# UK NEQAS Haematology

# DNA Diagnostics for Haemoglobinopathies (DN) programme

# Instructions for data entry and viewing the report

## Contents

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## 1.0 LOGGING IN

1.1 Go to https://www.ukneqash.org/ and click on "Log in", as shown in figure 1.
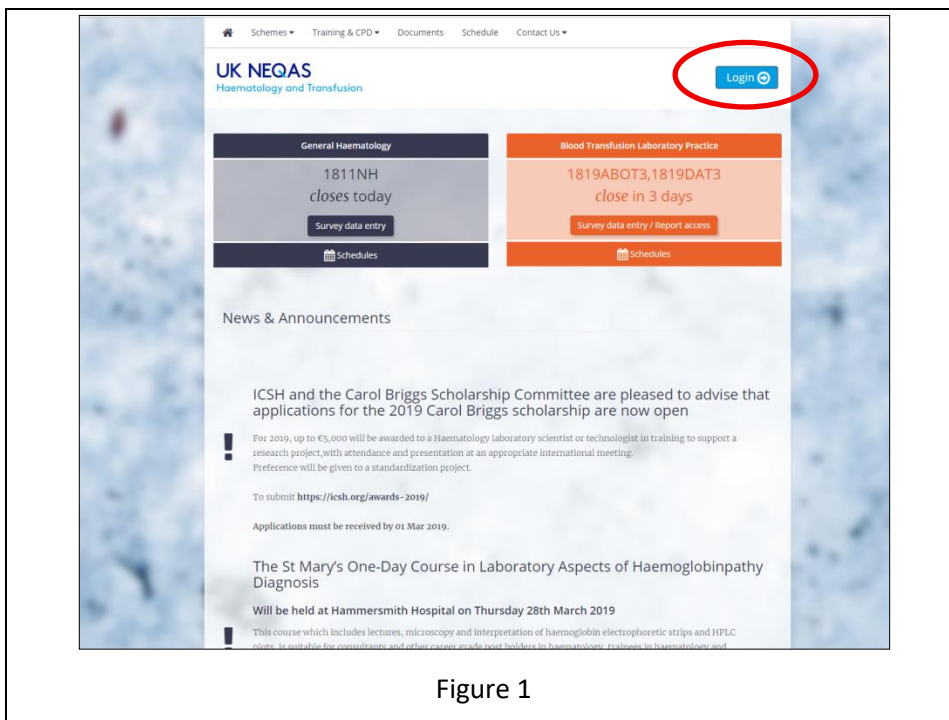


Figure 1

1.2 Enter your PRN, Identity and Password (figure 2).

If you are registered for other Haematology Schemes the PRN, Identity and Password will be the same login details.

If you are not registered for the any other Haematology Schemes you should have received your login details by email.
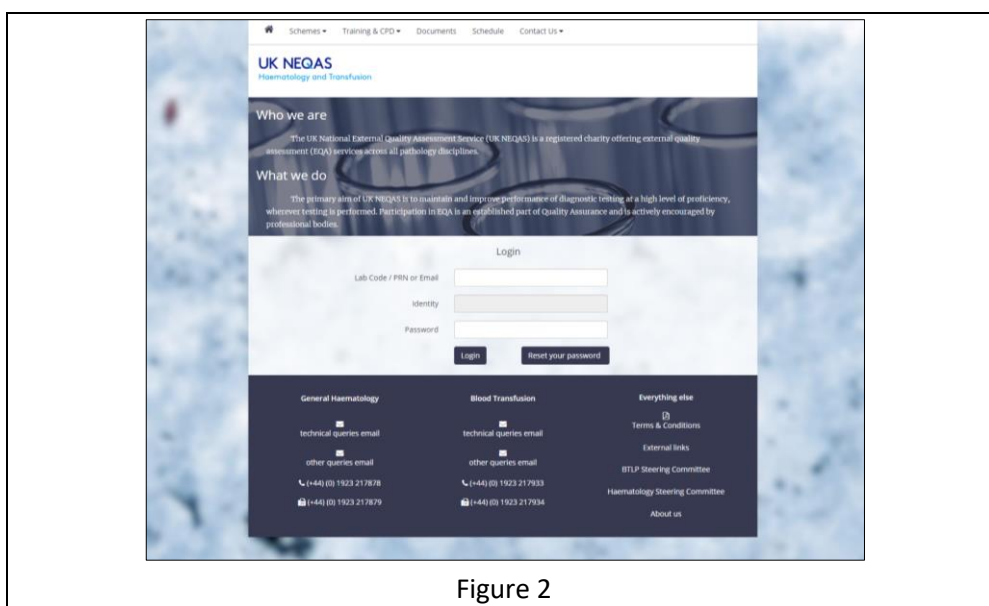


