

## Returning UK NEQAS Haematology Results via the Website

The UK NEQAS Haematology Web Results Service is a secure Internet based system for returning your results and retrieving your reports.


This document provides instructions for logging on to the Web Results Service, entering your results and retrieving PDF copies of the reports when they are available. You will need Acrobat Reader to view and/or print the reports. Acrobat Reader may be downloaded free of charge from the Adobe website at [www.adobe.com](http://www.adobe.com) (you may need help from your IT Department).

This guide should be kept where it is accessible to all staff. Further copies may be downloaded from our website. The functions described in the guide will be in operation once you receive your automatic email alert that the October surveys are open on the web.

### ▪ Registered Contacts

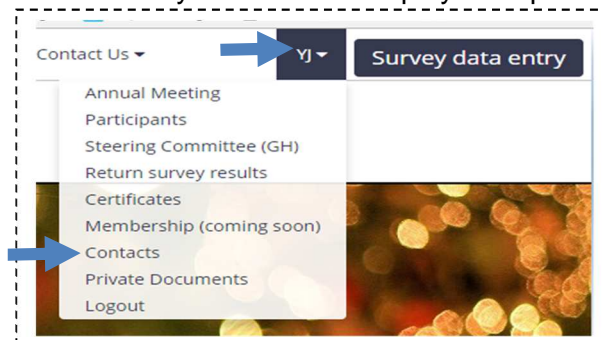
You may register as many named contacts as you like. To register additional contacts to access the Web Results Service the main contact can;

1. Log onto the UK NEQAS Haematology and Transfusion website <https://www.ukneqash.org/>

2. Click on the  button.
3. Enter your Lab code/ PRN, Identity and Password and click **Login**.

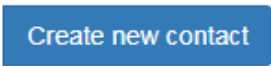
Click Reset my password if you require your password to be reset.

4. From the top right-hand side of the screen click on your initials to display a dropdown menu and click on **Contacts**.



A list of contacts for your organisation will be displayed.

To create a new contact;

5. Click on the  button.

6. Place a tick in the  box.

Tick this box to populate the form where the new contact details' address is the same as the main contact details address.

7. Enter your PRN.

8. Select the required organisation from the dropdown menu.

9. Click the **Continue to contact** form button.

10. Select the Type from the dropdown menu and complete the required fields on contact form.

11. When complete click on **Save changes**.

Note: Contact details can be edited or made inactive by the main contact;

- To edit contact details click the **Edit** button and amend the details as required. When complete click on **Save changes**.

- To deactivate a contact click on Yes in the Active column . Yes will

replaced by No

To replace the main contact (if the main contact has left your organisation for example);

- Click on the **Create new contact** button and follow the steps 6 to 11, above. Ensure that you select Main from the Type dropdown menu

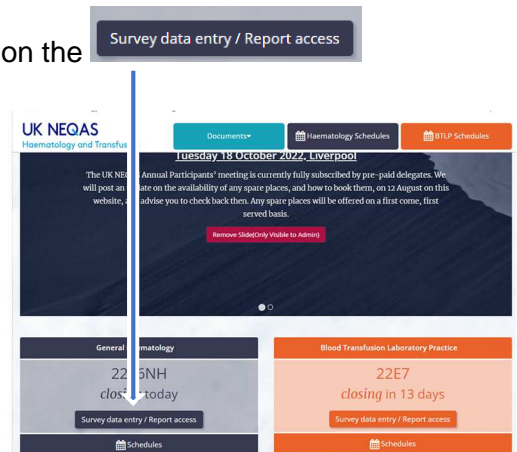
The previous main contact will be replaced by the new main contact

If required contact the scheme office via [haem@ukneqas.org.uk](mailto:haem@ukneqas.org.uk) for further assistance.

Note: You will be notified of your login credentials by email; the same details are used for retrieving reports.

## ■ Logging on to the Results Website

1. From the UK NEQAS website [www.ukneqash.org](http://www.ukneqash.org) click on the button.



The login screen will be displayed.

2. Enter your Lab Code (PRN), Identity and Password and click on the **Log in** button.

If required click on **Forgotten Password** to reset your password.

## Results and Reports

As a Web-user you will not receive paper results sheets for those surveys that are available on the Web Results Service. You will be able to download a results sheet from the website for use within the laboratory as follows;

### ■ Downloading a Blank Result Sheet

1. Select the scheme from the drop-down list e.g. Full Blood Count.
2. Double click on the required distribution from the displayed list.
3. Click on the **Blank data entry form** link next to the Reports button.

The blank result sheets will open in a new tab which can be printed as required.

If you encounter any issues contact the admin office on [haem@ukneqas.org.uk](mailto:haem@ukneqas.org.uk).

If you are a registered web user and you need to fax results to UK NEQAS (H) for any reason, you will need to contact UK NEQAS, by phone INT + 44 (0)1923 217878 or email [haem@ukneqas.org.uk](mailto:haem@ukneqas.org.uk) with URGENT – FAX Results in the subject line of the email, in the first instance, for further advice.

4. To log off the website, click on the **Back to List** button and then click on the button or exit from your browser in the usual way.

**Logout**

## ■ Entering a Result

1. Select the scheme from the drop-down list e.g. Full Blood Count.
2. Double click on the required distribution from the displayed list.

