



TEQA LAB

Configuration Manual

Version 3.0

About TEQA LAB

TEQA LAB is the ESfEQA-software for external quality assessment and the user/participant interface for submitting results and receiving performance reports. It allows an easy submission of results via the World Wide Web. Only a few steps are required to configure the individual survey by entering the method, instrument and reagent that are used by the participant.

After the data-evaluation has been performed by ESfEQA, participants can download their reports directly from TEQA LAB as pdf-file.

The reports include the numerical and graphical illustration of the participant's individual results in comparison to all other participants.

The use of TEQA LAB is described on the following pages. For further information and support, clients can either contact their local distributor of ESfEQA products or ESfEQA directly.

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TEQA LAB

Web-based Data Transfer provided by ESfEQA

1. Access to TEQA LAB

TEQA LAB can be reached via the following secured web-address: <https://teqa.esfeqa.eu>
The website is available in different languages. Currently, participants can select from English, Italian and German.

A screenshot of the TEQA LAB login page. The page has a blue header with the text "DEVELOPING OFFSHORE" on the left and a logo with the text "Developing Offshore" on the right. Below the header is a white login form titled "TEQA LAB LOGIN". The form contains two input fields: "username" and "password", and a "login" button. In the top right corner of the page, there is a dropdown menu showing "english".

The language can be selected in the top right corner of the website via a dropdown-list.
The default language is English.

A screenshot of the TEQA LAB login page, identical to the one above. It shows the "DEVELOPING OFFSHORE" header, the "Developing Offshore" logo, the "TEQA LAB LOGIN" form with "username" and "password" fields and a "login" button, and a dropdown menu in the top right corner showing "english".

Participants can register to TEQA LAB by contacting their local distributor or ESfEQA directly. ESfEQA provides an initial password and a username to grant the participants access to TEQA LAB.



TEQA LAB LOGIN

username

password

2. TEQA LAB - Homepage

After successful login, participants enter the TEQA LAB homepage, which displays the subscribed EQA schemes of the participant.



DEVELOPING OFFSHORE

 ESfEQA
European Society for
External Quality Assessment

[logout]

Home Coding request Change password Help

COAGULATION

available reports 1 (13/03/2016) ▾ >

participation certificates 1 (13/03/2016) ▾ >

TUMOR MARKER AND HORMONES 12

available reports 1 (24/02/2016) ▾ >

participation certificates 1 (24/02/2016) ▾ >

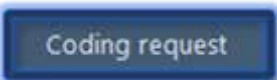
2.1. Homepage-Functions

The following general functions are available on the homepage:



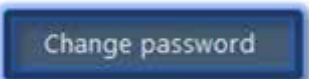
Home

The [Home] button directs participants from every point in the system to the homepage.



Coding request

The [Coding request] button provides participants the option to request the addition of new instruments, reagents or methods into the configuration-section of the system. The TEQA system will generate a temporary code that can be used by the participant immediately.



Change password

With the [Change password] button, participants can change their TEQA LAB password anytime. Participants are requested to use this function after their first login.

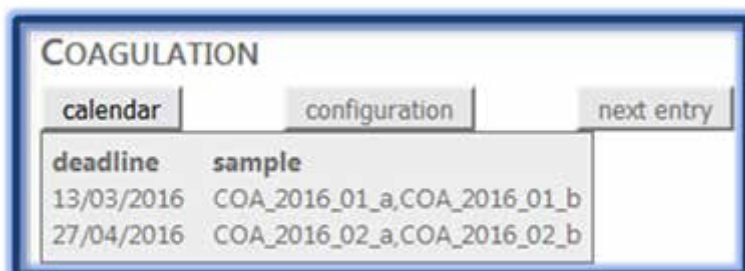


Help

The [Help] button gives participants access to the TEQA LAB online manual.

2.2. Calendar

To get an overview of the important dates of the subscribed EQA schemes, participants can use the [calendar] button, which is located below the scheme's title. A window will pop-up showing all deadlines for data entry.




COAGULATION	
calendar	configuration next entry
deadline	sample
13/03/2016	COA_2016_01_a,COA_2016_01_b
27/04/2016	COA_2016_02_a,COA_2016_02_b

2.3. Configuration

By clicking on the button [Configuration] within an EQA scheme, the participants enter the configuration section of TEQA LAB.



In this menu, participants can individually select the scheme parameters for that they want to submit their results.



2.3.1. Selection of Analytes for Configuration and Determination

The following points describe how participants select the analytes that they intend to configure and determine.



Selects all analytes of the scheme for the **configuration** at once.