Figure 2

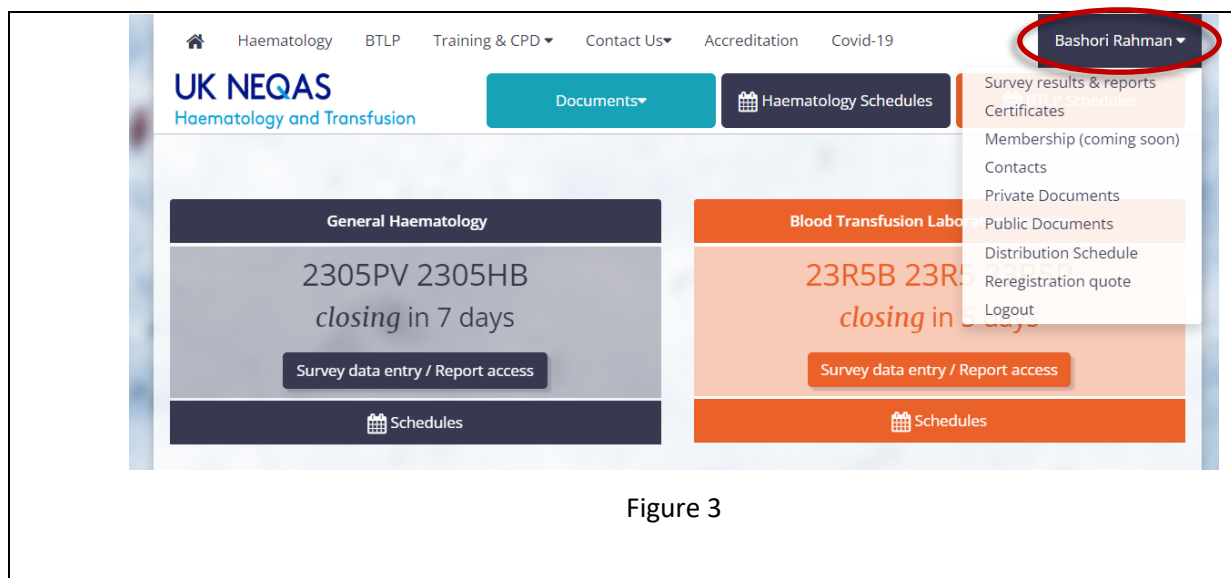You will be directed to a screen as shown in figure 3.



Figure 3

## 2.0 DISTRIBUTIONS PAGE

2.1 Click on your initials/name in the top right hand corner (figure 3) and select "**Survey results & reports**" from the drop down menu.

The Distributions page will now be displayed as seen in figure 4.

A list of distributions will be shown; you may need to filter for the relevant programme. To do this, type "**DN**" into the search box in the top right corner.

2.2 The screen will automatically filter for the DN programme as seen in figure 4.

Please note that the search term stays in the box if you go back to the page.



Figure 4

2.3 Click the "**Go to survey**" button (figure 4).

2.4 Click the "**Enter Results**" button to access the data entry page for the current distribution, as shown in figure 5.

