

Guide to the UK NEQAS ICC & ISH Web entry System

V2.0 January 2016

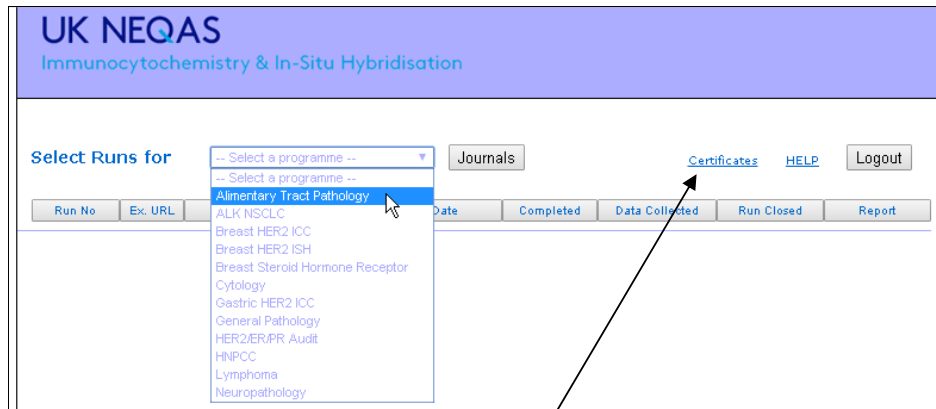
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A: Module Selection

1. Select a module: Use the drop down box ---Select a Programme---



By selecting the dropdown arrow all the programmes that a centre is registered for will be displayed. Highlighting the relevant programme will result in the display changing to show all the relevant distributions issued in that programme.

2. Module Guide: Once you have selected your module you will see the display below

The screenshot shows the UK NEQAS website interface with the 'Select Runs for' dropdown menu set to 'Breast HER2 ICC'. The table below shows two runs with columns: 'Run No', 'Ex. URL', 'Date Issued', 'Closing Date', 'Completed', 'Data Collected', 'Run Closed', and 'Report'. Callouts explain the table columns and links. A callout 'Annual reports can be viewed and downloaded from here' points to the 'Annual Reports' link. A callout 'End of year certificates' points to the 'Certificates' link. A legend below the table explains the columns: 'Module Run no.', 'Date The Run was issued for IHC staining', 'Closing date for assessment', 'Shows whether methodology dated was entered and completed', 'Show whether methodology has been collected by UK NEQAS', 'Data can no longer be entered once the run has', and 'Report is ready to view & download'.

Run No	Ex. URL	Date Issued	Closing Date	Completed	Data Collected	Run Closed	Report
111		03/08/2015	04/09/2015	✓	✓	✓	
110		05/05/2015	05/06/2015	✓	✓	✓	

- Click on the relevant module number to access the relevant Methods & Reports section

B: Entering Methods / Protocols

- Enter your methods using the drop down and blank boxes. An asterisk (*) indicates that data entry is required.
- Each module has its own result screen but the principal of data entry is the same for all modules.

General Pathology

Sample Entry Details Back Save Complete Reports HELP Instructions

RUN: 78 13 ISSUED: 03/06/2007 CLOSING: 29/06/2007

Pan CK A/B S100 C/D

NON-COMPLETION Reason (if applicable) *Select from the list*

METHOD
Choose Other *Select from the list*

AUTOMATION
None Indirect Double Indirect PAP Instrument *Select from the list*

ENDOGENOUS BL
None Peroxide Serum Other Approx Temp Time

CHROMOGEN and SUBSTRATE
Chromogen *Select from the list* Cat No Work Conc Substrate *Select from the list* Work Conc pH Temp °C Time 1 Time 2 mins

ANTIGEN RETRIEVAL
YES NO HEAT MEDIATED ANTIGEN RETRIEVAL Choose *Select from the list*

Click here to enter data for first antibody

Where present click here to enter data for

Complete all relevant data entry fields (see below)

Takes you back to the previous screen. Save your work before clicking this

Saves your entered data. Once saved you can come back review and make changes

Press complete when you have finished entering your data. NEQAS will then collect your data

