WEQAS Web Training Guide

-

Full Lab Access Users

This guide covers the following:

Accessing The Site
&
Site Overview

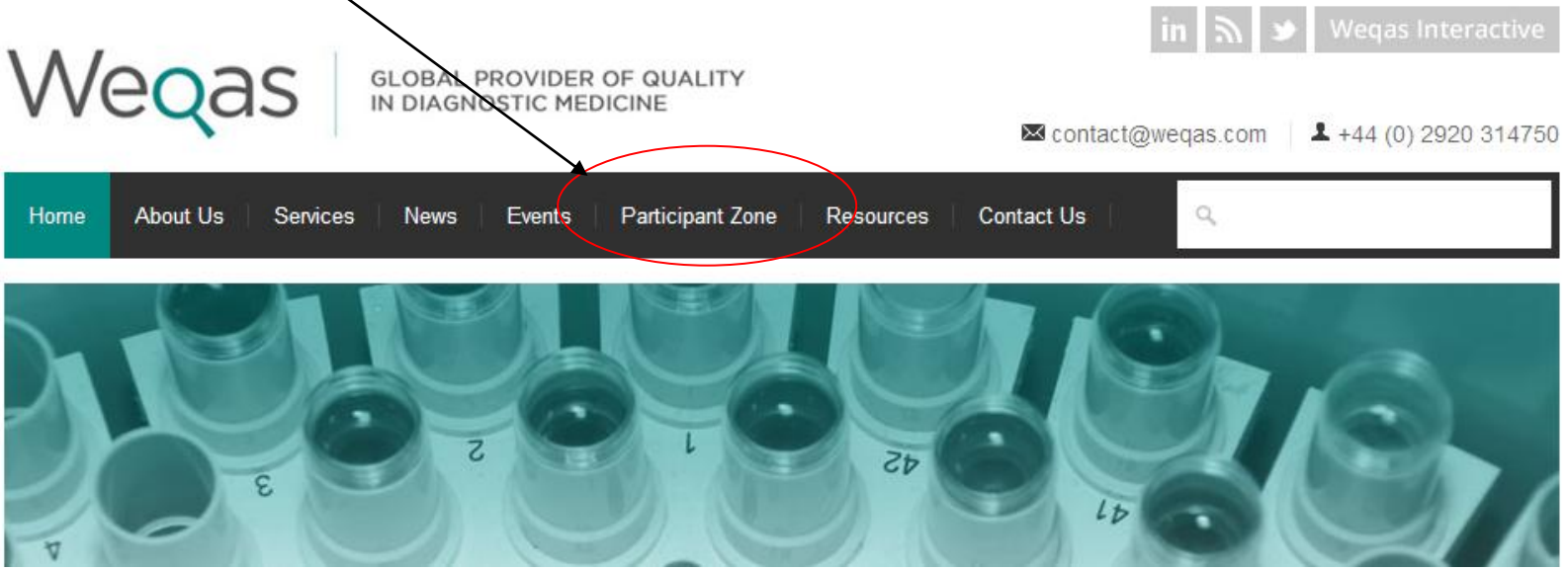
The log in page for the WEQAS interactive service can be accessed directly via URL http://reports.weqas.com

You can also navigate to the login page from the weqas website www.weqas.com

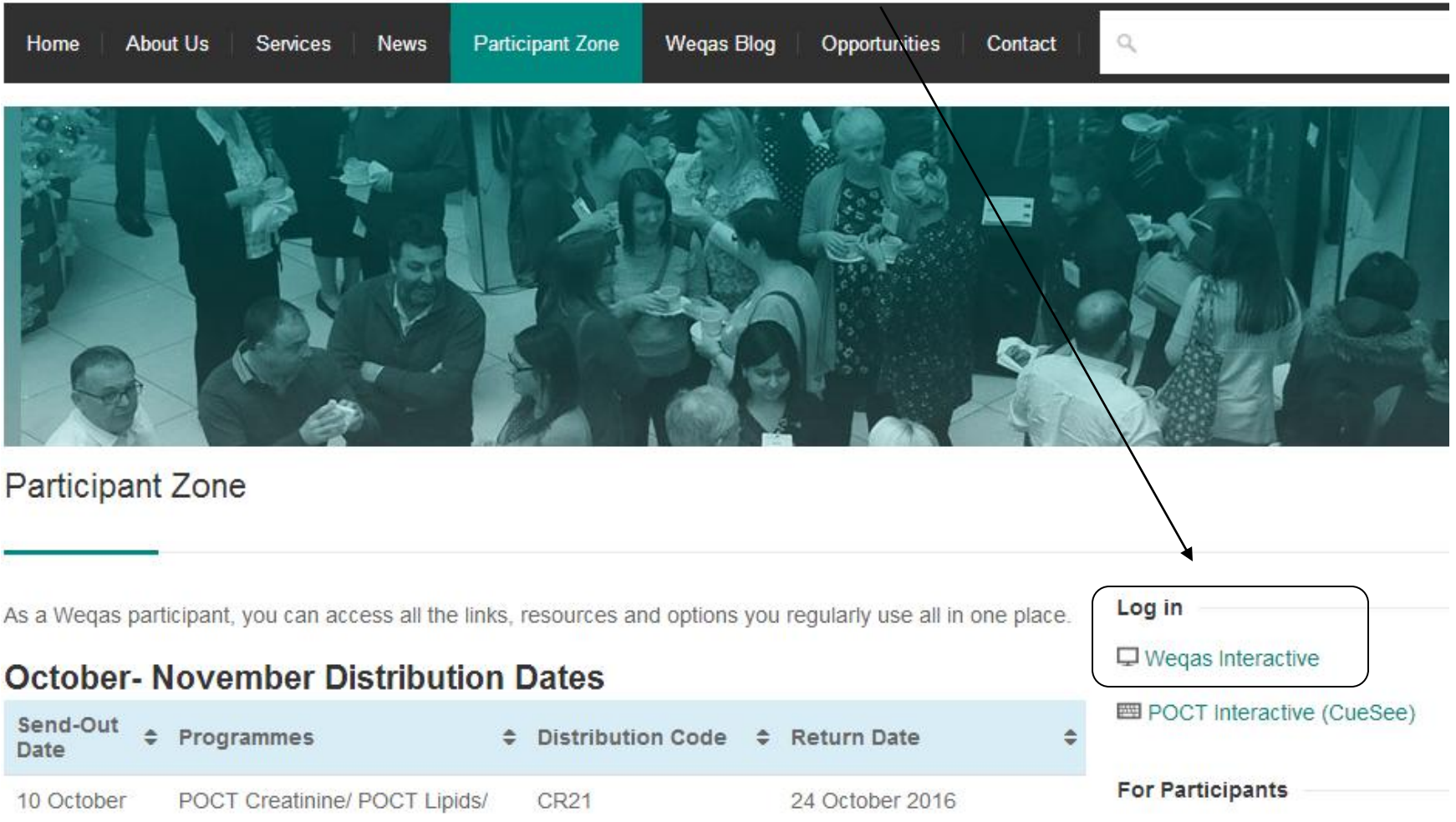
Accessing from www.weqas.com

From the site home page, click on the Weqas interactive button to go straight to the log in page

Or from anywhere within the site, click on "Participant Zone" to access the Participant Zone Homepage



On Participant zone home page, click on the WEQAS Interactive Link in the Login section of the Right Hand Side Navigation Bar

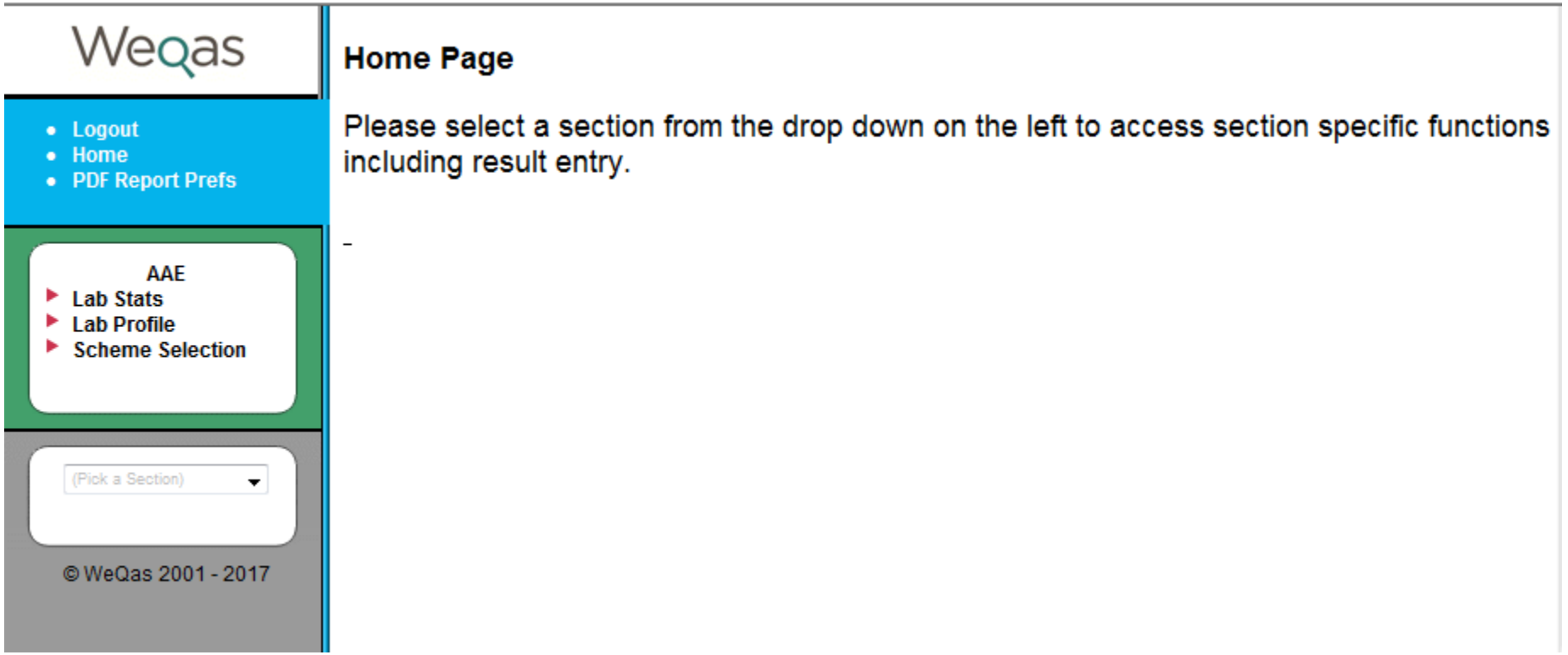


•The WEQAS Interactive Login screen will be displayed

WEQAS Interactive Log in page:

Log in using your lab username and password

You will be presented with your lab home page



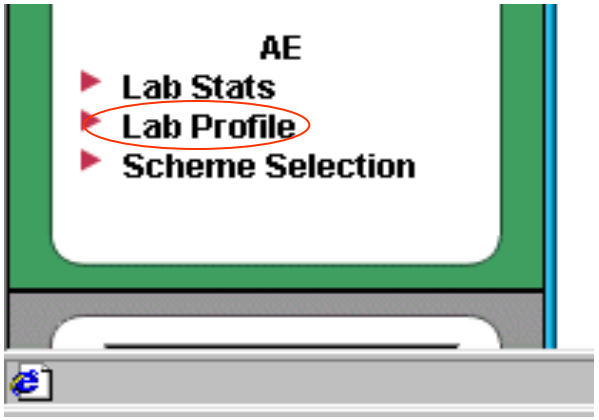
A password reminder function is available on the login page:

Enter you user name in the box below “Forgotten your password?” and click on the “Remind Me” button and your password will be sent to the email address registered on your user account.

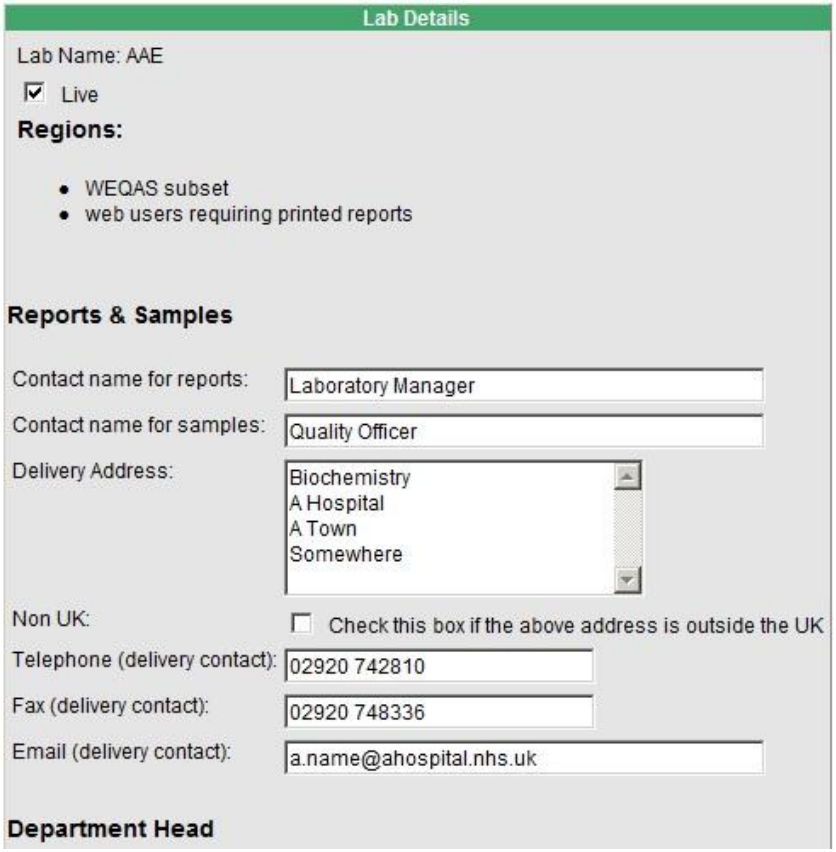
If you can not remember your user name, please contact WEQAS to arrange for an email reminder to be sent.

Lab Profile

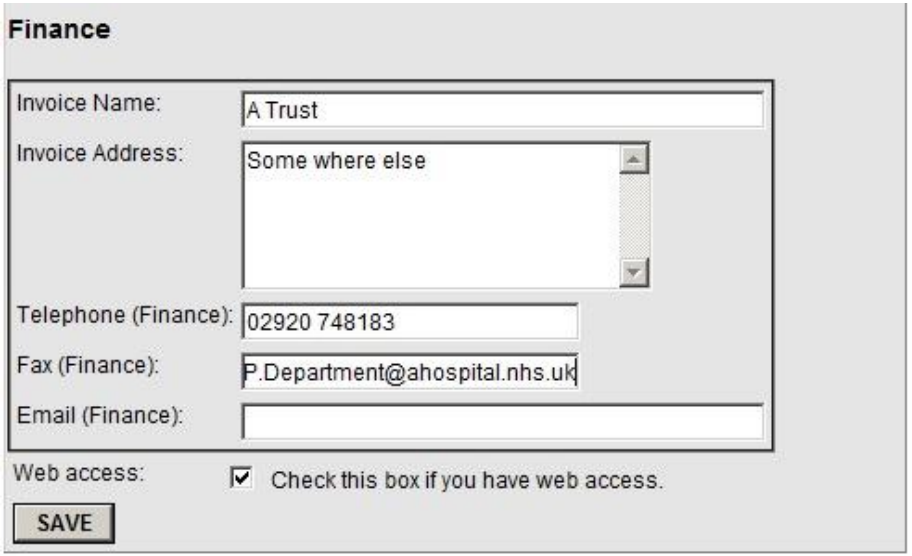
Click on Lab Profile to check / update your Details. Different contact names can be entered for reports, samples and invoicing.



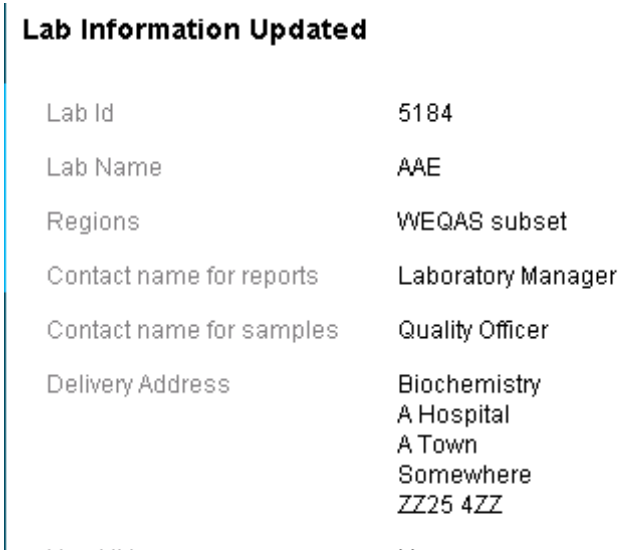
Groups of Labs can be linked to allow regional / Group access. If your lab is currently linked to a group the details will show at the top of your lab profile. *Contact WEQAS for information about group reports available or to set up a new group or region*



Click on save to update details



A confirmation message will be displayed, showing the information now stored for your lab

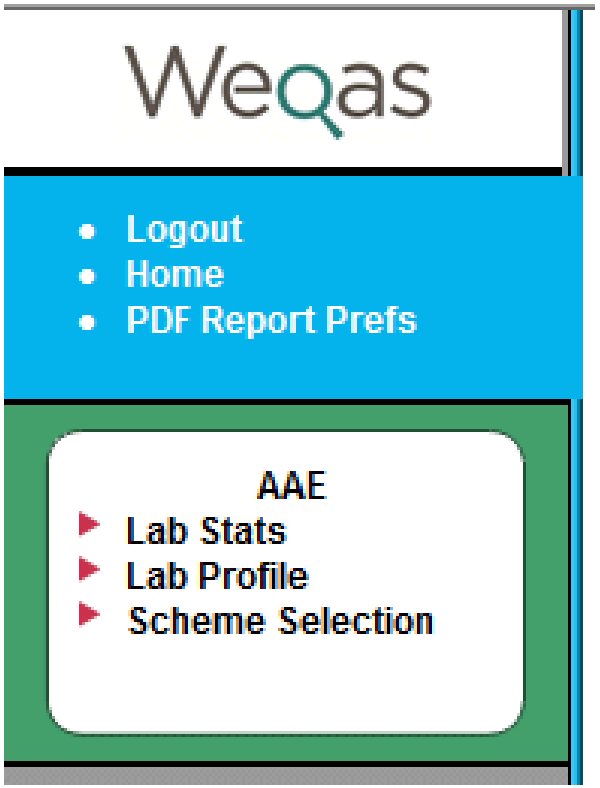


Setting Preferences for Automated PDF Report Issue

A function is available to issue reports in PDF format direct to the email registered for your username at the time when a distribution's reports are first released.

It is possible for users to set their own preferences for these reports.

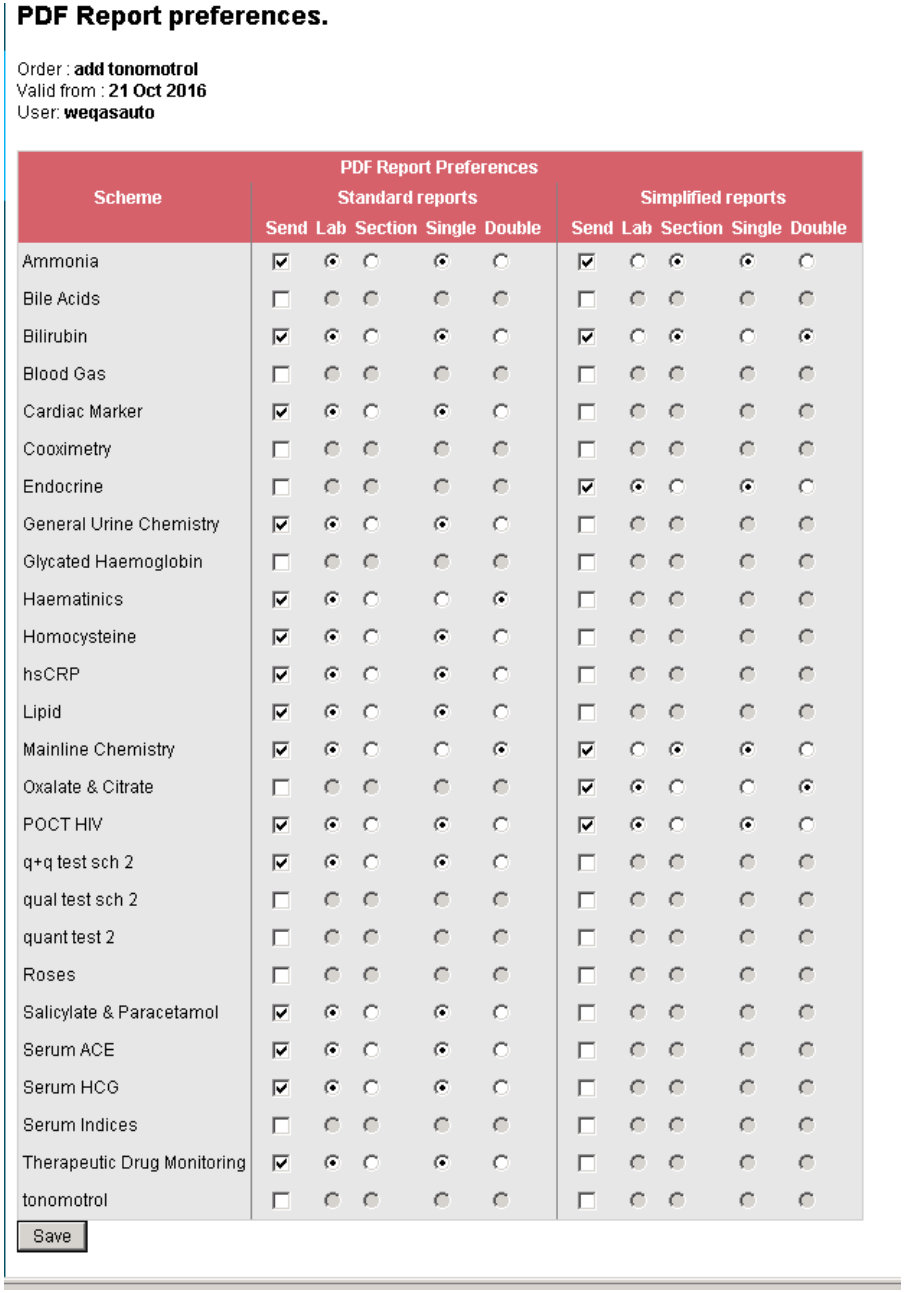
To access this, click on "PDF Report Prefs" in the blue section of your left hand menu



You will be taken to a form listing all the schemes in which you are currently enrolled.

There are 2 types of reports which can be requested for automatic release: standard and simplified per distribution reports.
See pages 86 – 99 for more information on the report types

There are 3 selections to be made for each report type.



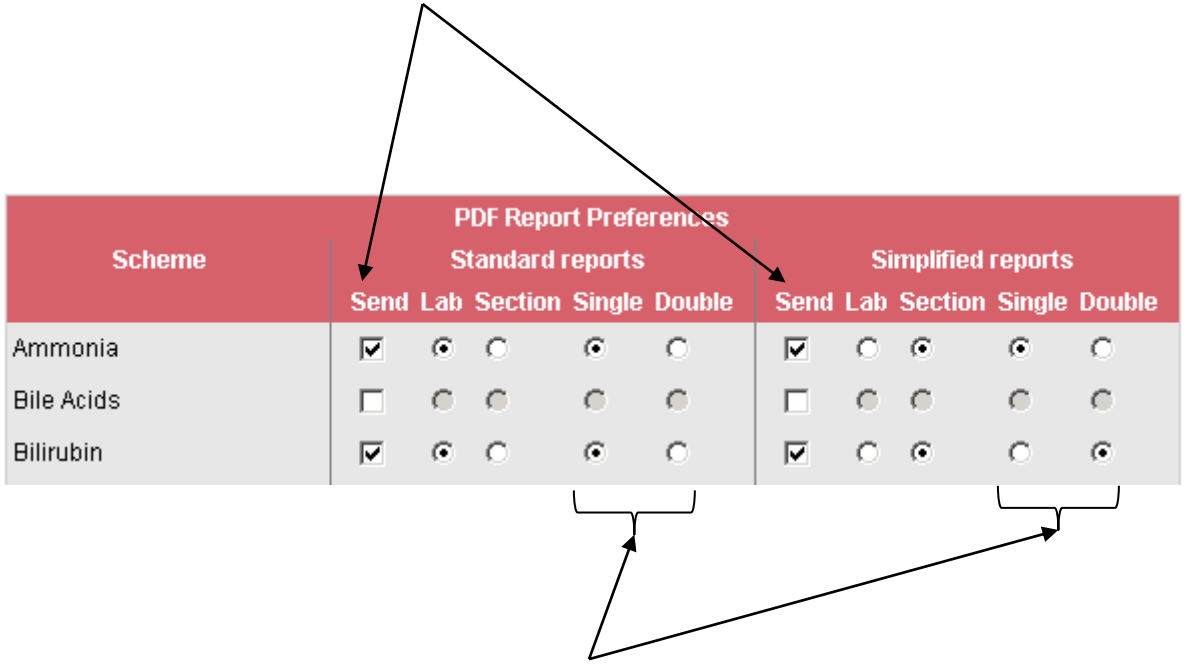
PDF Report preferences.