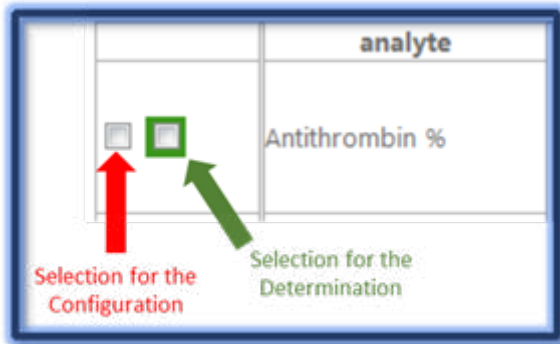
De-selects all analytes of the scheme for the **configuration** at once.



Selects all analytes of the scheme for the **determination** at once.



De-selects all analytes of the scheme for the **determination** at once.



Participants may select or deselect a single analyte for the configuration and/or determination by ticking the checkboxes on the left of each analyte.

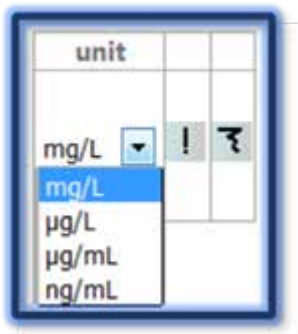
To indicate the analytes that participants want to determine, it is necessary to tick the green checkbox in the column left of the analytes.



Selects a single analyte and deselects all other analytes.



Clears/Resets the instrument/method/reagent selection for one analyte.



Participants can select the unit for each analyte via a drop-down list.

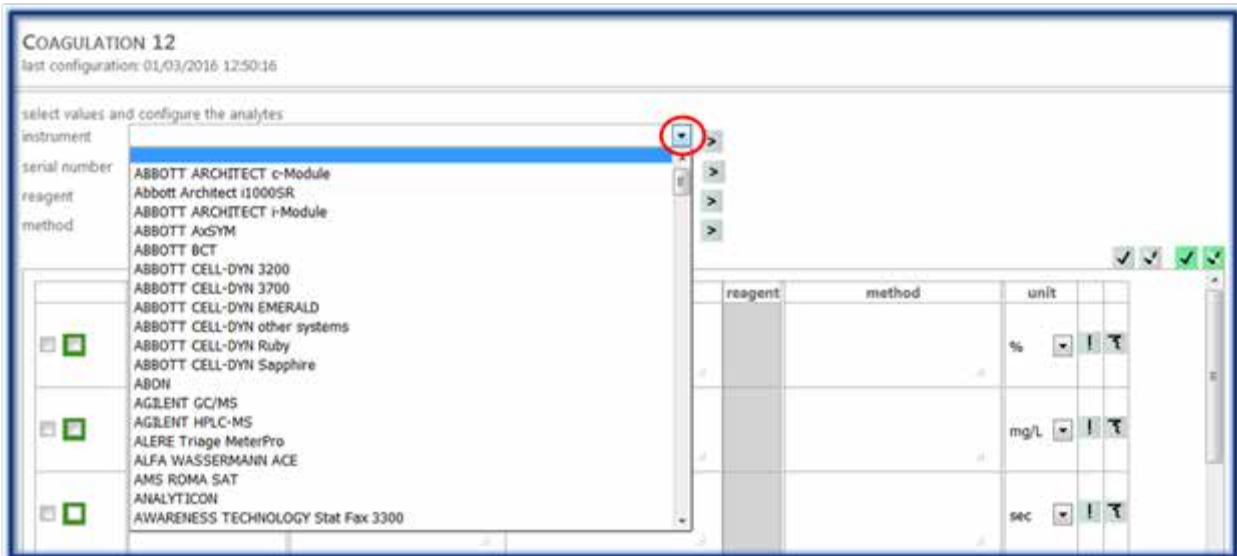
2.3.2. Analyte-Configuration

The analyte configuration includes the assignment of an instrument, method and reagent for the selected analytes and is performed in four steps:

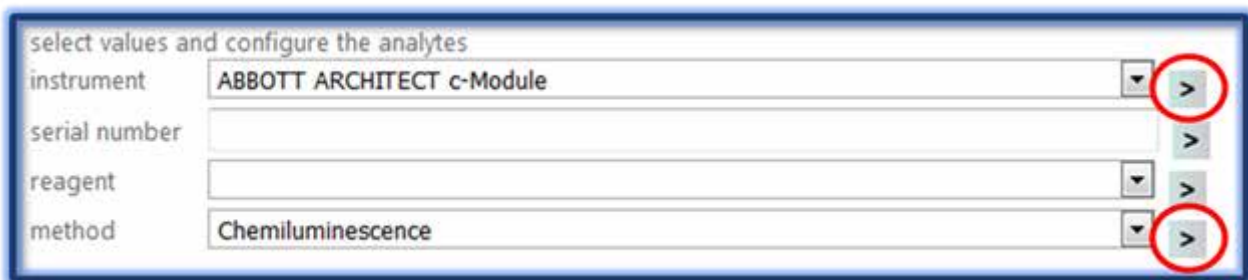
- 1) Ticking the gray box on the left selects the analyte for the instrument, reagent and method assignment.



