

**UK NEQAS (Haem) Infectious Mononucleosis (MN) programme**  
**Instructions for data entry**

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## 1.0 LOGGING IN

1.1 Go to <https://www.ukneqash.org/> and click in “Log in”, as shown in figure 1.

If you are already logged onto the website proceed as in section 2.

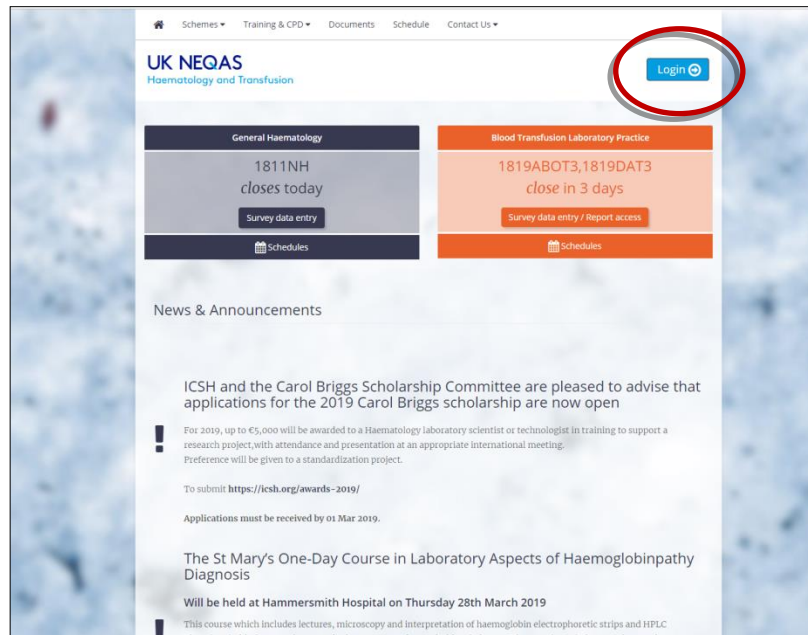


Fig 1

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

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

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

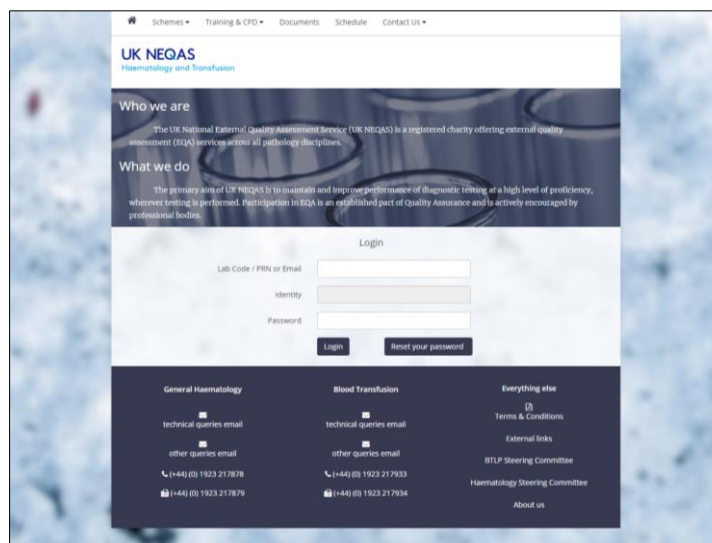


Fig 2

You will be directed to the screen as in figure 3.

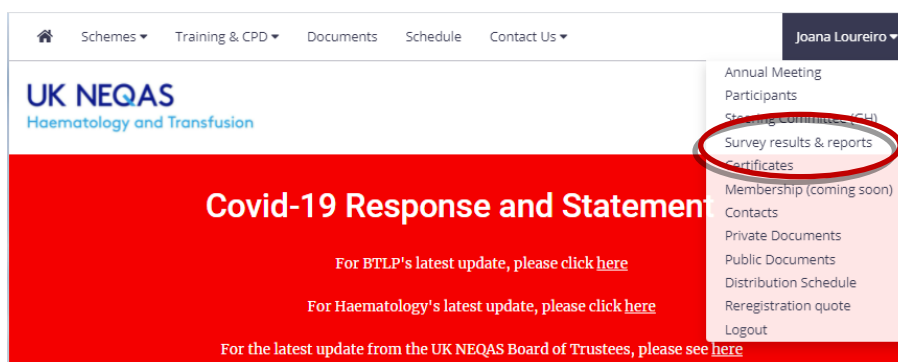


Fig 3

## 2.0 DISTRIBUTIONS PAGE

- 2.1 Click on your initials 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 in figure 3.