Order : **add tonomotrol**
Valid from : **21 Oct 2016**
User: **weqasauto**

Scheme	PDF Report Preferences									
	Standard reports					Simplified reports				
	Send	Lab	Section	Single	Double	Send	Lab	Section	Single	Double
Ammonia	☑	◉	○	◉	○	☑	○	◉	◉	○
Bile Acids	☐	○	○	○	○	☐	○	○	○	○
Bilirubin	☑	◉	○	◉	○	☑	○	◉	○	◉
Blood Gas	☐	○	○	○	○	☐	○	○	○	○
Cardiac Marker	☑	◉	○	◉	○	☐	○	○	○	○
Cooximetry	☐	○	○	○	○	☐	○	○	○	○
Endocrine	☐	○	○	○	○	☑	◉	○	◉	○
General Urine Chemistry	☑	◉	○	◉	○	☐	○	○	○	○
Glycated Haemoglobin	☐	○	○	○	○	☐	○	○	○	○
Haematinics	☑	◉	○	○	◉	☐	○	○	○	○
Homocysteine	☑	◉	○	◉	○	☐	○	○	○	○
hsCRP	☑	◉	○	◉	○	☐	○	○	○	○
Lipid	☑	◉	○	◉	○	☐	○	○	○	○
Mainline Chemistry	☑	◉	○	○	◉	☑	○	◉	◉	○
Oxalate & Citrate	☐	○	○	○	○	☑	◉	○	○	◉
POCT HIV	☑	◉	○	◉	○	☑	◉	○	◉	○
q+q test sch 2	☑	◉	○	◉	○	☐	○	○	○	○
qual test sch 2	☐	○	○	○	○	☐	○	○	○	○
quant test 2	☐	○	○	○	○	☐	○	○	○	○
Roses	☐	○	○	○	○	☐	○	○	○	○
Salicylate & Paracetamol	☑	◉	○	◉	○	☐	○	○	○	○
Serum ACE	☑	◉	○	◉	○	☐	○	○	○	○
Serum HCG	☑	◉	○	◉	○	☐	○	○	○	○
Serum Indices	☐	○	○	○	○	☐	○	○	○	○
Therapeutic Drug Monitoring	☑	◉	○	◉	○	☐	○	○	○	○
tonomotrol	☐	○	○	○	○	☐	○	○	○	○

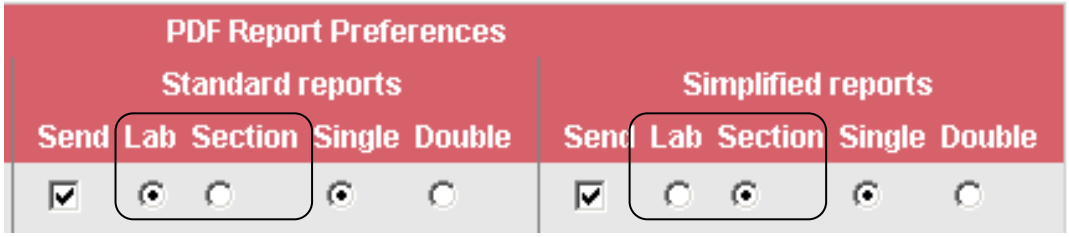
Save

“Send” – check this box if you wish to receive this type of report automatically to your email as a PDF file for this scheme. Uncheck the box if you do not wish to receive reports for this scheme.



“Single/Double sided” – As with all formats of Participant reports on the system, selecting “Double” will create a file with additional blank spacer pages added to ensure that when printing out the resulting report double sided, each section will be on a separate sheet.

If you have more than one section registered in a scheme, “Lab” or “Section” indicate how you want the reports for these sections split up.

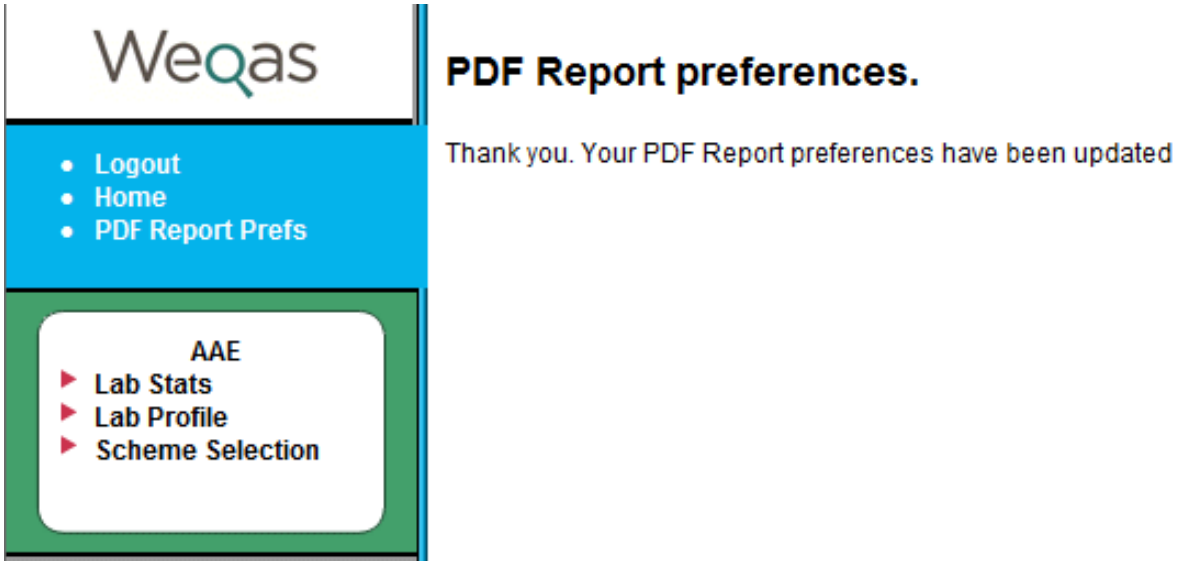


“Lab” will generate a single PDF file including all the sections in a single report. This will be the same report you would receive by going to “Lab Stats” and choosing “Request PDF”

“Section” will generate a separate PDF file for each separate section registered, each equivalent to emulating the individual section, going to “section stats” and choosing “Request PDF”. All the resulting files will be sent out together in a single email.

When you have completed your selections, go to the bottom of the form and click on “Save” to submit them to the database.

Once your selections have been recorded, you will receive a confirmation message.

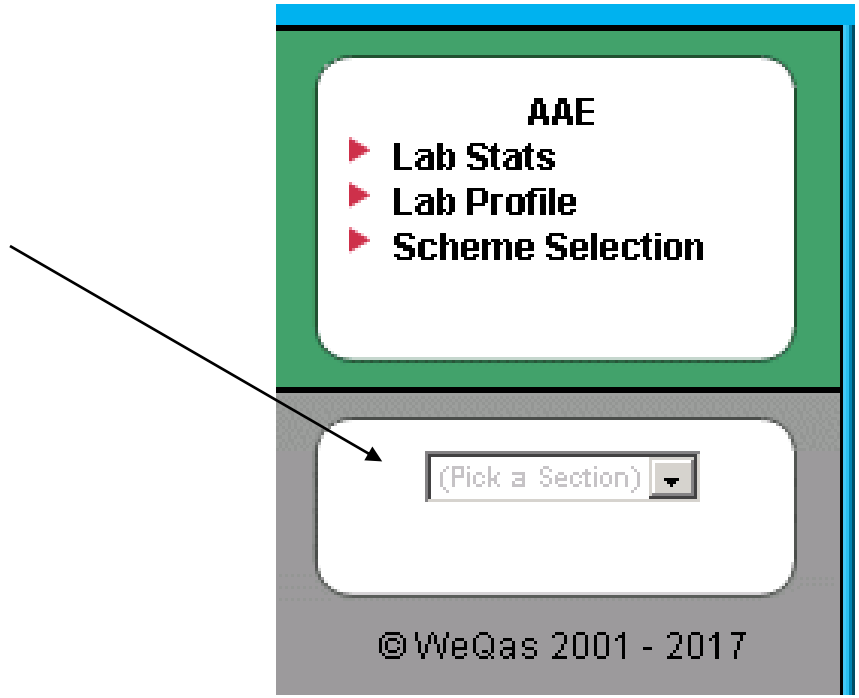


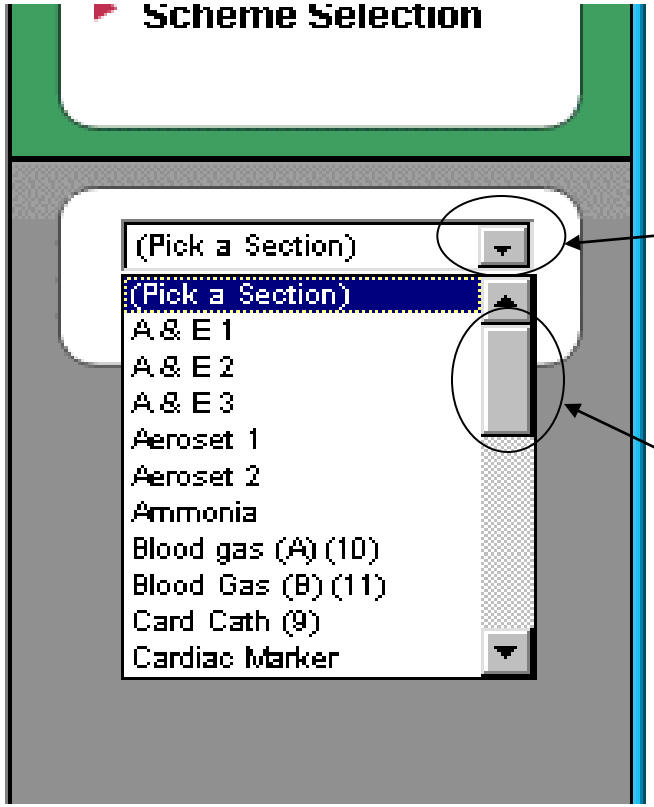
Entering Results

Accessing Result Entry Forms

In the bottom grey section of the left hand menu is a box which says (Pick Section)

This is a drop down menu of your lab's sections



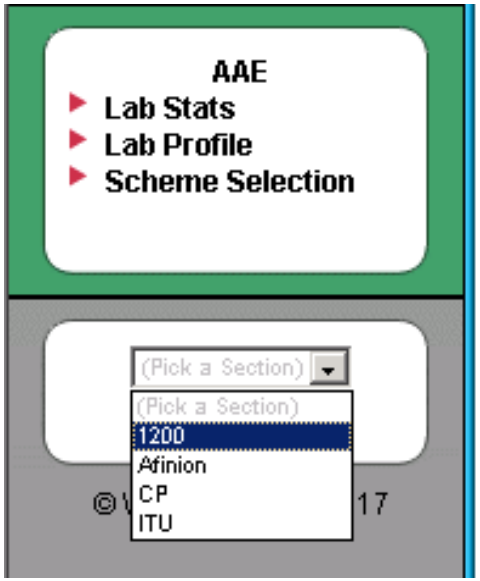


Click on the grey box with the black triangle on the right of this box to display a list of all your sections.

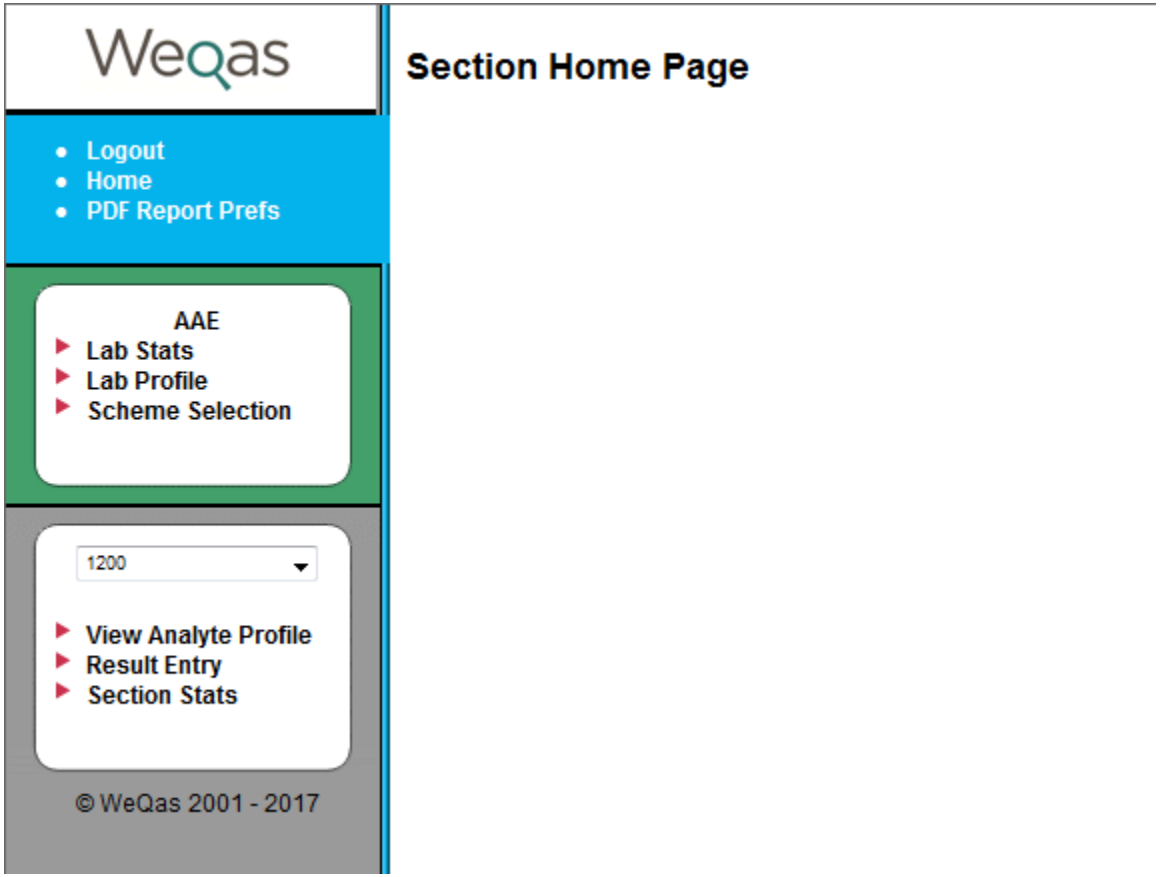
Use the scroll bar on the right of the list to display more sections

Move the cursor over the list to highlight different section names in blue.

Click the left hand mouse button when a section is highlighted to select the section.

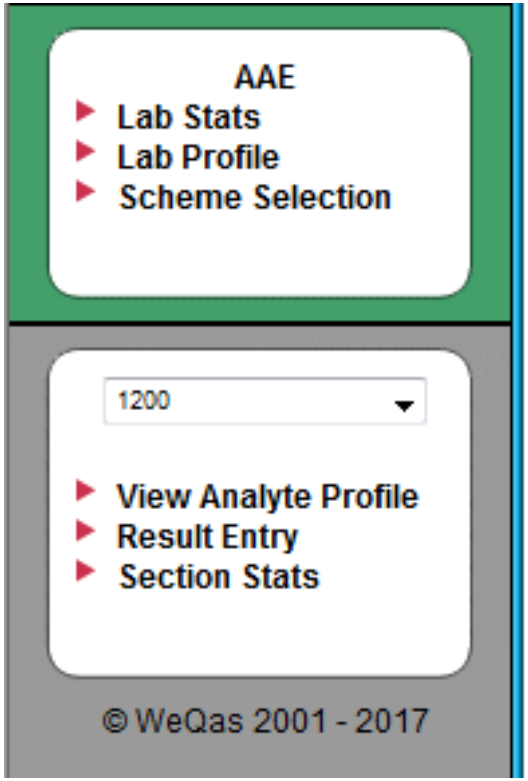


You will be taken to the home page for this section

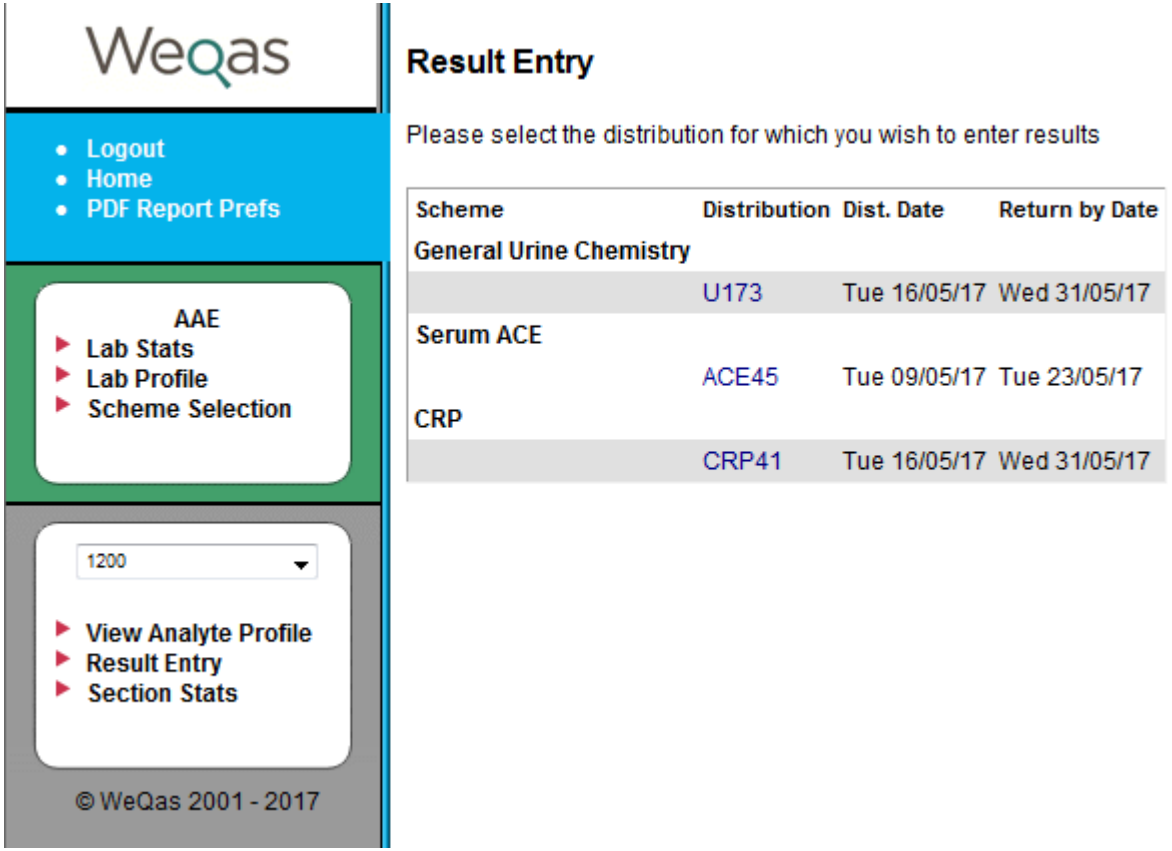


New menu options now appear in the grey section of the left hand menu bar.

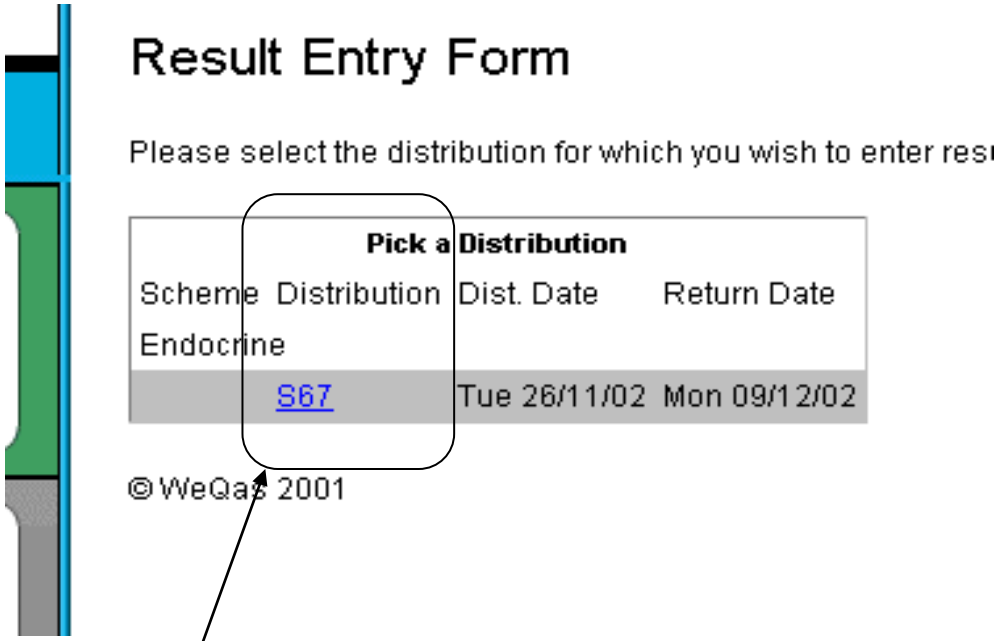
Click on “Result Entry” with the left mouse button to go to result entry for this section



The result entry page shows a list of all current distributions for the schemes relevant to the section in question

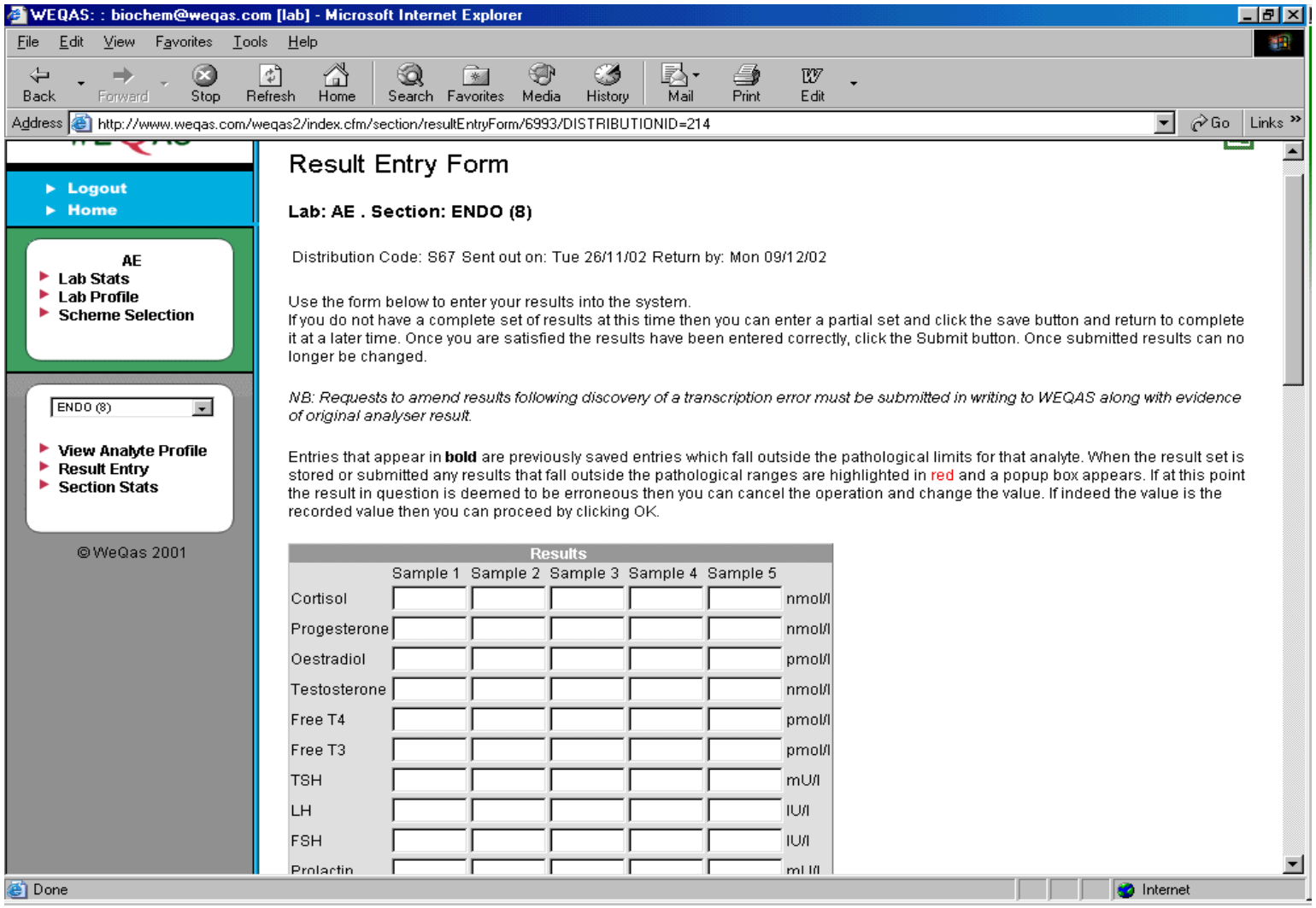


Distribution codes appear in the Distribution column



Select the distribution for which you wish to enter results by clicking on the distribution code with the left mouse button

