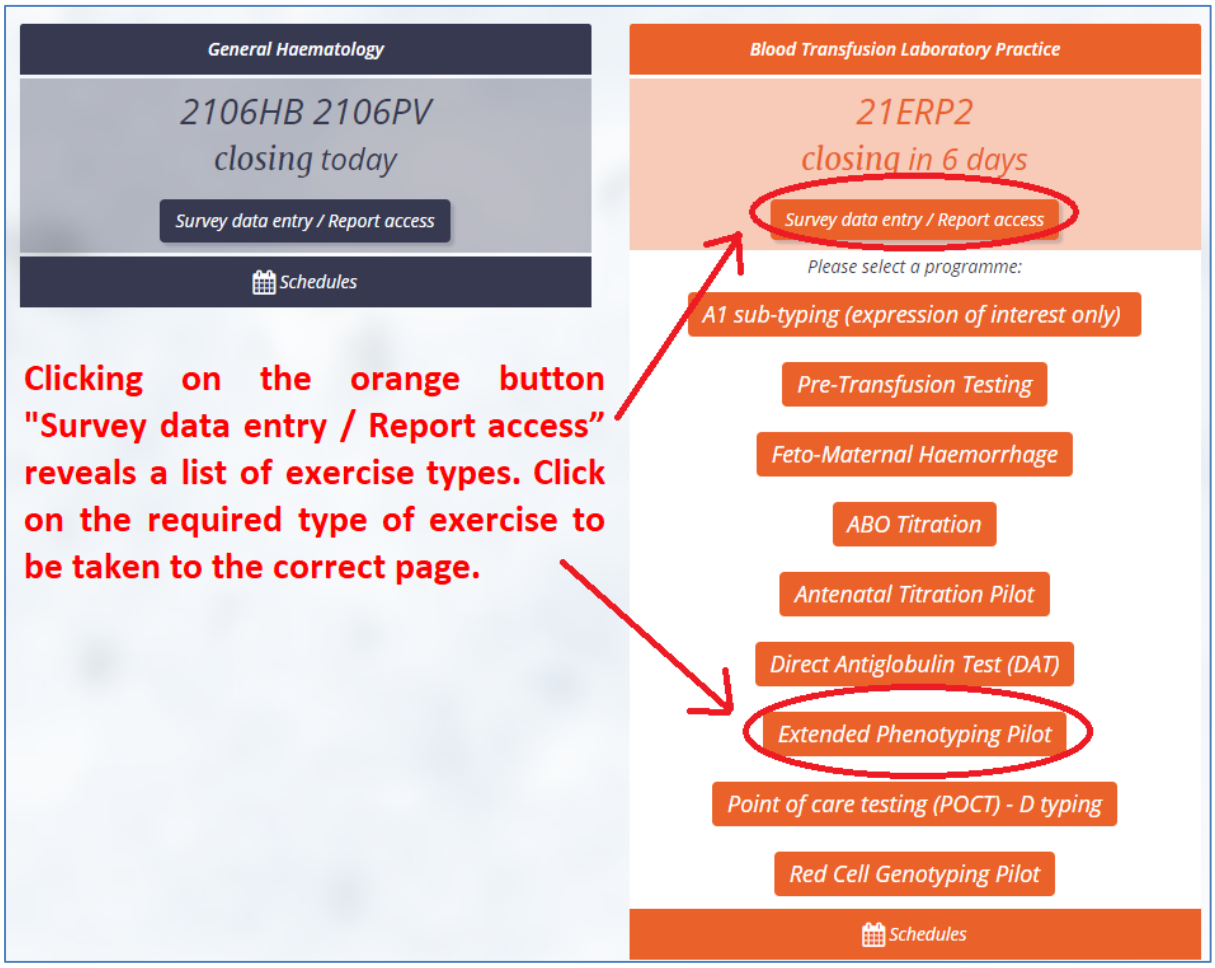
Extended Red Cell Phenotyping - Web return of results

