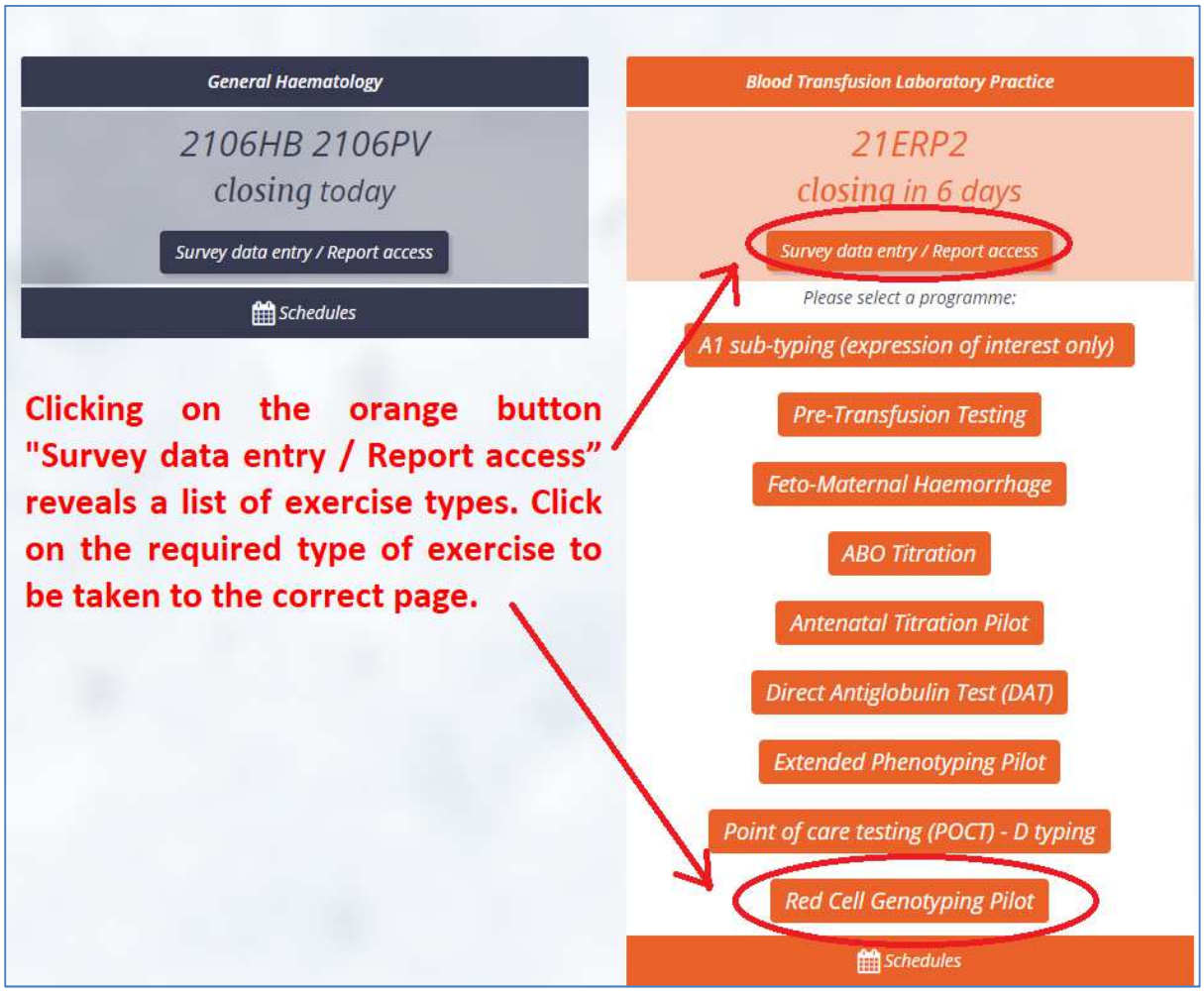
Red Cell Genotyping - Web return of results