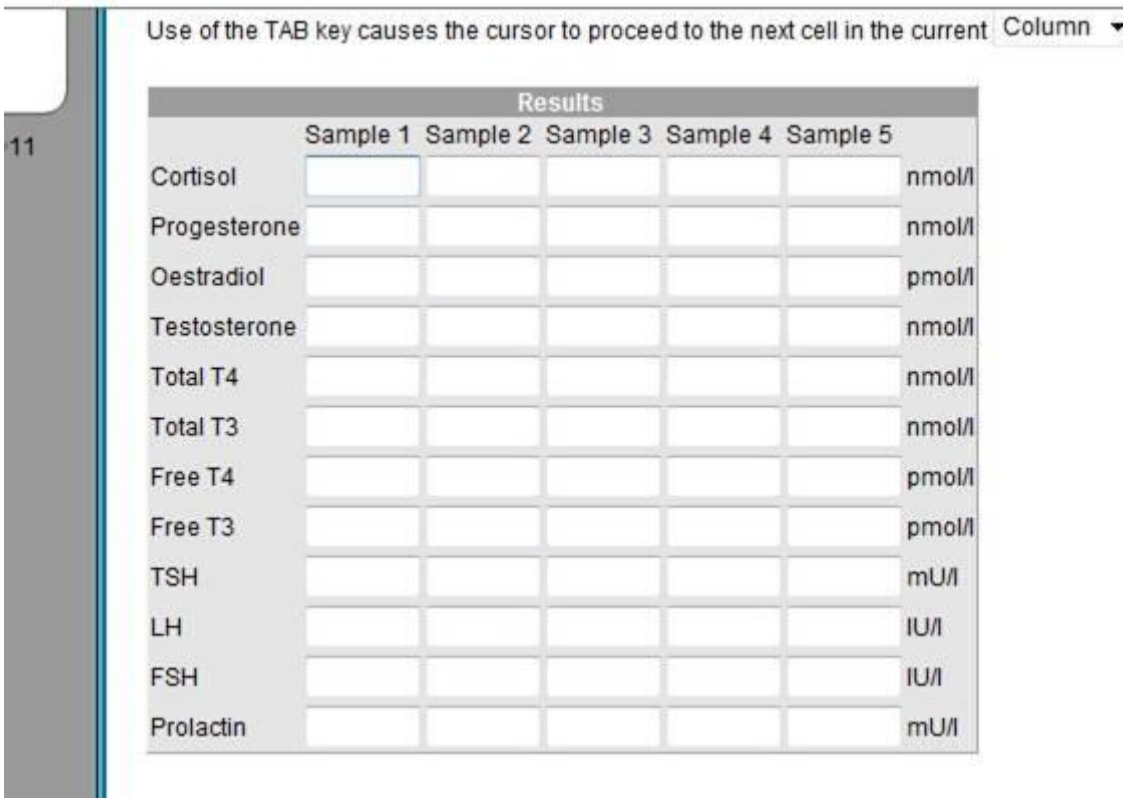
You will be taken to a result entry form for this distribution



Place the cursor into the cell for which you wish to enter results and type your result.

You can move from one cell to the next by using the tab key on your keyboard.

You can move back one cell by holding down the shift key and clicking the tab key



Quantitative Analytes

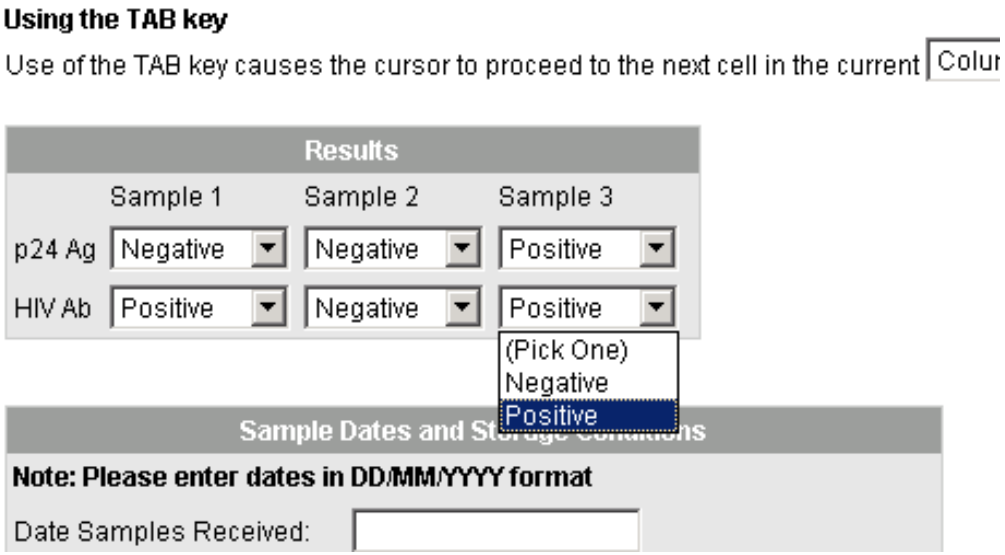
For Quantitative analytes the system will only accept

- Numerical data
- Entries of the format ># or <# (eg >100 or <0.6)

If you do not have a result for a given analyte, leave the space blank. You can give details of the reason for the omitted result (e.g. “out of Range” or “unable to calculate”) in the comments box at the bottom of the form. Indicate the sample number and analyte along with the comment. Do not type this kind of information in the individual result cells.

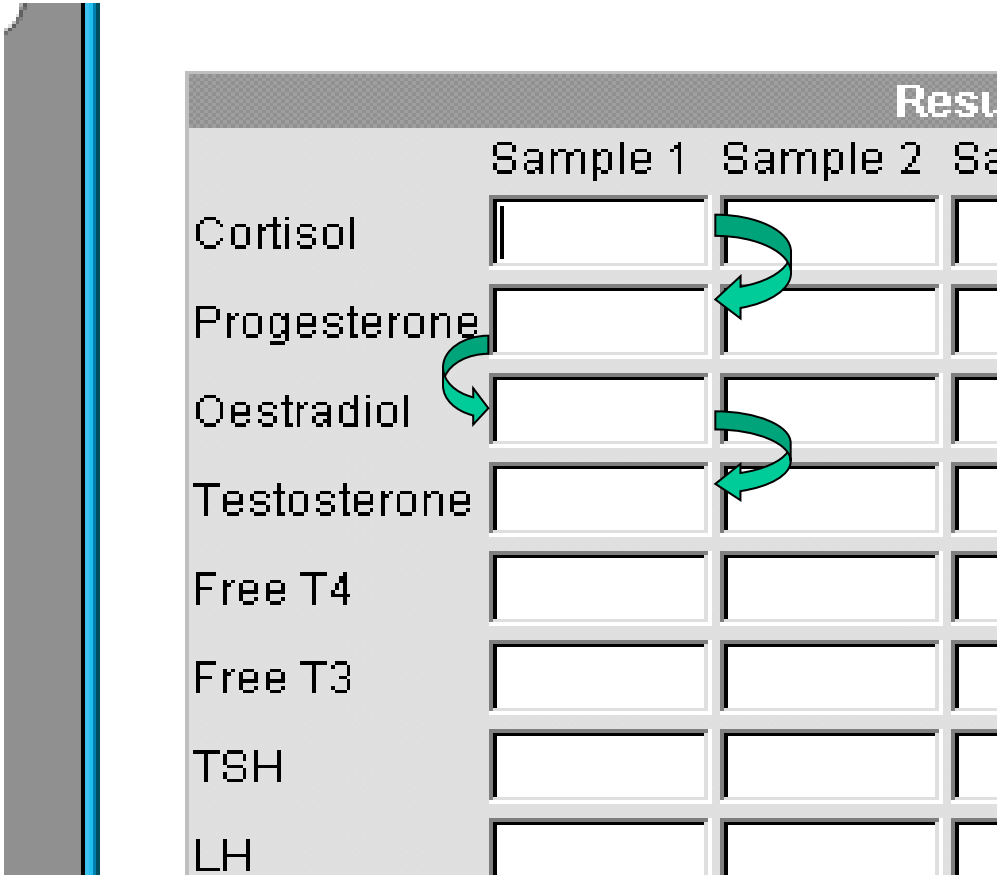
Qualitative Analytes

For Qualitative analytes, a drop down list of possible results is provided. Click on the down arrow on the right of the box to access the list and click on the required result to select it.

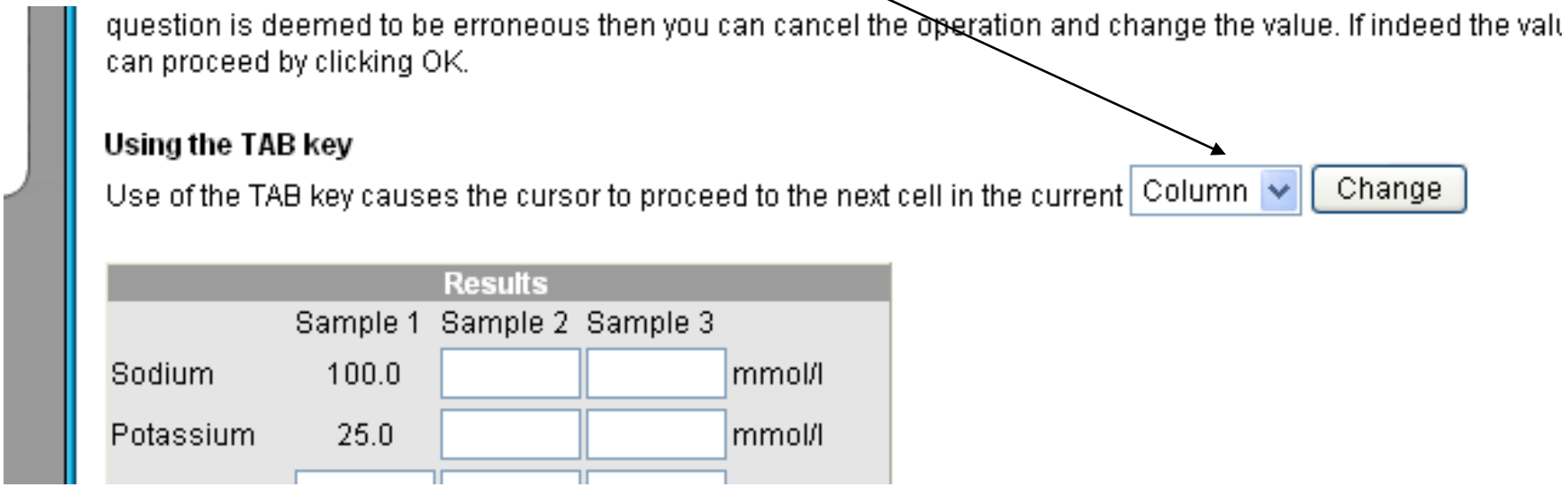


Setting Tab Order

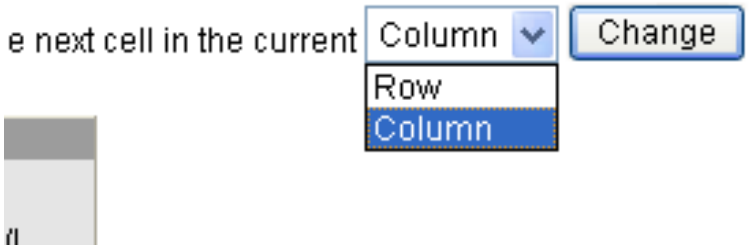
By default, using the tab key on the result entry form moves from the current cell to the cell immediately below it in the same column.



This order can be changed by using the “Using Tab key” section on the result entry page.

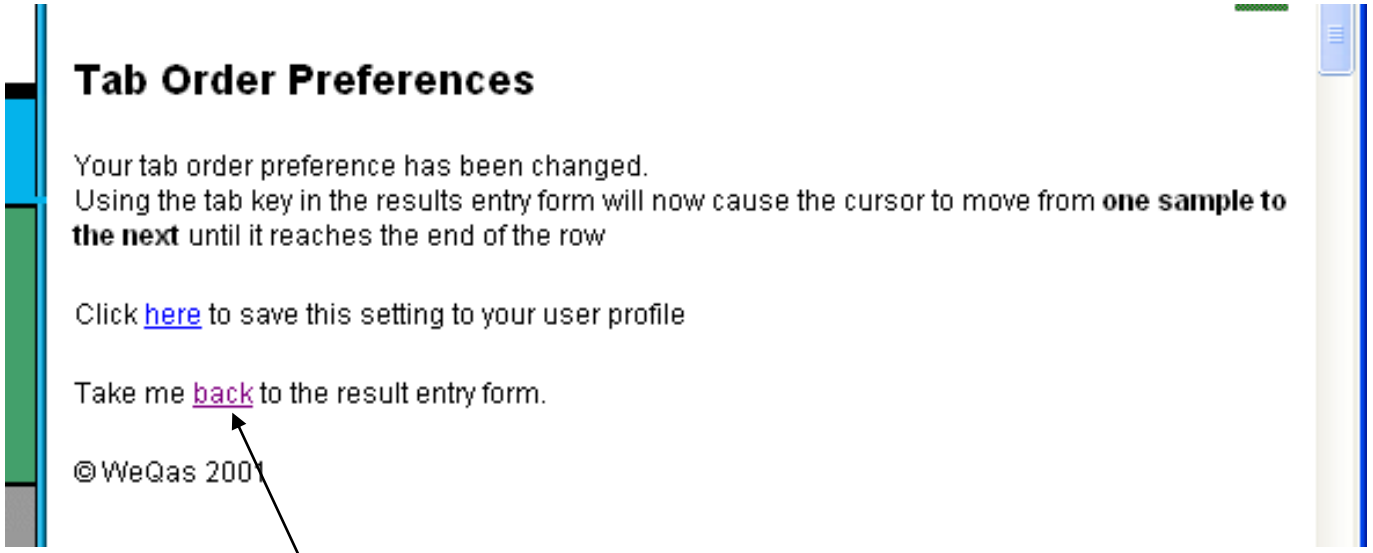


Select the option you prefer from the drop down menu.



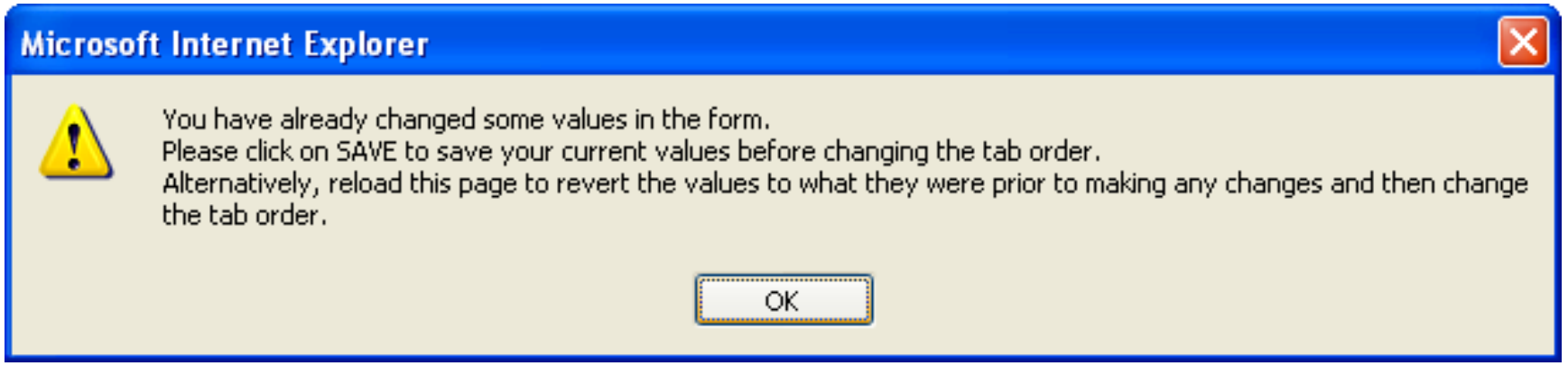
Then click on change

This will take you to the tab order preferences page.



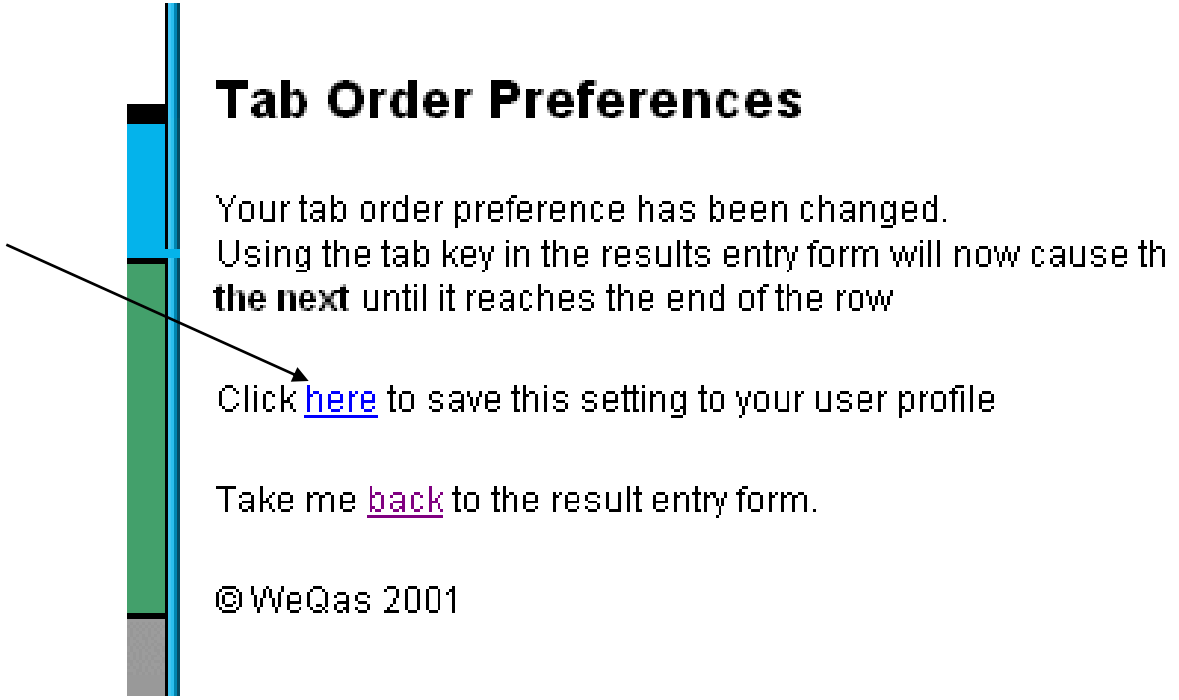
If you click on “back” at this stage, you will be returned to your result entry page. The change to your tab order will last only until the end of your currently logged in session.

N B If you chose to change the tab order after you have started entering results, you will receive the following warning.

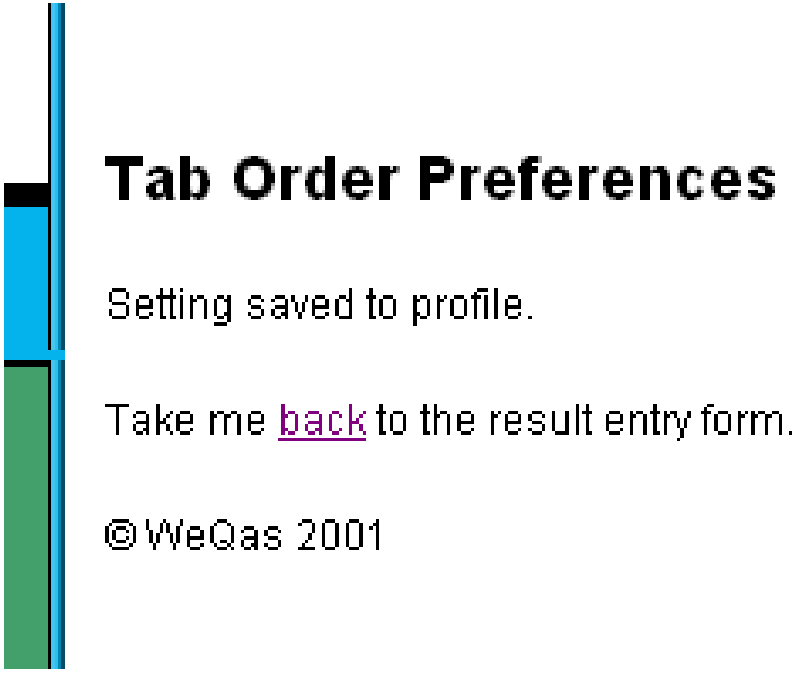


You will not be able to move to the Tab Order Preferences page until you have either save the results you have entered or reloaded the result entry page.

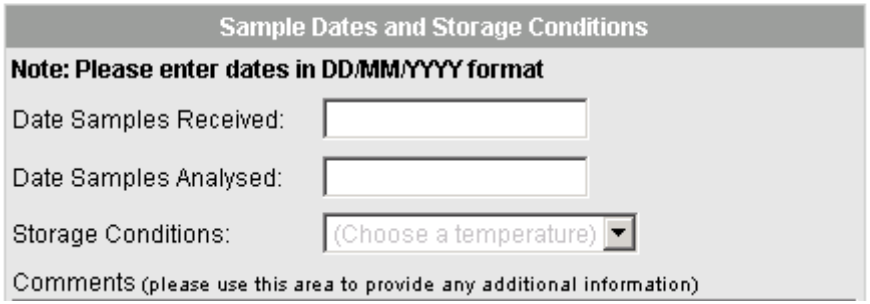
If you wish to retain the tab order change for future log in sessions, click on the "here" link on the Tab Order Preferences page to save the setting to your user profile.



You will receive confirmation that your settings have been saved and you will again be offered the option to return to the previous result entry form.



Entering sample dates and storage conditions



At the bottom of the result entry form is a section for entering the dates samples were

•Received

•Analysed

And storage conditions between the two dates

This information is used in a number of ways including

• tracking trends or failures in delivery service

•identifying possible variation in results due to environmental conditions rather than any analytical issues.

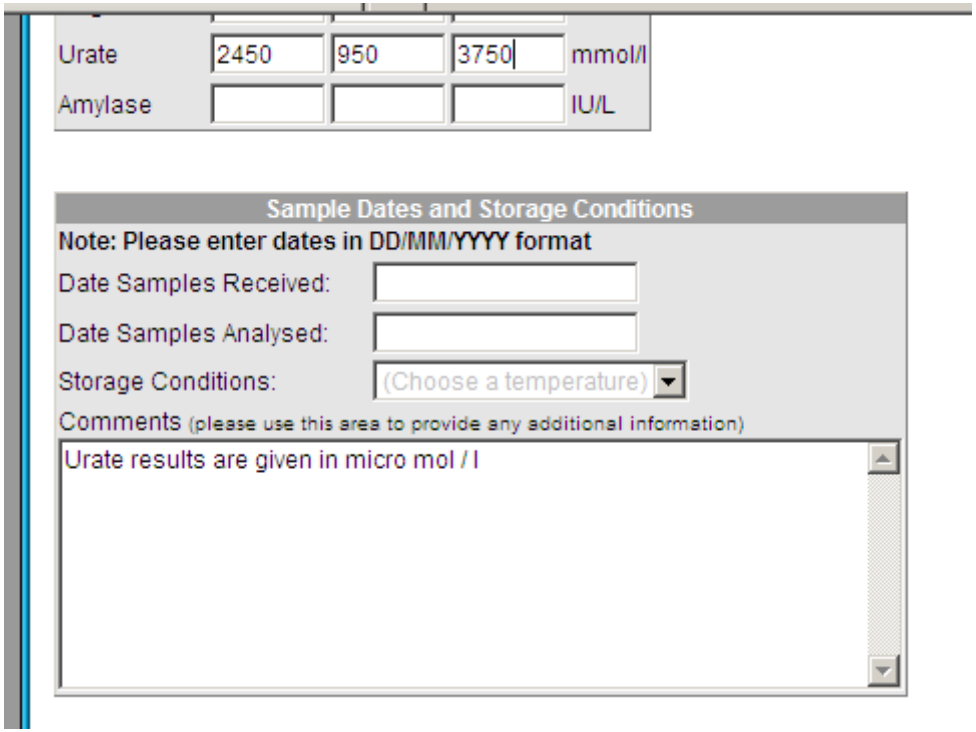
Please enter as much of this information as you can when you enter your results.

