

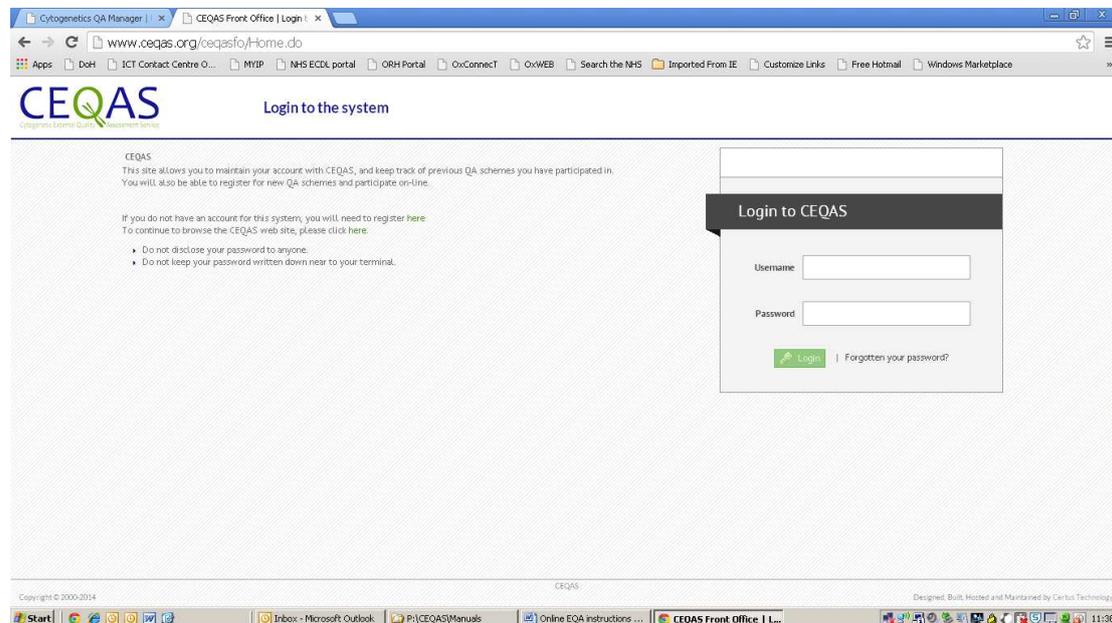


## Online EQA User Guide

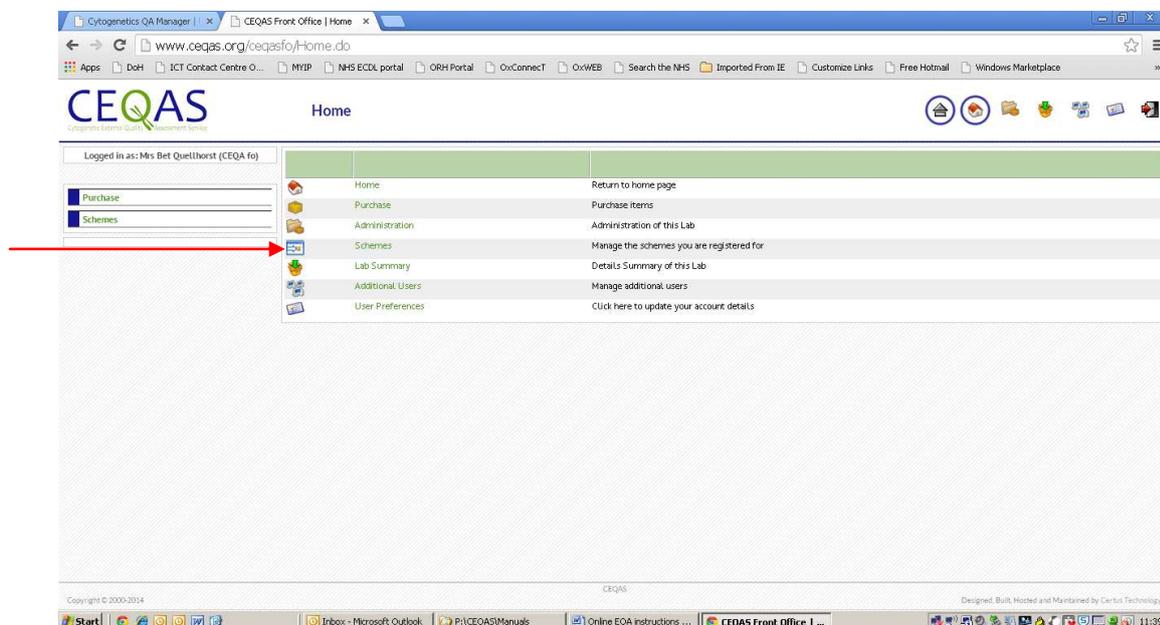
**Please note:** These instructions were compiled using Google Chrome, the optimal browser for the Online EQA Interface. Functionality may vary with other browsers (Firefox and Internet Explorer9+).

## 1. Accessing the Online EQA

Go to login page of CEQAS website (<http://www.ceqas.org/ceqasfo/Home.do>) and enter your login details



When you have logged in, select 'Schemes' from the main menu.



Next, click on the 'Details' link next to the EQA scheme you wish to access (boxes are green when the EQA is open).