Logging on

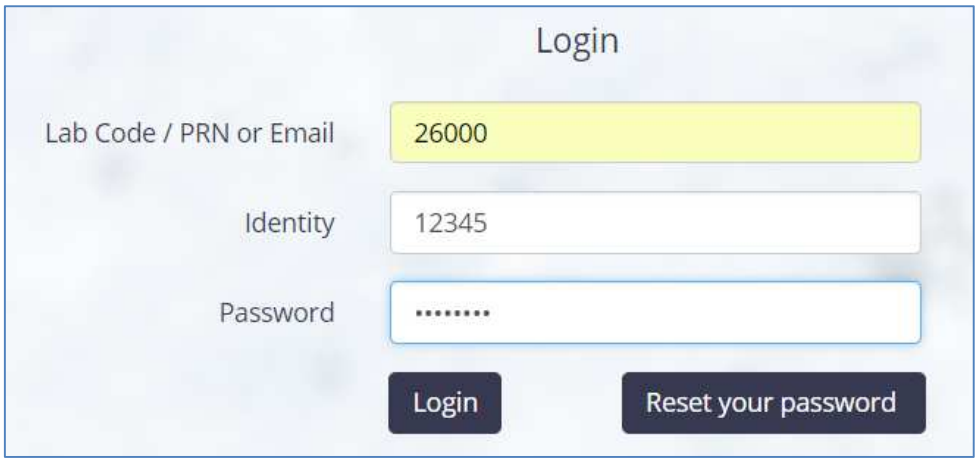
Go to http://www.uknegasbtlp.org and click on the main orange section of the page as shown in figure 1. A list of exercise types will be shown , click on the appropriate exercise to be taken to the correct login screen.

Figure 1 – Accessing the data entry login screen



Enter the PRN (Lab Code), Identity and Password and click on the 'Log in' button as shown in figure 2. It is also possible to login with an email address and password if an account has been set up.

Figure 2 – Logging in



If you have any comments about the exercise please email the scheme on BTLP@UKNEQAS.ORG.UK
Do not forget to add your PRN to any correspondence.

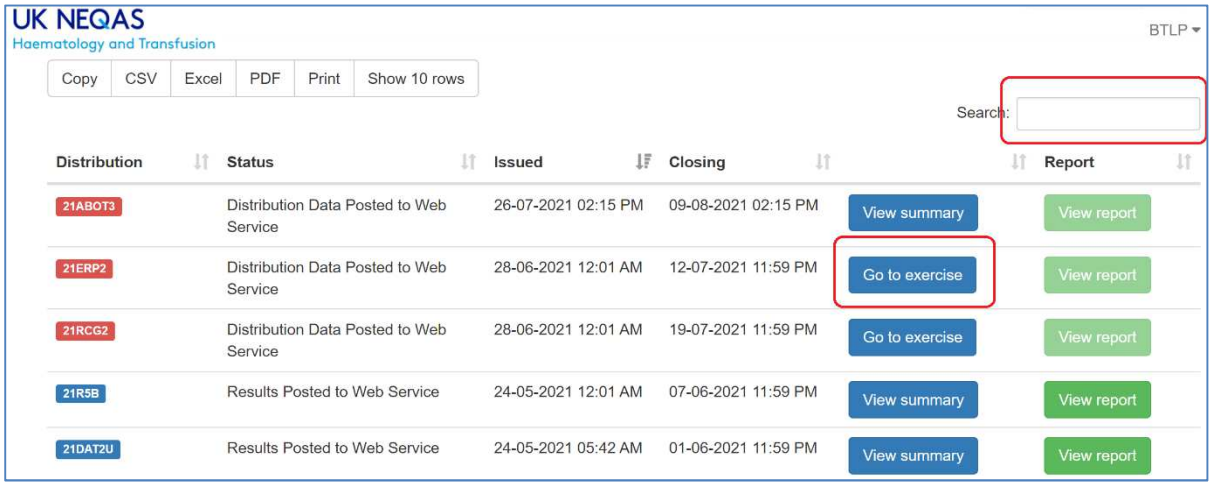
Red Cell Genotyping - Web return of results

Please note that the Reset your password link will send an email to the registered contact. If that person is unavailable to reset the password, contact UK NEQAS for assistance.

Navigating the web page

A list of exercises will be displayed with the most recent at the top as shown in figure 3. The names of open exercises will be in red, and closed exercises will be in blue. If data has not yet been submitted, a button saying 'Data Entry' will be visible on the right hand side of the page. It is possible to search for specific exercises by typing in the Search box in the top right (e.g. "G2", or "ABOT").

Figure 3 – Navigating the list of exercises



Click on 'Go to exercise' for the correct exercise to go to the data entry page.