For some schemes this information is mandatory, and you will not be able to submit results if these fields are not completed

Entering Other Information Relevant to the Distribution Results

There is also an area at the bottom of the result entry form which can be used to report other information relevant to the particular distribution to WEQAS

For Example: Use this area to notify WEQAS that a particular analyte has been reported in units that differ from the default units indicated on the entry form

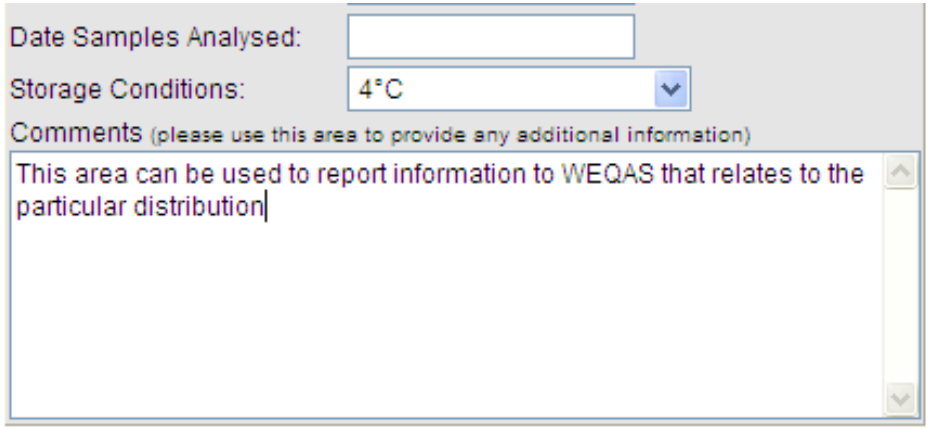


Please note:

These comments are only reviewed during the statistical calculation / report generation phase.

This area should not be used for communication requiring an urgent response, or for general communication

Information from WEQAS, specific to this distribution, including samples requiring special handling is also located at the bottom of the result entry form



Important Information

Please note: Urea and Creatinine to be analysed on sample 1 only.

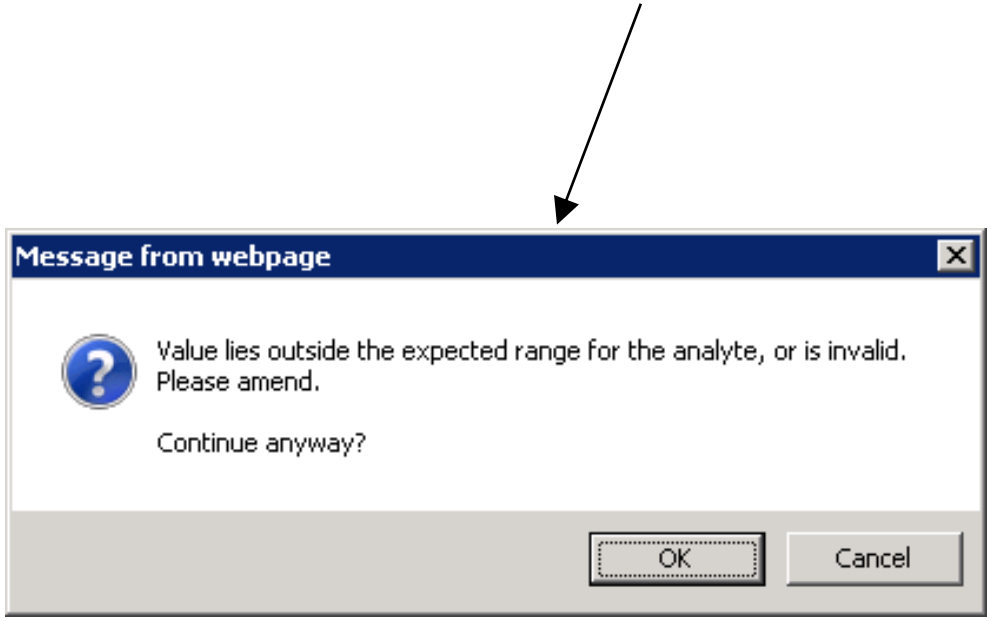
Saving / Validating Results

When you have entered all your results, click on the save button.

The system checks the entered results for potential errors before saving the results and notifies you of any possible problems or transcriptions errors with your results.

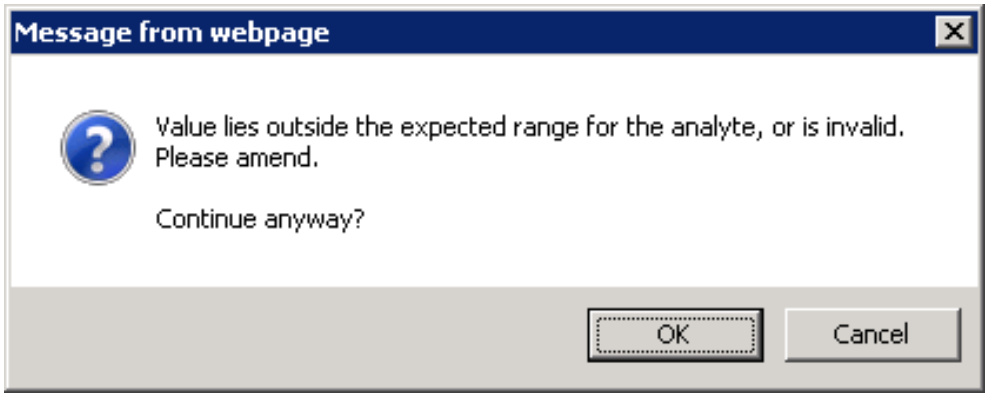
Possible problem entries are highlighted in red in turn, and an alert box is displayed indicating the nature of the possible problem.

The problem result may be obscured by the alert box. If you cannot see any red highlighted results, place the cursor over the blue title bar of the alert box.



Hold down the left hand mouse button and drag the alert box around the screen.

Alert type 1

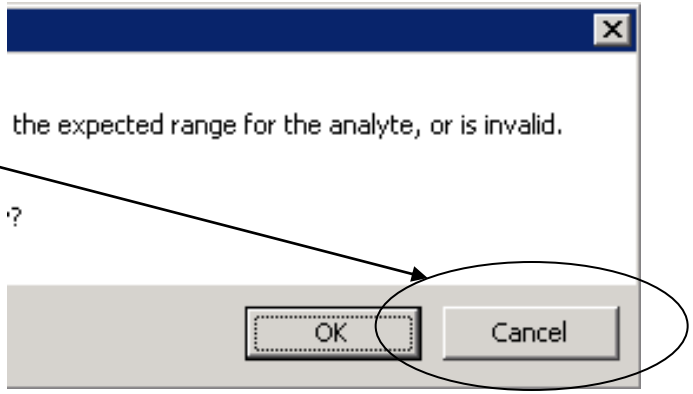


This problem indicates that the result falls outside of the range set for this analyte.

This may be a result of

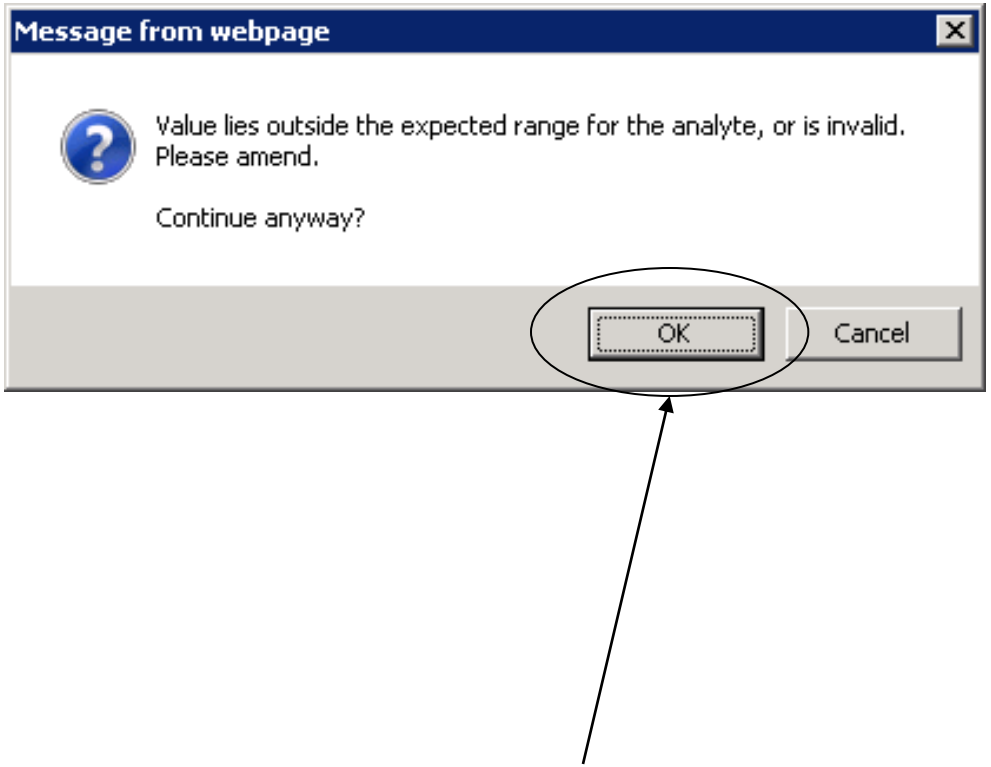
- a transcription error
- The result being in different units than those set for the analyte

If you identify an error with the result you have entered, click on cancel in the alert box.



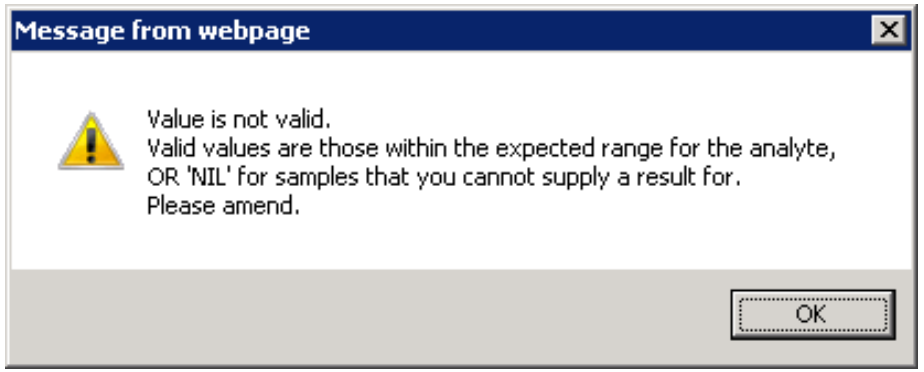
You will be returned to the result entry form.

Place the cursor in the cell with the error and correct the result.



If the result as you have entered it is correct, click on OK. The result will be saved.

Alert type 2

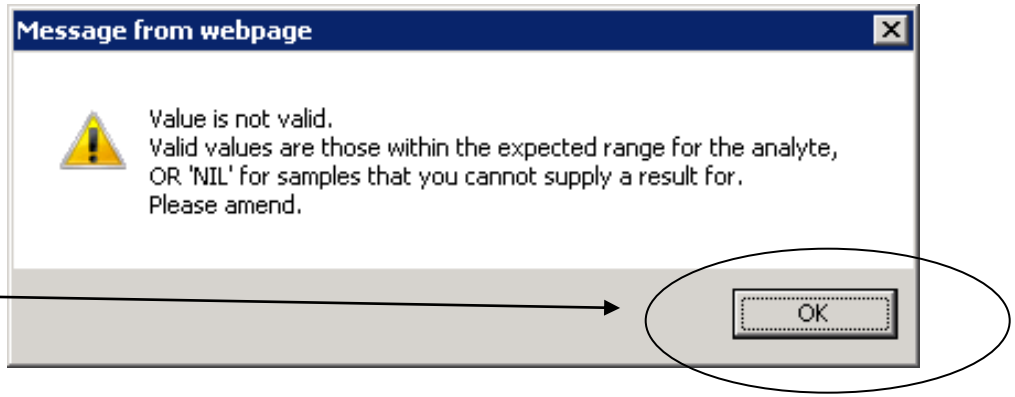


This alert box indicates an invalid data type has been entered.

Valid data types are:

- numerical data
- data beginning with < or >
- NIL - indicating a result will not be available for this cell

You must click OK on this alert box in order to proceed.



You will be returned to the result entry form to correct the problem

Common typographical errors include

- Inclusion of a space either before or after the numerical values
- The inclusion of a second trailing decimal point (e.g. 45.6.0 or 45.6.)
- The inclusion of double decimal points (e.g. 45..6)

Once any problem results have been rectified, the results will be saved.

Once data has been successfully uploaded to the database, one of the following confirmation screens will be displayed, including a copy of the data set submitted.

Results have been saved though the result set is still incomplete

©WeQas 2001

OR

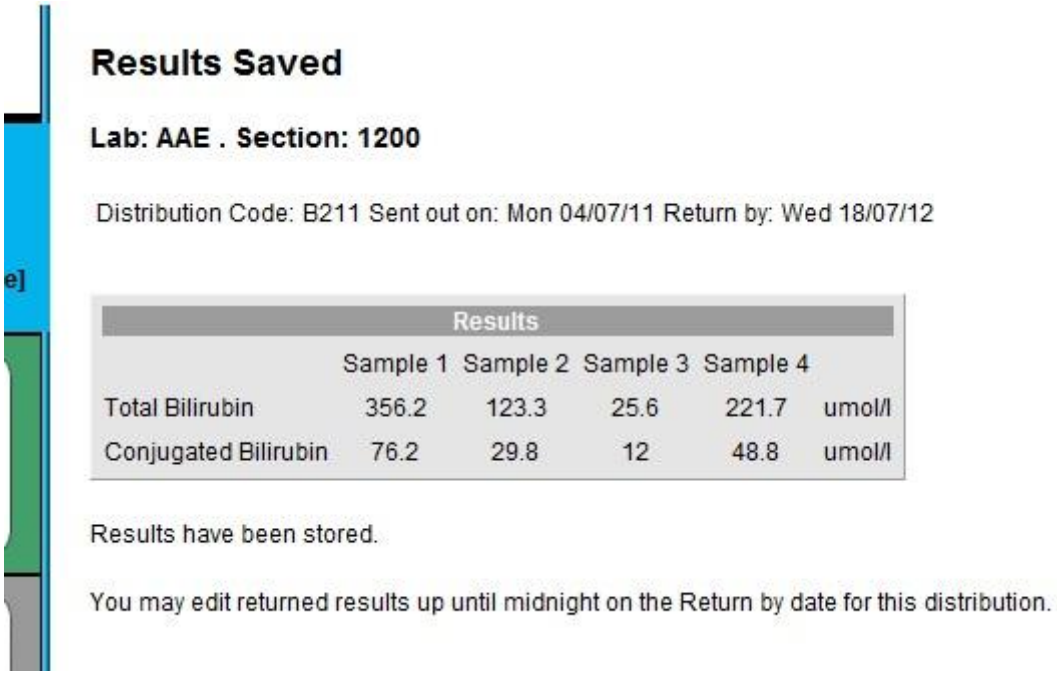
Results Saved

Results have been stored.

You may edit entered results up until midnight on the Return by date for this distribution

Confirmation Type 1

A full data set has been stored.
However, you may amend the reported results on line up until midnight on the closing date for the distribution



Results Saved

Lab: AAE . Section: 1200

Distribution Code: B211 Sent out on: Mon 04/07/11 Return by: Wed 18/07/12

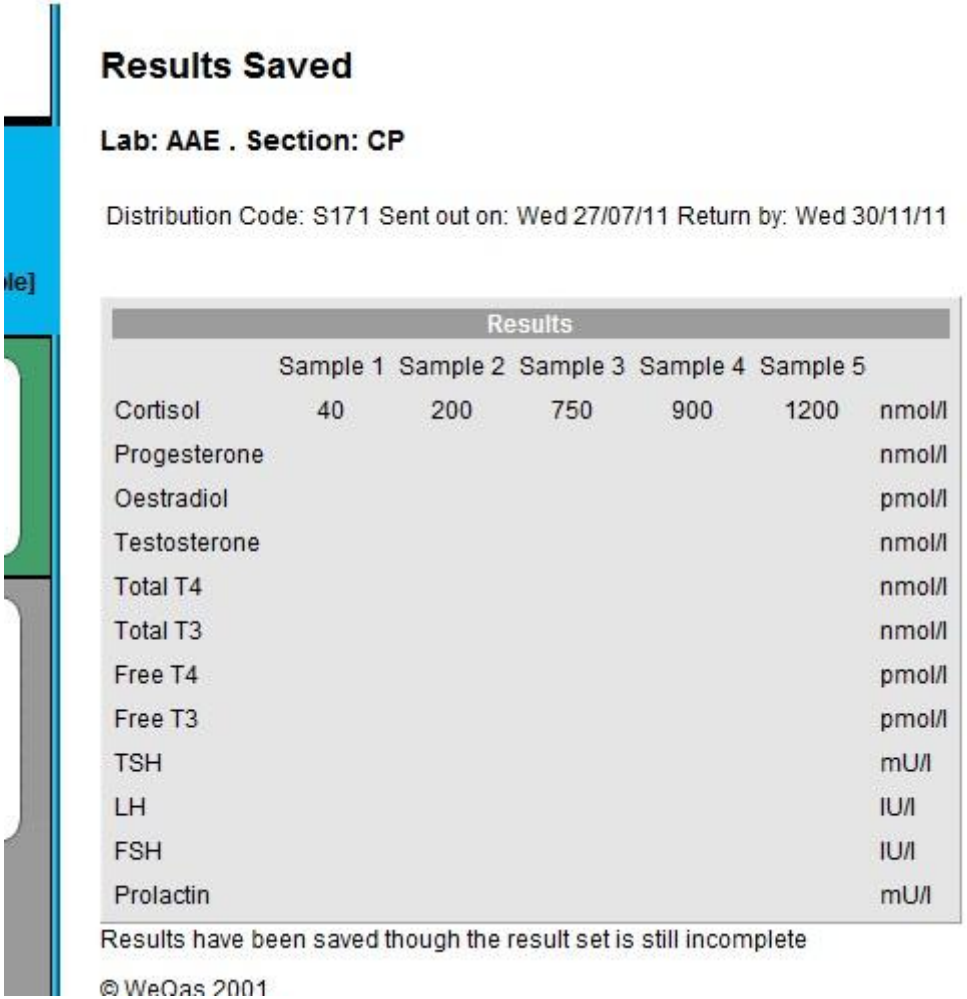
Results					
	Sample 1	Sample 2	Sample 3	Sample 4	
Total Bilirubin	356.2	123.3	25.6	221.7	umol/l
Conjugated Bilirubin	76.2	29.8	12	48.8	umol/l

Results have been stored.

You may edit returned results up until midnight on the Return by date for this distribution.

Confirmation Type 2

If you have only entered results for some of the analytes the section is enrolled for, this will be indicated on the successful save notification



Results Saved

Lab: AAE . Section: CP

Distribution Code: S171 Sent out on: Wed 27/07/11 Return by: Wed 30/11/11

Results						
	Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	
Cortisol	40	200	750	900	1200	nmol/l
Progesterone						nmol/l
Oestradiol						pmol/l
Testosterone						nmol/l
Total T4						nmol/l
Total T3						nmol/l
Free T4						pmol/l
Free T3						pmol/l
TSH						mU/l
LH						IU/l
FSH						IU/l
Prolactin						mU/l

Results have been saved though the result set is still incomplete

Confirmation : Qualitative entry

Results Saved

Lab: ABN . Section: (P) Porphyrin

Distribution Code: RoT8 Sent out on: Wed 25/02/15 Return by: Mon 09/03/15

Results				
	Sample 1	Sample 2	Sample 3	
semi-quantitative TUP				nmol/l
Qualitative PBG	Positive	Equivocal	Negative	

Results have been saved though the result set is still incomplete

You **must** wait for a confirmation screen to be displayed before navigating away from this area of the site.

Navigating away before confirmation is received will interrupt the upload procedure to the database and the data may not be saved correctly / completely.

If you do not navigate away from the page, but a confirmation screen is not displayed, there may have been an interruption in the upload procedure at some point across the connection between you and the database.

It is advisable in this situation to check whether results have been successfully uploaded or not.

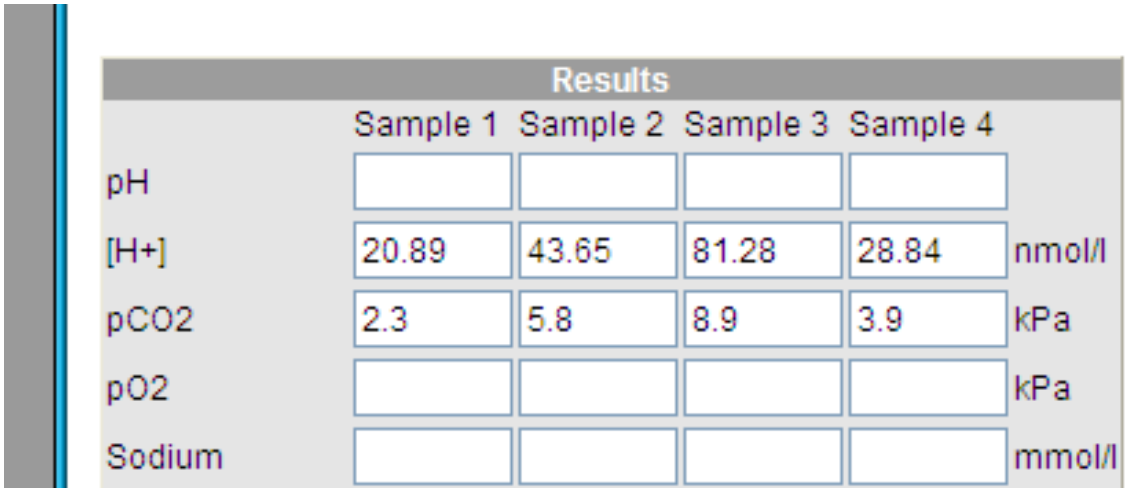
To do this, follow the steps for data entry as if you were entering the data set again. Data which has been successfully stored will display in the entry form.

Entering Partial data sets

You can enter results for some analytes and return to result entry for this section at a later date to enter results for the remaining analytes or to edit previously entered results.