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Figure 5

## 3.0 DATA ENTRY PAGE

Navigate through the tabs one by one in order to enter your survey results. Use the blue "Save" button to save your results as you move between tabs. This will keep your data saved if you wish to logout and return at another time without submitting them (Figure 6).
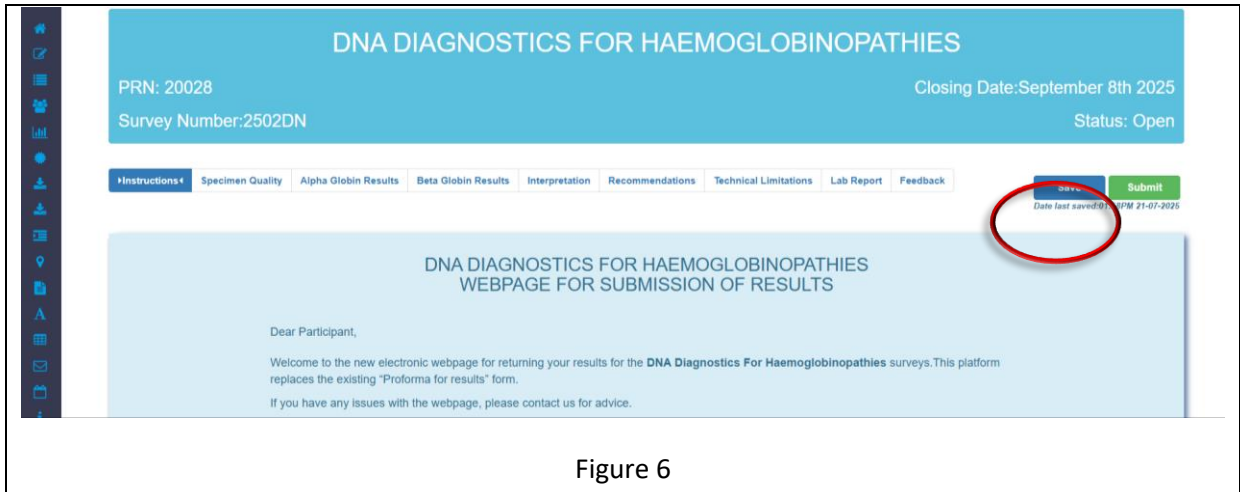


Figure 6

### 3.1 Specimen Quality Tab

- Please enter the date that you received your DN samples in the box (figure 7).
- Use this page to comment on the quality of the DNA samples received by selecting either "Satisfactory" or "Unsatisfactory". Enter any additional comments about the sample quality in the text box provided.

Figure 7

## 3.2 Alpha globin results

If you are registered for alpha mutations or full participation, you will see this tab (figure 8).

- If you were unable to perform alpha globin testing, but you are registered for it, please tick the "test not performed" box (figure 8a). Please provide a reason for not-testing in the miscellaneous comments box in the "Technical Limitations" tab (see section 3.6).

- Please indicate which methods were used for alpha globin genotyping on each sample by ticking the relevant boxes. If you used a method that is not listed please give details in the comment box provided (figure 8a).

- Click on the "Edit Genotype Result" box to enter your alpha globin genotyping results. *This opens in a new window so you may need to scroll up to see it.* See Figure 8b. Use this box to type in the alpha globin genotype using traditional legacy nomenclature.

- In order to enter the relevant Greek letter, you must click the "α" button (Copy and Paste is not possible). In order to make any of the text superscript, click the "Superscript" button and then type the text that you wish to make superscript. The cursor will automatically sit in between the "<sup>" and "</sup>". Any text written in between these codes will appear as superscripted in the reported genotype. You will see a preview of the genotype in the box below. Click the "Enter Result" button to save the genotype for submission (Figure 8b).

Figure 8a



Figure 8b

- Once the genotype has been entered it will appear in the "Alpha genotype detected:" box (Figure 8a).

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### 3.3 Beta globin results

If you are registered for beta mutations or full participation, the next tab you see will be "Beta globin results" (Figure 9).

- If you were unable to perform beta globin testing, but you are registered for it, please tick the "test not performed" box (figure 9a).
- Please indicate which methods were used for beta globin genotyping on each sample by ticking the relevant boxes. If you used a method that is not listed, please give details in the comment box provided (figure 9a).