If you have any comments about the exercise please email the scheme on BTLP@UKNEQAS.ORG.UK
Do not forget to add your PRN to any correspondence.

Red Cell Genotyping - Web return of results

Data entry

Occasionally a short questionnaire will be linked to an exercise as shown in figure 4, this will be displayed prior to the data entry page. The questionnaire may be skipped by clicking on 'Complete later' to allow direct access to the data entry section. The questionnaire can be accessed later by clicking on the 'Complete Questionnaire' button as shown for 1819G1 in figure 3.

Figure 4 – Questionnaire

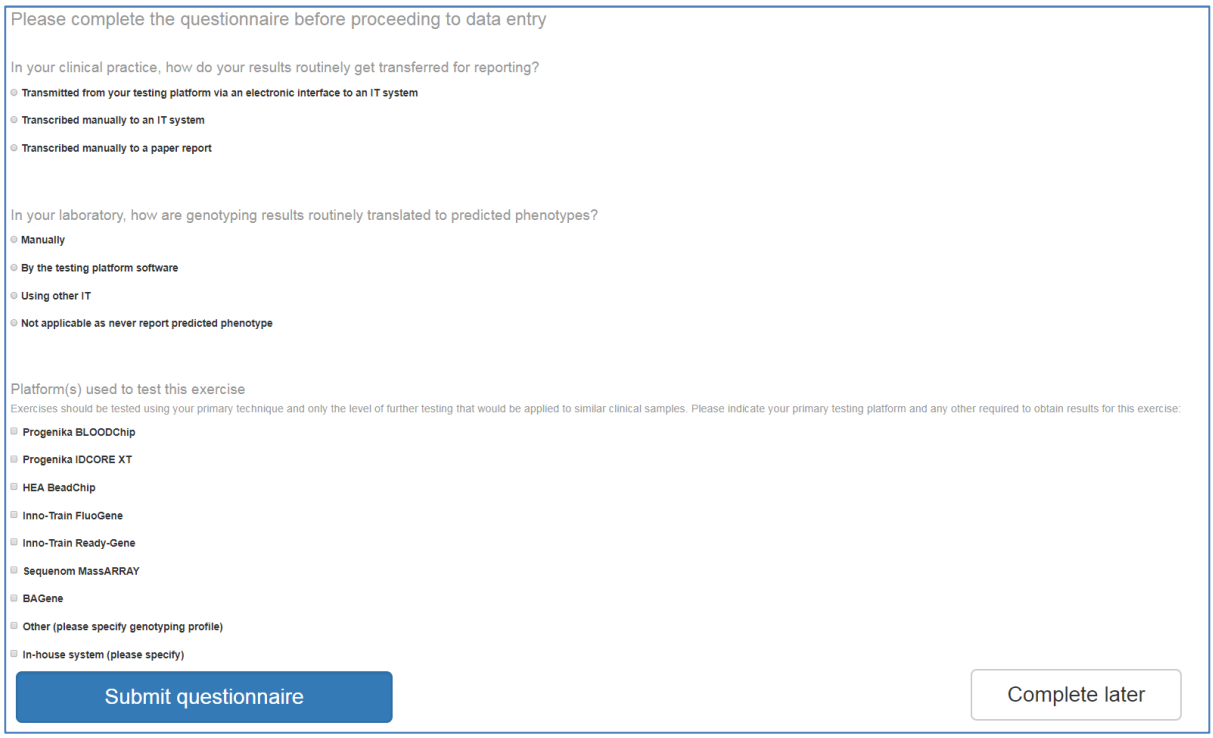
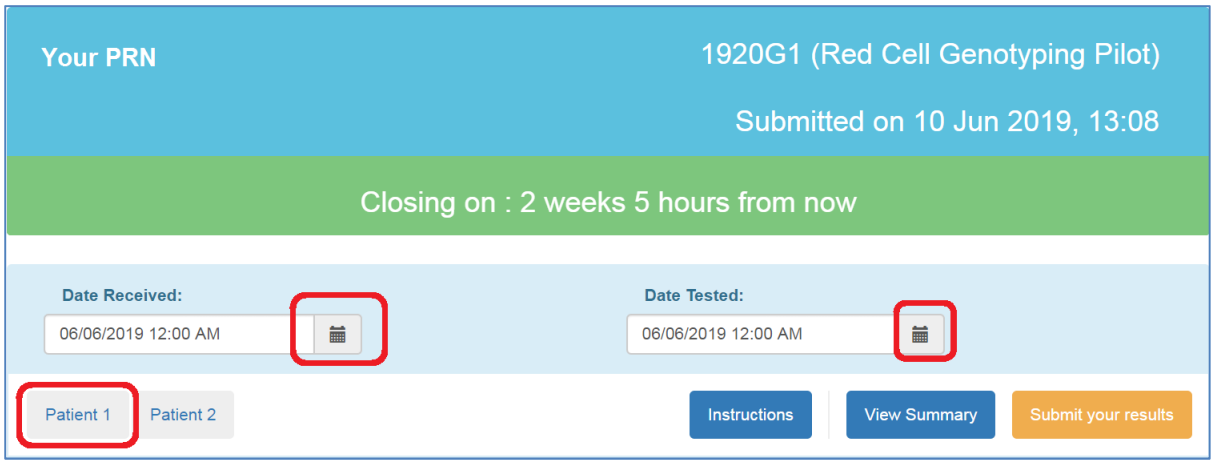