- 2) Instruments, methods and reagents can be selected via drop-down lists:



- 3) The instrument, reagent and method are assigned to the selected analyte(s) by clicking on the arrow next to the instrument, reagent and method selections:



The assignment of instrument, reagent and method to each analyte is displayed in the columns next to the analytes:

	analyte	instrument	serial number	reagent	method	unit
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin %	ABBOTT ARCHITECT c-Module			Chemiluminescence	%
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin mg/L	ABBOTT ARCHITECT c-Module			Chemiluminescence	mg/L
<input type="checkbox"/> <input checked="" type="checkbox"/>	APTT sec					sec
<input type="checkbox"/> <input checked="" type="checkbox"/>	D-Dimer FEU					FEU m

The submission of the serial number of the assigned instrument is optional.

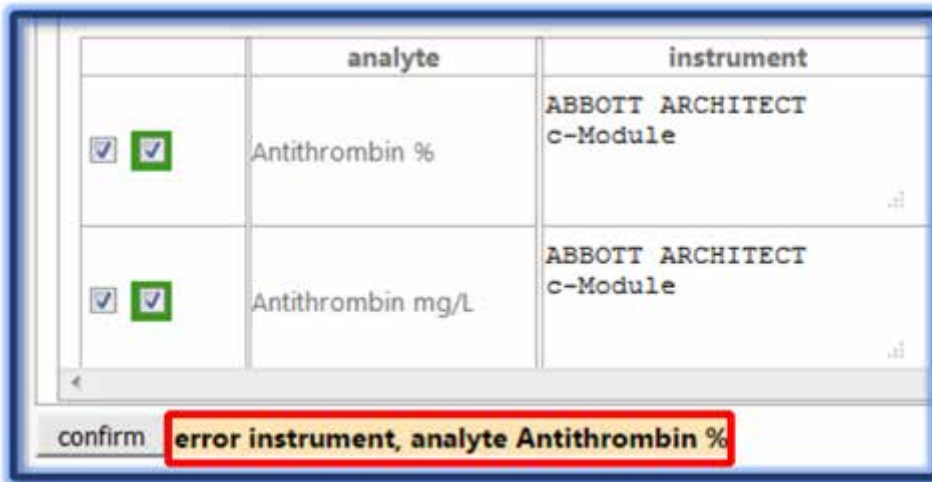
4) The configuration can be accomplished separately for each analyte. The configuration settings are saved by clicking the [confirm] button.

	analyte	instrument
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin %	ABBOTT ARCHITECT c-Module
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin mg/L	ABBOTT ARCHITECT c-Module

The configuration will only be saved, if the message “data saved” is displayed:

	analyte	instrument
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin %	ABBOTT ARCHITECT c-Module
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Antithrombin mg/L	ABBOTT ARCHITECT c-Module

In case of an invalid configuration, e.g. if a wrong unit was selected or an instrument, method or reagent is missing, an error message is displayed, providing detailed information about the error:



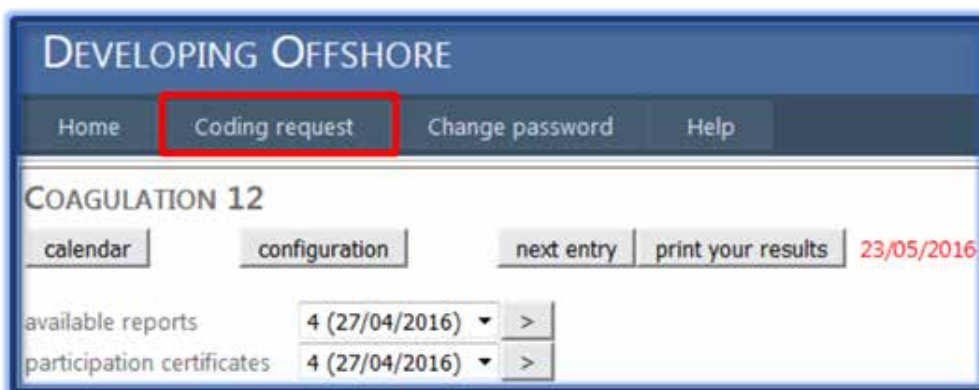
Some EQA survey schemes may not require the selection of an instrument, method or reagent. In this case, the corresponding columns are grayed in the configuration-section:




The configuration is saved for the particular survey and does not need to be repeated for the following rounds of the particular survey as long as there is no change of instrument, method, reagent or unit. In case of any change, the configuration has to be adapted accordingly.