The screenshot shows the CEQAS Scheme Reports interface. The page title is "Scheme Reports". On the left, there is a navigation menu with "Purchase" and "Schemes" options. The main content area displays a list of EQA schemes. A search bar is at the top right, and a dropdown menu shows "Scheme Season: 2014". Below the search bar, there is a note: "This is a list of all the schemes your Lab has registered for. Please note: Activities due for completion are shown in green. Future activities are shown in yellow." A list of 21 schemes is shown, each with a "Details" link. A red arrow points to the "Details" link for the "Bloods - Postnatal (online) 2014" scheme.

Name	Registration Approved	Next Activity For Completion (From-To)	Season
Acquired array exploratory pilot and survey	20 Mar 2014	Dates not finalised	2014
Acute Lymphoblastic Leukaemia (online) (ALL) 2014	20 Mar 2014	Dates not finalised	2014
Amniotic Fluid (online) 2014	20 Mar 2014	Dates not finalised	2014
Bloods - Postnatal (online) 2014	20 Mar 2014	Dates not finalised	2014
Chorionic Villus (online) 2014	20 Mar 2014	Dates not finalised	2014
Constitutional microarray (postnatal) 2014	20 Mar 2014	Dates not finalised	2014
FISH Rapid Aneuploidy (sample) 2014	07 Feb 2014	Dates not finalised	2014
Mature B and T neoplasms (online G-banding/FISH) 2014	07 Feb 2014	Dates not finalised	2014
Mature B and T neoplasms (sample, FISH only) 2014	20 Mar 2014	Dates not finalised	2014
MRA (Molecular Rapid Aneuploidy - QF-PCR/MLPA) 2014	04 Mar 2014	Dates not finalised	2014
Myeloid Leukaemia (online AML, MDS, CML) 2014	07 Feb 2014	Dates not finalised	2014
Myeloma exploratory pilot and survey	20 Mar 2014	Dates not finalised	2014
PGD blastomere FISH (online) 2014	20 Mar 2014	Dates not finalised	2014
PGD Sperm FISH exploratory pilot 2014	20 Mar 2014	Dates not finalised	2014

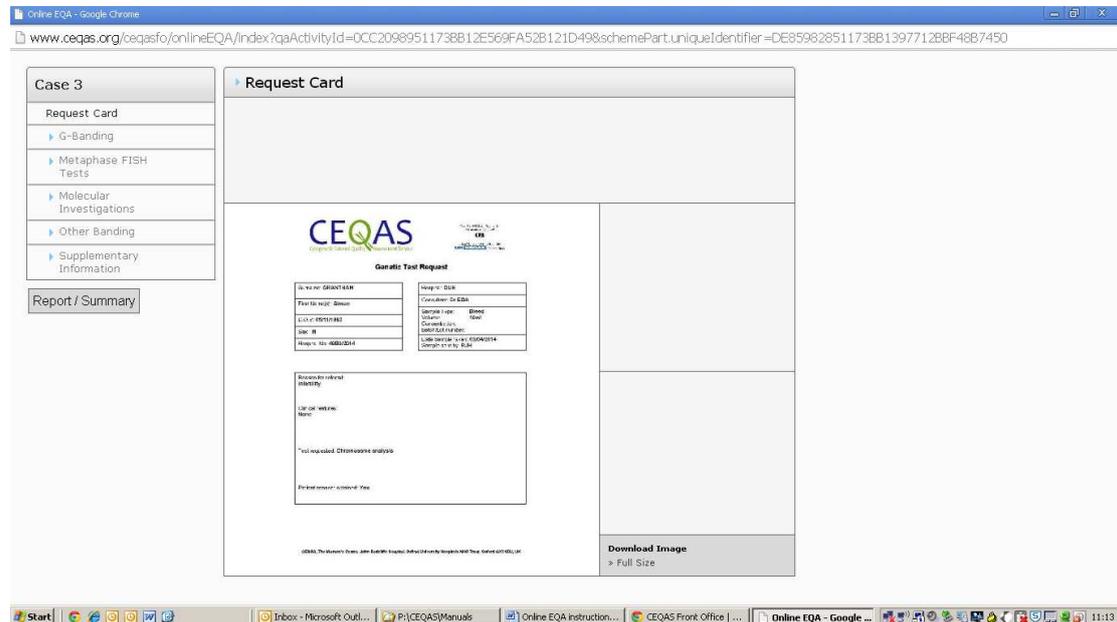
On the next page, click on the case you wish to access (boxes are green and give the closing date when the EQA is open).

The screenshot shows the "Scheme Details" page for "Bloods - Postnatal (online) 2014". The page title is "Scheme Reports". The main content area displays the details of the scheme, including the name, description, and start date. Below the details, there is a section for "Activities for Bloods - Postnatal (online) 2014". A table lists activities for completion, with a red arrow pointing to "Case 3".