Figure 5 shows the data entry screen. Enter the 'Date Received' and 'Assay Date' by typing in the box, or using the calendar function. Then click on the 'Patient 1' button to enter data for Patient 1.

Figure 5 – Entering dates



The patient that has been selected is visible throughout the page, see red boxes in figure 6.

If you have any comments about the exercise please email the scheme on BTLP@UKNEQAS.ORG.UK
Do not forget to add your PRN to any correspondence.

Red Cell Genotyping - Web return of results

It is possible to save data for each patient by clicking the orange 'Save Patient x' button in the bottom left hand corner. Data can only be submitted once all data has been entered, until then, the 'Submit your results' button in the bottom right corner is not available and is paler than the 'Save' button, see figure 6.

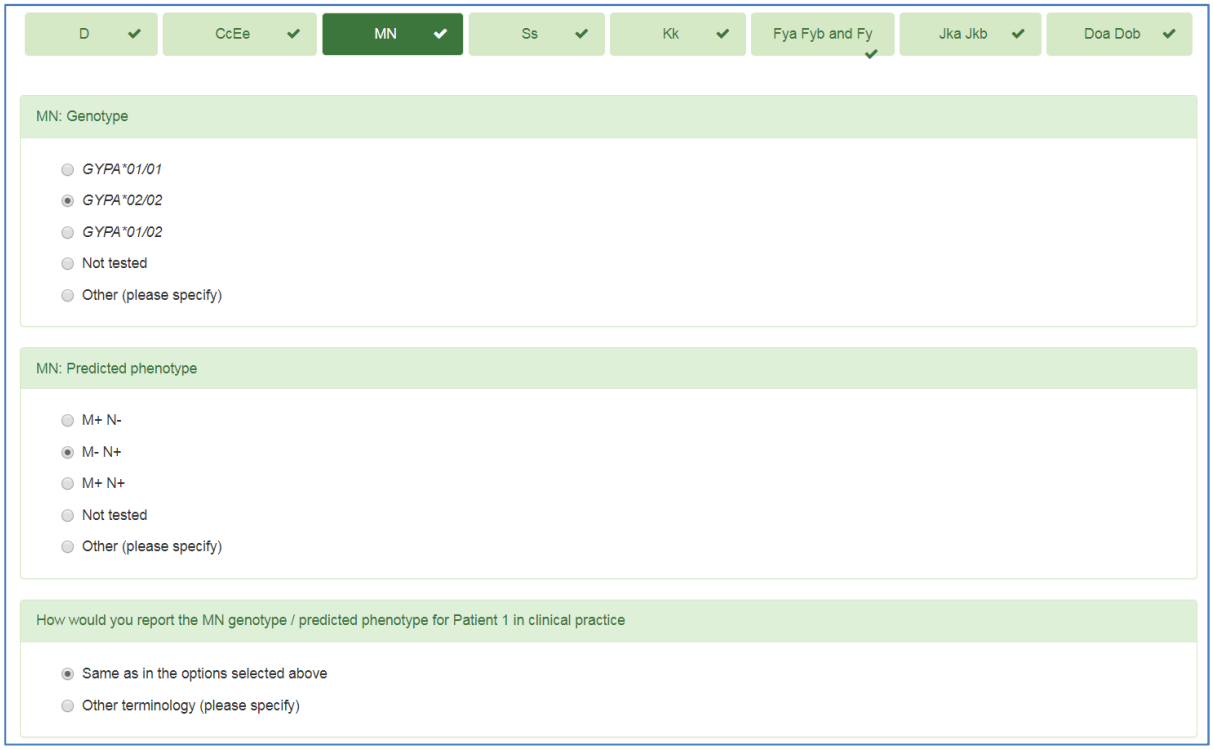
Figure 6 – Which patient, and save/submit