Logging on

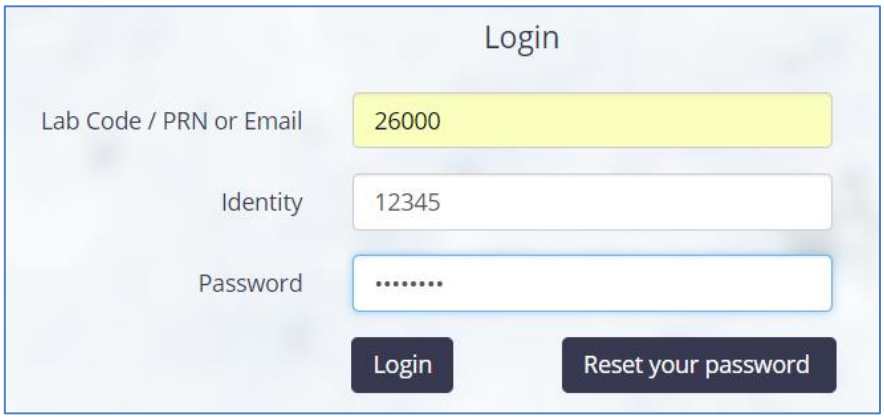
Go to http://www.uknegasbtlp.org and click on the main orange section of the page as shown in figure 1. A list of exercise types will be shown, click on the appropriate exercise to be taken to the correct login screen.

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



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.

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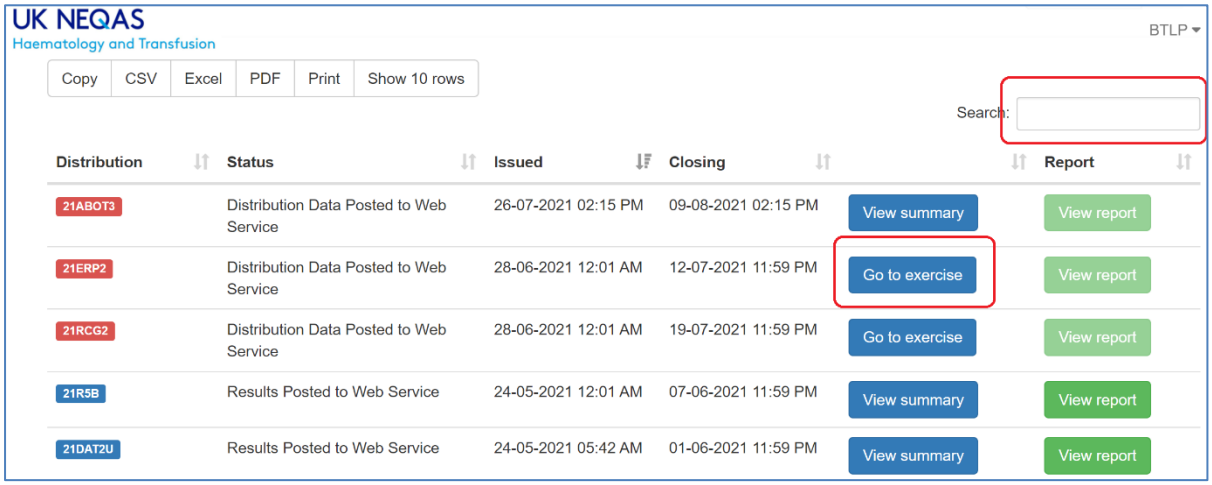
Navigating the web page

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 "ERP").

Figure 3 – Navigating the list of exercises



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

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Data entry

Occasionally a short questionnaire will be linked to an exercise, an example of a genotping questionnaire is 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 in figure 3