2.3.3. Coding Requests

It may happen that an instrument, method or reagent has not been included in the TEQA LAB database. In this case, participants can request a new code in the “Coding request” area.



For gaining a new code, participants need to check the corresponding circle next to each category and describe the requested parameter.



DEVELOPING OFFSHORE

Home Coding request Change password Help

instrument reagent method

instrument

manufacturer

model

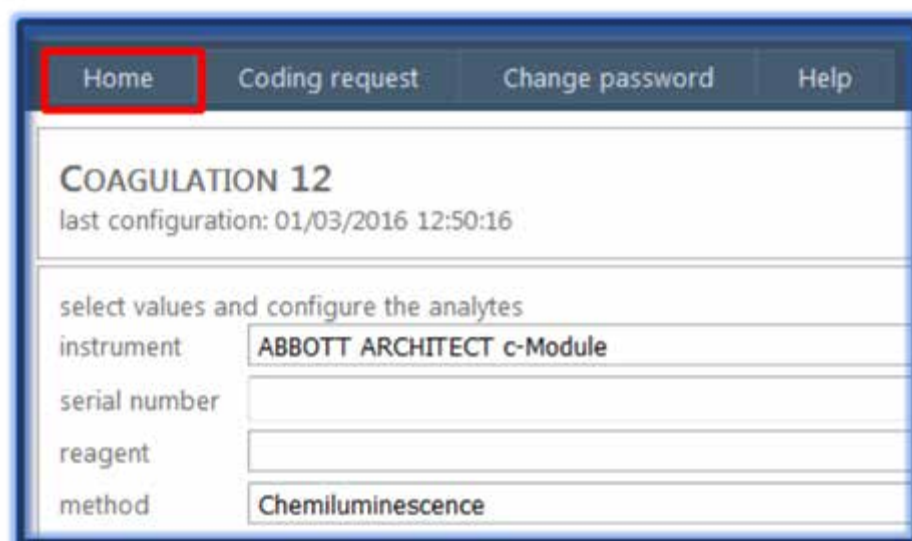
confirm

By clicking on the [confirm] button, the request will be sent directly to ESfEQA, where an administrator decides whether to accept the request and add the parameter to the database or to link the request to an already existing database-entry.

The configuration has to be completed before entering any analytical results for the survey. As soon as results were saved (confirmed) in TEQA there is no option for the participant to change the configuration for that survey. In case that the configuration needs to be changed due to any incorrect selection of instrument, method and/or unit the ESfEQA administrator should be contacted.

2.4. Result entry

After the configuration has been completed, the results of the analyte-determination can be entered. For this purpose, participants need to return to the “Home” area by clicking the [Home] button:



