

UK NEQAS (Haem) Blood Component Monitoring (CM) programme
Instructions for data entry

Contents

LOGGING IN 2
DISTRIBUTIONS PAGE 3
DATA ENTRY PAGE 4

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.

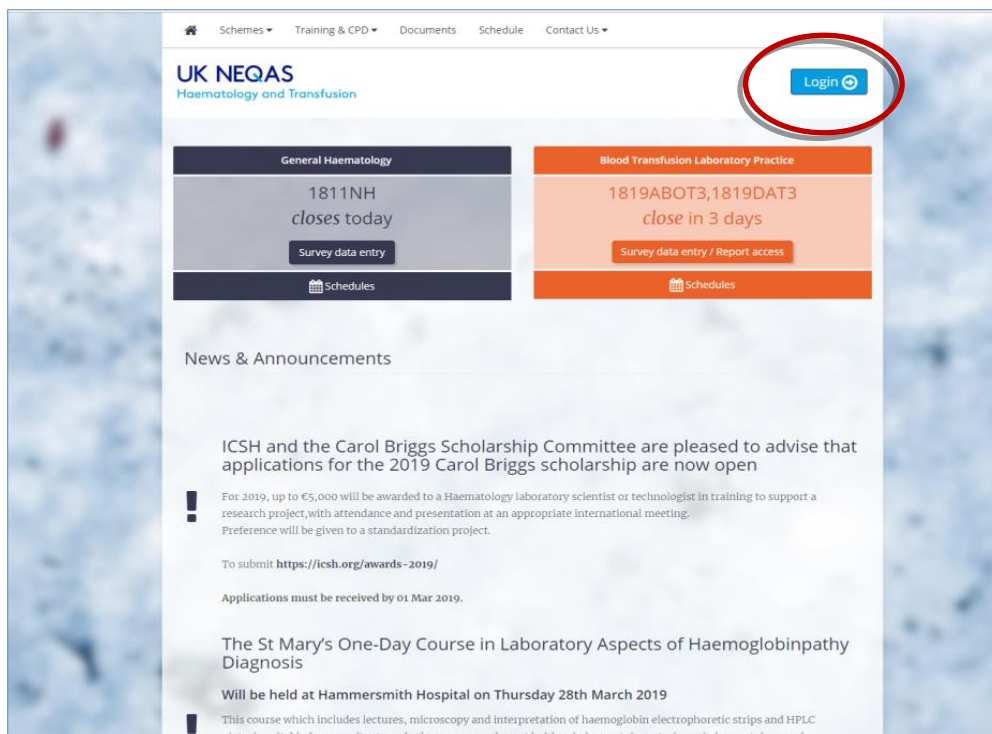


Fig 1

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.