Figure 4 – Questionnaire

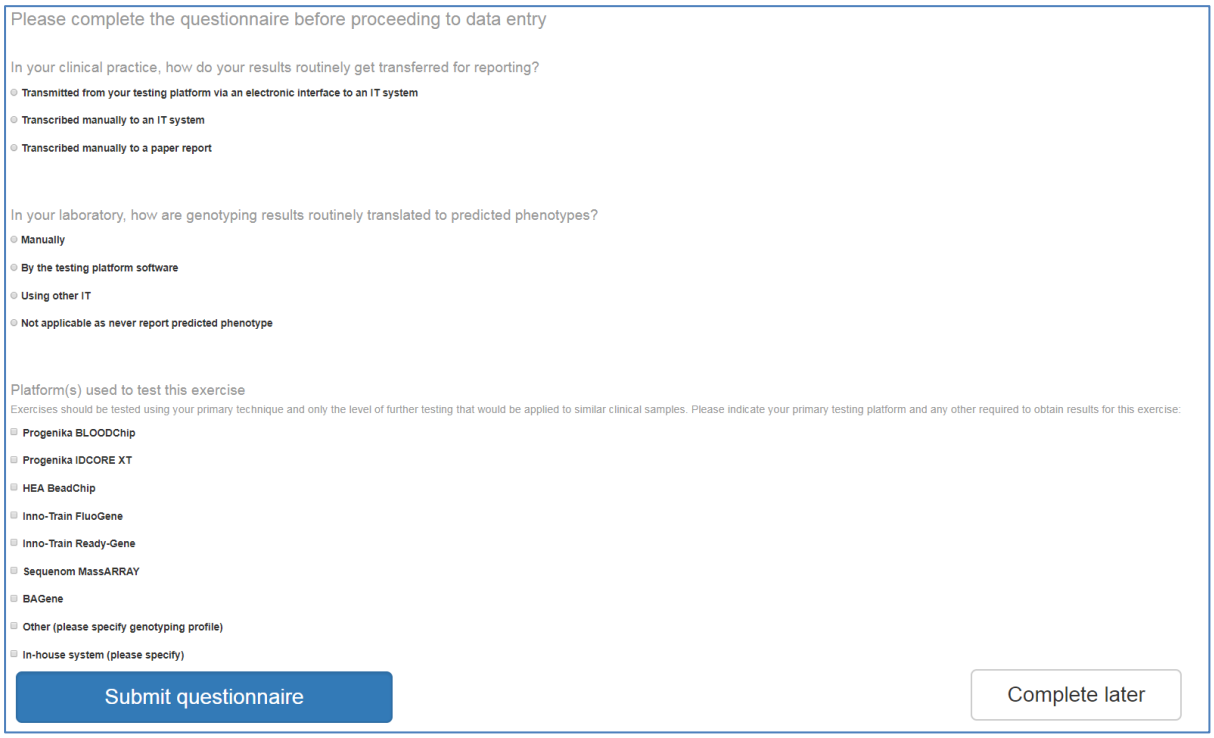
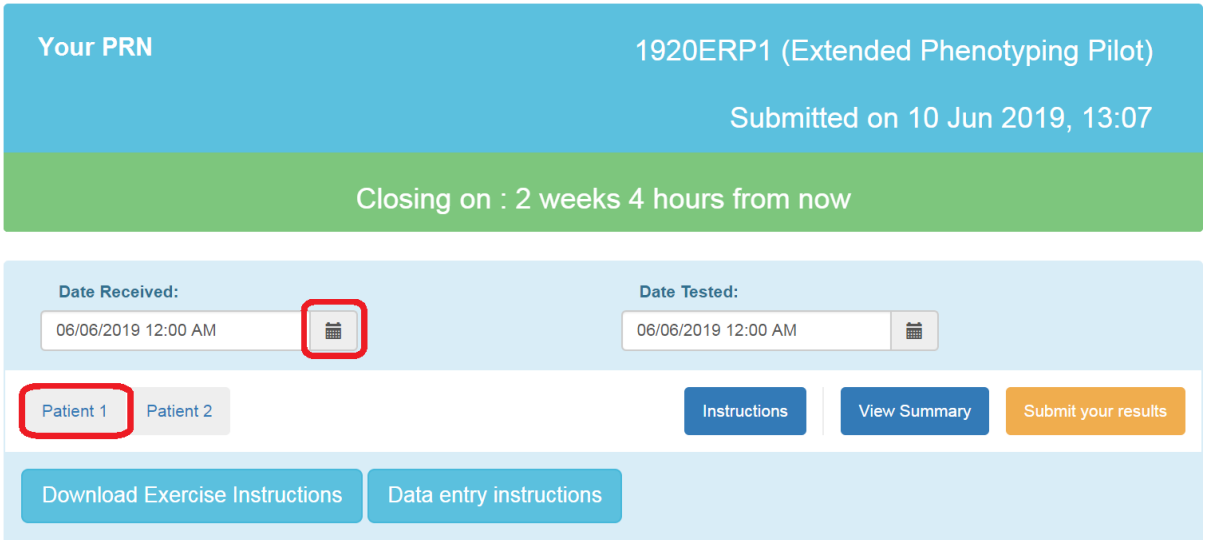


Figure 5 shows the data entry screen. Enter the 'Date Received' and 'Assay Date' by typing in the box, or using the calendar function. Then click on the 'Patient 1' button to enter data for Patient 1.