The sample quality question is above the other data entry fields, the default is 'Satisfactory', if there is a problem with the sample quality, select 'Unsatisfactory' from the drop down list, and enter information into the freetext box which will appear below.

Click on the button for each blood group/subgroup to enter results as shown in figure 7, ensure that all questions are answered.

Figure 7 – Question format

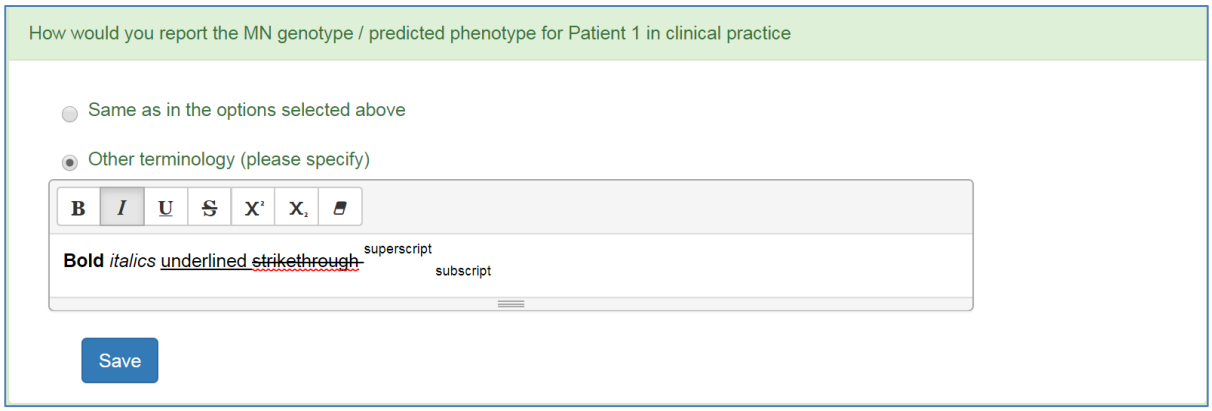


Select the appropriate response for each question, and once all questions for a section have been answered, a tick will appear next to the blood group name as shown in figure 7.

ONLY use the 'other' response for the genotype or predicted phenotype questions if the result cannot be expressed using ISBT terminology available.

Whenever 'other' is used, a freetext box will appear which allows enhanced formatting as shown in figure 8, use the appropriate formatting when entering data. Please only use the 'other' option if there is no suitable response displayed. A list of ISBT terminology is available on our website.