Home Coding request Change password Help

COAGULATION 12
last configuration: 01/03/2016 12:50:16

select values and configure the analytes

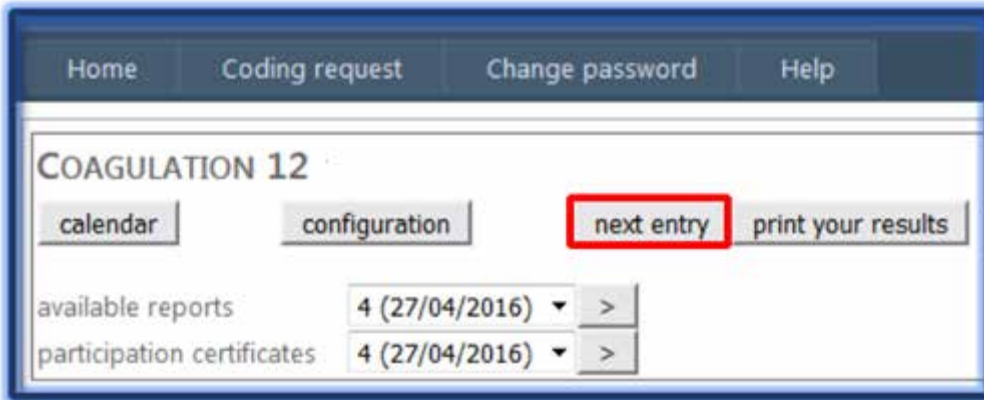
instrument

serial number

reagent

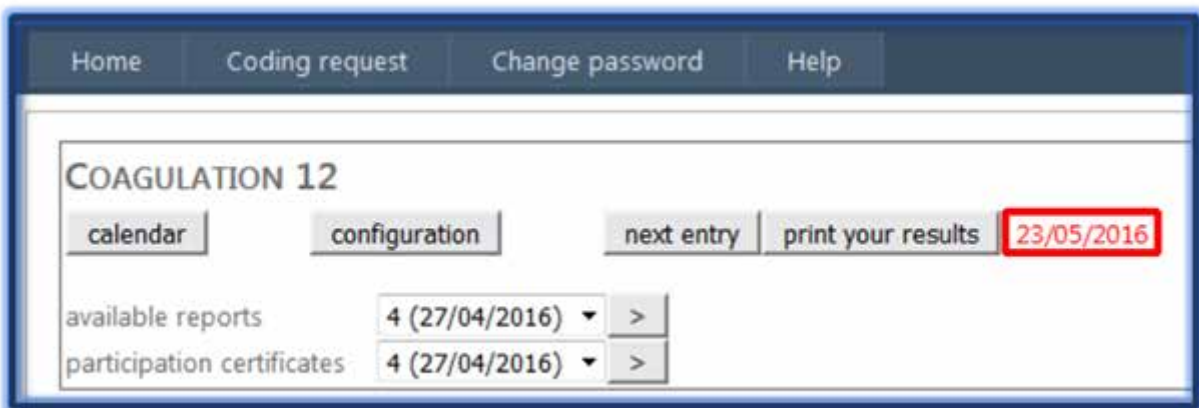
method

Participants are directed to the result-entry-section by clicking on the [next entry] button below the corresponding EQA scheme:



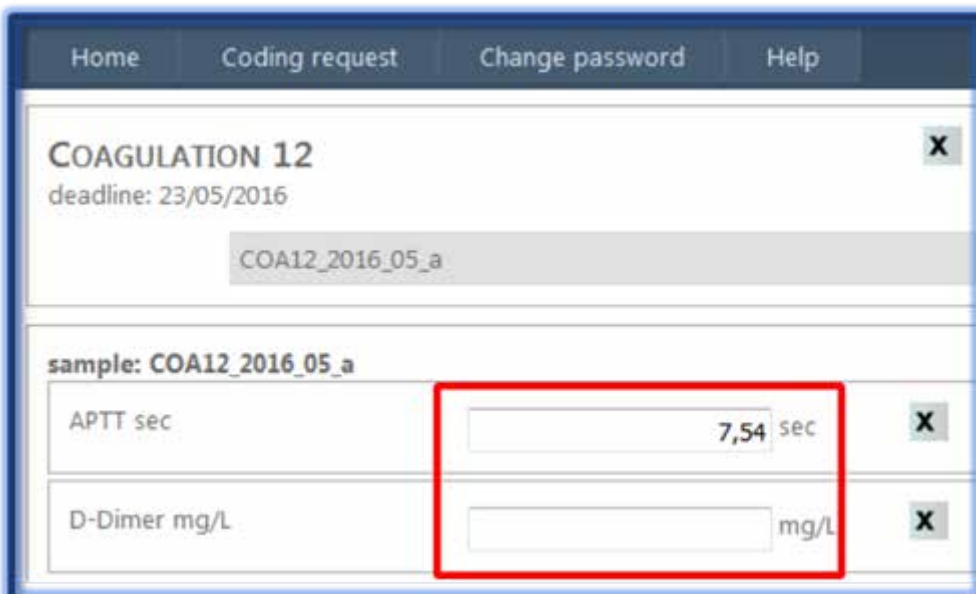
The screenshot shows a navigation bar with 'Home', 'Coding request', 'Change password', and 'Help'. Below it, the section is titled 'COAGULATION 12'. There are four buttons: 'calendar', 'configuration', 'next entry' (highlighted with a red box), and 'print your results'. Below the buttons, there are two rows of data: 'available reports' and 'participation certificates', each with a dropdown menu showing '4 (27/04/2016)' and a right-pointing arrow.

In the header of this area the name of the EQA scheme is presented. A reminder of the deadline for the result-entry of the specific EQA scheme is displayed additionally.