Figure 9a

- Click on the "Edit Genotype Result" box to enter your beta globin genotyping results. This opens in a new window so you may need to scroll up to see it. See Figure 9b. Use this box to type in the beta globin genotype using traditional legacy nomenclature.
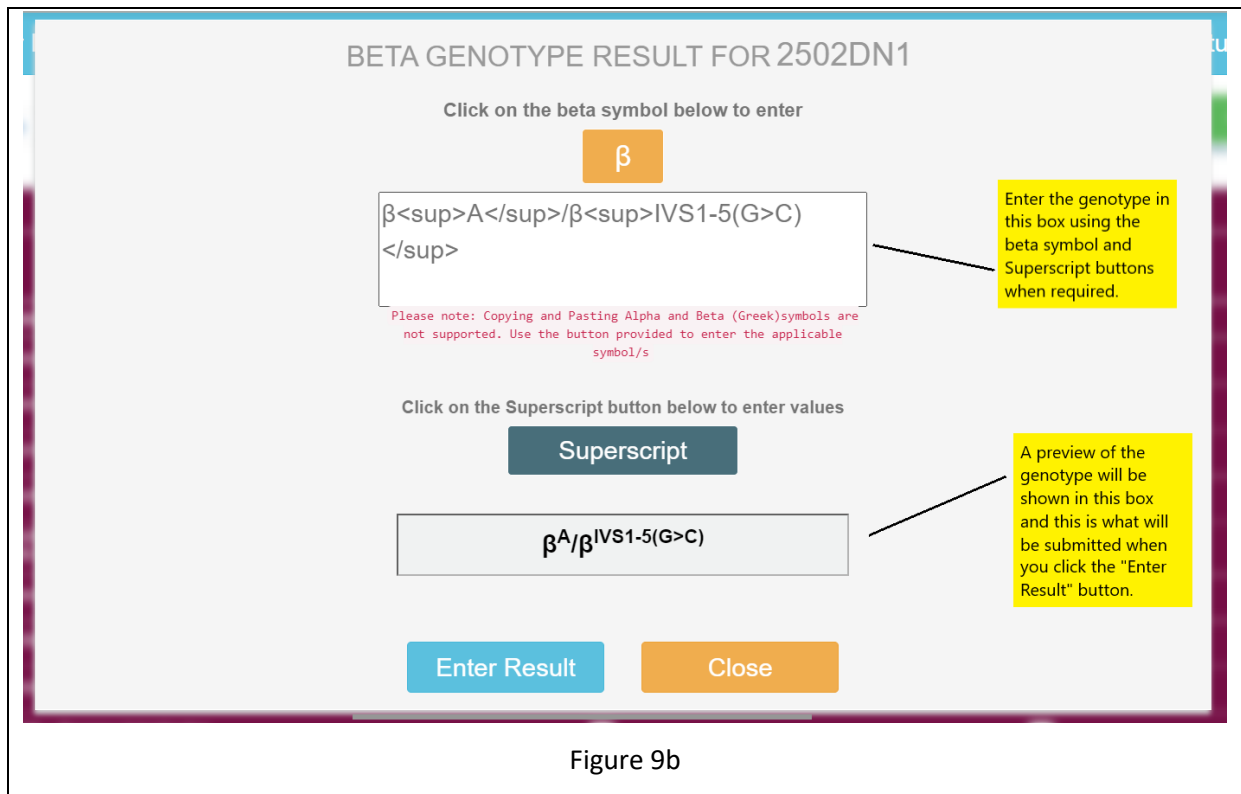
Figure 9b

- Click on the "Edit HGVS result" button to enter your genotype using HGVS nomenclature. The same principles apply here, as shown in Figure 9b.
- Once the genotypes have been entered, they will appear in the "Beta genotype detected:" boxes (Figure 9a).

### 3.4 Interpretation

Use this tab to provide an interpretation of the genotype detected. The genotypes entered on the previous pages will be shown here (this cannot be edited unless you go back to the previous tab to do so).

