



# TEQA LAB

## Configuration Manual

**Version 4.0**

## About TEQA LAB

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

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

The reports include the numerical and graphical illustration of the participant's individual results. 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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Fax: + 49 (0)6221 894669-90  
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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>  
 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. The website is available in different languages.



### 2. TEQA LAB - Homepage

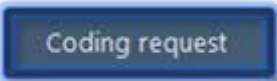
After successful login, participants enter the TEQA LAB homepage, which displays the subscribed EQA schemes of the participant.



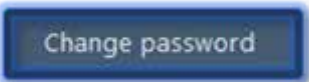
The following general functions are available on the homepage:



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



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.



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



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

## 2.1. Calendar

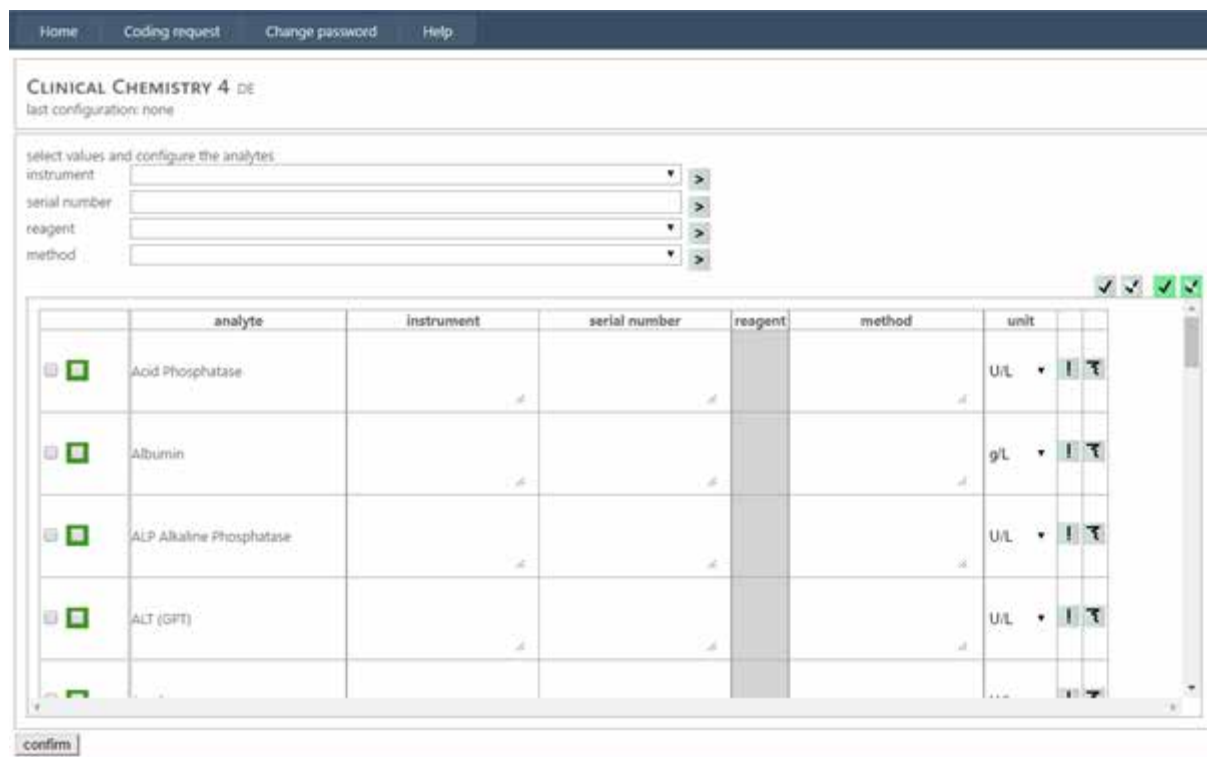
To get an overview of the important dates of the subscribed EQA schemes, participants can use the [calendar] button, which is located below the scheme's title. A window will pop-up showing all deadlines for data entry.

CLINICAL CHEMISTRY 4 DE	
<a href="#">calendar</a>	<a href="#">configuration</a> <a href="#">print configuration</a> <a href="#">next entry</a> 02/05/2017 (24:00 GMT +2)
deadline	sample
02/05/2017	CC4_2017_02_a,CC4_2017_02_b

## 2.2. Configuration

By clicking on the button [Configuration] within an EQA scheme, participants will be able to configure their programs.

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



### 2.2.1. Analyte Configuration: Preliminary Notes

#### 2.2.1.1 Selection of all analytes

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.

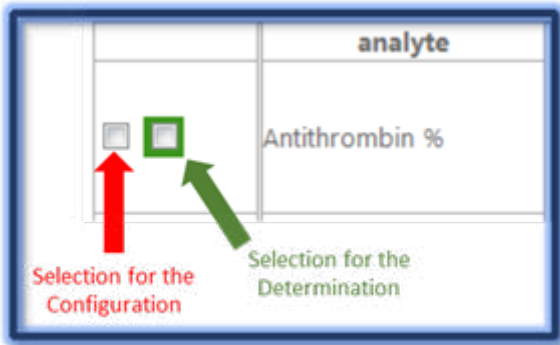


Selects all analytes of the scheme for the **determination** at once.