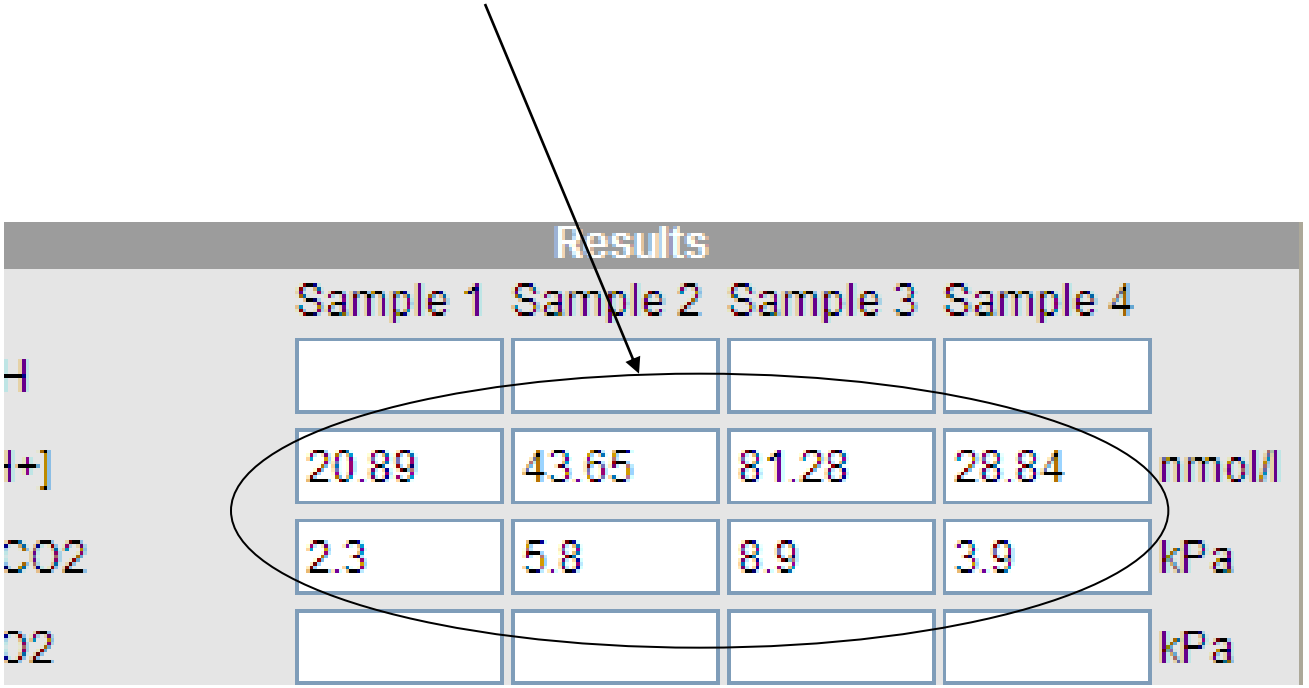
You may also enter partial sets for an analyte and return to complete the set later.

Results can be edited up until midnight on the closing date for a distribution



Results					
	Sample 1	Sample 2	Sample 3	Sample 4	
pH					
[H+]	20.89	43.65	81.28	28.84	nmol/l
pCO2	2.3	5.8	8.9	3.9	kPa
pO2					kPa
Sodium					mmol/l

Previously entered results appear as editable text on the result entry form.



Results for remaining cells can be entered as normal.

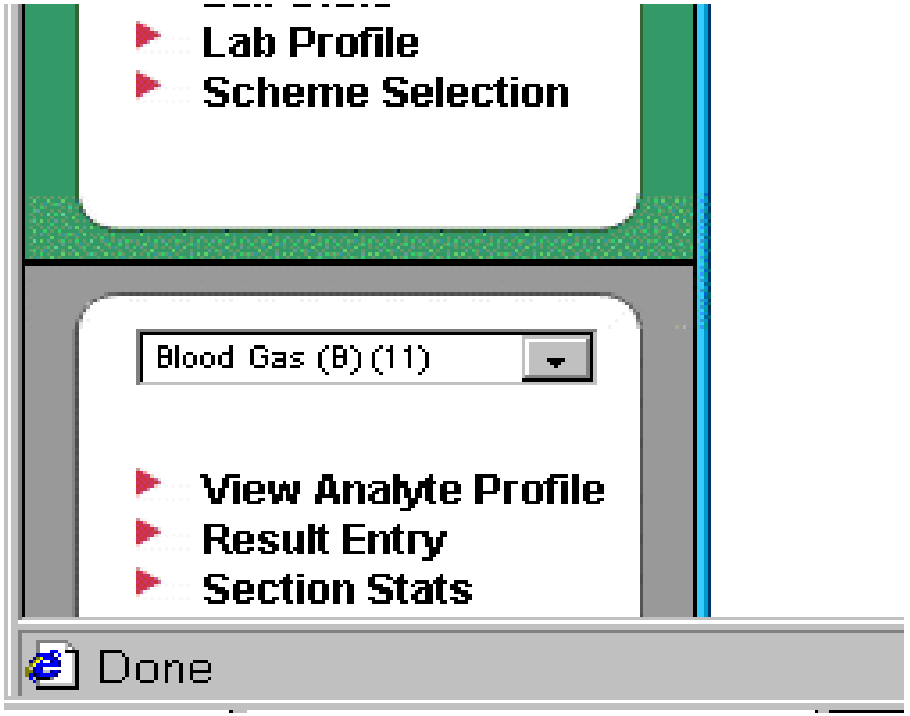
Once the return by date for a distribution has passed, results can no longer be entered on line by participants.

The distribution will no longer appear as an option in the result entry section.

Entering & Editing Method & Instrument Information

First select the required section from the drop down list in the same way as for result entry

on the grey section menu, select option “View Analyte Profile” This will take you to the section’s main analyte profile selection page

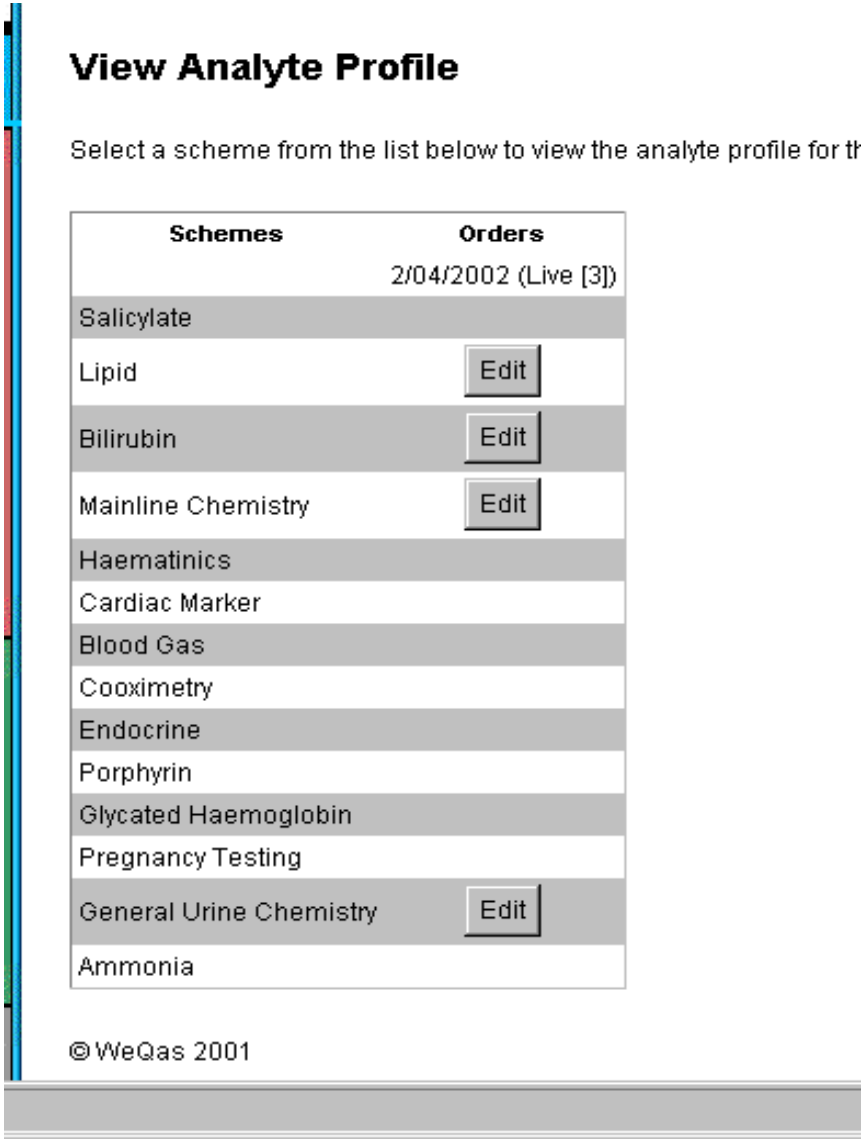


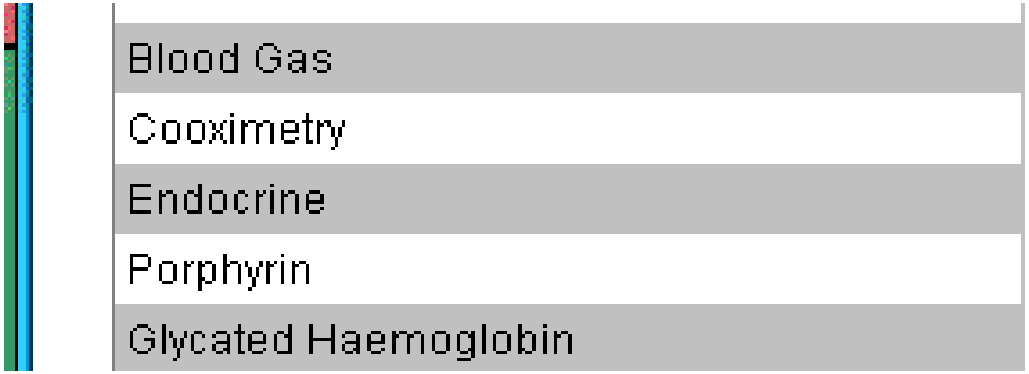
A list of all currently available schemes will appear.

Next to each scheme in which this section is enrolled is an edit button.

Click on the edit button next to the scheme for which you wish to make changes

This will take you to the analyte profile page for that scheme





NB - if no edit button appears next to a scheme, this section is not enrolled for that scheme.

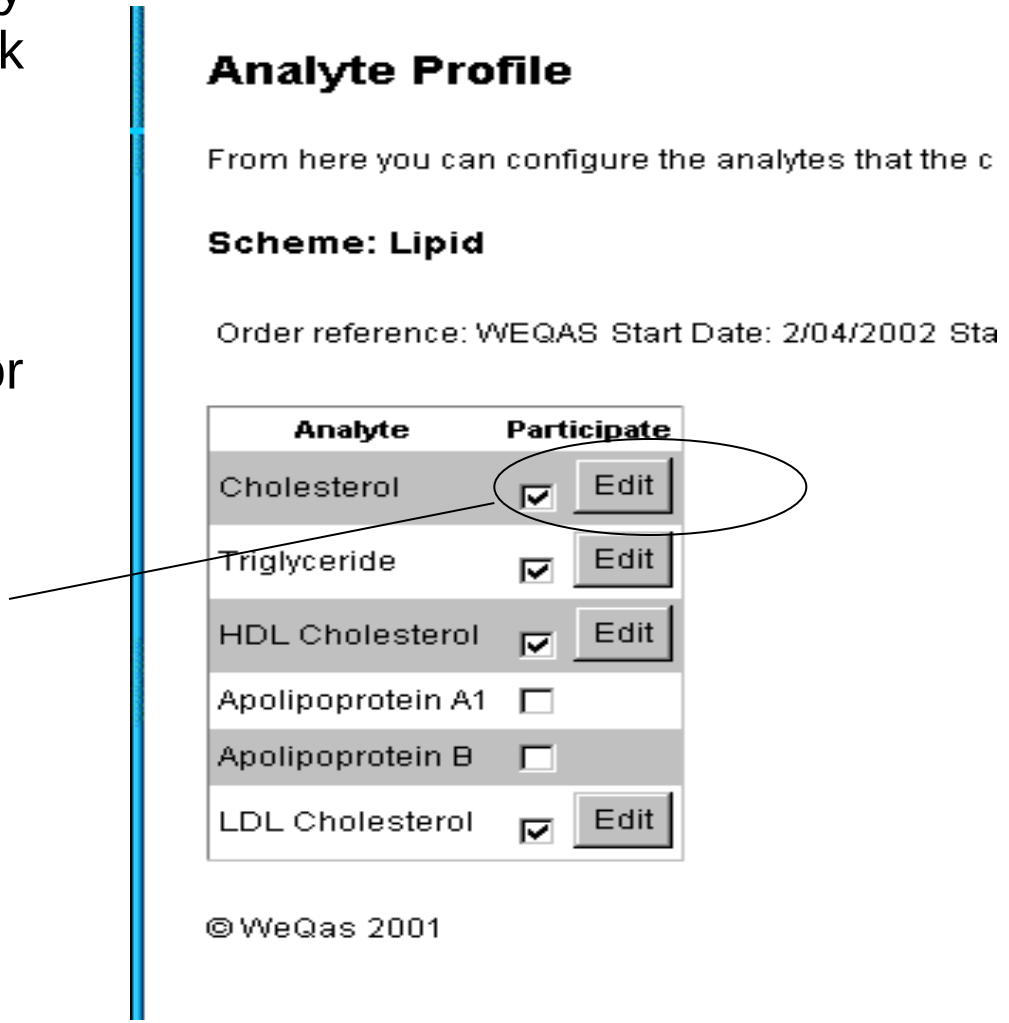
New Scheme enrolment can not carried out in this section. To view a list of your current scheme enrolment, select “Scheme Selection” from the green portion of the left hand menu block

Changes to scheme enrolment must be authorised by WEQAS before they will take effect. Confirmation in writing / email of new requirements including and order number is still required for scheme additions / deletions.

If in doubt, contact WEQAS

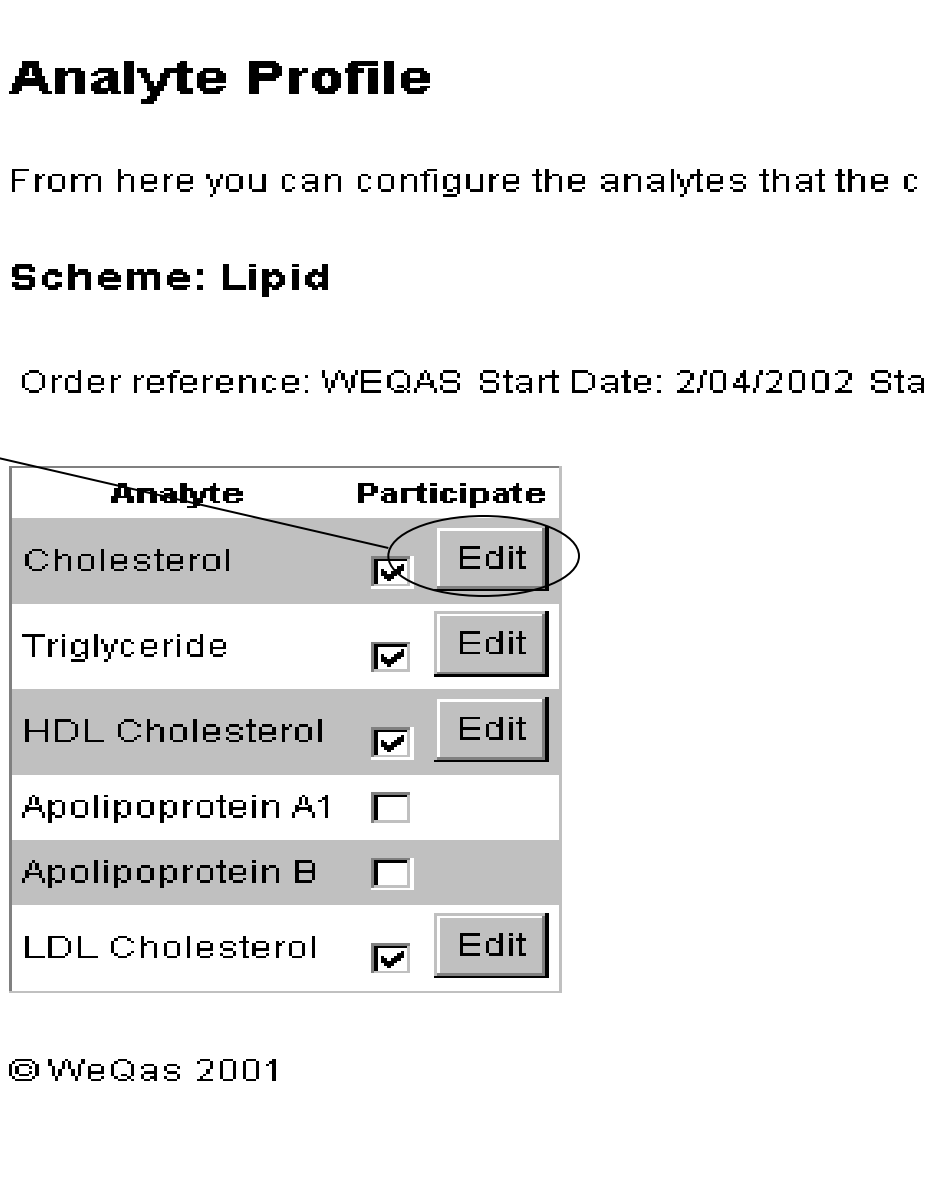
The scheme analyte profile page includes a list of all analytes currently available in that scheme with a check box next to each one.

Analytes for which method/analyser details have already been entered for this section have a tick in the check box and an “Edit” button next to them.

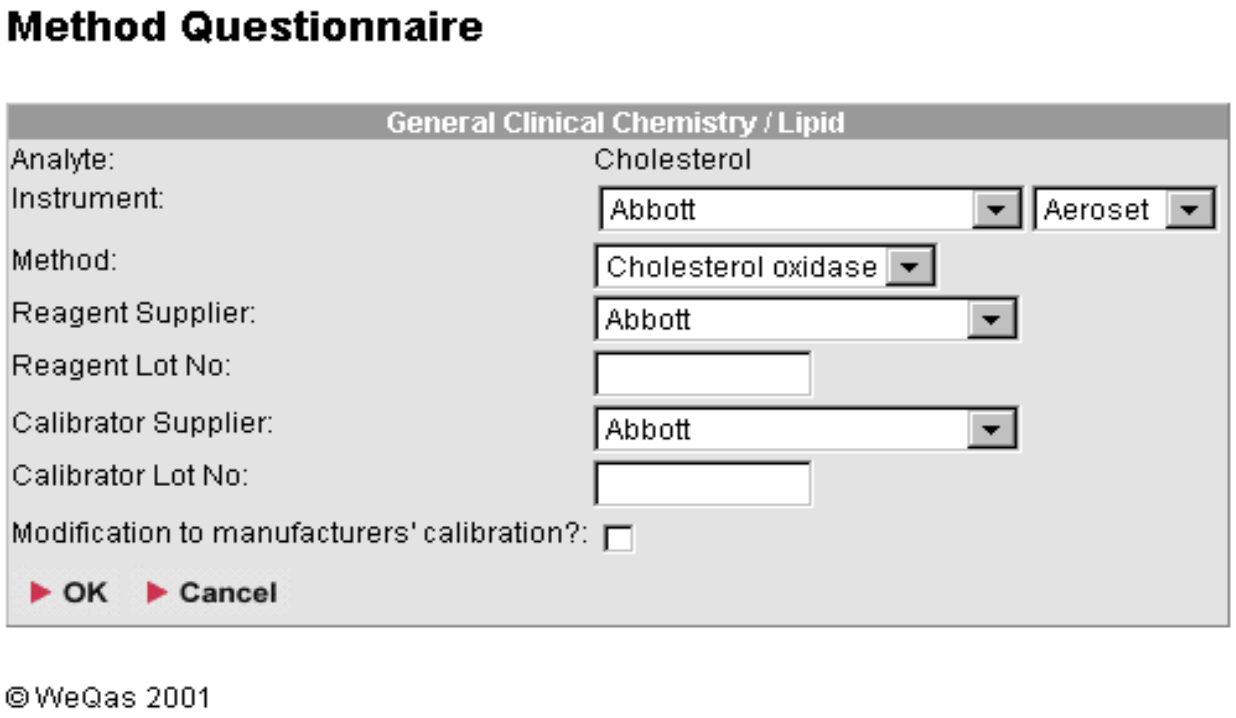


To edit existing methods

click on the edit button next to the analyte in question

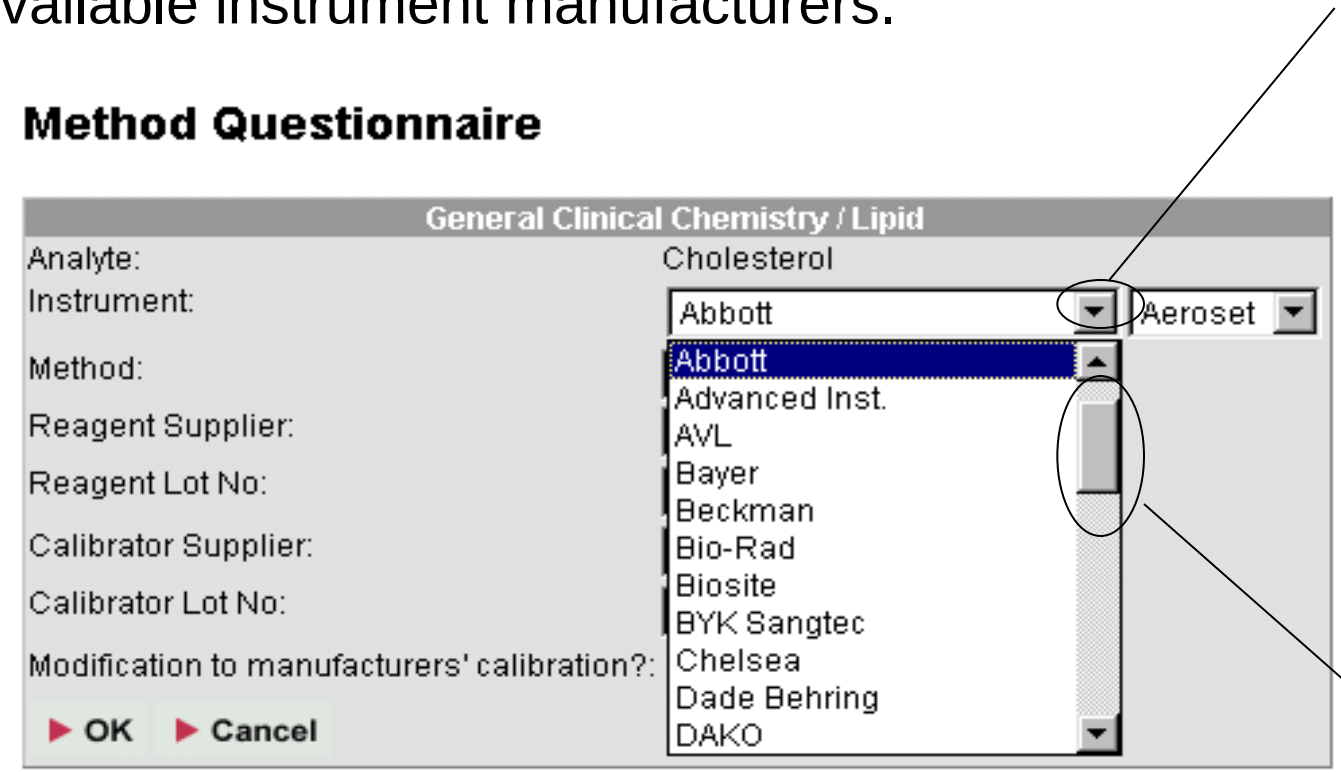


You will be taken to a method questionnaire page for that analyte, showing the current instrument and method details.



method questionnaire - analyte with existing methods

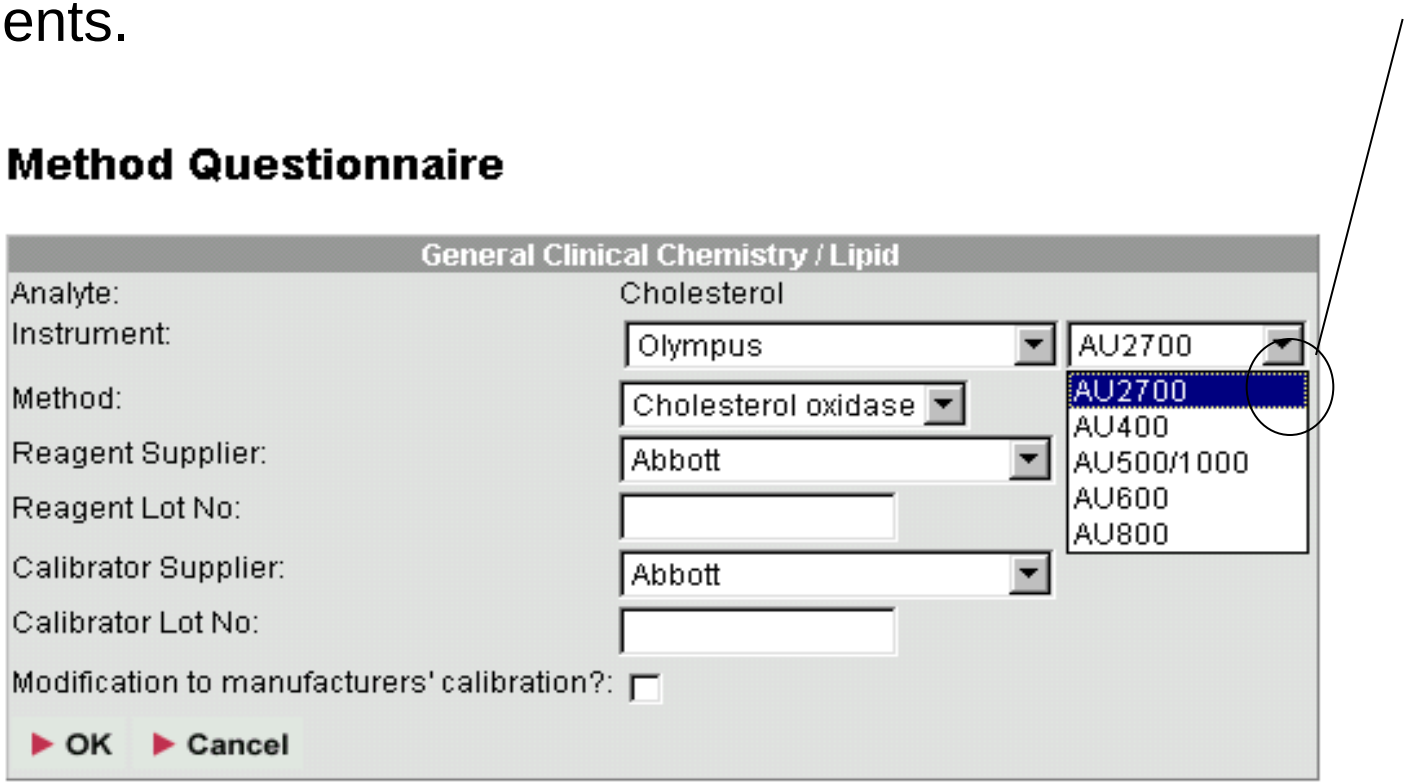
To change the instrument, click on the down arrow next to the top box in the method questionnaire to display the list of available instrument manufacturers.