- Use the box underneath the displayed genotype to enter a phenotype (Figure 10).
- Use the Conclusions box to write your overall conclusion of a diagnosis for this patient. *Please note, text can be copy and pasted into this box, however symbols and formatting such as superscript/subscript will not be supported. For this reason, we recommend avoiding copy and paste here.*

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Figure 10

## 3.5 Recommendations

Use this tab to make recommendations for the patient based on the diagnosis made from the genotype and phenotype. Select up to 3 from the list provided (Figure 11).


Figure 11

## 3.6 Technical Limitations

- Use this tab to tell us about any additional information about the methods used such as any known limitations of the assay, or any technical failures encountered during testing.
- The miscellaneous comments box can be used to provide us with any additional comments to do with this survey that were not possible to enter on previous pages. See Figure 12.

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Figure 12

## 3.7 Laboratory report

Participants are encouraged to submit a copy of their local laboratory report to support the results submission. Having a copy of this report helps during performance assessment as it shows the participant's laboratory testing and reporting format.


Figure 13

## 3.8 Save and Submit

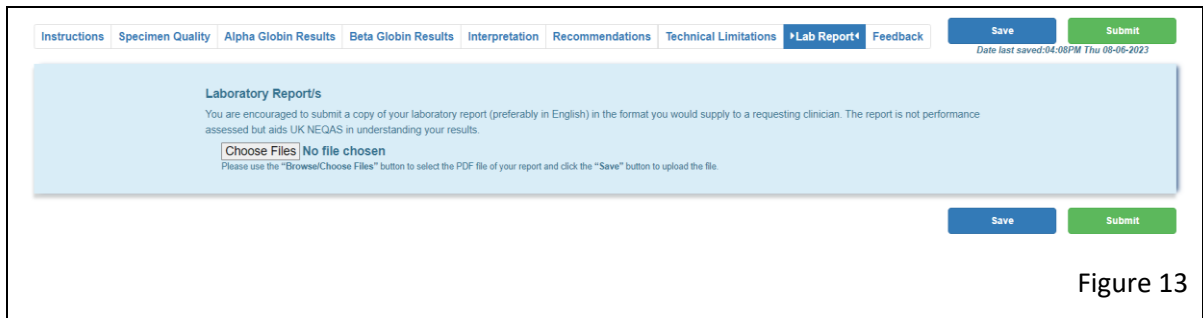Once all the desired information has been completed on each tab, the results can be submitted using the green "Submit" button.

If you wish to save progress without submitting, click the blue "Save" button. The information entered so far will be saved and the user can logoff and return later to submit.

Once the results have been submitted, the data cannot be edited and the page will become locked.

## 4.0    ACCESSING THE SUMMARY REPORT AND PERFORMANCE ASSESSMENT

The following section contains instructions for accessing and viewing your individual performance assessment and the distribution summary report from the website.

1.   Login to the website as described in Section 1.0.

2.   Click on your initials/name in the top right hand corner and select "**Survey results & reports**" from the drop down menu.

   The Distributions page will now be displayed as seen in figure 14.

   A list of distributions may be shown; you may need to filter for the relevant programme/survey. To do this, type the survey number into the search box in the top right corner.

3.   The screen will automatically filter for the DN programme as seen in figure 14.

   *Please note that the search term stays in the box if you go back to the page.*

   a.   Click the dark blue "**View results**" button so view your results submitted in the survey (figure 4).

   b.   Click the light blue "**View Summary Report**" button to view the summary report for the distribution (this is the same for all participants). It will open in a new window and can be downloaded and saved in PDF format.