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

### 2.2.1.2 Selection of individual analytes



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.

### 2.2.2. Analyte Configuration: Step-by-step

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

- ▶ Select the analytes you would like to configure according to the selection description in the preliminary notes (2.2.1.)

	analyte
<input checked="" type="checkbox"/> <input type="checkbox"/>	Acid Phosphatase
<input checked="" type="checkbox"/> <input type="checkbox"/>	Albumin
<input checked="" type="checkbox"/> <input type="checkbox"/>	ALP Alkaline Phosphatase

- Configuration of instruments  
Select your instrument from the drop-down list

Manual on line

**CLINICAL CHEMISTRY 4 DE**  
last configuration: none

select values and configure the analytes

instrument  >

serial number  >

reagent  >

method  >

	analyte	instrument	serial number	reagent	method	unit		
<input checked="" type="checkbox"/>	Acid Phosphatase					U/L	▼	⌂
<input checked="" type="checkbox"/>	Albumin					g/L	▼	⌂
<input checked="" type="checkbox"/>	ALP Alkaline Phosphatase					U/L	▼	⌂
<input checked="" type="checkbox"/>	ALT (GPT)					U/L	▼	⌂
<input type="checkbox"/>								

✔ ✔ ✔ ✔

confirm

Note: the configuration of the instrument can be done for all analytes in a single step by clicking on the 'select all' symbol. (2.2.1.1.)

- The instrument is assigned to the selected analyte(s) by clicking on the arrow next to the instrument:

**CLINICAL CHEMISTRY 4 DE**  
last configuration: none

select values and configure the analytes

instrument  >

serial number  >

reagent  >

method  >

Upon this, the assignment of an instrument to each analyte will be displayed in the column next to the analytes:

select values and configure the analytes

instrument:  >

serial number:  >

reagent:  >

method:  >

	analyte	instrument	serial number
<input checked="" type="checkbox"/> <input type="checkbox"/>	Acid Phosphatase	ABBOTT ARCHITECT c-Module	//
<input checked="" type="checkbox"/> <input type="checkbox"/>	Albumin	ABBOTT ARCHITECT c-Module	//
<input checked="" type="checkbox"/> <input type="checkbox"/>	ALP Alkaline Phosphatase	ABBOTT ARCHITECT c-Module	//

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

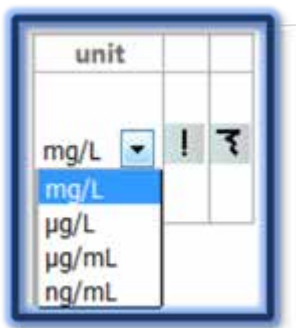
► Configuration of reagent

When the column for reagents is marked grey, it means its configuration is optional. Otherwise, the configuration is done identically to that of an instrument.

► Configuration of method

Identical procedure as the instrument method.

► Units



For quantitative results, select the unit for each analyte via a drop-down list.



- ▶ The configuration settings have to be saved by clicking the [confirm] button.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALP Alkaline Phosphatase	ABBOTT ARCHITECT c-Module
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALT (GPT)	ABBOTT ARCHITECT c-Module
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		ABBOTT ARCHITECT c-Module

**IMPORTANT:** Once the configuration is saved, the message “data saved” will be displayed:

**data saved**

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.

**NOTE:** The configuration is saved for the particular survey and does not need to be repeated for the following rounds of this survey as long as there is no change of instrument, method, reagent or unit. 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, ESfEQA should be contacted.

## 2.2.3. 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.

- ▶ Select the parameter you would like to create a new code for (instrument, reagent or method)
- ▶ Next to context: Select the program for which you would like to add a new code.
- ▶ Next to analyte: Select an analyte of the program for which you would like to add a new code.
- ▶ Fill in open field e.g. manufacturer and model of the instrument you use

instrument
  reagent
  method

context: 
 analyte:

**instrument**

manufacturer:

model:

- ▶ By clicking on the [confirm] button, the request will be sent directly to ESfEQA.

## 2.3. Result entry

After the configuration has been completed and the samples analyzed, the results of the analyte-determination can be entered.



CLINICAL CHEMISTRY 4 DE

calendar configuration print configuration **next entry** 02/05/2017 (24:00 GMT +2)