The screenshot shows the same navigation bar and 'COAGULATION 12' section. The 'print your results' button and the date '23/05/2016' are highlighted with a red box. The 'next entry' button is also visible but not highlighted.

The data entry fields are different for quantitative and qualitative EQA schemes. For quantitative EQA schemes, participants can enter their results by simply typing in their values in the entry field next to each analyte:



The screenshot shows the 'COAGULATION 12' section with a close button 'X' in the top right. Below the title, the deadline '23/05/2016' is displayed. A sample ID 'COA12_2016_05_a' is shown in a grey box. Below this, the sample name 'sample: COA12_2016_05_a' is displayed. There are two data entry rows: 'APTT sec' with a value of '7,54 sec' and 'D-Dimer mg/L'. Both rows have a close button 'X' in the top right. The input fields for 'APTT sec' and 'D-Dimer mg/L' are highlighted with a red box.

If participants choose not to enter a result for a previously configured analyte, they may click on the cross next to the entry box and enter a short comment (e.g. “No assay available.”):



sample: COA12_2016_05_a

APTT sec sec **X**



sample: COA12_2016_05_a

APTT sec sec **X** No Assay available.

The entered results are saved by clicking on the [confirm] button at the end of the page. Successful saving is confirmed by the “data saved” message display. In case that the result entry is invalid, an error message is displayed providing detailed information about the error.



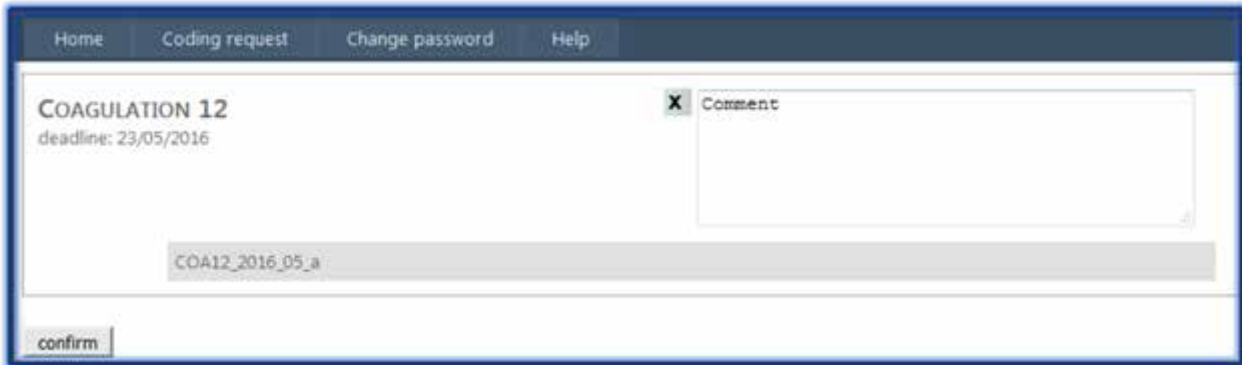
sample: COA12_2016_05_a

APTT sec sec **X**

comment

confirm **all quantitative fields must be filled**

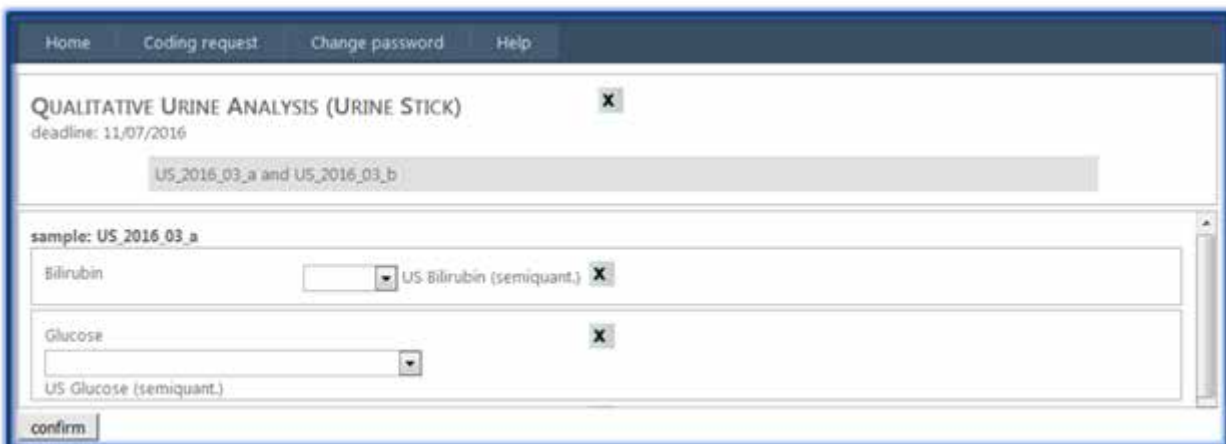
If a participant is not able to provide any result for the current EQA survey, it is possible to skip the result-entry for the current survey by clicking the [x] button in the top line. The analytes will become inactivated for the current cycle only. If possible, the participants may enter a short comment why no results were entered.