You can view more of the list by moving the scroll bar on the right of the list up and down.

Select the appropriate manufacturer by highlighting it with the cursor and clicking the left hand mouse button.

Once the manufacturer has been selected, a drop down list of this manufacturer's analysers appears to the right of the manufacturer list. Click on the down arrow on this list box to display the available instruments.



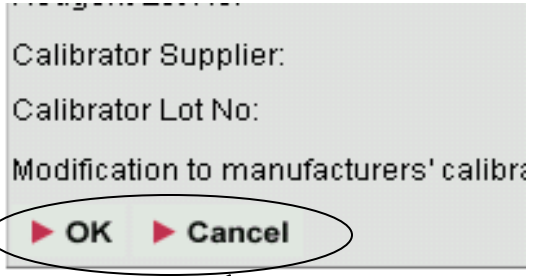
Select the correct analyser from the list by highlighting it with the cursor and clicking the left mouse button.

Continue through the form a box at a time until all relevant changes have been made.

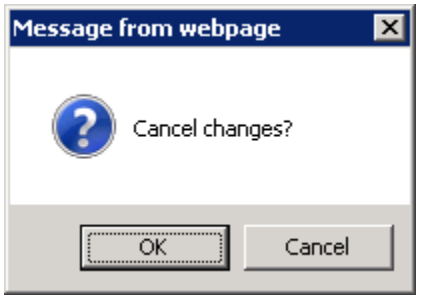
NB reagent and calibrator lot numbers are entered by inserting the cursor in to the corresponding text box and typing in the lot number.

If a modification to the manufacturer’s calibration is used, tick the check box.

Once all the required changes are made, click on OK. The method and analyser details will be saved and you will be returned to the scheme analyte profile



You can start over or cancel the entry at any time by clicking on cancel. You will be prompted to confirm that you wish to cancel the method changes.

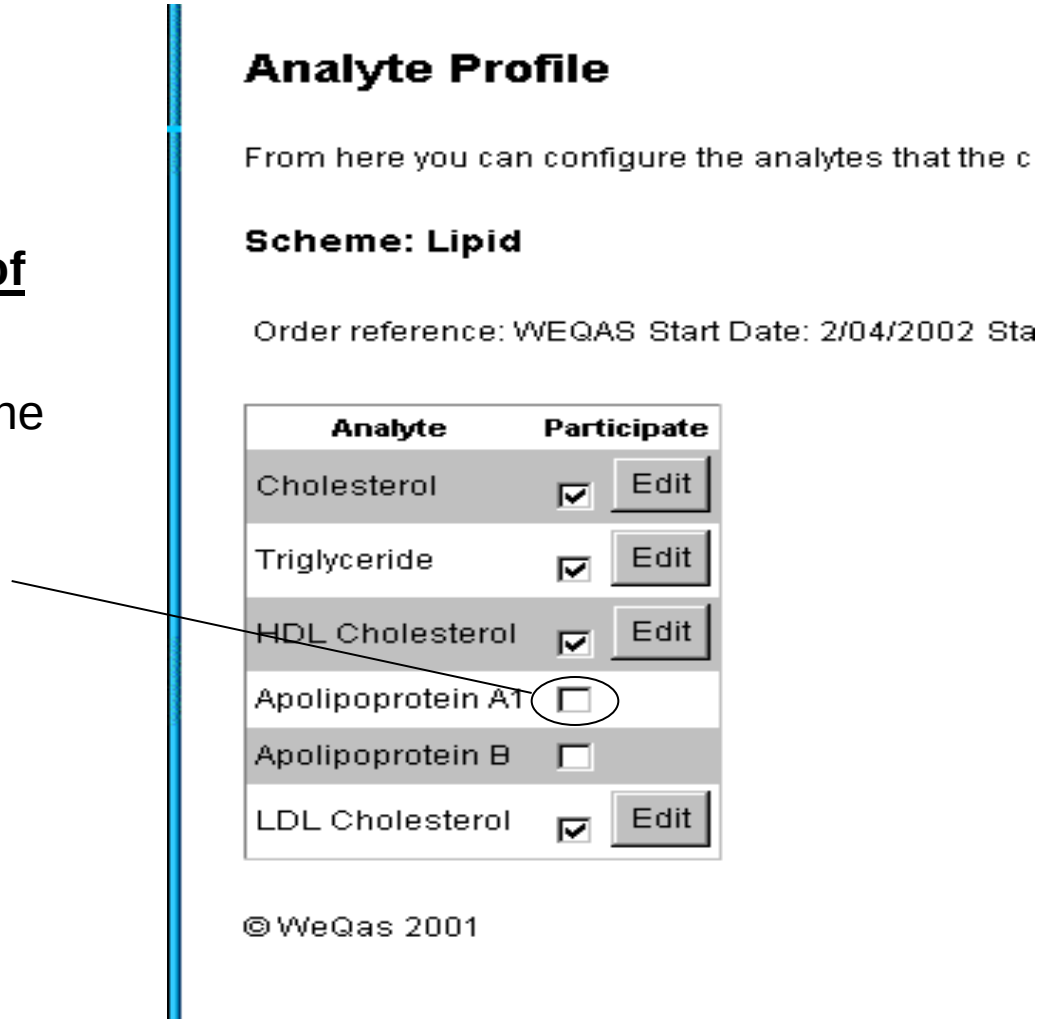


Clicking OK at this stage will cancel the changes and return you to the scheme analyte profile.

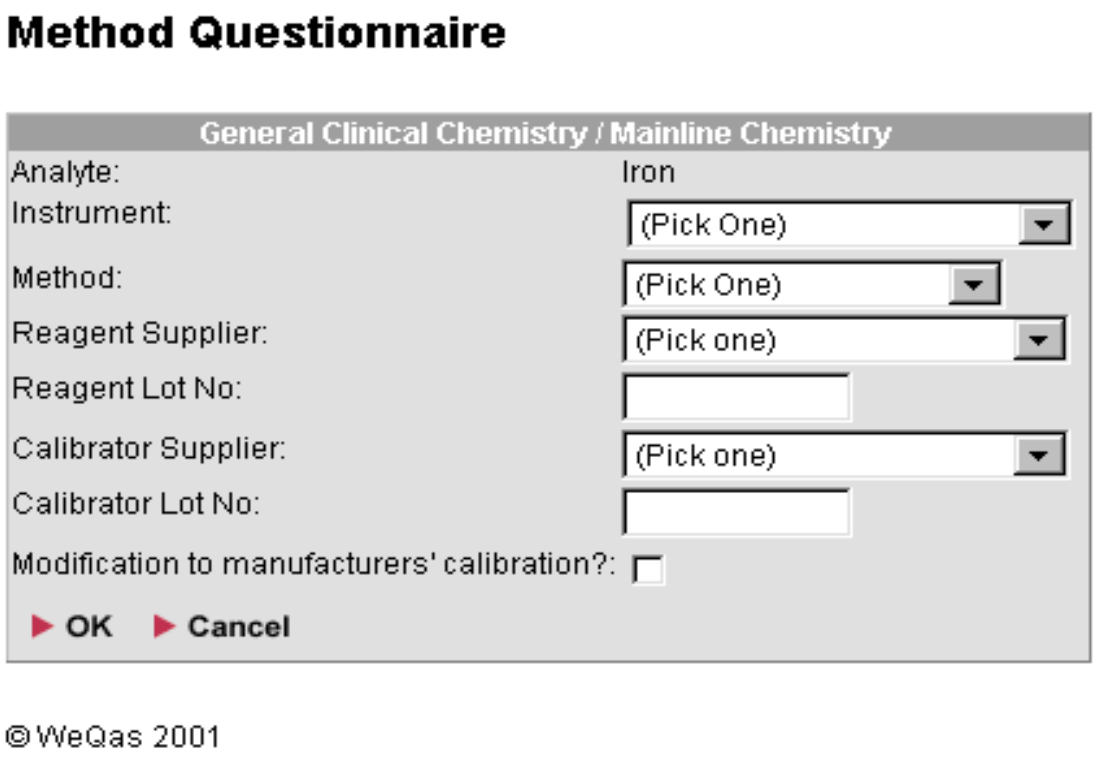
Clicking cancel will leave the method questionnaire for the analyte on screen so you can continue working with it.

To add a new analyte to the range of analytes tested by the section

Click in the empty check box next to the analyte in question



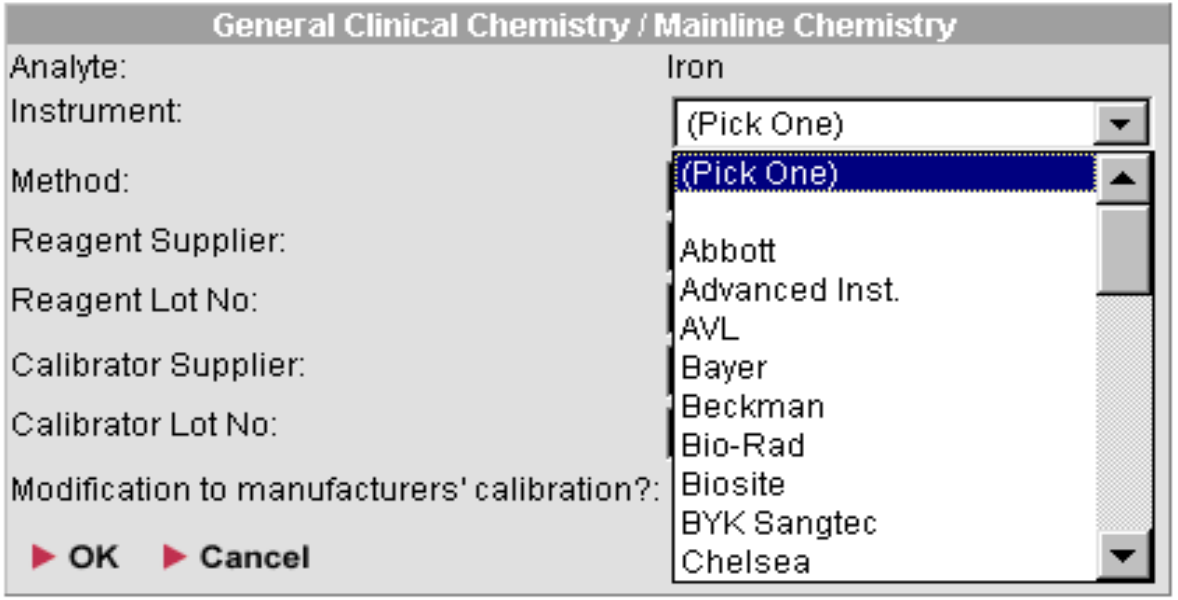
You will be taken to a blank method questionnaire page for that analyte



method questionnaire - analyte not previously enrolled

Selecting method details for analytes not previously enrolled

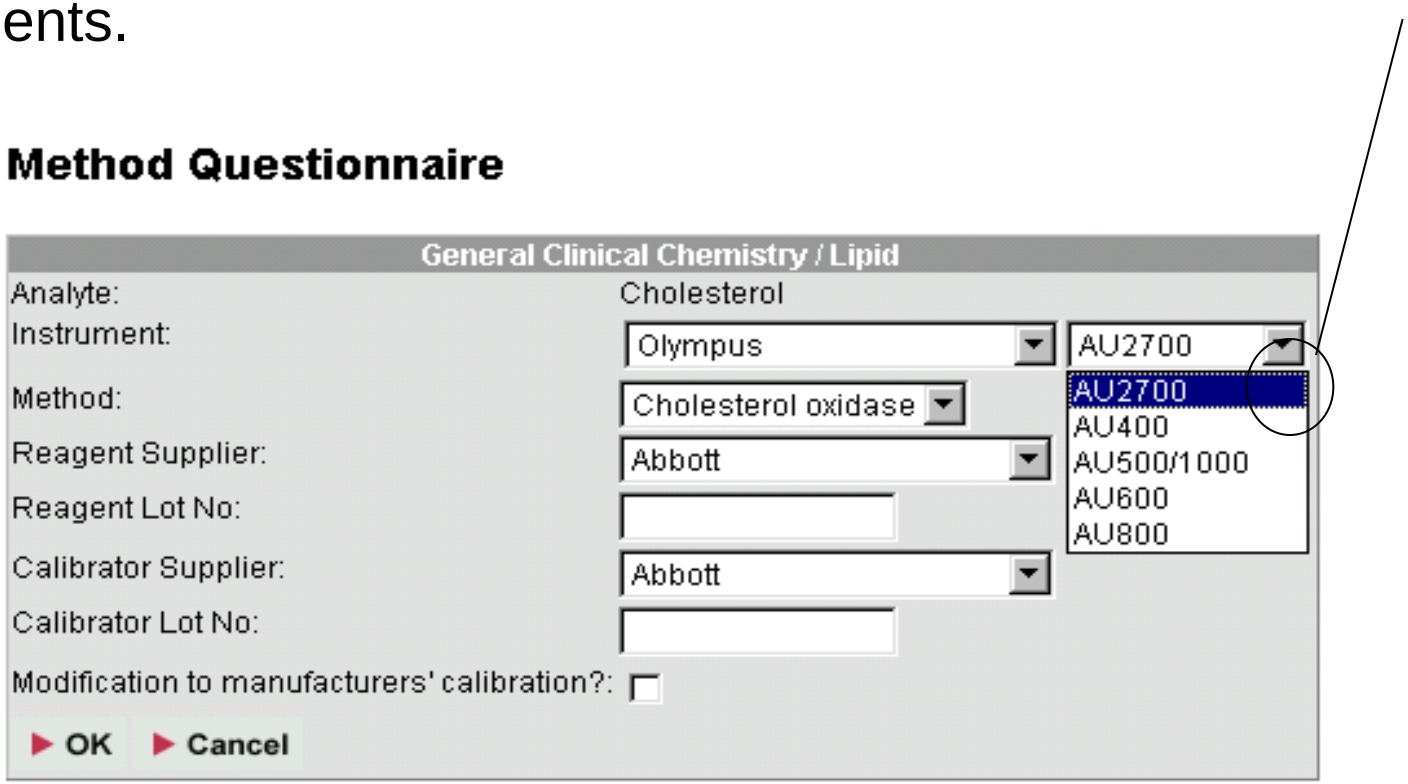
First select the instrument being used for the analyte in question.



To do this, click on the down arrow next to the top box in the method questionnaire to display the list of available instrument manufacturers.

Select the appropriate manufacturer by highlighting it with the cursor and clicking the left hand mouse button.

Once the manufacturer has been selected, a drop down list of this manufacturer's analysers appears to the right of the manufacturer list. Click on the down arrow on this list box to display the available instruments.



Select the required instrument by highlighting it with the cursor and clicking the left mouse button.

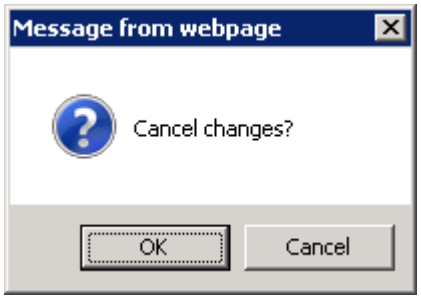
Continue through the form a box at a time until all relevant information for the analyte has been entered.

NB reagent and calibrator lot numbers are entered by inserting the cursor in to the corresponding text box and typing in the lot number.

If a modification to the manufacturer’s calibration is used, tick the check box.

Once all the details are entered , click on OK. The method and analyser details will be saved and you will be returned to the scheme analyte profile

You can start over or cancel the entry at any time by clicking on cancel. You will be prompted to confirm that you wish to cancel the method changes.

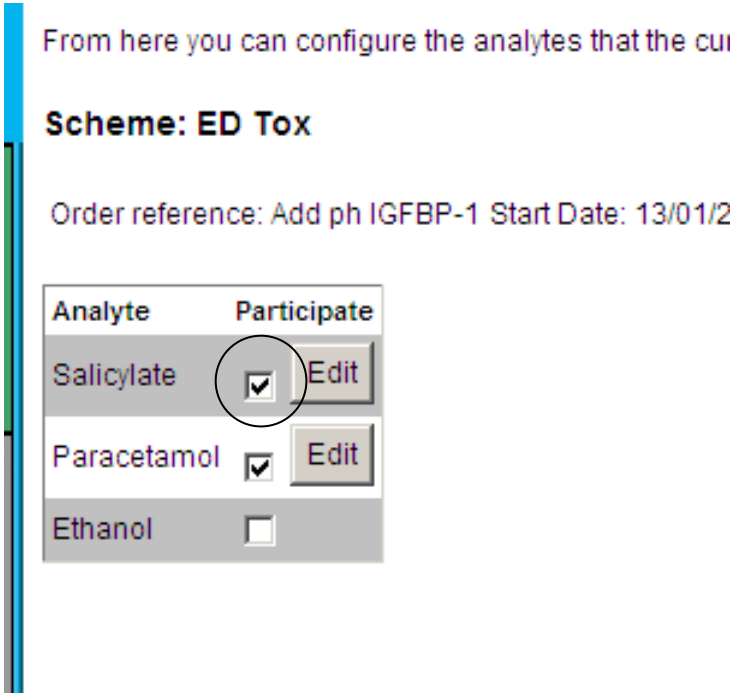


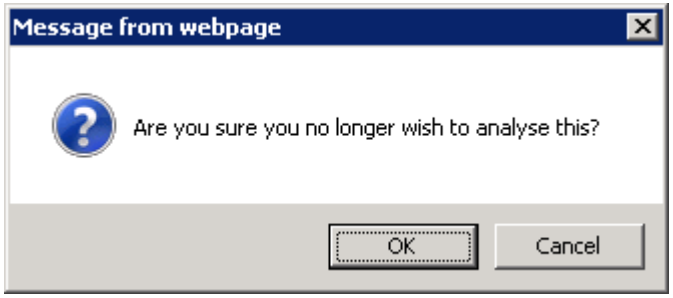
Clicking OK will return you to the scheme analyte profile.

Clicking cancel will leave the method questionnaire for the analyte unchanged on screen

To remove an analyte from the range of analytes tested by the section

Click on the tick in the check box next to the analyte in question





You will be prompted to confirm that you no longer wish to analyse the analyte.

- Click on OK to remove the analyte from your profile
- Click on Cancel to retain the analyte

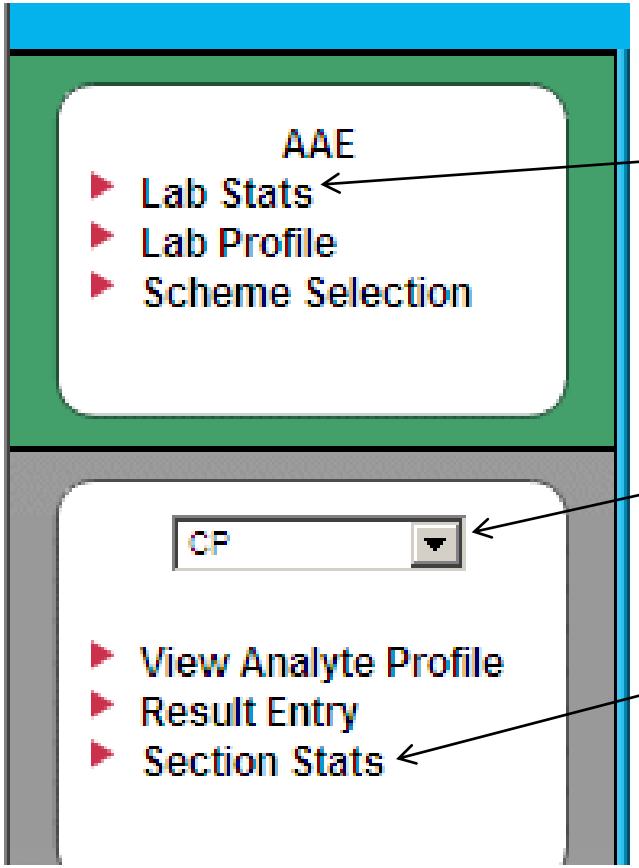
Please Note:

If you wish to withdraw a section from a given scheme completely, Please Do Not just remove the method information for all analytes from the analyte profile.

You Must contact WEQAS in order to un-enrol the section from the scheme

Accessing Reports and query information

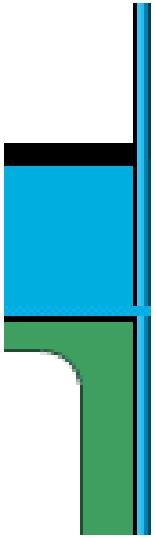
A range of reports can be obtained either for the whole lab, combining results from all the sections / instruments under your lab code, or for a single section at a time

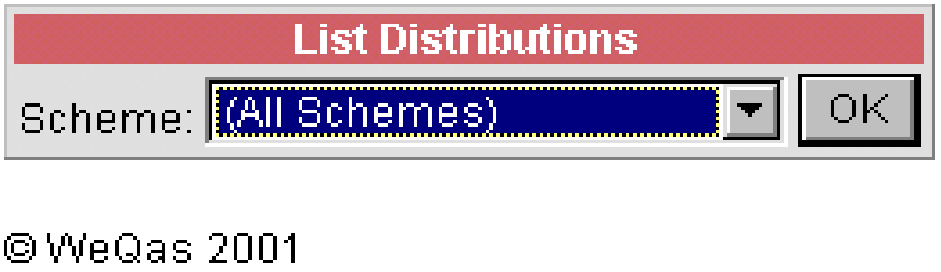


Click on **> Lab stats** for combined reports for all sections

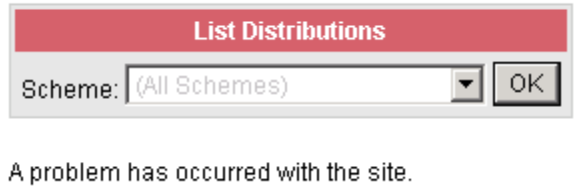
Select a section from the drop down in the grey area and then choose **> section stats** to view reports for the selected section only

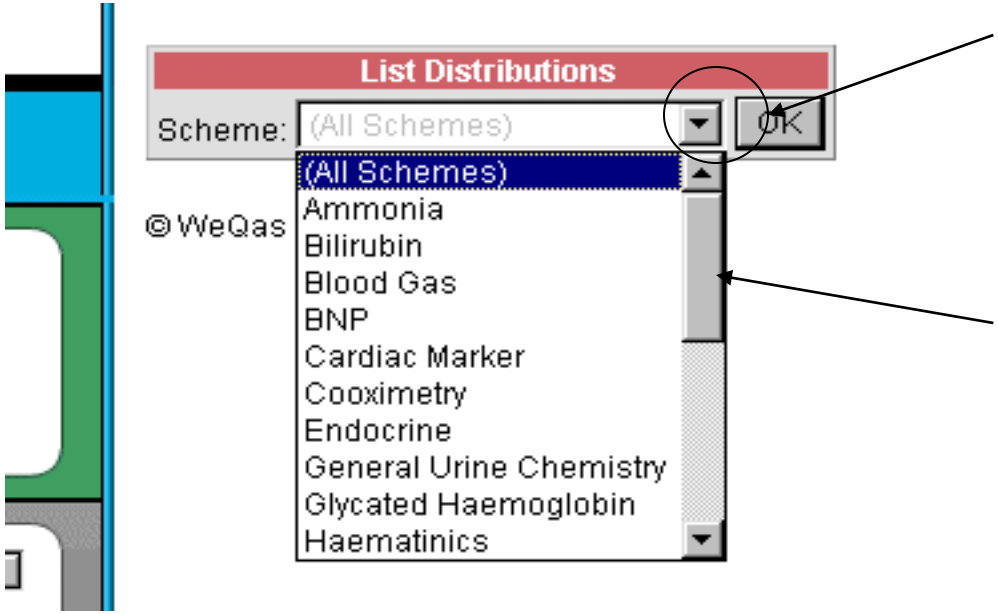
In both cases, a drop down list will be displayed for you to choose the scheme of interest





You Must select a scheme before clicking on the OK button or you will receive an error message





Click on the down arrow next to “(All Schemes”) to display the list of available Schemes.