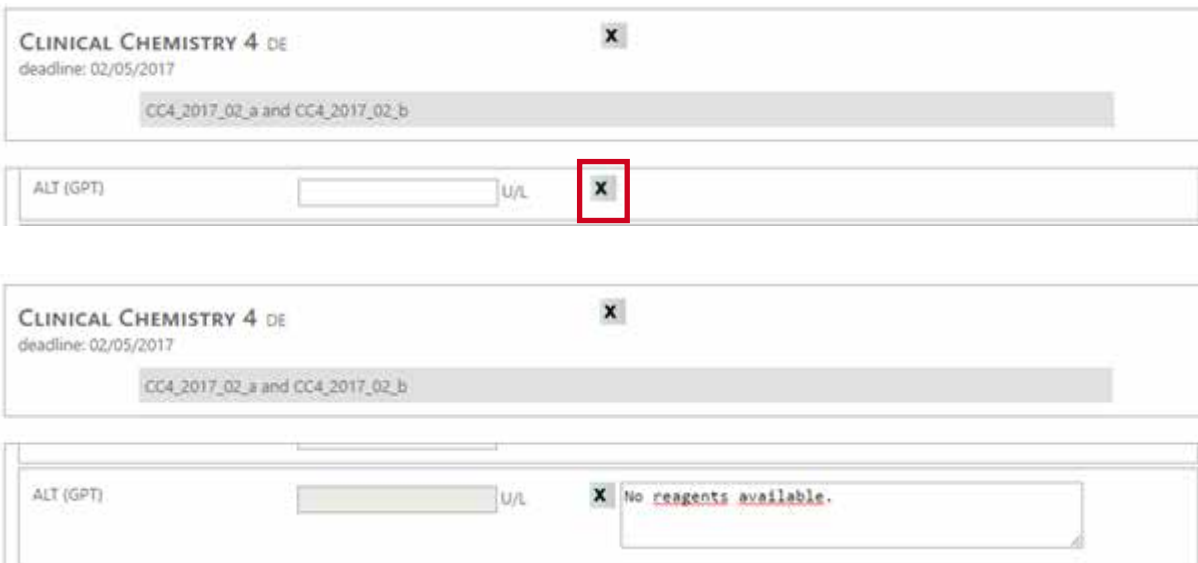
### 2.3.1 Result Entry for Quantitative Schemes

Participants can enter their results by typing in their values in the entry field next to each analyte:



Albumin

If participants choose not to enter a result for a previously configured analyte, they have to click on the cross next to the entry box and should enter a short comment (e.g. "No assay available."). Note that the software requires a comment.



CLINICAL CHEMISTRY 4 DE   
deadline: 02/05/2017  
CC4\_2017\_02\_a and CC4\_2017\_02\_b

ALT (GPT)  U/L

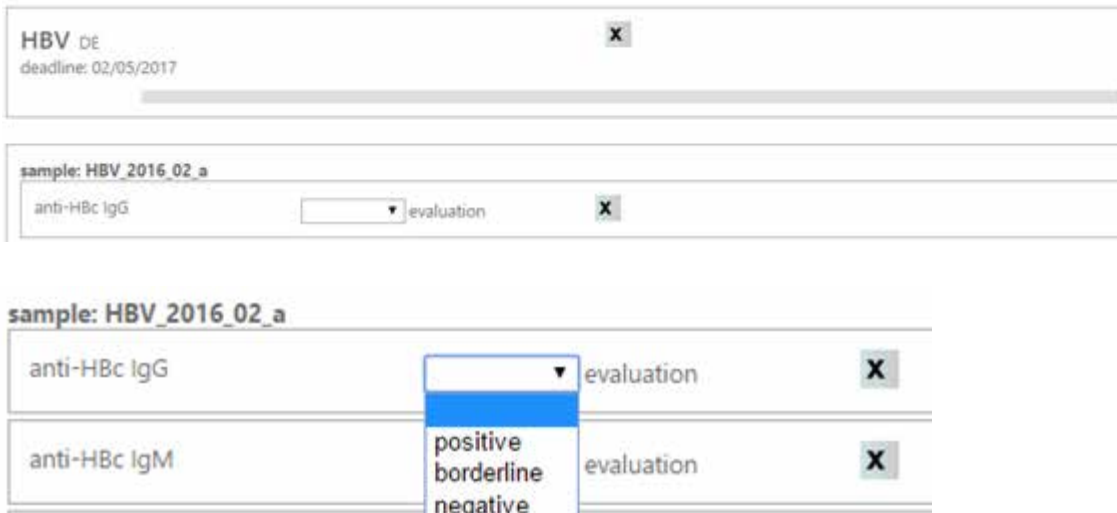
CLINICAL CHEMISTRY 4 DE   
deadline: 02/05/2017  
CC4\_2017\_02\_a and CC4\_2017\_02\_b

ALT (GPT)  U/L  No reagents available.

**IMPORTANT:** The entered results are saved by clicking on the [confirm] button at the bottom of the page. Successful saving is confirmed by the "data saved" message display. In case the result entry is invalid, an error message will be displayed providing detailed information about the error.

## 2.3.2 Result Entry for Qualitative Schemes

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



If you are not able to enter a result, click on the cross next to the entry box, as described in 2.3.1. **IMPORTANT:** All entries are saved by clicking on the [confirm] button at the end of the page.

## 2.3.3 Correction Submitted Results

**IMPORTANT:** 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 ESfEQA support (info@es-feqa.eu) and request the revision of results before the deadline of result entry for each survey is reached.

## 2.4. Reports and Certificates

### 2.4.1. 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 is selected by clicking on the arrow-button [>] next to the drop-down list. Previous reports can be retrieved at any time.

