

Participant System Quick Guide

A link to the system can be found on the UK NEQAS for H&I webpage <https://neqas.welsh-blood.org.uk/> or by typing <https://ukneqashandi.naqoda.cloud> into an internet browser.



- Enter your user name (e-mail address) and password.
- **If this is your first time logging in**, please use the forgotten password link.
- **If you are a new user**, you will be told that the password assigned to you has expired. Please create a password.
- **If you forget your password**, please use the forgotten password link. You will now receive an email with a link to change your update.

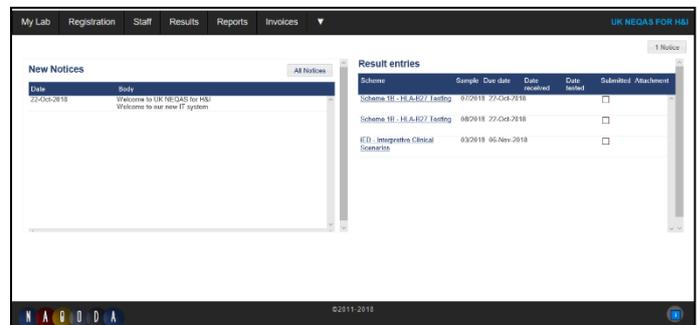
HOME PAGE

After successful login you will be taken to your laboratory homepage. Here you can easily view any 'unread' notices and see any samples that are active (i.e. due for result entry).

To exit the system, click the [drop down arrow](#) from the top menu and select [Logout](#).

- **My Lab Information**

The [My Lab](#) menu displays the general contact details of the laboratory. The participant reference number is also displayed on this page under 'Reference'. To maintain participant anonymity your lab will be issued with a new ID number each year which will be used on performance tables.



SCHEME REGISTRATION PAGES

The Scheme registration pages contain the information required to register a laboratory with UK NEQAS for H&I. Click on [Registration](#) from the top menu, then select [Scheme Registration](#). Click on your laboratory name to access the registration forms.

- **Scheme Entries (assessment criteria)**

The Scheme entries page displays the registered scheme(s) for your laboratory and allows you to view and edit the analytes selected for assessment (e.g. HLA loci for assessment - for relevant schemes only). Click on [Registration](#) from the top menu, then select [Scheme Entries](#).

- **Add/Remove Schemes**

Schemes can be added or removed from your registration at any time during the distribution year. To access the registration forms, click [registration](#) and [scheme registration](#).

If you require assistance please contact UK NEQAS for H&I on +44(0)1443 622185 or ukneqashandi@wales.nhs.uk

- **Change Delivery or Sample Material**

Sample delivery options and sample material type can be changed at any time during the distribution year. To access the registration forms, click [registration](#) and [scheme registration](#).

- **Amend Scheme Assessment Criteria**

Schemes analytes for assessment can be altered at any time during the distribution year (e.g. if you start to test an additional HLA Loci). To access the scheme analytes, click [registration](#) and [scheme entries](#).

STAFF

The 'Lab Staff' page allows you to view/add/remove staff as users of the UK NEQAS for H&I Participant System. Click on [Staff](#). Click on the [Add](#) button in the top right corner of the 'Lab Staff' homepage. If you would like to link staff members to certain schemes please contact the UK NEQAS office.

RESULT ENTRY

The result entry pages can be accessed via the [Results](#) menu. Choose [Pending Results](#) to view active samples for which results can be entered.

Note: Click on the row (yellow arrow below) of the relevant scheme sample to access the result entry pages. Clicking on the [blue highlighted](#) scheme name will take you to a summary of entered results and not to the result entry pages.

My Lab							Registration							Staff							Results							Reports							Invoices							▼							UK NEQAS H&I						
Result entries																																																							
Scheme <input type="text"/>																																																							
<input type="button" value="Search"/>																																																							
Scheme	Sample	Due date	Date received	Date tested	Submitted	Attachment																																																	
Scheme 3 - HLA Antibody Specificity Analysis	06/2018	27-Dec-2018			<input type="checkbox"/>																																																		
Scheme 3 - HLA Antibody Specificity Analysis	07/2018	27-Dec-2018			<input type="checkbox"/>																																																		

Choose [All Results](#) to see previously submitted results, upcoming samples as well as active distributions. This option will display the [Result Entries](#) table contains a list of the Schemes and samples which have been sent to your laboratory.

- **Method Pages**

If this is the first time you have entered results for a scheme, please complete your laboratory testing methods by completing the methodology questions.

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- **View/Save/Print Entered Results**

A summary of the critical entered results for all samples in a distribution can be viewed together. Select [Results](#) from the main menu and [Pending Results](#) or [All Results](#). Click on the [down arrow](#) and select [‘Summary’](#) in the ‘result entry’ tables. You can then view and [Download](#) a summary of the results entered and who entered them.

- **Submit Previously Saved Results**

Results entered and saved by a user can be submitted by the same or a different user. Select [Results](#) from the main menu and [Pending Results](#).

Samples that do not have a tick in the ‘submit’ box require submitting for assessment before the result deadline.

- **Editing Submitted Results**

Submitted results may be edited and resubmitted anytime up to the result deadline. This can only be performed by a primary user. Select [Results](#) from the main menu and [Pending Results](#).

REPORTS

Once assessment of samples is complete notification will be sent that your report is available to view in the Participant System. Click on [Reports](#) and [Performance Reports](#) to access all laboratory reports.

- **Performance Tables**

The performance tables are used to view results and method information reported by all participants. Click on [Reports](#) and [Performance Tables](#) to access the results. Your results will be highlighted with a dashed outline. Click on the [Download Results File](#) button to export the result and methodology data for a sample to Excel.

- **Rolling Summary**

The rolling summary page displays your ongoing performance in a scheme for the current distribution year. Click the [Report](#) from the top menu and select [Performance Rolling Summary](#).

UNSATISFACTORY PERFORMANCE/CAPA

If your laboratory fails to meet the Schemes’ minimum performance criteria (see Participant Manual), your laboratory will receive notification that they are an unsatisfactory performer and will be asked to complete a Corrective and Preventative Action (CAPA) form. Click on [Reports](#) and [Unsatisfactory Performance](#) to access the CAPA forms.

INVOICES

Primary users can access invoices for EQA participation. Click [Invoices](#) from the top menu.

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