

UK NEQAS Haematology
PO Box 14
WATFORD
WD18 0FJ
T: + 44 (0)1923 587111
E: haem@ukneqas.org.uk
W: www.ukneqash.org

INSTRUCTION SHEET – Digital Haemosiderin

You can find a user guide for the DM platform, this does not describe the HS module yet but it may make it easier to navigate the system, available to download from here:

<https://www.ukneqash.org/dm>

Users with existing Digital Morphology (DM) accounts - logging in and getting started:

EQATE administrators need to ensure that team members are assigned the appropriate permission to view and participate in the HS cytochemistry EQA surveys. The new permissions are 'Organisation participant' and 'Organisation submitter'. Giving access for a team member to the HS cytochemistry surveys does not take a Digital Morphology licence.

- Using the admin login, go to 'Manage' then 'Manage staff' - the team membership is shown with current permissions.
- Click on the 'Edit' icon to the left of any name and a new tab will open, showing the permissions available to select. Press and hold 'CTRL' and select and highlight the permissions required; for example 'Staff (DM)' and then either 'Organisation participant' or 'Organisation submitter'.
- When the required permissions have been selected in blue then click on 'Update'.
- Check the staff listing to ensure the permissions have updated correctly. Repeat for all other members of staff as necessary.
- It may be necessary to logout and log back in again for the permissions to take effect.

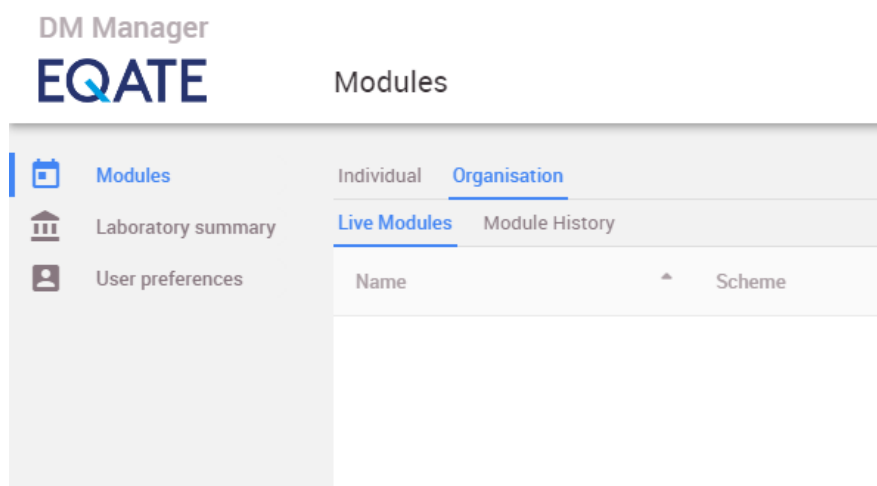
'Organisation participant' is intended to allow members of the team to view an HS case but they cannot submit results.

'Organisation submitter' is the permission required to submit results.

Note that you only need to assign one of either, 'Organisation participant' or 'Organisation submitter'.

Please also note that we can only accept one submission per laboratory, so if your team has more than one 'submitter' they will need to agree on the final entry for your laboratory. It is not possible to edit or unlock a result once submitted.

Once successfully logged in the Digital Morphology page below will load:

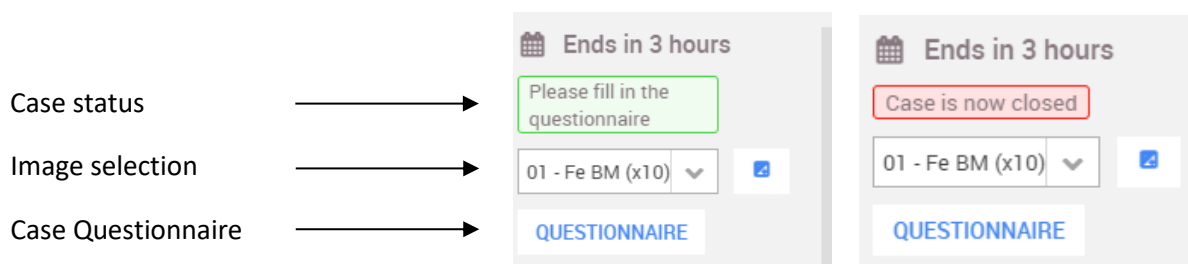


For those who are familiar with the platform, you will note there is a new 'Organisation' tab. The Haemosiderin survey will appear under the 'Live Modules' tab within the 'Organisation' tab.

There are four stages to completing a Haemosiderin EQA Digital survey:

- View the case information carefully and then review the images
- Complete the questionnaire – please note that all team members registered for DM under your PRN will be able to login and participate in the case and can save their observations, however, once any participant chooses to click 'Submit', the case will be closed for any further editing and, as this is automated software UK NEQAS Haematology will be unable to unlock the case for you or edit your results. Questionnaires which have been 'Saved' only will not be included in the final assessment.
- Submit the questionnaire before the case is closed
- Download your report from the UK NEQAS Haematology results website:

<https://www.ukneqash.org/SampleEntry/>



New EQATE applications:

If you do not have a Digital Morphology (DM) login please check with your laboratory manager.

If your establishment does not have a DM account, please sign up at:

<https://eqate.ukneqash.org>

Click on 'Apply' and follow the instructions. Please use 'HS' for the PO number and use your UK NEQAS Haematology PRN as the PRN number. There is no additional fee for this service.

Surveys will be available online for 4 weeks. This is longer than usual for the programme to allow the user to trial the system thoroughly.

If you have any additional queries please get in touch; please contact the UK NEQAS Haematology team by phone on +44 (0)1923-587111 or email: haem@ukneqas.org.uk.