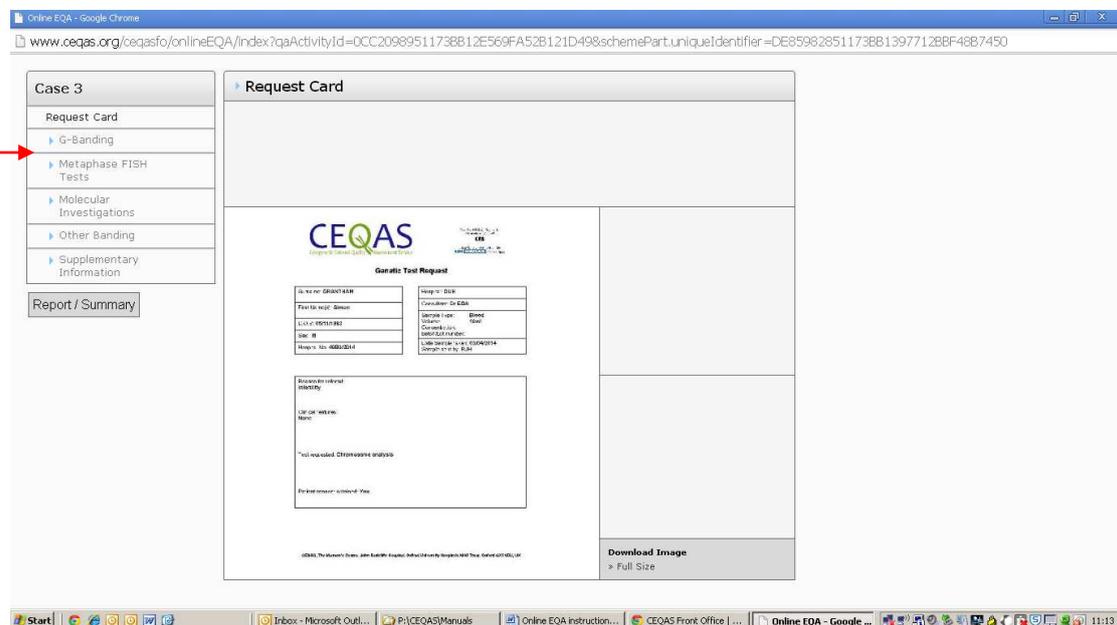
Name	Active Period (From-To)	Description	Complete
Case 1	Dates not finalised	Online analysis and interpretation. Use this link to view the case. Submit your report online.	✗
Case 2	Dates not finalised	Online analysis and interpretation. Use this link to view the case. Submit your report online.	✗
Case 3	Dates not finalised	Online analysis and interpretation. Use this link to view the case. Submit your report online.	✗
Draft ILR available	Dates not finalised	Draft individual laboratory report (ILR) available to participants. Use this link to download the ILR.	N/A
Appeals	Dates not finalised	If you disagree with any comments or penalties on your ILR, you may appeal. Submit your appeal online using this link by downloading the appeals submission form, filling in the form and uploading the completed form.	✗
Final ILR	Dates not finalised	Final individual laboratory report (ILR) available to participants. Use this link to download the ILR.	N/A

## 2. Navigating the online EQA

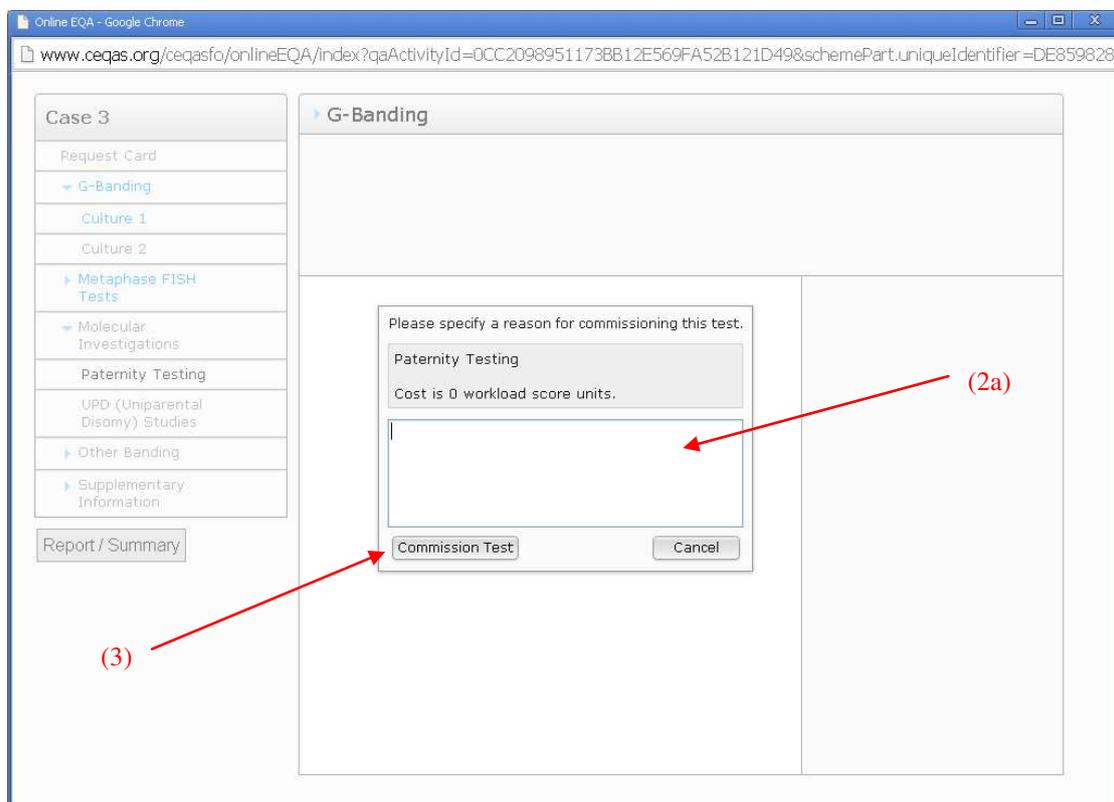
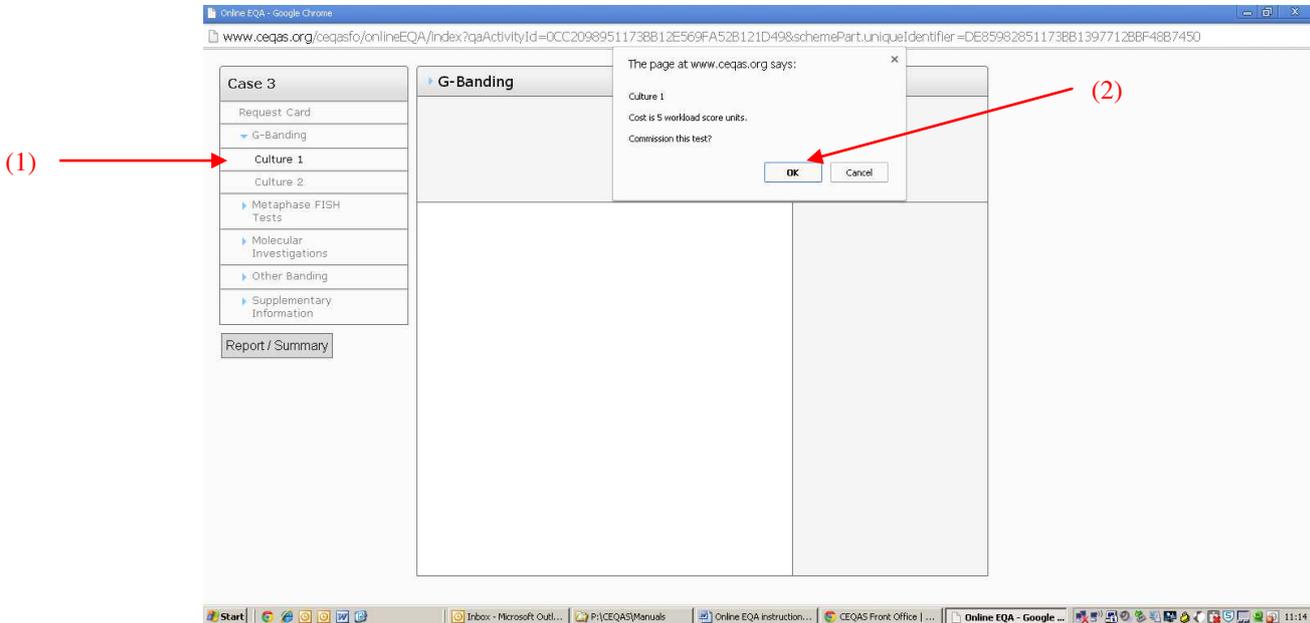
The first window in the new interface displays the request card as well as a menu to the left of the screen listing the images/information available for the case. To enlarge the image double click on it.