Figure 5 – Entering dates



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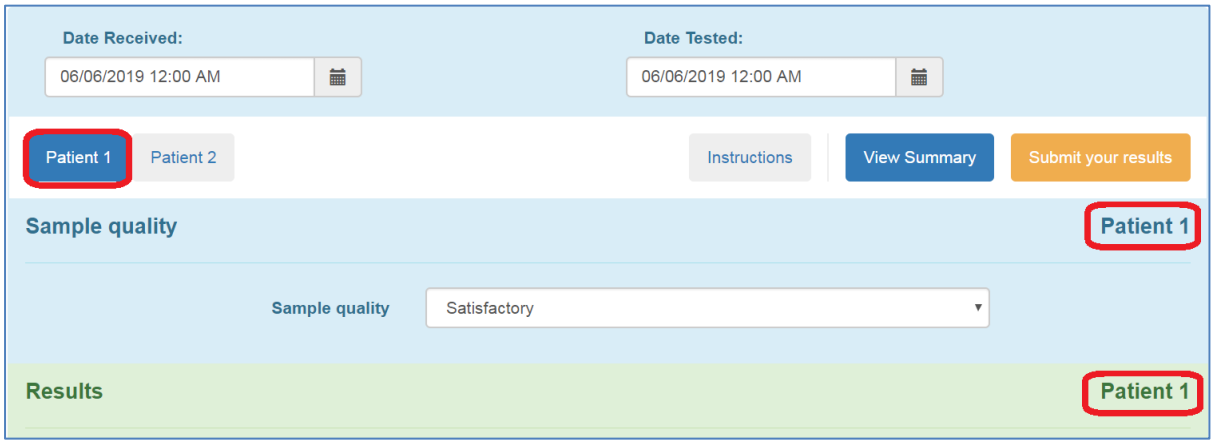
The patient that has been selected is visible throughout the page, see red boxes in figure 6.

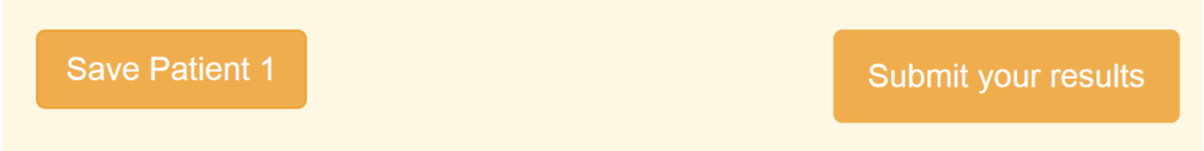
The sample quality question is above the other data entry fields (see figure 6), the default is 'Satisfactory', if there is a problem with the sample quality, select 'Unsatisfactory' from the drop down list, and enter information into the freetext box which will appear below.

Figure 6 – Determining which patient is being resulted



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 if selected, a message will appear indicating that the button will not work until all fields are completed, see figure 7.

Figure 7 – Save and submit

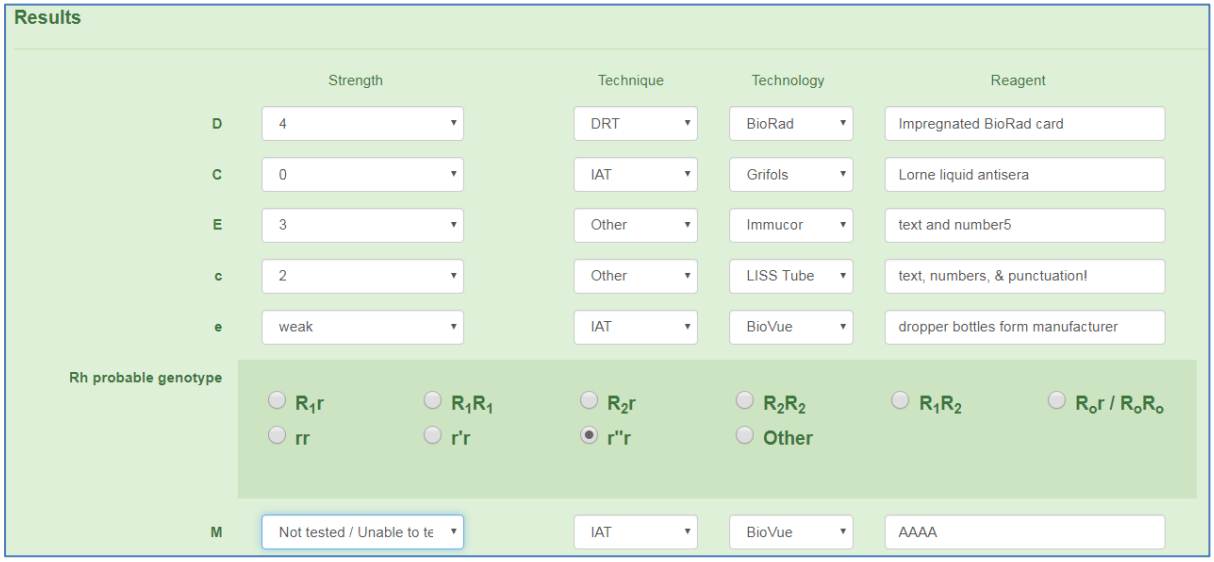


Select a reaction grade, or "Not tested" for each antigen until all fields have results. For Rh probable phenotype, select the appropriate interpretation, or if the required response is not displayed, select 'other' and enter details into the freetext box which will open underneath.