   c.   Click the green "**View report**" button. This will take you to another page where you can download your laboratory's personalised individual performance assessment (Figure 15).
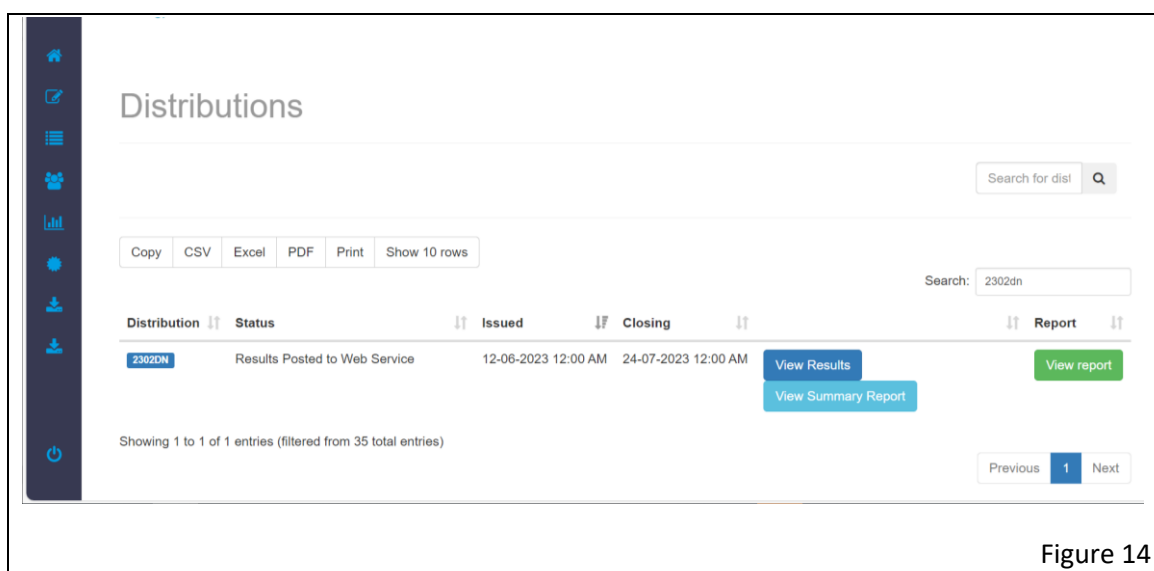


Figure 14

4.   Click the green "Download performance assessment report" button. This will download the report as a PDF file for you to view.
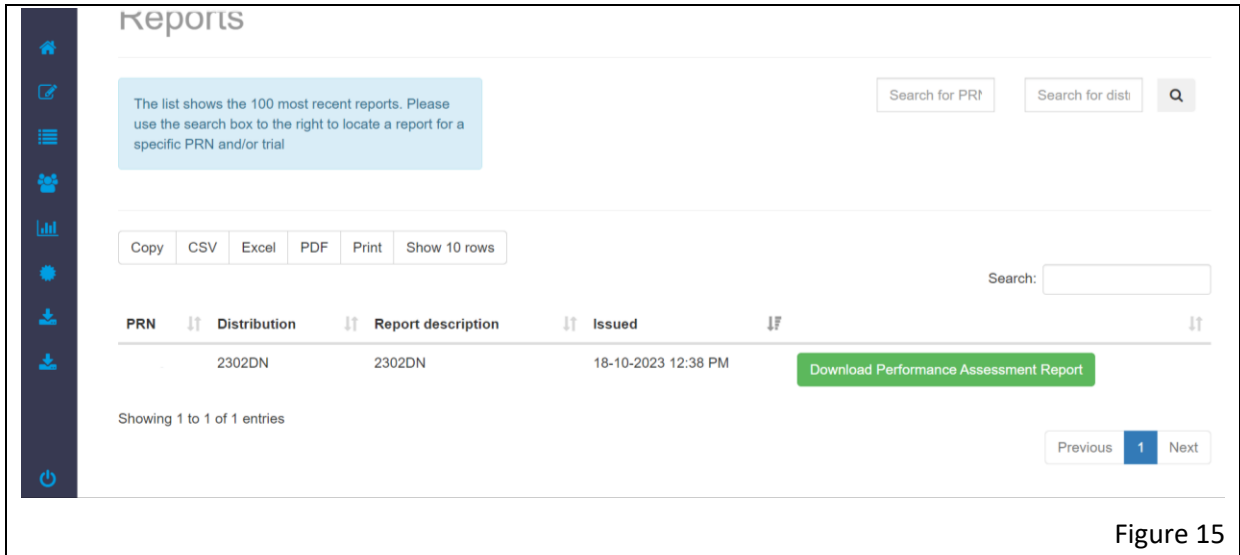
Figure 15

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