Figure 8 – Enhanced formatting



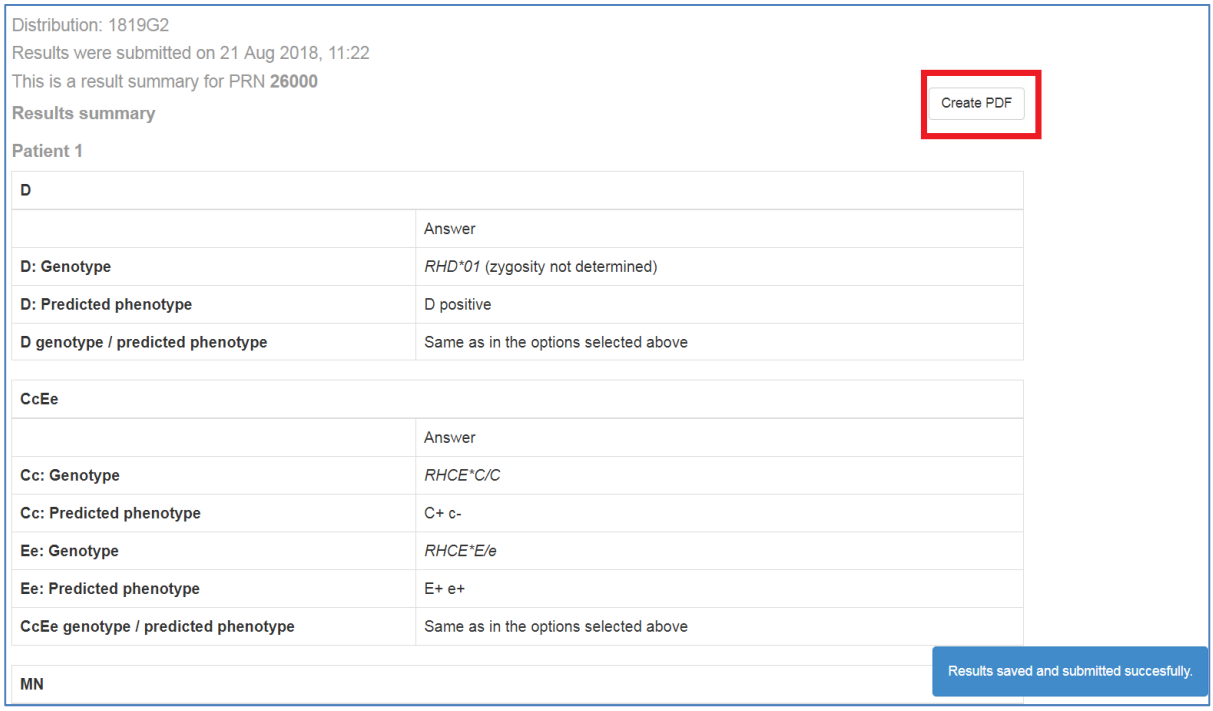
When all data has been entered for Patient 1 and all blood groups have ticks next to their name, click the 'Save Patient 1' button. If any data is missing, a message will appear indicating what data has not yet been entered.

Enter data for Patient 2 by clicking on the 'Patient 2' button and entering data as previously described.

When all data has been entered (and checked as required), click on 'Submit your Results' in the bottom right corner. A summary of all results will be displayed, this can be saved/printed as a pdf by clicking 'Create PDF' in the top right corner, see figure 9.

If any errors are seen on the summary, contact the scheme on BTLP@UKNEQAS.ORG.UK or +44 (0) 1923 217 933. Results can then be unlocked, allowing further modification.

Figure 9 – Summary of results



A summary of results can also be at a later date by logging on and clicking 'View Summary', as shown in figure 3.

Logging Off

To Log off, click the initials in the top right corner and select 'Logout',

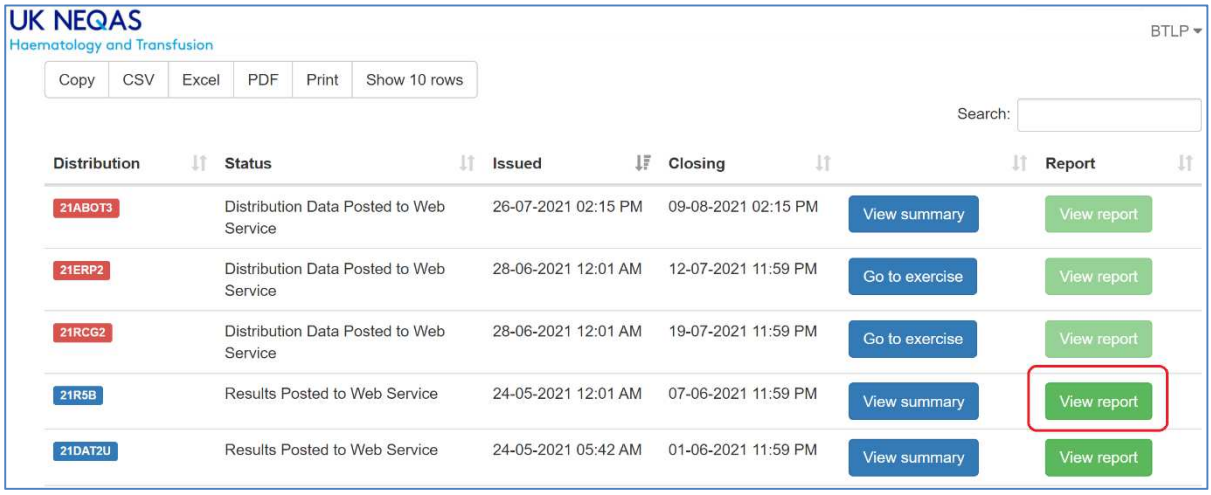
Accessing Reports

Log onto the system as shown on page 1 and find the correct exercise as shown on page 2.

