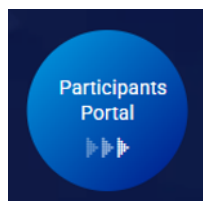


Participant System Quick Guide

A link to the system can be found on the UK NEQAS for H&I webpage <https://uknegashandi.org.uk/> or by typing <https://uknegas-vunhst.wales.nhs.uk/> into an internet browser.

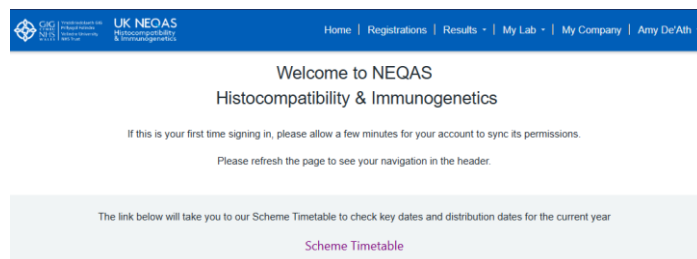


- Create a laboratory account by selecting the [Register a Laboratory](#) button.
- Add your details to the registration pages.
- Click [Next](#) to select which schemes you are interested in then [Submit](#).
- You will receive an invitation to complete registration from UK NEQAS H&I.
- Use the link in this email.
- At the sign in screen, click [No account? Create one](#) to set up your individual access.
- You will be emailed an authentication code to access the Portal.

HOME PAGE

After successful login you will be taken to your laboratory homepage. Here you can easily view any see any samples that are due for result entry in the [Results>Pending Results](#) page.

To exit the system, click the drop-down arrow from the by 'account name' and select [Sign out](#).



• My Lab Menu

The [My Lab](#) menu option displays the general contact details of the laboratory. Your laboratory's unique ID code is also displayed on this page under 'Laboratory Code'.

The [My Staff](#) menu option displays all users linked to the laboratory account. Use the [Add Staff](#) button to add additional staff members. New users will automatically receive a welcome email with a system access link and instructions to complete registration.

SCHEME REGISTRATION PAGES

The [Registrations](#) menu option contains the information initially submitted to register your laboratory. Double click on the relevant row e.g. 2026 and navigate through the screens to complete the information required. This includes selecting which schemes you would like to participate in, what material you would like to receive (for selected schemes only), delivery address for samples, shipping fees and invoice information. You will also be asked to accept the Terms and Conditions of participation.

• Scheme Entries (assessment criteria)

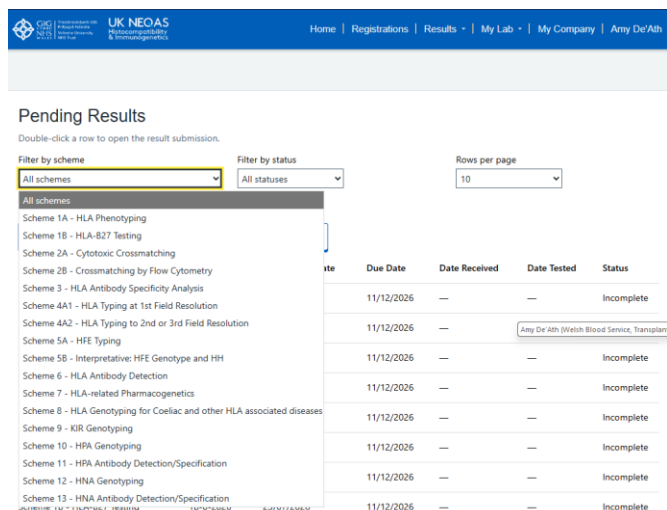
If required, you will be prompted to select assessment options (e.g. HLA loci for assessment) for the schemes you selected.

• Add/Remove Schemes, Change Sample Material or Assessment Criteria

Schemes can be added or removed from your registration at any time during the distribution year. To access the registration forms, click [Registrations](#), double click the relevant row and amend details as required remembering to save any changes.

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

RESULT ENTRY



Pending Results
Double-click a row to open the result submission.

Filter by scheme: **All schemes** | Filter by status: **All statuses** | Rows per page: **10**

Scheme	Due Date	Date Received	Date Tested	Status
Scheme 1A - HLA Phenotyping	11/12/2026	—	—	Incomplete
Scheme 1B - HLA-B27 Testing	11/12/2026	—	—	Incomplete
Scheme 2A - Cytotoxic Crossmatching	11/12/2026	—	—	Incomplete
Scheme 2B - Crossmatching by Flow Cytometry	11/12/2026	—	—	Incomplete
Scheme 3 - HLA Antibody Specificity Analysis	11/12/2026	—	—	Incomplete
Scheme 4A1 - HLA Typing at 1st Field Resolution	11/12/2026	—	—	Incomplete
Scheme 4A2 - HLA Typing to 2nd or 3rd Field Resolution	11/12/2026	—	—	Incomplete
Scheme 5A - HFE Typing	11/12/2026	—	—	Incomplete
Scheme 5B - Interpretative HFE Genotype and HH	11/12/2026	—	—	Incomplete
Scheme 6 - HLA Antibody Detection	11/12/2026	—	—	Incomplete
Scheme 6 - HLA-related Pharmacogenetics	11/12/2026	—	—	Incomplete
Scheme 8 - HLA Genotyping for Coeliac and other HLA associated diseases	11/12/2026	—	—	Incomplete
Scheme 9 - KIR Genotyping	11/12/2026	—	—	Incomplete
Scheme 10 - HPA Genotyping	11/12/2026	—	—	Incomplete
Scheme 11 - HPA Antibody Detection/Specification	11/12/2026	—	—	Incomplete
Scheme 12 - HNA Genotyping	11/12/2026	—	—	Incomplete
Scheme 13 - HNA Antibody Detection/Specification	11/12/2026	—	—	Incomplete

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: Use the filter options to select specific schemes or filter by status to find sample where result entry is incomplete or in progress (saved but not submitted for assessment). Once results have been submitted status changes to Submitted.

You will be asked to complete testing methods before entering results. Results can be entered and submitted by the same user or saved by one user then reviewed and submitted by a different user as a verification step.

Choose [Results>All Results](#) to view previously submitted results.

Editing Submitted Results

Saved results may be edited at anytime up to the point the results are submitted for assessment.

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. If methods have been previously entered, you can either amend the data entered if required or skip to the next screen.

REPORTS

Once assessment of samples is complete a notification email will be sent with a copy of your report. If you wish to see historic reports, please email UKNEQASHandI@Wales.NHS.UK.

• Performance Tables

The performance tables are used to view anonymised results and method information reported by all participants. Click on [Results>Performance Tables](#) to access the summaries. You can find your results in the tables by using your unique Lab-ID code (found in the [My Lab>My Lab](#) screen or on your performance report).

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. You will be asked to complete a Corrective and Preventative Action (CAPA) form, a link to which is included in the email.

INVOICES

You will be emailed a quotation directly at the point of laboratory registration. Your invoice will be sent at a later date by the UK NEQAS H&I office. Please email any queries to UKNEQASHandI@Wales.NHS.UK.

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