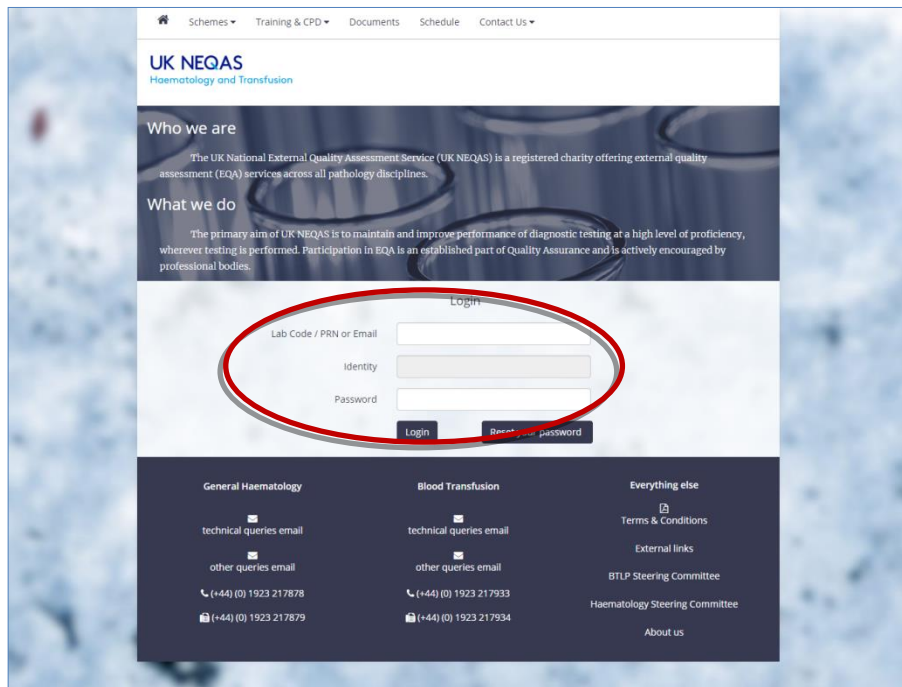


Fig 2

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

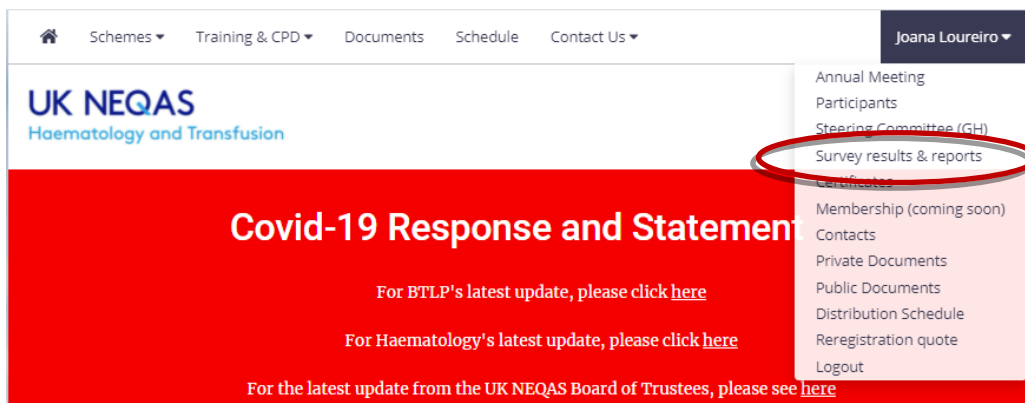


Fig 3

Please contact our Admin team by phone (01923 217878) or by email (ghadmin@ukneqas.org.uk) if you have not been provided with login details.

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 4.

2.2 A list of distributions will be shown, to filter for the correct type of scheme: type 'CM' into the search box in the top right corner.

The screen will automatically filter for the CM programme as in figure 4.

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

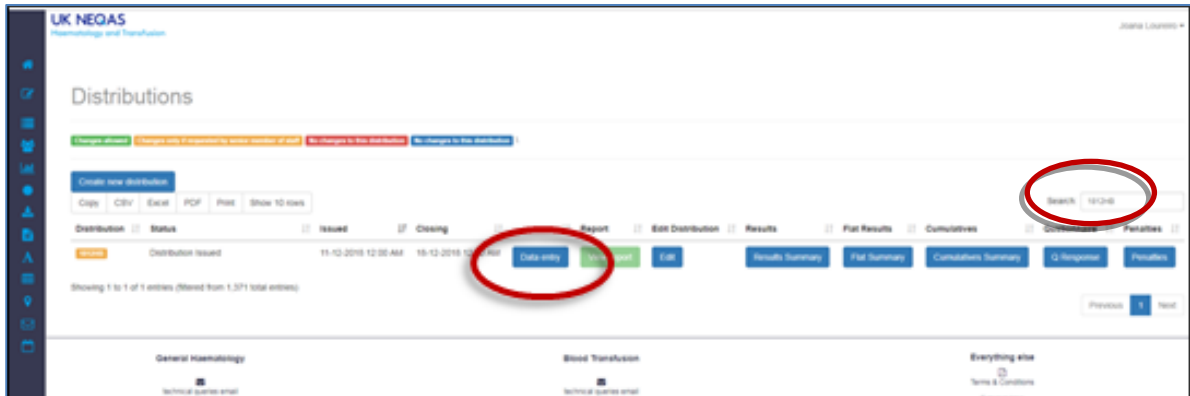


Fig 4

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.