A list of distributions will be shown, to filter for the correct type of scheme;

- 2.2 Type **“MN”** into the search box in the top right corner.

The screen will automatically filter for the GF scheme as in figure 4.

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

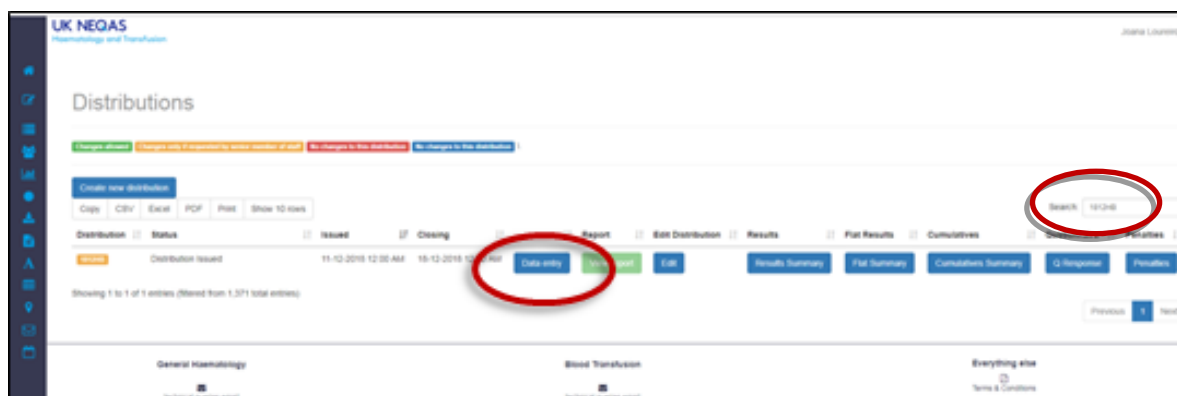


Fig 4

- 2.3 Click the **“Data entry”** button, as shown in figure 4.

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

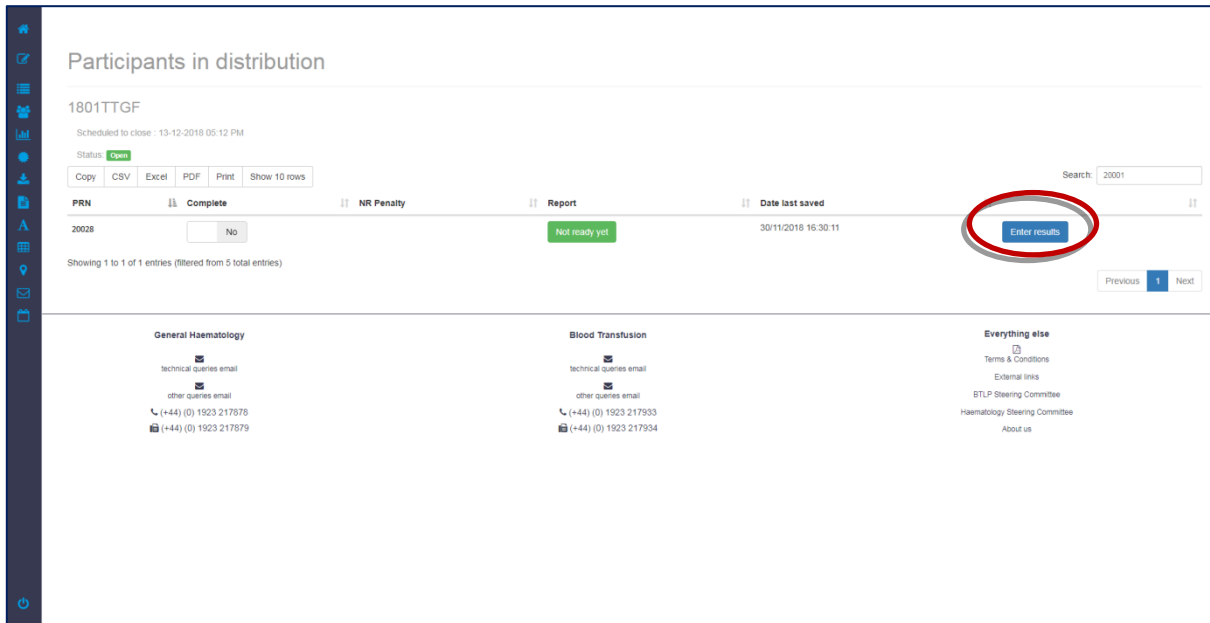


Fig 5

### 3.0 DATA ENTRY PAGE

- 3.1 Select “**Date received**” and “**Date tested**” to update the required dates (figure 6).