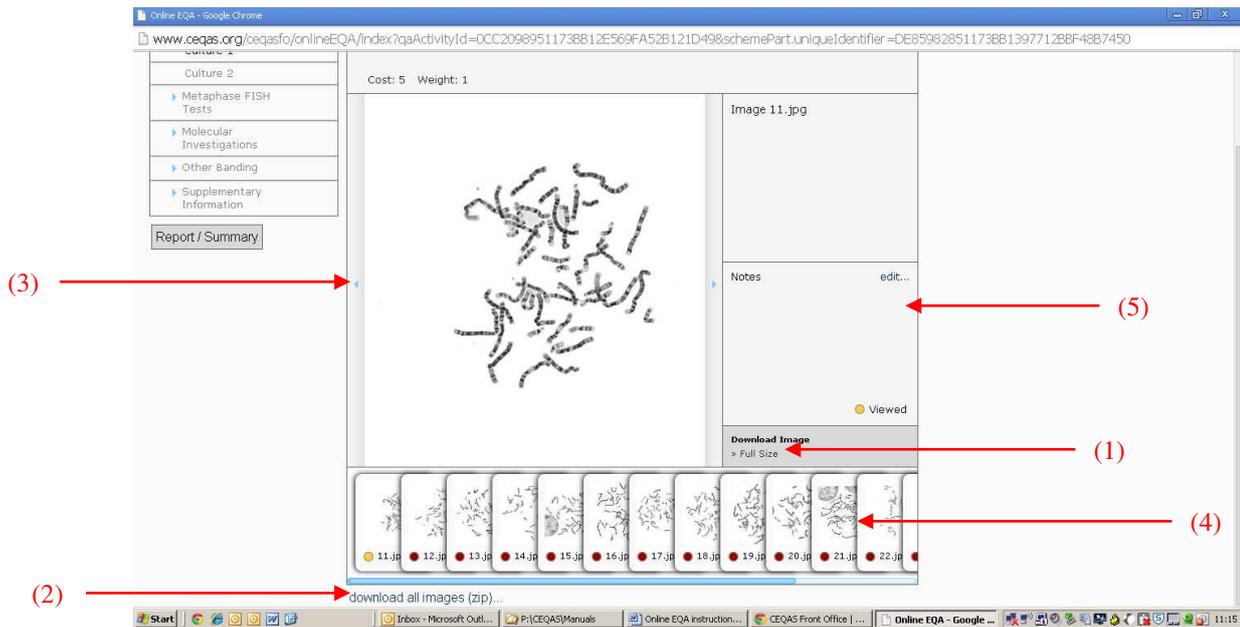
To view the images/information, use the drop-down options to the left of the Request Card. **You can access the menu items by clicking on the arrow to the left or on the title.** You will then be able to select any of the options that become available. If you click on the text itself (e.g. G-Banding) you will get a blank screen. Select the test required



If you select a test (e.g. G-Banding) you will see all the options available. When you click on the test you require (1), you will get one of two possible dialogue boxes giving you the cost of the test. You will be asked if you wish to commission the test (2) or to give reasons why you wish to commission the test (2a). Either click 'OK' (2) to proceed; or specify why you wish to perform this test (2a) and then click 'Commission Test' (3). The selection of additional tests will not incur penalty points.