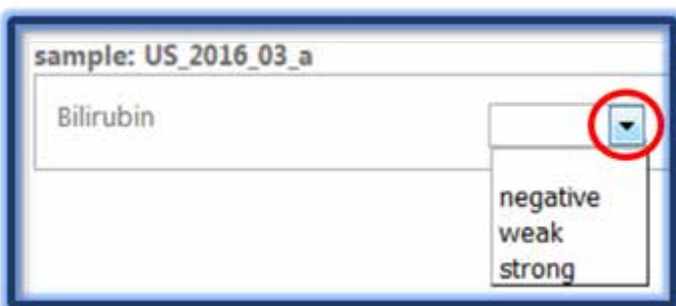
The screenshot shows a web interface for a survey titled "COAGULATION 12" with a deadline of 23/05/2016. At the top, there are navigation links: Home, Coding request, Change password, and Help. Below the title, there is a text input field for a comment, preceded by a small 'x' icon. The sample identifier "COA12_2016_05_a" is displayed in a grey bar. At the bottom left, there is a "confirm" button.

The setting is saved by clicking the [confirm] button.

The result-entry for qualitative EQA schemes is performed by selecting an adequate qualitative result from an analyte-specific drop-down list:



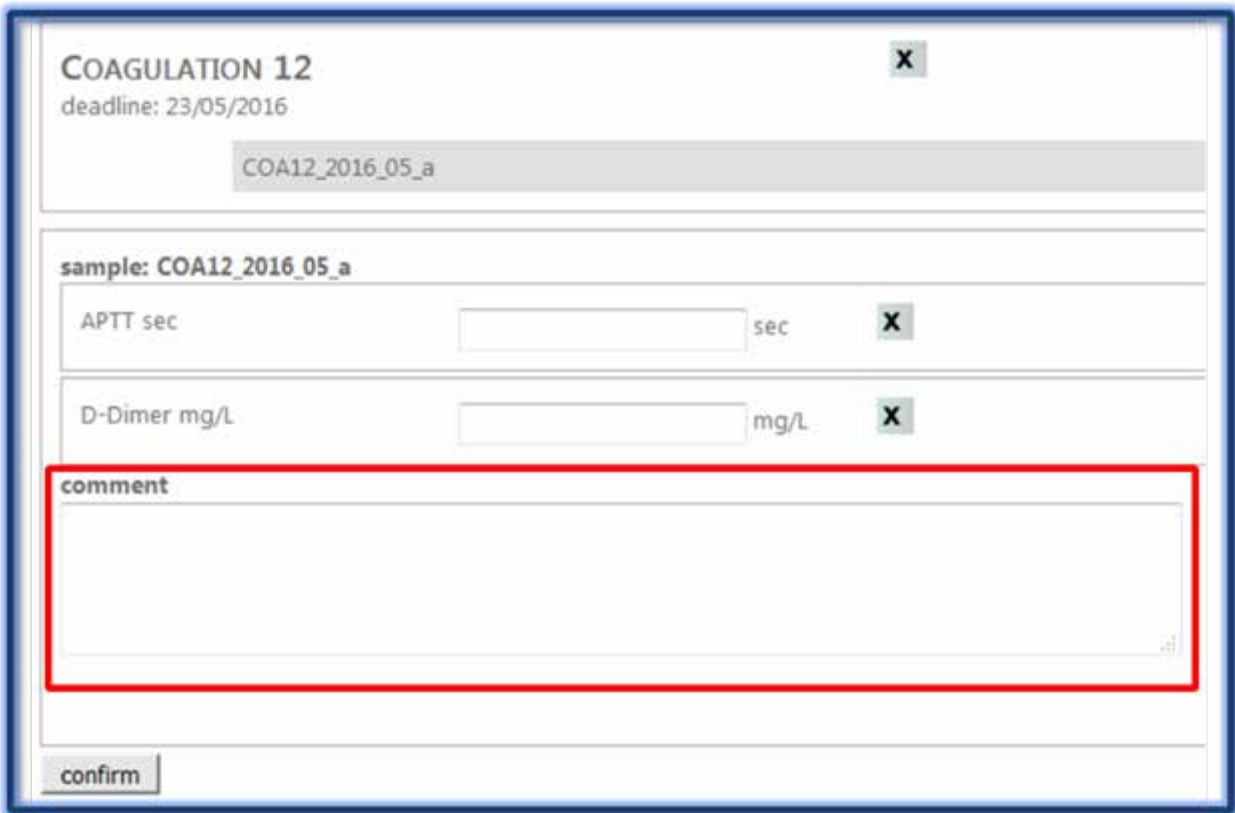
The screenshot shows a web interface for a survey titled "QUALITATIVE URINE ANALYSIS (URINE STICK)" with a deadline of 11/07/2016. At the top, there are navigation links: Home, Coding request, Change password, and Help. Below the title, there is a text input field for a comment, preceded by a small 'x' icon. The sample identifier "US_2016_03_a and US_2016_03_b" is displayed in a grey bar. Below this, the sample identifier "sample: US_2016_03_a" is shown. There are two rows of input fields: "Bilirubin" with a dropdown menu and a small 'x' icon, and "Glucose" with a dropdown menu and a small 'x' icon. At the bottom left, there is a "confirm" button.