You can view more of the list by moving the scroll bar on the right of the list up and down.

Note: This list gives all WEQAS schemes - not just the schemes for which your lab is enrolled.

Click on the scheme you require to highlight it in blue and then click on “OK”. This will take you to a list of distributions for this scheme.

Make sure that the scheme has been selected *before* clicking on OK.

A list of the 10 most recent distributions for which reports are available for the selected scheme will be displayed.

List Distributions

Scheme: Ammonia OK

To view stats select a distribution from the list below.

Please note, during calculation runs for a distribution, reports are temporaily unavailable. If the distribution you are interested in does not appear on the list below, please try again later.

Distributions

	Code	Distribution Date	Return Date	Standard Report			Simplified Report				
				Summary Report	Full Report		Summary Report	Full Report			
Ammonia											
	Am106T	Mon 22/08/11	Tue 06/09/11	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM104	Mon 20/06/11	Mon 04/07/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM102	Mon 18/04/11	Tue 03/05/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM101	Mon 28/03/11	Mon 11/04/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM98	Tue 04/01/11	Tue 18/01/11	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM92	Mon 28/06/10	Mon 12/07/10	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM91	Tue 25/05/10	Wed 09/06/10	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM90	Tue 20/04/10	Wed 05/05/10	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM89	Mon 29/03/10	Mon 12/04/10	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM88	Mon 22/02/10	Mon 08/03/10	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report

Page 1 of 5. **1** 2 3 4 5

	AM98	Tue 04/01/11	Tue 18/01/11	View on screen	View on screen	Request PDF	Not available
	AM92	Mon 28/06/10	Mon 12/07/10	View on screen	View on screen	Request PDF	Not available
	AM91	Tue 25/05/10	Wed 09/06/10	View on screen	View on screen	Request PDF	Not available
	AM90	Tue 20/04/10	Wed 05/05/10	View on screen	View on screen	Request PDF	Not available
	AM89	Mon 29/03/10	Mon 12/04/10	View on screen	View on screen	Request PDF	Not available
	AM88	Mon 22/02/10	Mon 08/03/10	View on screen	View on screen	Request PDF	Not available

Page 1 of 5. **1** 2 3 4 5

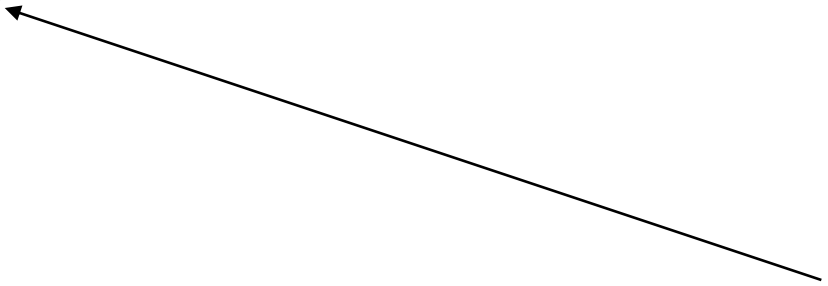
End of Batch Reports

Scheme	From	To	Created	
Ammonia	Am49 (06/11/2006)	AM56 (05/06/2007)	22/04/2009	Report

Any End of Batch reports currently available for the selected scheme will be indicated below this list.

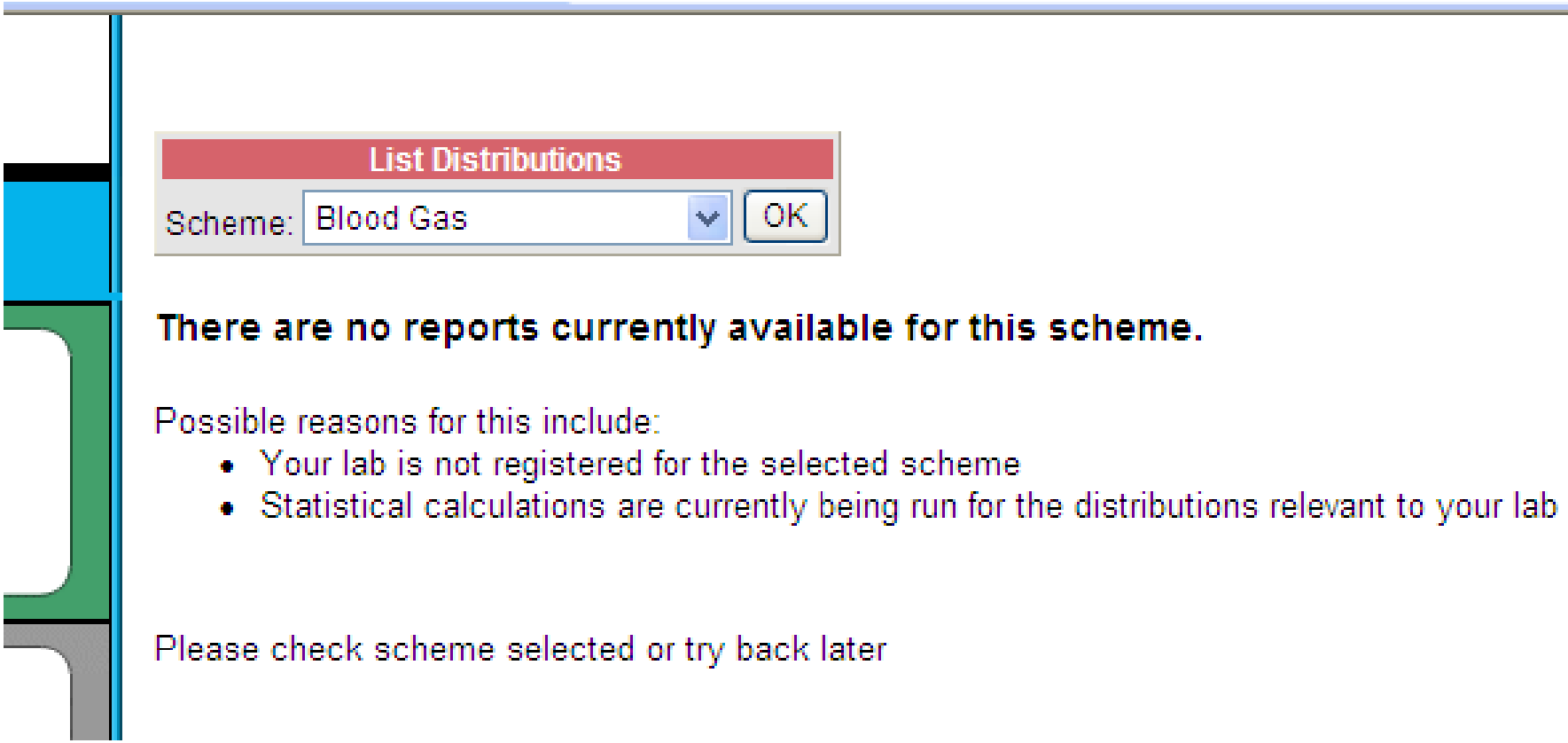
	AM104	Mon 20/06/11	Mon 04/07/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Requ
	AM102	Mon 18/04/11	Tue 03/05/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Requ
	AM101	Mon 28/03/11	Mon 11/04/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Requ
	AM98	Tue 04/01/11	Tue 18/01/11	View on screen	View on screen	Request PDF		Not available	
	AM92	Mon 28/06/10	Mon 12/07/10	View on screen	View on screen	Request PDF		Not available	
	AM91	Tue 25/05/10	Wed 09/06/10	View on screen	View on screen	Request PDF		Not available	
	AM90	Tue 20/04/10	Wed 05/05/10	View on screen	View on screen	Request PDF		Not available	
	AM89	Mon 29/03/10	Mon 12/04/10	View on screen	View on screen	Request PDF		Not available	
	AM88	Mon 22/02/10	Mon 08/03/10	View on screen	View on screen	Request PDF		Not available	

Page 1 of 6. **1** 2 3 4 5



To access reports for earlier distributions, click on the links for other pages.

NB: if you select a scheme in which you are not enrolled by mistake, you will see a notification message in place of a list of distributions



For each distribution there are a range of report types available

Standard Report: Provides performance scores and in depth statistical analysis to aid in trouble shooting

Simplified Report: Provides basic statistical data and graphical performance representations with Westgard rules based alerting

Raw Data: results as returned by your lab for this distribution which can be downloaded as a text file (*available through lab stats only)*

Distributions

	Code	Distribution Date	Return Date	Standard Report			Simplified Report				
				Summary Report	Full Report		Summary Report	Full Report			
Ammonia											
	Am106T	Mon 22/08/11	Tue 06/09/11	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report
	AM104	Mon 20/06/11	Mon 04/07/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM102	Mon 18/04/11	Tue 03/05/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM101	Mon 28/03/11	Mon 11/04/11	View on screen	View on screen	Request PDF	View on screen	View on screen	Request PDF	Raw Data	Instrument Report
	AM98	Tue 04/01/11	Tue 18/01/11	View on screen	View on screen	Request PDF	Not available			Raw Data	Instrument Report

Instrument report: summary reports of analyte means and sds for all available instruments in that distribution

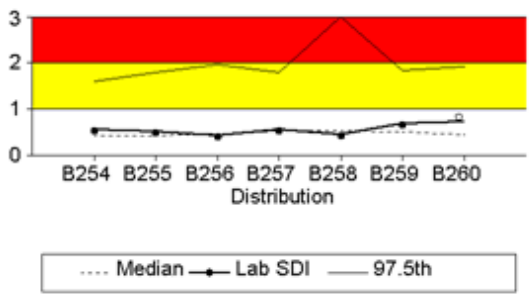
Standard and simplified reports both offer a summary and Full report option

Standard Report / Simplified Report - Summary

Available for on screen display only, this report lists the SDI scores for all analytes for all sections / Instruments registered under your lab code for that distribution

Lab: AE . Scheme: Bilirubin. Distribution Code: B260.
Distribution Date: 3/08/15. Final. Report Issued: 24/08/15

This Distribution	
Overall Lab SDI:	0.72
Median All Laboratory:	0.43
97.5th centile:	1.91



All SDI Ranges	
< 1	Good
1 - 2	Acceptable
> 2	Poor

Section SDI scores for this distribution

Section	Architect ci 16200	Architect T2	Architect T3	Main Theatres	SCBU (12)
Overall	0.82	1.15	0.77	0.57	0.16
Total Bilirubin	0.94	1.15	0.77	0.57	0.16
Conjugated Bilirubin	0.70	N/A	N/A	N/A	N/A

SDI Code	Meaning
N/A	Not enrolled for this analyte
?	Analyte enrolled but no results returned
N/S	This analyte not scored
NNR	Non-numerical results
**	SDI score greater than 2

Please note: Method and Instrument Summary reports are available to download via the 'Lab Stats' or 'Section Stats' menu. If you don't currently have interactive access, please contact WEQAS for a registration form on 02920 314750.

A user guide "How to interpret your report" is available to download as a PDF file from the resources area of our website at http://www.weqas.com/resourcelibrary

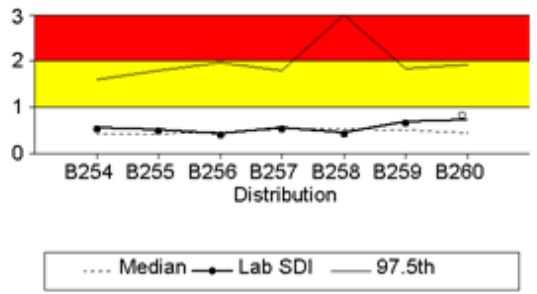
***** Please note********

Standard Report / Simplified Report - Summary

This report is useful for quickly identifying analytes for which there may be a problem. This is a good first view report, since it allows you to identify problem analytes as soon as data analysis / validation is complete, prior to hard copy reports / PDF reports being dispatched by WEQAS.

Lab: AE . Scheme: Bilirubin. Distribution Code: B260.
Distribution Date: 3/08/15. Final. Report Issued: 24/08/15

This Distribution	
Overall Lab SDI:	0.72
Median All Laboratory:	0.43
97.5th centile:	1.91



All SDI Ranges	
< 1	Good
1 - 2	Acceptable
> 2	Poor

Section SDI scores for this distribution

Section	Architect ci 16200	Architect T2	Architect T3	Main Theatres	SCBU (12)
Overall	**0.82**	**1.15**	**0.77**	**0.57**	**0.16**
Total Bilirubin	0.94	1.15	0.77	0.57	0.16
Conjugated Bilirubin	0.70	N/A	N/A	N/A	N/A

SDI Code	Meaning
N/A	Not enrolled for this analyte
?	Analyte enrolled but no results returned
N/S	This analyte not scored
NNR	Non-numerical results
**	SDI score greater than 2

Please note: Method and Instrument Summary reports are available to download via the 'Lab Stats' or 'Section Stats' menu. If you don't currently have interactive access, please contact WEQAS for a registration form on 02920 314750.

A user guide "How to interpret your report" is available to download as a PDF file from the resources area of our website at http://www.weqas.com/resourcelibrary

***** **Please note**********

The SDI plot on the summary reports represent your lab's average overall SDI score for the current distribution represented by a white 'o' and the previous 6 distributions, represented by black 'o's

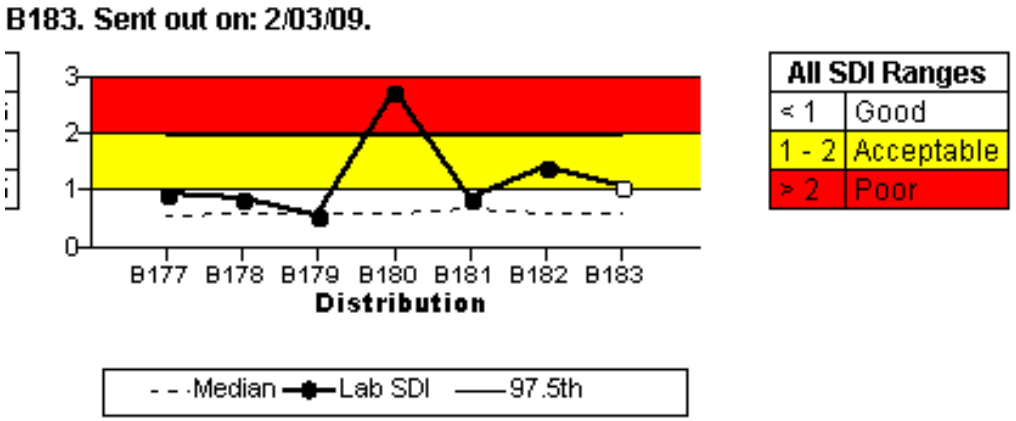
Coloured bands on the SDI plot represent levels of performance.

•Red indicates poor

•Yellow indicates acceptable

•White indicates Good

NB: As this is an average of the individual analyte scores, poor performance in an individual analyte may be masked by good performance in other analytes



The SDI score table shows the individual analyte scores for all sections registered.

This table is also colour coded

- Red indicates poor
- Yellow indicates acceptable
- White indicates Good

Section SDI scores for this distribution

Section	Fusion 1	Fusion 2	NEONATAL (7)
Overall	**1.36**	**0.97**	**0.63**
Total Bilirubin	** 2.20	1.50	0.63
Conjugated Bilirubin	0.51	0.45	N/A

SDI Code	Meaning
N/A	Not enrolled for this analyte
?	Analyte enrolled but no results returned
N/S	This analyte not scored
**	SDI score greater than 2

This summary report will be generated more quickly than the full standard or simplified report.

To access more detailed information on a particular analyte, click on the SDI scores shown in blue underline text.

You will be taken to the analyte report page for that analyte/section combination

Section SDI scores for this distribution

Section	Fusion 1	Fusion 2	NEONATAL (7)
Overall	**1.36**	**0.97**	**0.63**
Total Bilirubin	** 2.20	1.50	0.63
Conjugated Bilirubin	0.51	0.45	N/A

Quantitative Analyte report page

-

From Standard Report

Lab Code: **AAE** · Section: **1200** · Instrument: **Advia Chemistry**

Scheme: Bilirubin. Distribution Code: B279.
Distribution Date: 6/03/17. Final. Report Issued: 31/03/17

Total Bilirubin (µmol/L)		1	2	3	4	Analyte SDI
Reported Result		47.2	238.9	87.1	201.3	
Method Corrected Result		47.20	238.90	87.10	201.30	
Vanadate Oxidation	Mean	50.36	248.38	89.67	207.39	
	SD	2.54	6.89	3.71	4.45	
	Number	20	20	20	20	
	Uncert.	0.710	1.927	1.036	1.245	
Advia Chemistry	Mean	50.36	248.38	89.67	207.39	
	SD	2.54	6.89	3.71	4.45	
	Number	20	20	20	20	
	Uncert.	0.710	1.927	1.036	1.245	
Overall	Mean	51.59	242.84	90.11	203.92	
	SD	5.54	18.86	8.12	15.63	
	Number	328	325	329	326	
	Uncert.	0.382	1.308	0.560	1.082	
Reference Values						
Ref. Value Uncertainty						
Non-scoring Reference Values						
WeQas SD		4.03	13.25	5.89	11.37	
SDI		-0.78	-0.72	-0.44	-0.53	0.62

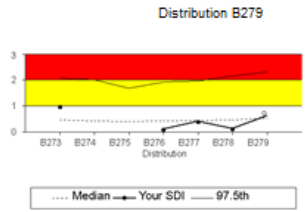
Please note: Linear regression uses CF corrected data.

Total Error

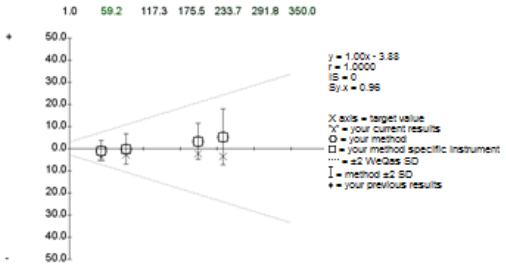
SDI is a measurement of your total error and will include both inaccuracy and imprecision.

This Distribution B279
Your average analyte SDI for the 4 samples is 0.62

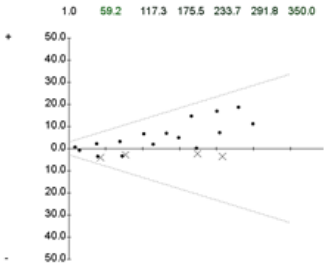
Previous SDI



This Distribution *B279*



Previous Distributions



Precision

This Distribution B279	Previous Distributions	B278	B277	B276	B275	B274	B273
Sy.x = 0.96 µmol/L	Sy.x	1.44	2.89	0.58			3.02
IS = 0	IS	0	3	0	0	0	3

Sy.x is the average deviation from the best fit line and is an index of scatter.

Precision Key

IS score	Interpretation
0 to 10	Good
11 to 150	Acceptable to Warning level
> 150	Unacceptable (including Curvilinear Data)

Accuracy

This Distribution B279	Previous Distributions	B278	B277	B276	B275	B274	B273
Systematic proportional error (calibration) 0.26%	Proportional (%)	4.82	7.31	9.19			5.43
Systematic constant error (blank) - 3.88 µmol/L	Constant (µmol/L)	- 2.80	- 0.75	- 3.75	0.00	0.00	- 7.73

Bias includes components of proportional and constant errors. A proportional bias suggests an error of calibration whilst a constant bias suggests a blank error. Mixed errors will include significant components of both.

Quantitative Analyte Report page

-

From simplified report

Lab Code: **ABM** - Section: **GHB** - Instrument: **Quotest**

Scheme: Glycated Haemoglobin. Distribution Code: H182. Distribution Date: 14/06/11. Finalised. Report issued: 6/07/11			
HbA1c (%GHb)	**Sample 1**	**Sample 2**	**Sample 3**
Reported Result	**6.5**	**10.1**	**8.0**
Overall Mean	6.17	9.68	7.50
Method Mean: DCCT corrected	5.99	9.60	7.40
Instrument Mean: Quotest	6.50	10.10	8.00
Your results are compared against	5.99	9.60	7.40

Good
Acceptable
Unacceptable Discuss with QC officer

Running scores

Cumulative Bias Plot

Previous: H181, H180, H179, H178, H177, H176

Cumulative Submitted results

	H176	H177	H178	H179	H180	H181	H182
Sample 1	7.0	**?**	8.6	8.4	7.9	**?**	**6.5**
Sample 2	9.1	**?**	10.0	7.4	**7.2**	**?**	10.1
Sample 3	8.4	N/A	6.1	N/A	**9.6**	N/A	**8.0**

Key	
?	Analyte enrolled but no results returned
N/A	Not enrolled for this analyte

Performance Alert

At least 2 samples in current/prior distribution with poor score - |SDI| > 2

Consistent significant bias in one direction

Your results show a consistent bias over an extended period. Please discuss your results with your EQA Officer

From standard report

Lab Code: **AAE** · Section: **1200** · Instrument: **Advia Chemistry**

Scheme: Lipid. Distribution Code: L346. Distribution Date: 26/09/16. Final. Report Issued: 17/				
Cholesterol (mmol/l)		1	2	3
Reported Result		5.64	4.62	3.79
Method Corrected Result		5.640	4.620	3.790
1 Cholesterol oxidase	Mean	5.637	4.563	3.751
	SD	0.137	0.102	0.088
	Number	189	188	187
	Uncert.	0.0125	0.0093	0.0080
2 Advia Chemistry	Mean	5.531	4.504	3.701
	SD	0.187	0.121	0.085
	Number	25	25	25
	Uncert.	0.0467	0.0302	0.0213
Overall	Mean	5.635	4.563	3.750
	SD	0.143	0.102	0.088
	Number	195	194	193
	Uncert.	0.0128	0.0091	0.0079
Reference Values CDC		5.593	4.490	3.674
Ref. Value Uncertainty		0.0100	0.0200	0.0100
Non-scoring Reference Values		5.570	4.490	3.650

From simplified report

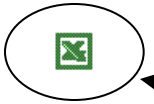
Scheme: Ammonia. Distribution Code: AM104. Distribution Date: 20/06/11. Re-issued. Report Issued: 14/0		
Ammonia (umol/l)	Sample 1	Sample
Reported Result	134.9	478.
Overall Mean	136.17	507.3
1 Method Mean: GLDH	135.12	505.3
2 Instrument Mean: Advia 1200/1650/1800/2400	125.71	471.7
Your results are compared against	135.12	505.3

You can drill down further by clicking on:

1. The link for your method (to access data for all participants using the same method as you, regardless of instrument

2. the link for your instrument (to access data for people using the same method and instrument as you)

Weqas



Right click on the excel symbol and choose “save target as” to save this data to an excel file.