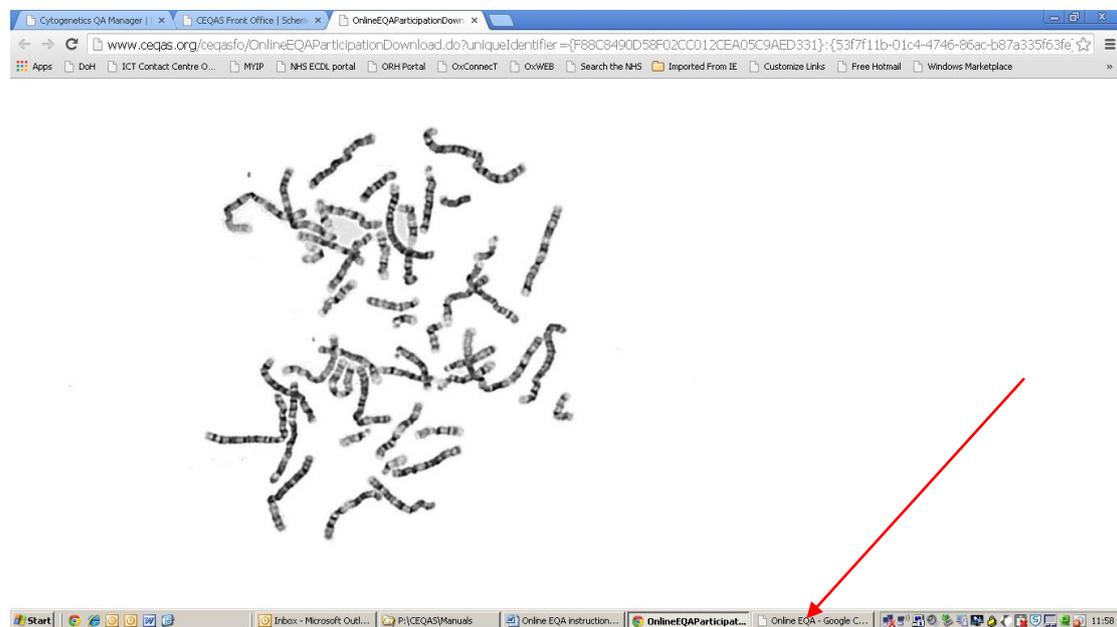


You can now view the images individually (1) or download all of them as a zip file (2). To enlarge the image double click on it.

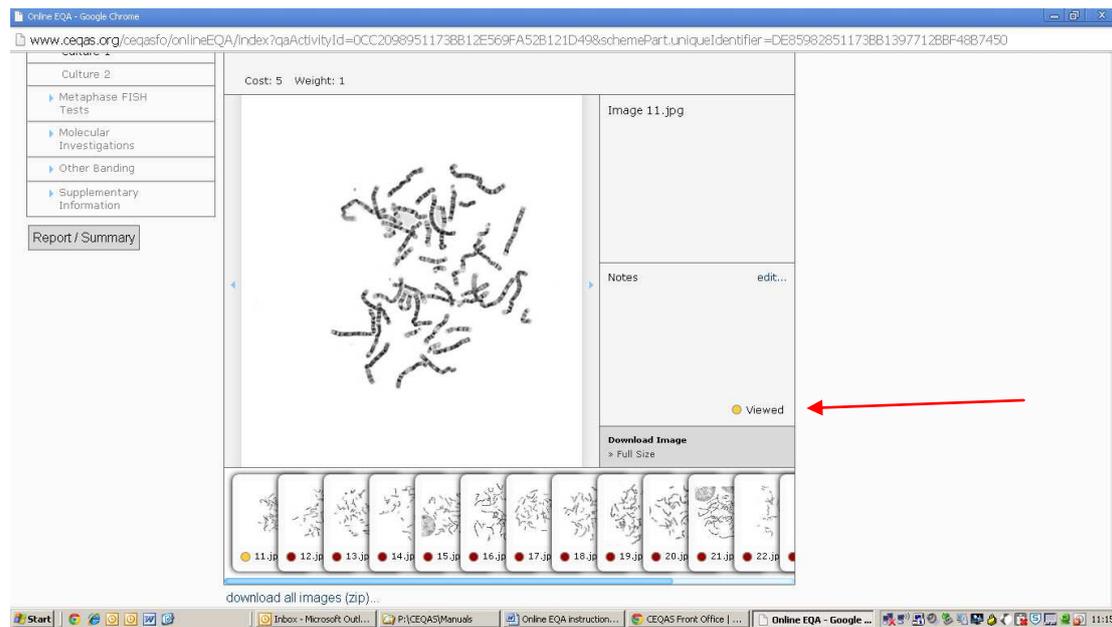


To navigate between the images use the arrows either side of the image (3) or click on the thumbnail (4). If you wish to add a comment, select 'edit...' in the notes field (5) to the right of the image