Enter the details of the technique, technology, and reagent details in the corresponding line for each antigen. If the phenotype was not tested, leave the fields blank as shown in figure 8 below.

If Save is used for technique details before a reaction has been entered, an error message will be shown asking for the results to be entered.

Figure 8 – Data entry



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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When all data has been entered for Patient 1, click the ‘Save Patient 1’ button.

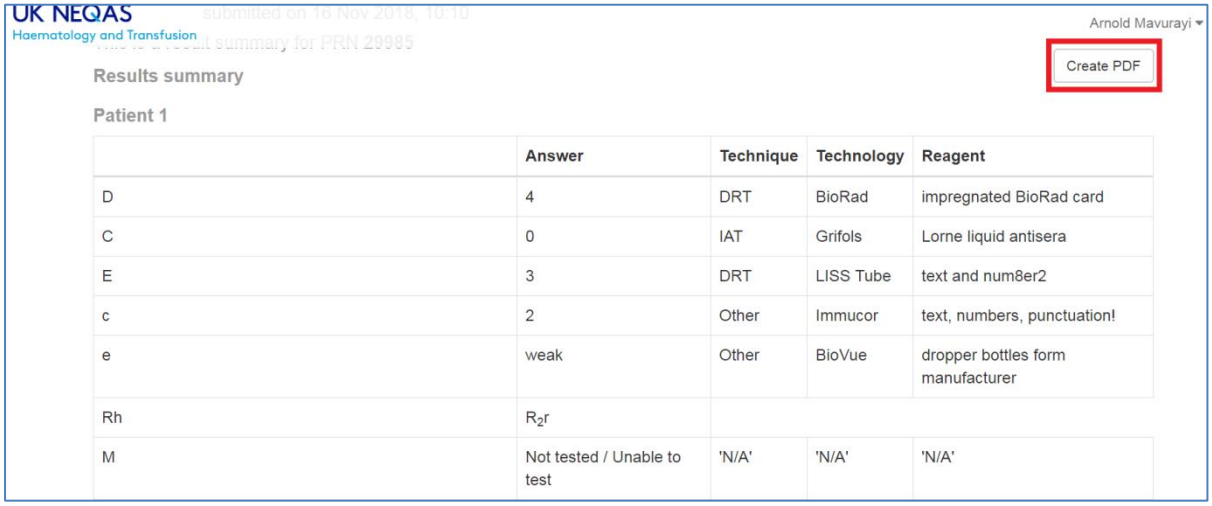
Enter data for Patient 2 by clicking on the ‘Patient 2’ button and entering data as previously described.

When all data has been entered (and checked as required), click on ‘Submit your Results’ in the bottom right corner, if any data is missing, the ‘Submit button will not work and a message will be displayed (see figure 7).

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



	Answer	Technique	Technology	Reagent
D	4	DRT	BioRad	impregnated BioRad card
C	0	IAT	Grifols	Lorne liquid antisera
E	3	DRT	LISS Tube	text and num8er2
c	2	Other	Immucor	text, numbers, punctuation!
e	weak	Other	BioVue	dropper bottles form manufacturer
Rh	R_2r			
M	Not tested / Unable to test	'N/A'	'N/A'	'N/A'