The screenshot shows the 'UK NEQAS Haematology' interface. At the top, there's a header with the UK NEQAS logo and 'Haematology and Transfusion'. Below it, a 'Select Distributions for' dropdown is set to 'Plasma Viscosity'. A table displays several distributions with columns for 'Dist. No.', 'Date Issued', 'Closing Date', 'Completed', 'Dist. Closed', 'Report', and 'Questions'. The first three rows are highlighted in blue.

Dist. No.	Date Issued	Closing Date	Completed	Dist. Closed	Report	Questions
1712PV	05/12/2017	19/12/2017	✓	✓	✓	
1711PV	07/11/2017	21/11/2017	✓	✓	✓	
1710PV	10/10/2017	24/10/2017	✓	✓	✓	

This screenshot shows a dropdown menu with the text '-- Select a programme --'. The menu is open, displaying a list of options: 'Abnormal Haemoglobins', 'Automated Differential Leucocyte Count', 'Cytochemistry', 'Feto Maternal Haemorrhage', 'Full Blood Count', 'Neo Natal', 'Red Cell Enzymes', and 'Whole Blood Reticulocyte Count'. The 'Full Blood Count' option is currently selected and highlighted.

3. If required select your instrument from the 'Machine' drop-down list.
4. Enter your results on the form.
5. Complete the received, analysed dates, sample quality and comments boxes as required.
6. When you have finished click on the **Save** button.

This screenshot shows a section titled 'Distribution Number: 0604DL'. Below it, there is a label 'Machine' followed by a dropdown menu with the text '-- Select a Machine --'.

At this stage you can edit your results as often as you like.

When you are happy with your results click on the **Submit Machine** button. The results are now 'locked' for that machine and cannot be edited on the web site.

Click Submit Distribution will submit the results for all your instruments.

When you have submitted the results for all your instruments (if submitted individually) the system will automatically submit the distribution. This flags the results for collection by UK NEQAS (H). Submitted results are indicated by a tick in the 'Completed' column

Closing Date	Completed
12/12/2017	✓

If you click on the 'Submit Distribution' button accidentally please contact the Scheme Office by telephone (INT + 44 (0)1923 587111) or by email (haem@ukneqas.org.uk) to request resetting of your data to 'Saved'.

### Note:

- All results that have been saved but not submitted will be collected on the closing date and assessed.
- If you have only one instrument registered, only the 'Submit Distribution' button will be available.

To enter data for another scheme;

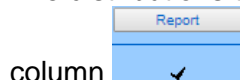
7. Click on the **Back to List** button and select another scheme from the 'Select distribution for' drop-down list.
8. To log off the website, click on the **Back to List** button and then click on the **Logout** button or exit from your browser in the usual way.

## ■ To Retrieve Your Report(s)

You will receive an email to let you know that the report(s) are available for download.

1. Logon to the Web Results Service.
2. Select the required scheme from the '--Select a programme--' drop-down list

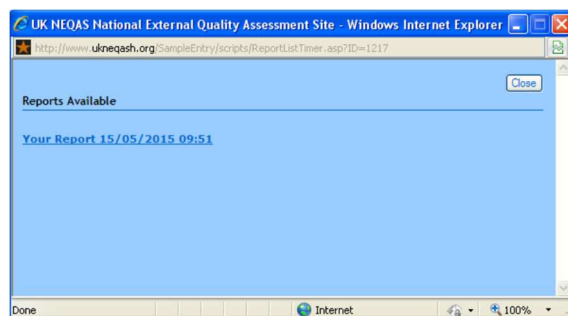
The distributions that have reports available will be shown with a tick in the 'Report'



- Double click on the required distribution.

This will open the Sample entry details window.

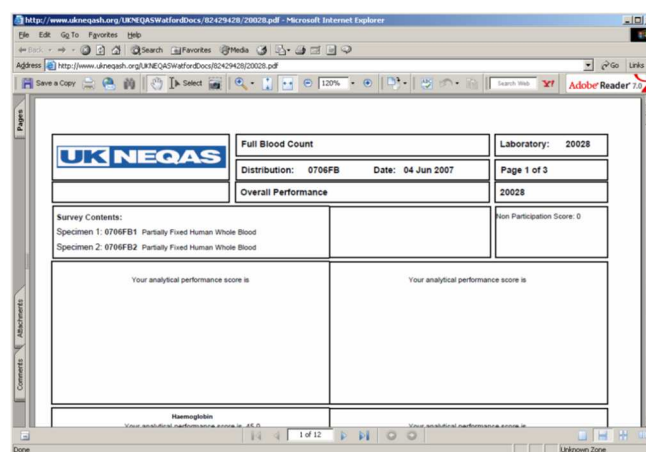
- Click on **Reports** button. A new window will be displayed.



Note: the date next to 'Your Report' is the date that that report was generated. If an amended report has been issued there will be another link with the date of the amended report.

- Click on the **Your Report dd/mm/yyyy** link.

A PDF file of your report will be displayed. The PDF file contains all the reports for your PRN (all registered instruments) for that Survey.



Note:

- You can now view the reports, save a copy or print the reports using the appropriate buttons on the Adobe Reader menu bar.
- If you wish to view reports from another Survey return to the list of distributions.

**Web-users will not receive paper reports (both laboratory and consultant contacts).**

**The PDF copies of the reports will remain on the website for at least 24 months, after which they may be archived to off-line storage.**

- When complete click the **Close** button from the 'Reports Available' window.

- Click **X** to close the PDF report window.

- To log off the website, click on the **Back to List** button and then click on the **Logout** button or exit from your browser in the usual way.