

Online EQA User Guide

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CEQAS Online EQA User Guide v2.2.doc

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

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CEQAS Login to the system		
CEQAS This site allows you to maintain your account with CEQAS, and keep track of previous QA schemes you have participated in. You will also be able to register for new QA schemes and participate on-Line.		
If you do not have an account for this system; you will need to register here To continue to browse the CEQAS To continue to browse the CEQAS		
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When you have logged in, select 'Schemes' from the main menu.

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

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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).

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07/11/2014

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.

se 3	Request Card		
Request Card			
▶ G-Banding			
Metaphase FISH Tests			
 Molecular Investigations 			_
• Other Banding	CEQAS		
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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 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

ase 3	Request Card		
Request Card			
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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'



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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.

Case 3	• Metaphase FISH Tests •	The page at www.ceqas.org says:
Request Card	All centromere probes are Abbott	Chromosome 1 (D121)
🚽 G-Banding		Commission this test?
Culture 1		
Culture 2		Cancel
 Metaphase FISH Tests 		
 Chromosome Specific 		
🚽 Centromere		
Chromosome 1 (D1Z1)		
Chromosome 1,5,19 (D127/D5Z2/D19Z3)		
Chromosome 10 (D1021)		
Chromosome 11 (D11Z1)		
Chromosome 12 (D12Z3)		
Chromosome 13,21 (D1321/D2121) (Poseiden SE 13/21)		
Chromosome 14,22 (D14Z1/D22Z1)		

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.

Case 3	Metaphase FISH Test	sts 🕨 Chromosom	ne Specific 🕨	Centromere 🕨 Ch	romos	
Request Card	Normal signal pattern 🚽					
🛨 G-Banding						
Culture 1						
Culture 2	Cost: 7 Weight: 1					
 Metaphase FISH Tests 						
 Chromosome Specific 						
+ Centromere						
Chromosome 1 (D1Z1)						
Chromosome 1,5,19 (D127/D522/D19Z3)						
Chromosome 10 (D10Z1)				Notes	edit	
Chromosome 11 (D1121)						
Chromosome 12 (D12Z3)						
Chromosome 13,21 (D1321/D2121) (Poseiden SE 13/21)						
Chromosome 14,22 (D14Z1/D22Z1)					-	

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).

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.