and images of results obtained in UK NEQAS where available
- **Result** will take you to the page where you can enter your results for that scheme.
- **'Latest' Drop Down menu** allows you to choose which distribution number you require. Latest is the default setting and may not necessarily be the distribution you require.

UKNEQAS

United Kingdom National External Quality Assessment Schemes

[UK NEQAS Home Page](#) [UK NEQAS Extras](#) [Change ID](#) [Change password](#) [Help](#) [PDF Help](#)

Report or Results Selection

Lab	Laboratory: 9999				
Centre	UK NEQAS Microbiology				
Scheme	UK NEQAS for Anti-HBs detection	Report	Dist	Result	Latest
Scheme	UK NEQAS for AAFB microscopy	Report	Dist	Result	Latest
Scheme	UK NEQAS for Antimicrobial susceptibility	Report	Dist	Result	Latest
Scheme	UK NEQAS for Blood borne viruses	Report	Dist	Result	Latest
Scheme	UK NEQAS for Hepatitis B DNA quantification	Report	Dist	Result	Latest
Scheme	UK NEQAS for Blood parasitology	Report	Dist	Result	Latest

Figure. 1 Reports and results

If new information has been uploaded which you have not yet viewed the relevant button will be bordered red.

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Participation The reports and results screen does not necessarily reflect the schemes to which you currently subscribe if your laboratory has recently registered for a new scheme. It will list every scheme and distribution that you have taken, but may not show any newly added schemes until the first dispatch date.

Results Entry

If the distribution is open you may enter results by pressing the RESULT button
Follow the on-screen instructions in order fill in your results

Intended Results

We aim to publish intended results the day after a scheme has closed

Reports

We aim to publish participant reports within 10 days of the closing date; for some scheme types this may be longer, especially where additional analysis is necessary.

Participants are sent an email when a report is available

After viewing a report do NOT use the BACK button to return to the reports and results screen. Instead, click on the small inverted triangle to the right of the BACK button and select Results and Reports Selection from the drop down menu.

Troubleshooting

Please report all problems with access or function (giving as much detail as possible) by email.

Send the email to organiser@ukneqasmicro.org.uk with '**lab <your lab number> web problem**' in the subject line.

Please do **NOT** use the results page message box for this purpose as it is only for problems related to methods and specimens.

Disclaimer

Because of the wide variety of hardware and software employed for internet connection and web browsing, UK NEQAS (Birmingham), the service provider, gives no warranty that the service will be accessible to all registered participants or that the advice given in this document will be suitable for all users of the service. We have tested the service on a number of different platforms and believe that the information provided will be helpful in most situations. If you are in any doubt, please seek help from your local IT personnel before accessing the service.