You will than be able to manipulate the data, e.g. sort it, to investigate trends / patterns

Reported Results for all sections with Instrument Means and SDs

Distribution: **L346**
Distribution Date: **26 Sep, 2016**
Analyte: **Cholesterol** (mmol/l)
Method: **Cholesterol oxidase**
Instrument: **Advia Chemistry**

Distribution Code : L346 Sent on: 26/09/16					
Cholesterol (mmol/l)		**1**	**2**	**3**	**4**
AAE		5.64	4.62	3.79	4.09
BY		5.30	4.30	3.50	3.80
BY		5.40	4.50	3.70	3.90
DB		5.50	4.50	3.70	3.90
DB		5.60	4.50	3.70	4.00
DR		5.43	4.46	3.67	3.96
EQ		5.30	4.40	3.60	3.90
EQ		5.60	4.60	3.70	4.10
FH		5.70	4.70	3.80	4.20
FH		5.50	4.50	3.70	4.00
FH		5.50	4.50	3.70	4.10
GL		5.50	4.50	3.70	3.90
GL		5.30	4.30	3.60	4.00
GL		5.40	4.40	3.60	3.90
IE		5.50	4.60	3.70	4.00
IE		5.70	4.60	3.80	4.10
JB		5.60	4.50	3.70	4.00
JB		5.50	4.40	3.70	4.00
KH		5.80	4.40	3.70	4.00
KH		5.60	4.60	3.80	4.10
KJ		5.70	4.60	3.80	4.10
KJ		5.80	4.60	3.80	4.10
NW		5.30	4.40	3.60	3.90
NW		5.30	4.40	3.60	3.90
SS		5.80	4.70	3.80	4.20
Overall	Mean	5.635	4.563	3.750	4.053

Data for all Advia Chemistry users using method “Cholesterol Oxidase” for distribution L346

Qualitative Analyte report page

-

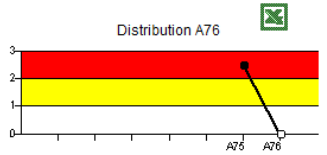
From standard reports

Weqas

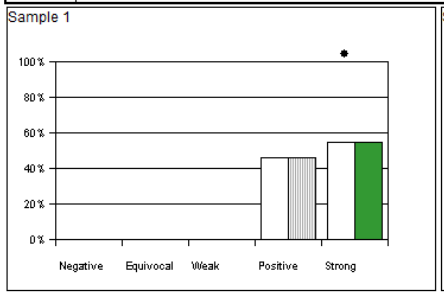
Qualitative Report

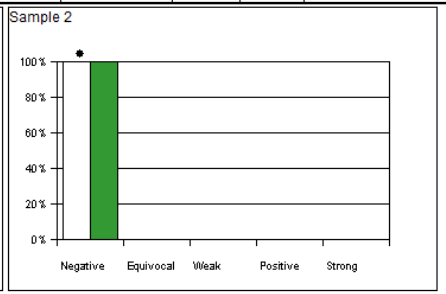
Distribution A76

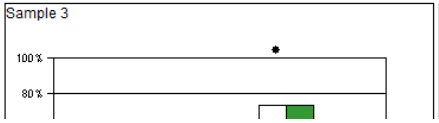
Qualitative TUP Results

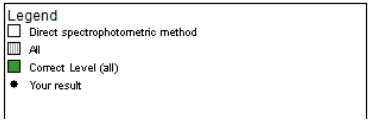


Lab Code	Section	Method	Instrument	Sample Number			Sample Score			Average Score
				1	2	3	1	2	3	(Average)
UG	Spectrophotometer 1	Direct spectrophotometric method	Miscellaneous	Strong Positive	Negative	Positive	0	0	0	0.00
Interpretation				Strong Positive	Negative	Positive				
From Quant TUP/Creat Ratio Results										
Mean				232.6	3.0	61.4				
SD				26.84	1.89	10.86				
CV %				12%	63%	18%				









You can drill down further by clicking on the Method link to review all the responses by labs using the same method as you

Qualitative TUP Results

Lab Code	Section	Method	Instrument	Sample Number		
				1	2	3
UG	Spectrophotometer 1	Direct spectrophotometric method	Miscellaneous	Strong Positive	Negative	Positive
Interpretation				Strong Positive	Negative	Positive
From Quant TUP/Creat Ratio Results						
Mean				232.6	3.0	61.4
SD				26.84	1.89	10.86
CV %				12%	63%	18%

Qualitative Method Group Report

Qualitative Report

Distribution A76

Qualitative TUP Results

Method="Direct spectrophotometric method" Show all methods

Lab Code	Section	Instrument	Sample Number			Sample Score			Average Score
			1	2	3	1	2	3	(Average)
AU	Porphyrin (5)	Miscellaneous							
BO	Porphyrin (6)	Miscellaneous	Strong Positive	Negative	Weak Positive	0	0	0	0.00
BQ	Porphyrin (10)	Miscellaneous	Positive	Negative	Positive	0	0	0	0.00
BR	Porphyrin (4)	Miscellaneous							
CC	Porphyrin (5)	Miscellaneous							
DE	QEHB	Miscellaneous	Positive	Negative	Positive	0	0	0	0.00
EC	Porphyrin (5)	Miscellaneous	Positive	Negative	Positive	0	0	0	0.00
EG	Porphyrin (7)	Miscellaneous	Positive	Negative	Positive	0	0	0	0.00
EY	Porphyrin (7)	Miscellaneous							
FF	Porphyrin (5)	Miscellaneous							
JK	MANUAL LAB	Miscellaneous	Positive	Negative	Positive	0	0	0	0.00
JM	Porphyrin	Miscellaneous	Strong Positive	Negative	Weak Positive	0	0	0	0.00
JO	Porphyrin (2)	Miscellaneous	Strong Positive	Negative	Positive	0	0	0	0.00
KK	Manual	Miscellaneous	Strong Positive	Negative	Weak Positive	0	0	0	0.00
UG	Spectrophotometer 1	Miscellaneous	Strong Positive	Negative	Positive	0	0	0	0.00
UG	Spectrophotometer 2	Miscellaneous	Strong Positive	Negative	Positive	0	0	0	0.00
Interpretation			**Strong Positive**	**Negative**	**Positive**				
From Quant TUP/Creat Ratio Results									
Mean			**232.6**	**3.0**	**61.4**				
SD			**26.84**	**1.89**	**10.86**				
CV %			**12%**	**63%**	**18%**				

Standard Report / Simplified Report – Full report

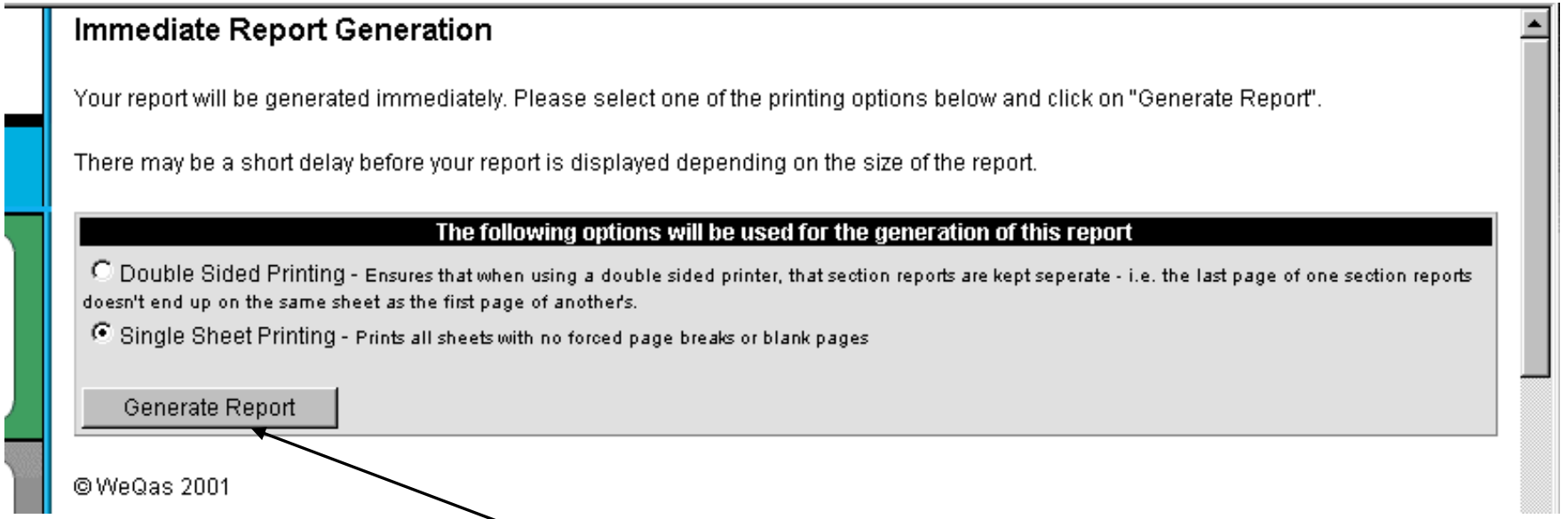
These reports combine the summary report and a detailed report for each analyte reported for all sections under your lab code. The style of the analyte report pages obtained will depend on whether the standard or simplified version is selected

Please note, the code for individual reports is not held on the server. It has to be generated from the stored data when a request is made. This means that there will be a delay before the report is displayed. We therefore recommend the use of the “request PDF” option for all reports comprising more than 10 analyte report pages.

These reports can be viewed in the web browser using the “View on screen” option, but this version is not optimised for printing. If you wish to print a hard copy report to retain for your records, WEQAS recommends using the “Request PDF” version and printing from your PDF viewer. The PDF version will retain page layout and colour, which can not be guaranteed when printing HTML version from a browser.

Full report – View on screen

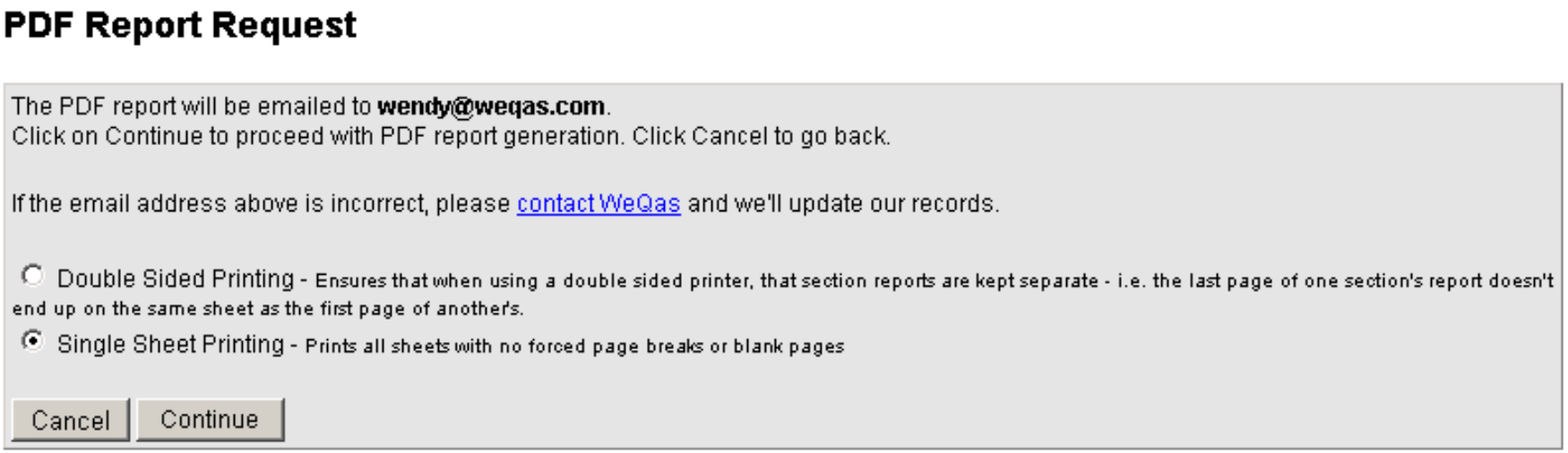
You will be given the choice of having the report formatted for Double sided printing, which adds extra blank spacer pages to keep sections on separate sheets of paper, or for single side printing, which omits these spacer pages.



Click on the “Generate Report” button to access the report.

Full report – Request PDF

Clicking on “Request PDF” will take you to a screen to confirm your email and formatting requirements



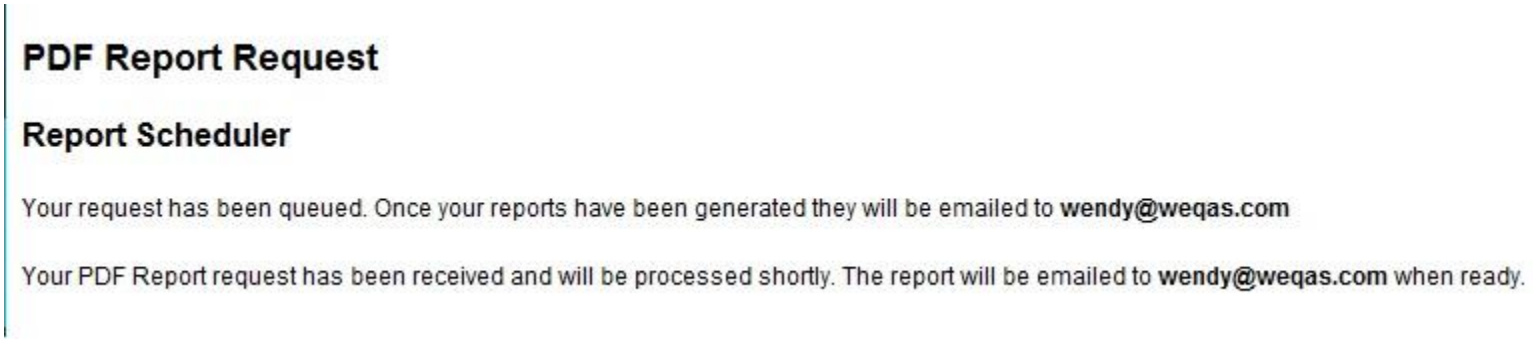
Click on Continue to submit the report request to the server

The email address quoted here is the email address registered for the username which you used to log in to the system.

For security & confidentiality reasons, it is not possible to change the email address to which the report is sent at this stage.

It is therefore important to keep WEQAS informed of any changes of email addresses. Again, for security reasons, changes of email address should be reported to WEQAS on a signed web amendment form.

You will receive a confirmation that the report request has been received which includes the email address that the report will be sent to on completion.



PDF Report Request

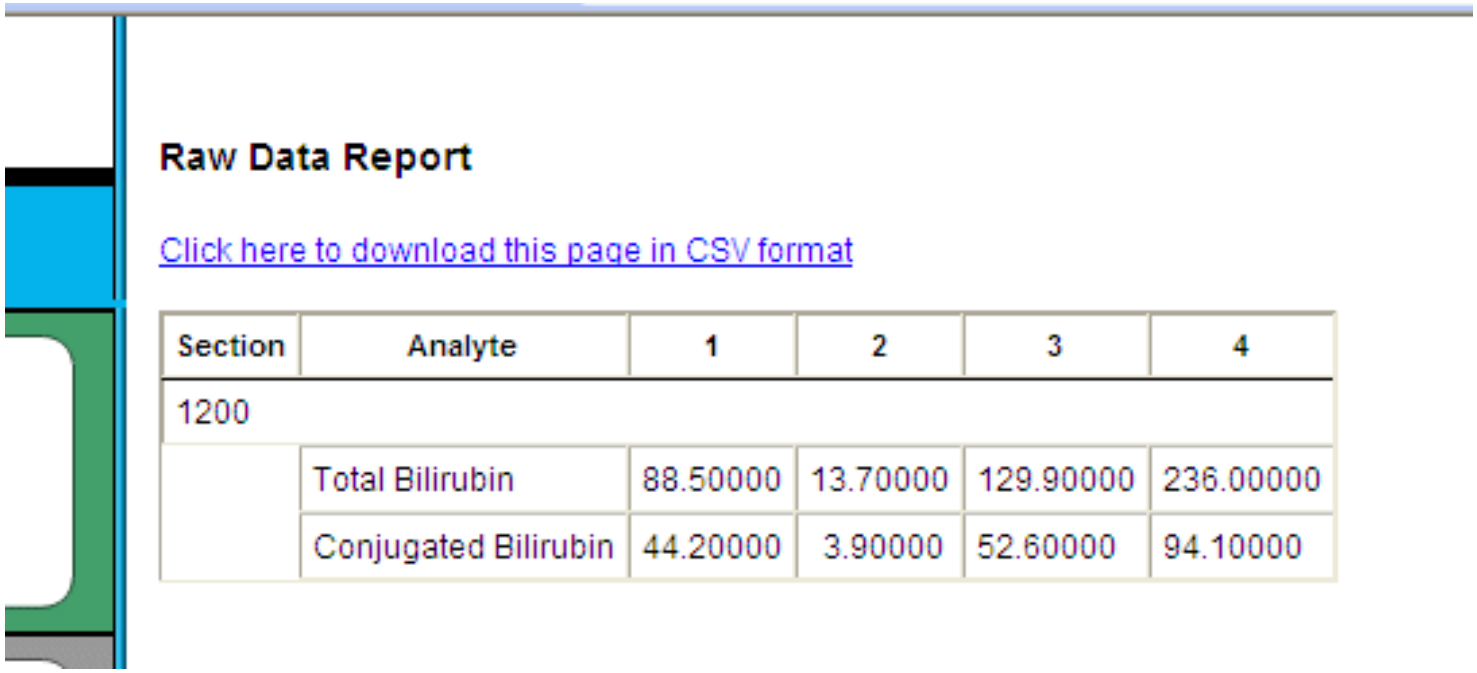
Report Scheduler

Your request has been queued. Once your reports have been generated they will be emailed to **wendy@weqas.com**

Your PDF Report request has been received and will be processed shortly. The report will be emailed to **wendy@weqas.com** when ready.

Raw Data

This displays the results returned for this distribution, which can be downloaded either in excel (using the icon in the top right corner) or CSV format (following the link)



Raw Data Report

Click here to download this page in CSV format

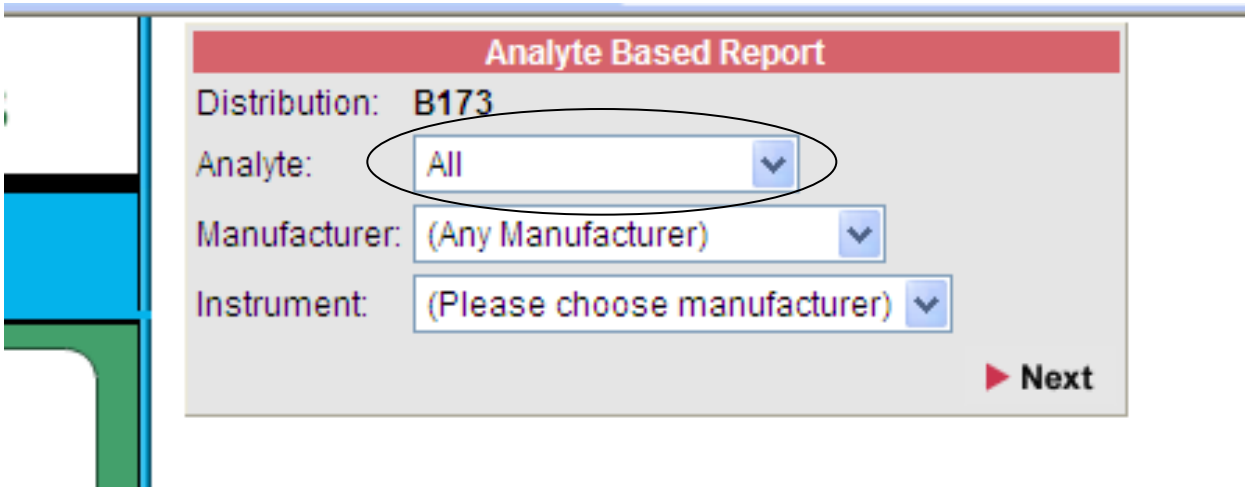
Section	Analyte	1	2	3	4
1200					
	Total Bilirubin	88.50000	13.70000	129.90000	236.00000
	Conjugated Bilirubin	44.20000	3.90000	52.60000	94.10000

Instrument report

This allows you to access summary data (means, sds, uncertainty and number of results) for all instruments registered for the distribution, broken down by method

Instrument reports are available for all schemes in which you are registered

You can choose to view data for all analytes together, or one analyte at a time



You can view data for all available manufacturers

OR

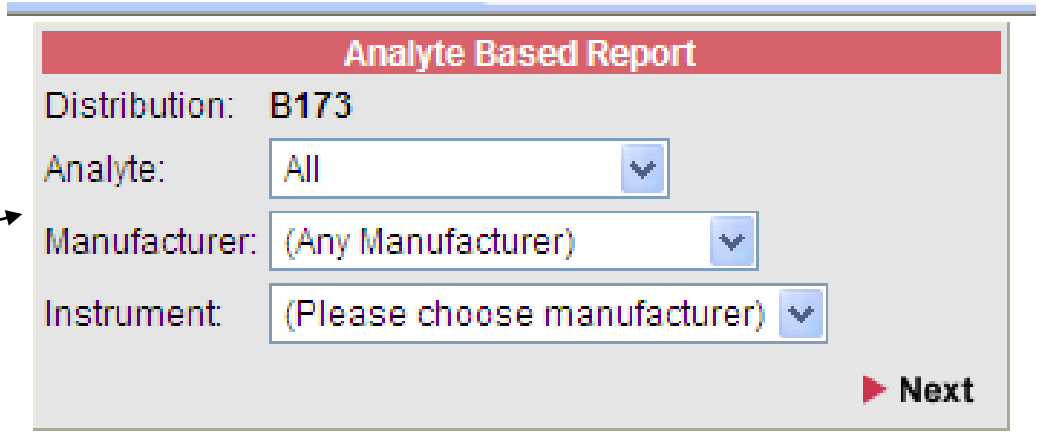
You can focus on a single manufacturer

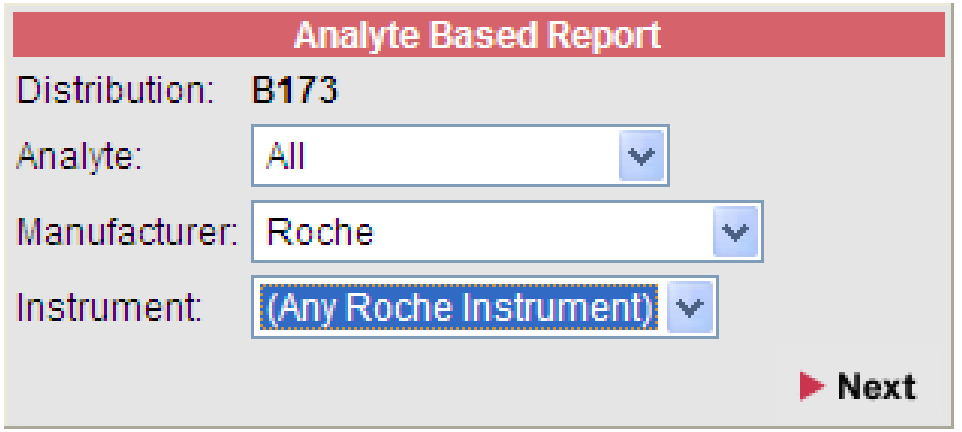
Then

See data for all their instruments

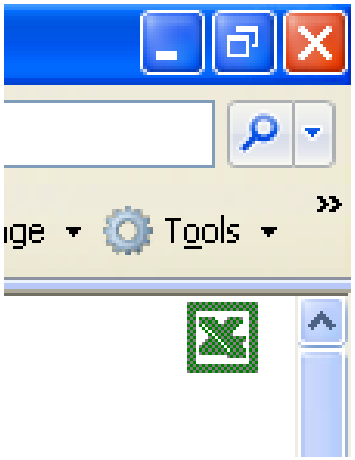
OR

Home in on a single instrument





The report for the selected combination will be displayed on screen, and you can then export it to excel by clicking on the icon in the top right hand corner of the screen



WEQAS

Analyte Based Report

Distribution: B197
Distribution Date: 4 May, 2010
Manufacturer: Roche
Instrument: Integra
Method: All relevant methods
Analyte: Total Bilirubin (umol/l)

Total Bilirubin (umol/l)

Method	Instrument		1	2	3	4
		Overall Mean	137.38	216.95	39.82	296.62
		Overall SD	9.04	12.45	3.69	16.73
		Est. Uncertainty of Consensus	0.491	0.681	0.203	0.912
		Overall Number	339	334	328	336
		Reference Value				
		Reference Value NS				
Diazo		Method Mean	139.52	220.62	41.12	301.59
		Method SD	10.76	15.90	4.48	21.67
		Est. Uncertainty of Consensus	1.147	1.715	0.481	2.351
		Number	88	86	87	85
	Integra	Instrument Mean	131.40	209.60	39.40	293.80
		Instrument SD	1.85	7.50	0.49	10.15
		Number	5	5	5	5
Abbott / Roche Revised CAL 2008		Method Mean	132.48	209.14	37.94	285.56
		Method SD	5.59	7.11	2.21	9.35