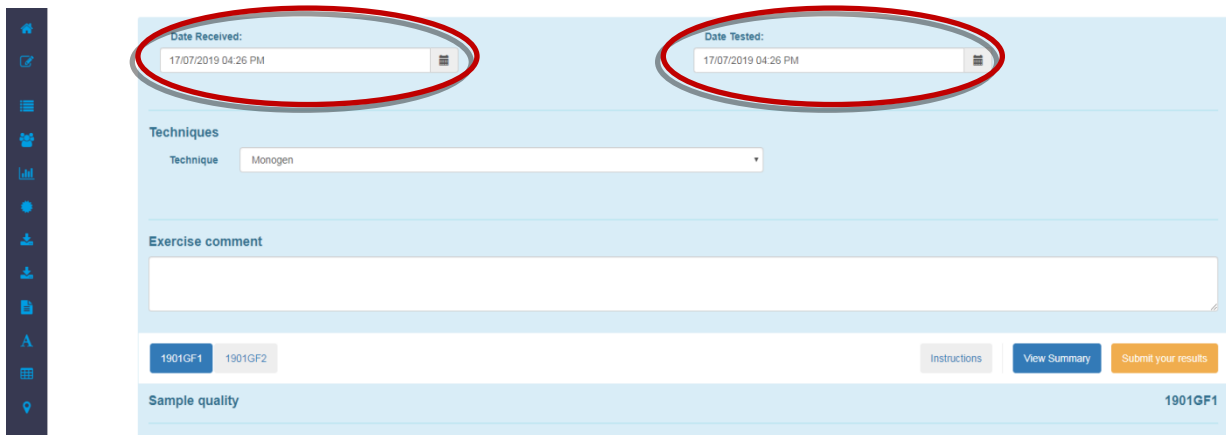


Fig 6

- 3.2 Select your technique from the ‘Techniques’ dropdown menu (figure 7).

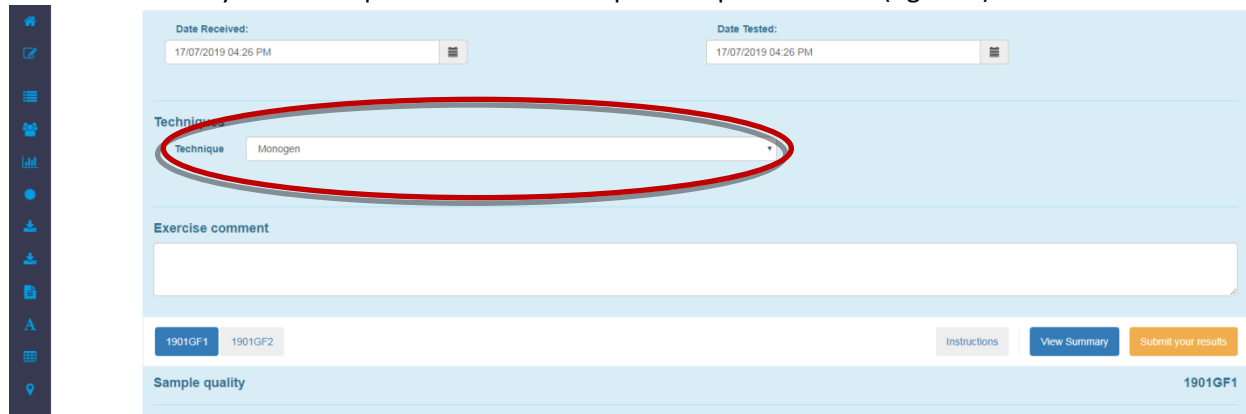


Fig 7

- 3.3 If required write a comment in the 'Exercise comment' box.
- 3.4 Select your sample, sample quality and enter your result (figure 8).

The screenshot shows a web-based form for entering laboratory results. At the top, there are two date pickers for 'Date Received' and 'Date Tested', both set to '17/07/2019 04:26 PM'. Below this is a 'Techniques' section with a dropdown menu currently showing 'Monogen'. An 'Exercise comment' text area is present but empty. The 'Sample quality' section has a dropdown menu set to 'Satisfactory'. The 'Results' section has a dropdown menu set to 'Glandular fever'. A sidebar on the left contains various navigation icons. At the bottom, there are buttons for 'Save 1901GF1' and 'Submit your results'.

Fig 8

- 3.5 Click **“Save”**. This will allow to amend your results before the closing date and/ or  
Click **“Submit”**. Results cannot be amended once the results have been submitted.

*If you need to amend results before closing date once the results have already submitted please contact UK NEQAS Haematology by email ([haem@ukneqas.org.uk](mailto:haem@ukneqas.org.uk)) or phone (01923 217878)*