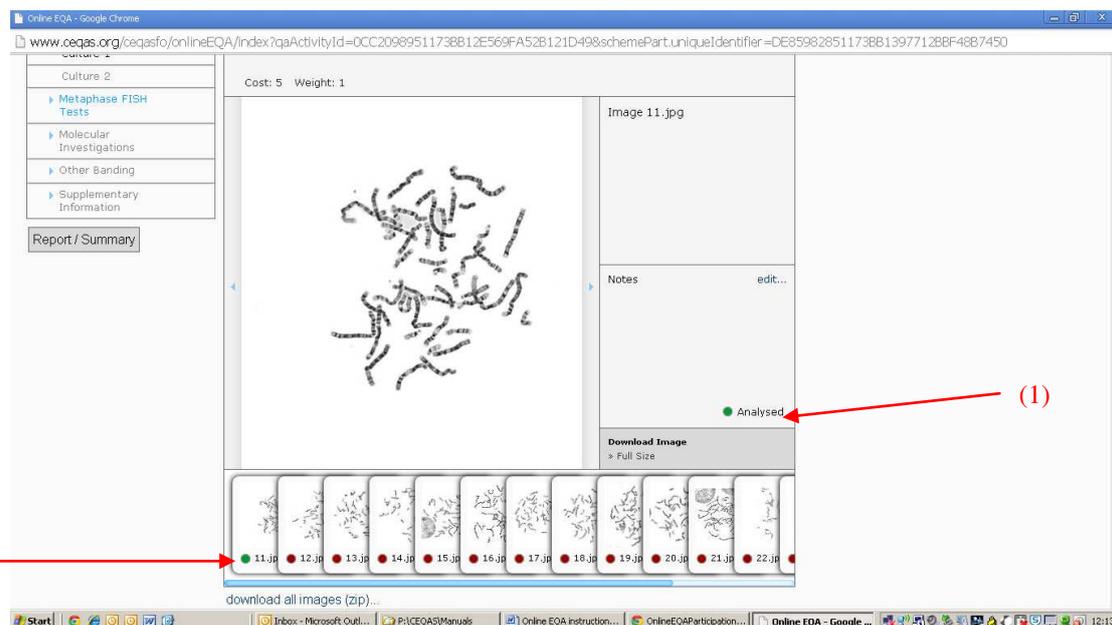
If you select 'Download Image Full Size (1)' the image opens up in a new window every time. To get back to the online interface click on the tab 'Online EQA'



To mark an image as analysed, click on 'viewed'.

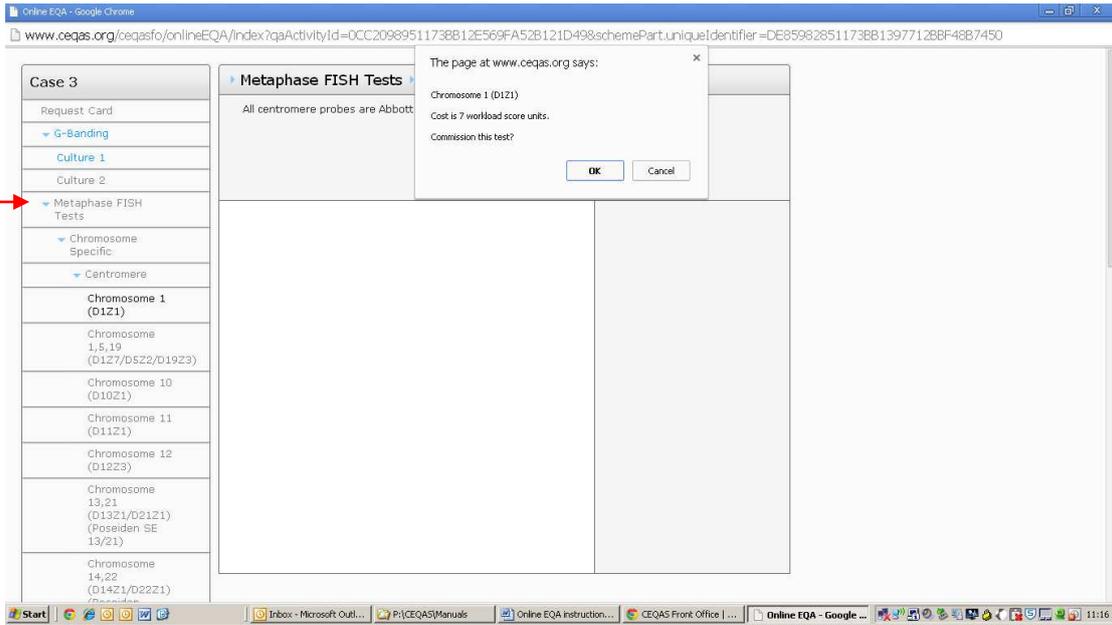


This will then give you the option to mark the image as analysed by moving the cursor onto the field 'analysed' (1). Once the selected image has been marked as analysed it will appear with a green dot at the bottom of the screen (2).