This is a close-up of the "Bilirubin" dropdown menu. The menu is open, showing three options: "negative", "weak", and "strong". A red circle highlights the dropdown arrow icon.

All entries are saved by clicking on the [confirm] button at the end of the page.

A text box at the bottom allows the participant to add any comment concerning the current EQA survey:



COAGULATION 12 X
deadline: 23/05/2016
COA12_2016_05_a

sample: COA12_2016_05_a

APTT sec sec X

D-Dimer mg/L mg/L X

comment

confirm

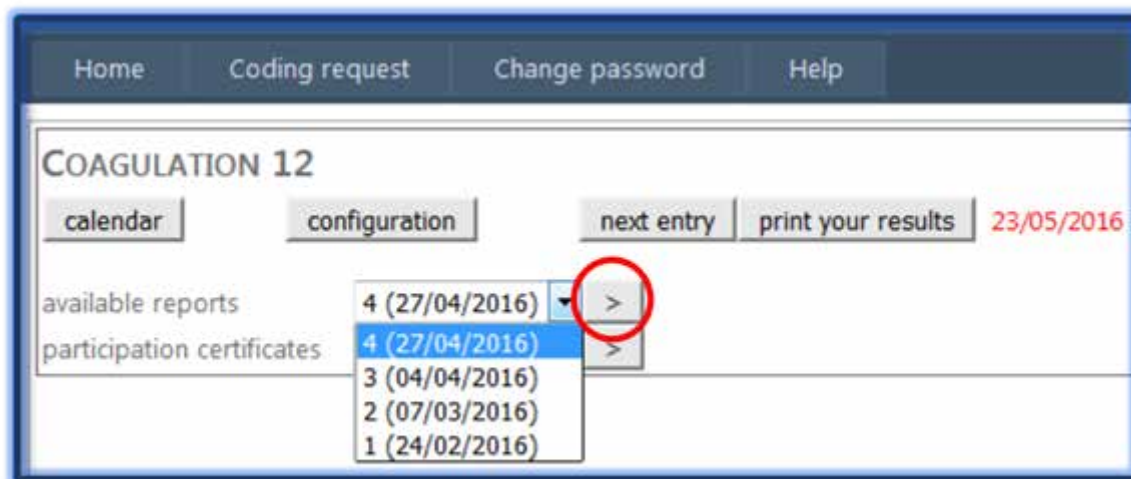
The entries are saved by clicking the [confirm] button.

After the results for a particular survey were saved, the result-entry-section will be disabled. If participants need to alter their entries, they can contact the ESfEQA support (info@esfeqa.eu) and request the revision of results before the deadline of result entry for each survey is reached.

2.5. Reports and Certificates

2.5.1. Report Retrieval

Within three weeks after the deadline for result entry, a report of the corresponding EQA survey will be available via TEQA LAB. In order to access the report, the participants can select the corresponding survey via a drop-down-list. The EQA survey selection is confirmed by clicking on the arrow-button [>] next to the drop-down list. Previous reports can be retrieved at any time.



Depending on the browser-settings a new tab or window will open after clicking on [>], where the report is displayed as pdf-file. The report can be viewed in the browser, saved on the participant's device or printed.

2.5.2. Certificate of Participation Retrieval

Similar to the report-retrieval, the certificates of participation can be retrieved at the end of the annual cycle by the participants by selecting the dispatch (corresponding EQA survey) and clicking on the arrow-button [>].