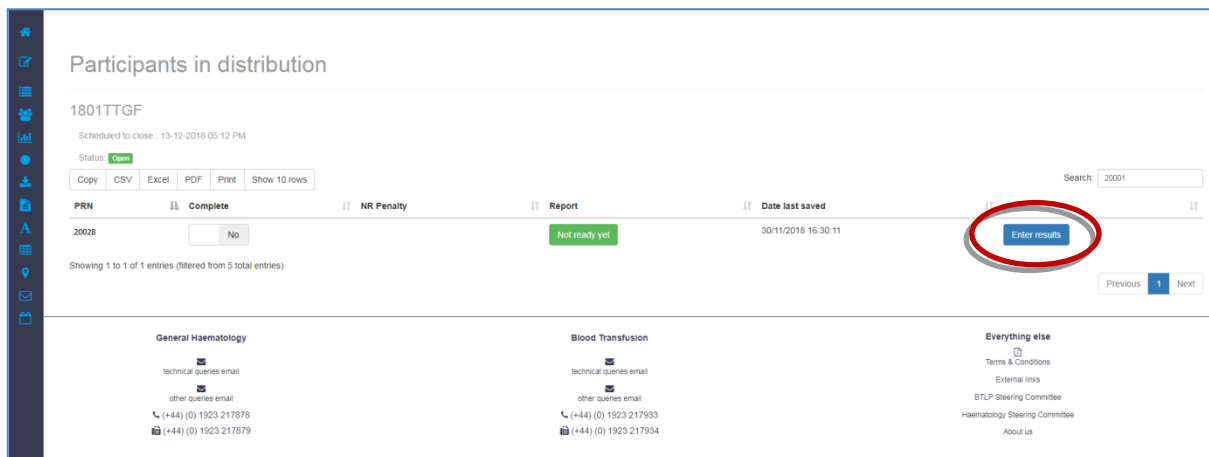


Fig 5

3.0 DATA ENTRY PAGE

3.1 Select 'Date received' and 'Date tested' to update the required dates (figure 6).

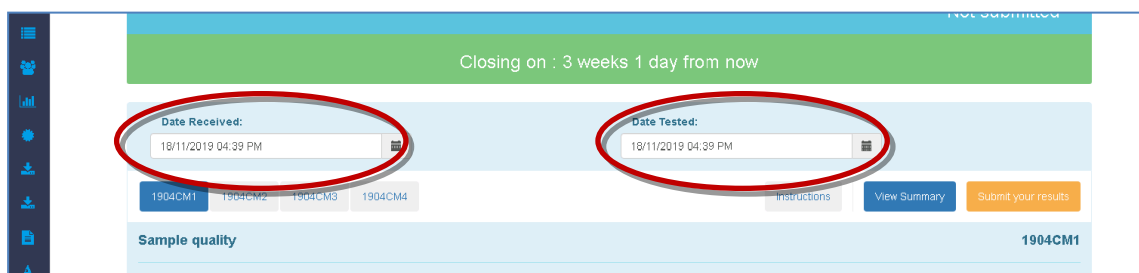


Fig 6

3.2 Select your sample, sample quality and enter your result (figure 7).

The screenshot shows a web interface for entering haematology results. At the top right, it says "Not submitted". A green banner indicates "Closing on : 3 weeks 1 day from now". The form has two date pickers: "Date Received:" and "Date Tested:", both set to "18/11/2019 04:39 PM". Below the dates are four buttons for sample selection: "1904CM1", "1904CM2", "1904CM3", and "1904CM4". The "1904CM1" button is circled in red. To the right of these buttons are "Instructions", "View Summary", and "Submit your results" buttons. The "Sample quality" section has a dropdown menu set to "Satisfactory", which is also circled in red. The "Results" section has two input fields: "Haemoglobin" and "Haematocrit", both of which are circled in red. At the bottom, there are two buttons: "Save 1904CM1" and "Submit your results".

Fig 7

3.3 Click '**Save**' - this will allow you to amend your results until the closing date.

Click '**Submit**' – once submitted results cannot be amended.

If you need to amend results before closing date once the results are submitted, please contact UK NEQAS Haematology by phone (01923217878) or by email (haem@ukneqas.org.uk).