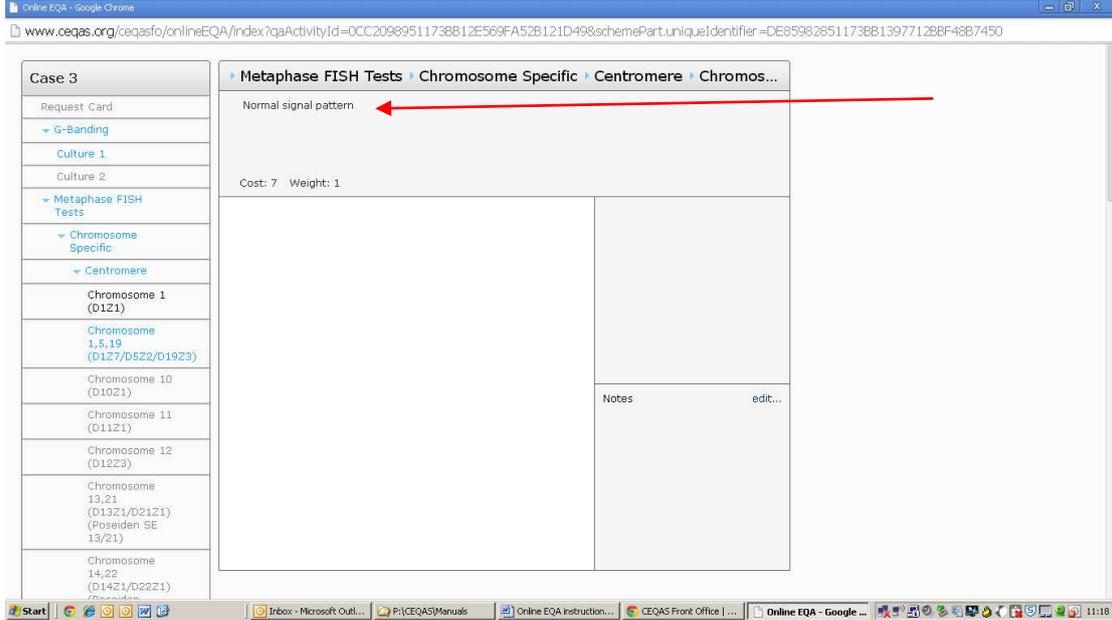


**Other tests may be available (e.g. FISH). These tests will either show an image or give the result as a text, in which case the image box will be blank.**

To access FISH images proceed as before by clicking on the arrow to the left of the word 'FISH'. You can now see the tests available. Select the test you require. Again you will get a dialogue box with the cost of the test. Click 'OK' to proceed and see the images.

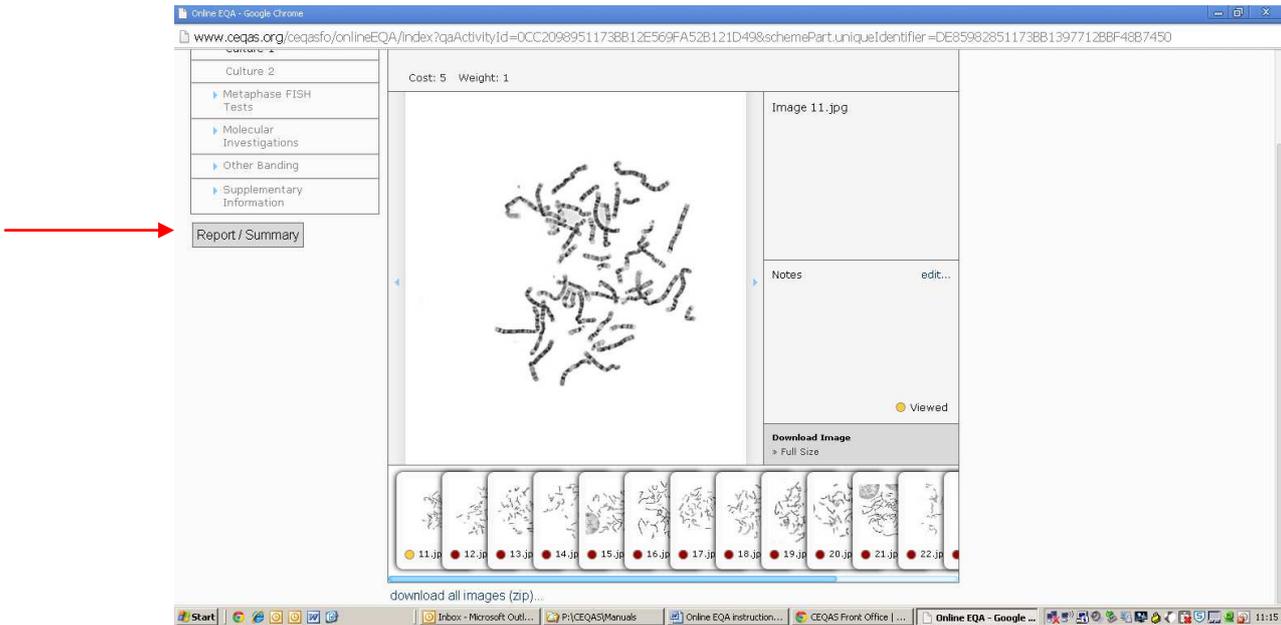


In this case there is no FISH image available but there is a text result. If images are available the navigation is identical to the G-banded metaphases.