Red Cell Genotyping - Web return of results

Reports can be accessed once they are complete, the 'View Report' button will be dark green if the report is ready, or pale green if not yet available, see figure 10.

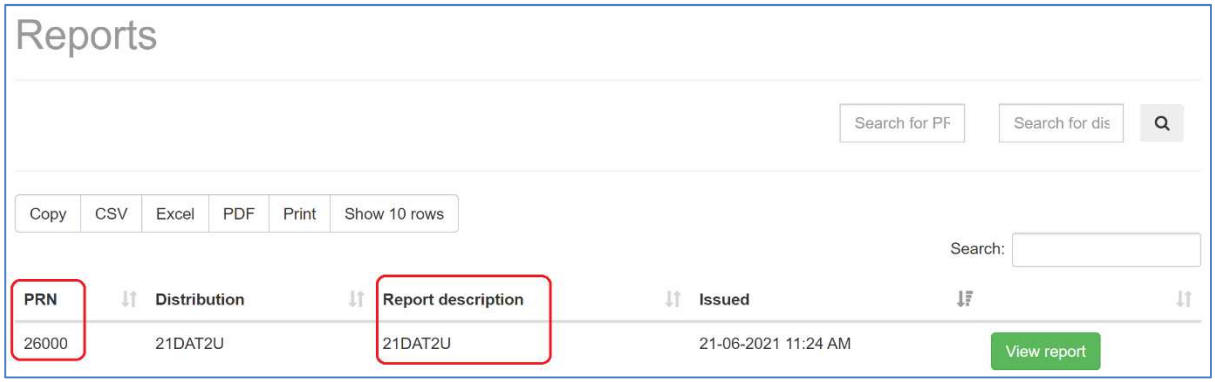
Figure 10 – Report available



Click on the 'View Report' button as shown in figure 10, and a list of reports for that exercise will be displayed.

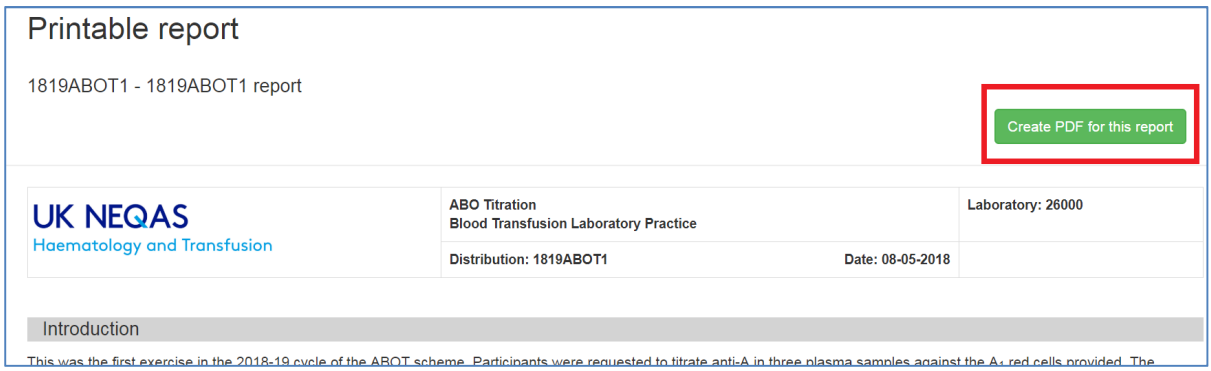
Usually only one report will be available, but if the email address linked to the account used to log in is related to more than one PRN, all reports will be available on the screen. Amended reports will also be visible if applicable. Check the PRN and Report Description as shown in figure 11 to find the correct report.

Figure 11 – Identifying the required report



The report will be displayed on screen, to print or save a pdf copy, click on the 'Create PDF for this report' button in the top right corner as shown in figure 12.

Figure 12 – Saving / printing the report



If you have any comments about the exercise please email the scheme on BTLP@UKNEQAS.ORG.UK
Do not forget to add your PRN to any correspondence.

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