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’,

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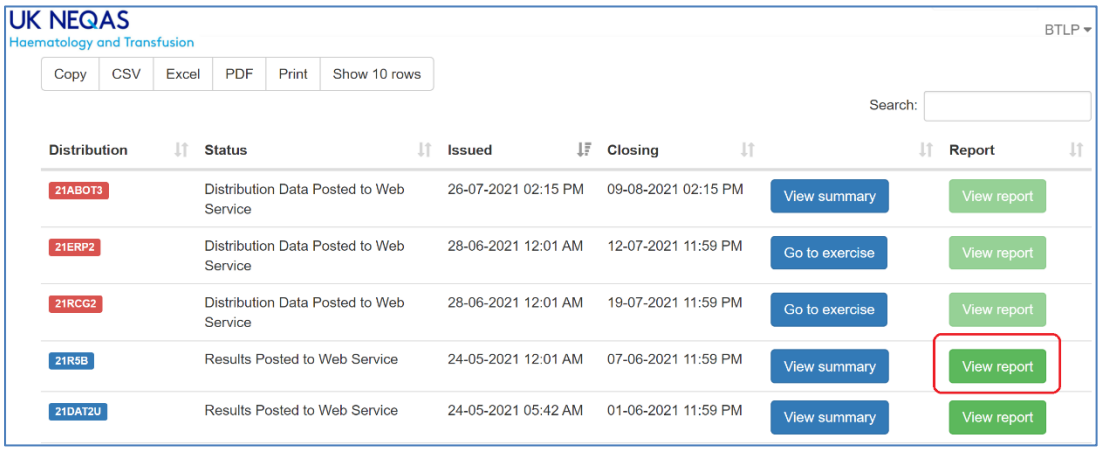
Accessing Reports

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

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. An ABOT exercise is used in this example.

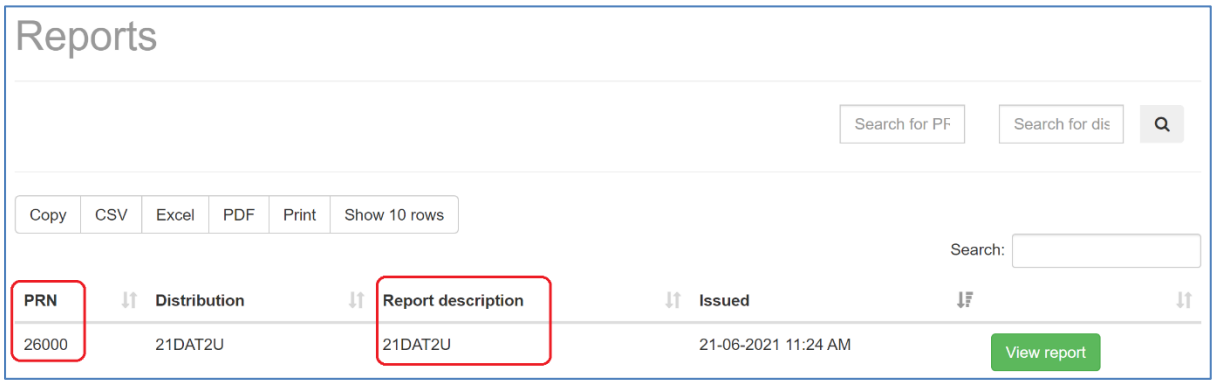
Figure 10 – Report available



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

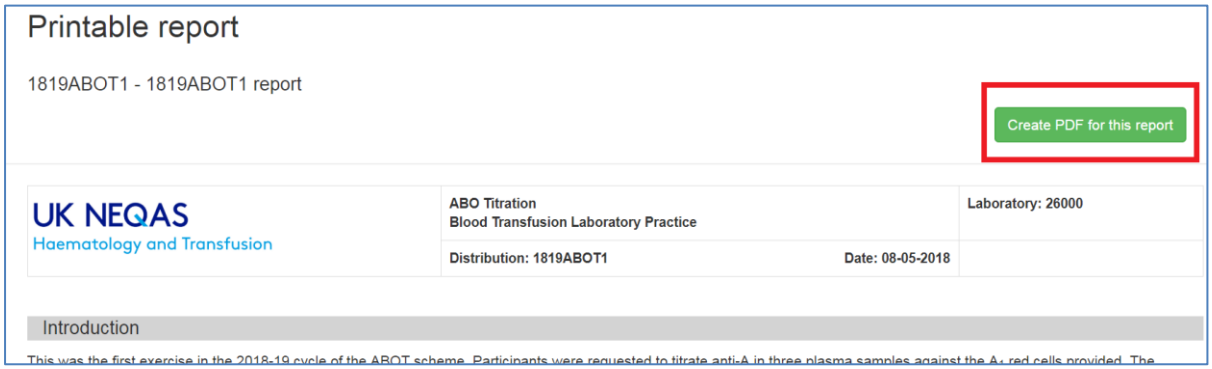
Usually only one report will be available, but if the email address linked to the account used to log in is related to more than one PRN, all reports will be available on the screen. Amended reports will also be visible if applicable. Check the PRN and Report Description as shown in figure 11 to find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