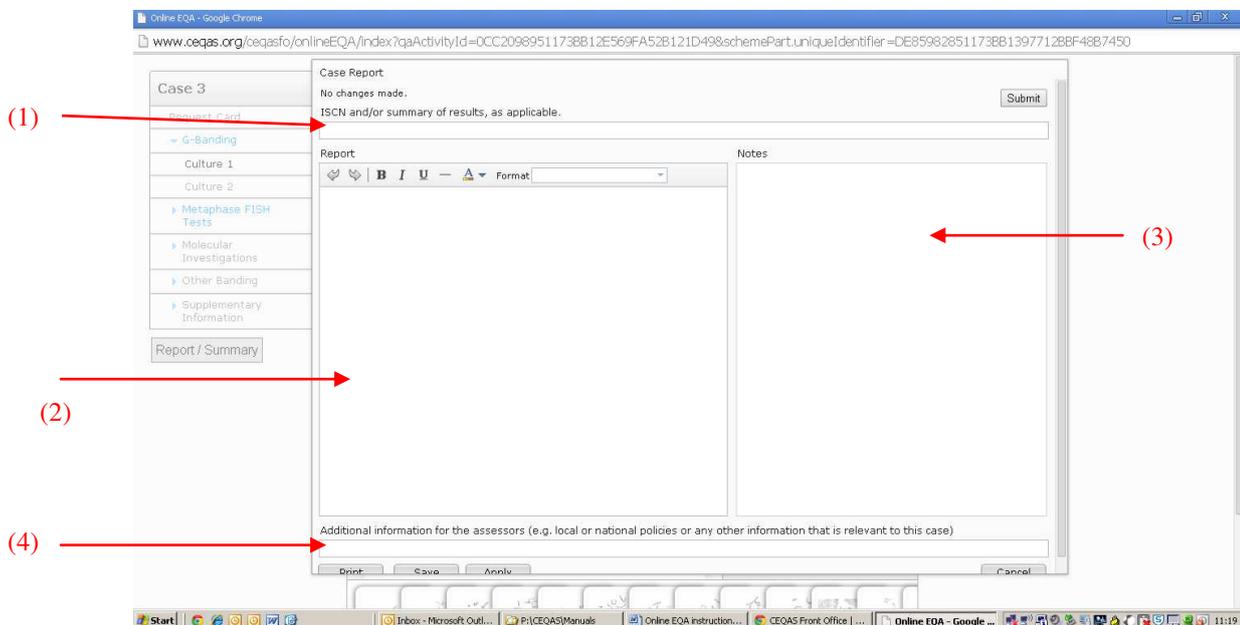


### 3. Reporting your results

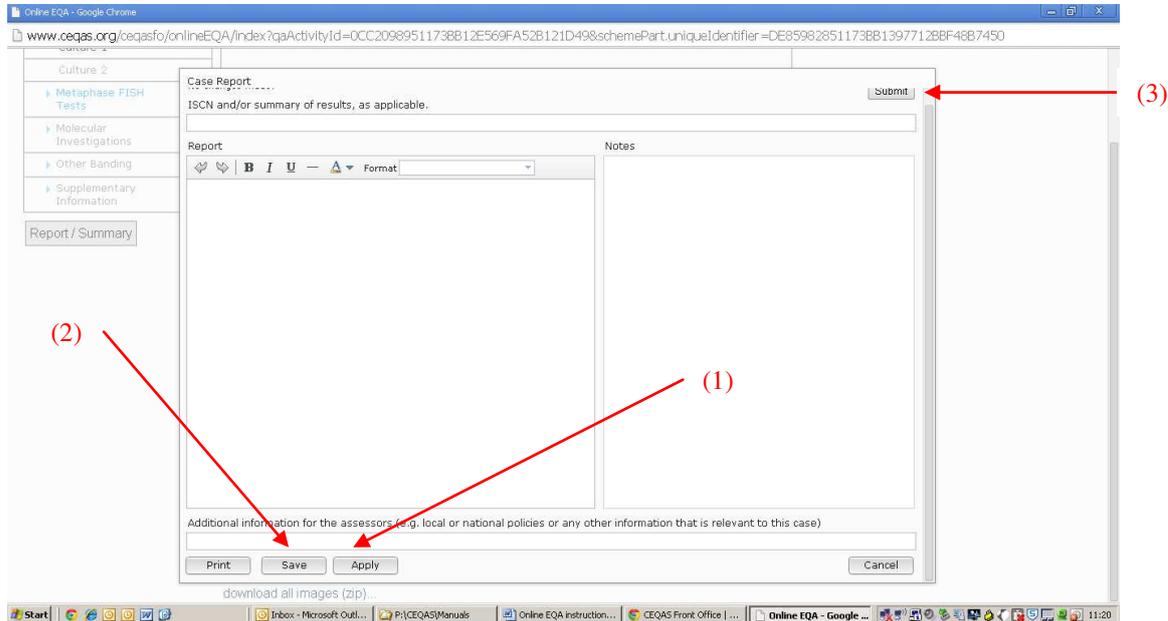
To write the report, select **Report/Summary** from anywhere in the system



You will then see the screen below. Enter your Karyotype (1) and your report (2). You can enter your report directly into the report files or write it in Word and copy and paste it into the report field if you wish. The 'Notes' field (3) will show all the annotations you have made to images during your analysis for reference. Any additional information, such as local policies etc, that might be of interest to the assessors can be entered in the 'Additional information' field (4).



To save your changes as you go along but continue in the report, click 'Apply' (1). To save your changes and leave the report, click 'Save' (2). Click on the 'Submit' (3) button to finalise your results. **Please note only the primary laboratory contact has the system authorisation to submit the results on the website.**



**No changes can be made to the report once the 'Submit' button has been clicked, however, you can check your submission by going back into the online EQA and selecting Report/Summary. If you find an error at that stage please contact the Scheme Office immediately ([ceqas.info@ouh.nhs.uk](mailto:ceqas.info@ouh.nhs.uk)).**

Once you have submitted your results and closed the online EQA window you will see a green tick against the EQA case indicating that you have completed the case. **Please note** you may have to refresh the webpage.