Once slides have been assessed, collect your report by clicking here

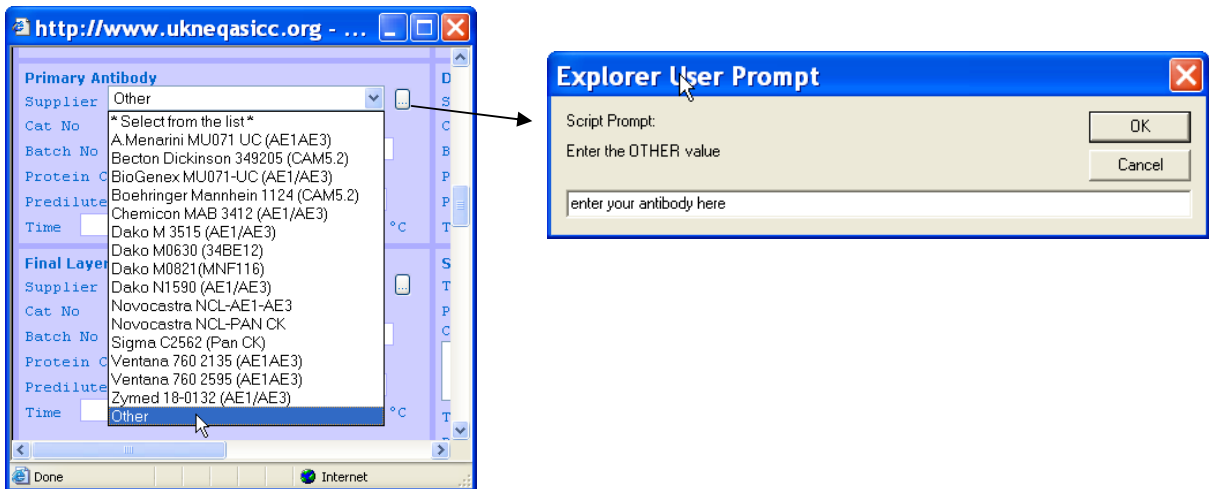
Instructions for each module are shown here

Pulls out help file you are reading now!

Data Entry

Use the drop down boxes and 'free type text to enter your data

e.g. for primary antibody select from the drop down list. If your antibody is not present, then select '**other**' and then click the **box to the right** and enter your antibody.



- When appropriate numbers of users utilize the 'other' antibody it will then appear as a selectable option in the drop down box in future runs.
- It is recommended that as much data as possible is entered, however several fields are **essential** and **must** have data entered into them in order for results to be saved.
- **Essential fields are shown with an asterisk (*)**. If data is not entered into these fields or an invalid combination of the above fields is entered then the system will not allow the 'complete' feature.


Completing Data entry

- To mark the results as available for collection by UK NEQAS select
- If you have completed by mistake you can re-open your data by clicking on 'uncomplete'

Data Collection

- Once a Run has been closed by UK NEQAS ICC & ISH the results screen will be locked, no alteration of any data can take place after this time. You can still review any of the data that has been entered

C: Retrieving Reports

- Once reports have been produced an email notification will be sent to all participants notifying that reports are ready.
- Click on the 'reports' icon under each module 
- Once the report button is clicked the below panel will open, allowing you to access:
 - Individual confidential report (interpretive report)
 - Graphs and methodology information (Interpretive Graphs/Tables/Best Methods Report)
 - Selected images from the assessment (Interpretive Images Report)

Left clicking on the report: opens report in internet explorer

Right click then 'save'; report will allow you to download the report to your computer

D: Exiting the System

To exit the system please click on 'logout' from the main 'programme' selection screen

E: Troubleshooting

If any difficulties are experienced whilst using the online system contact UK NEQAS IHC & ISH
Tel: +44 (0) 207 4157065 or email info@ukneqasiccish.org

Terms and Conditions

The UK NEQAS IHC & ISH online Methods facilities are available to all registered participants. Whilst the on-line facilities are provided free of charge your internet provider may charge you for accessing the internet. UK NEQAS IHC & ISH will accept no responsibility for any adverse performance caused by disclosure of login details to unauthorised parties. If any member of staff at a registered centre leaves that centre then UK NEQAS IHC & ISH should be notified immediately so that their login privileges can be removed.

UK NEQAS IHC & FSH will accept no responsibility for any adverse performance caused by nil- notification of distribution issue where an incorrect or old email address was supplied, any user changing their email address should notify UK NEQAS immediately. By entering the online EQA facilities website you are deemed to have read and understood the terms and conditions of use, and the protocols for data entry.

Methodologies entered into the database and submitted with the accompanying module slide are deemed to be the methods that are not only used on the quality control slide, but also used in the routine clinical setting of the registered laboratory. Submitted in-house controls (where requested) must have also been stained using the methodology recorded on the UK NEQAS ICC & ISH web data entry system.

END