



EQAS Online User Guide

Version 1.0



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Introduction to EQAS Online

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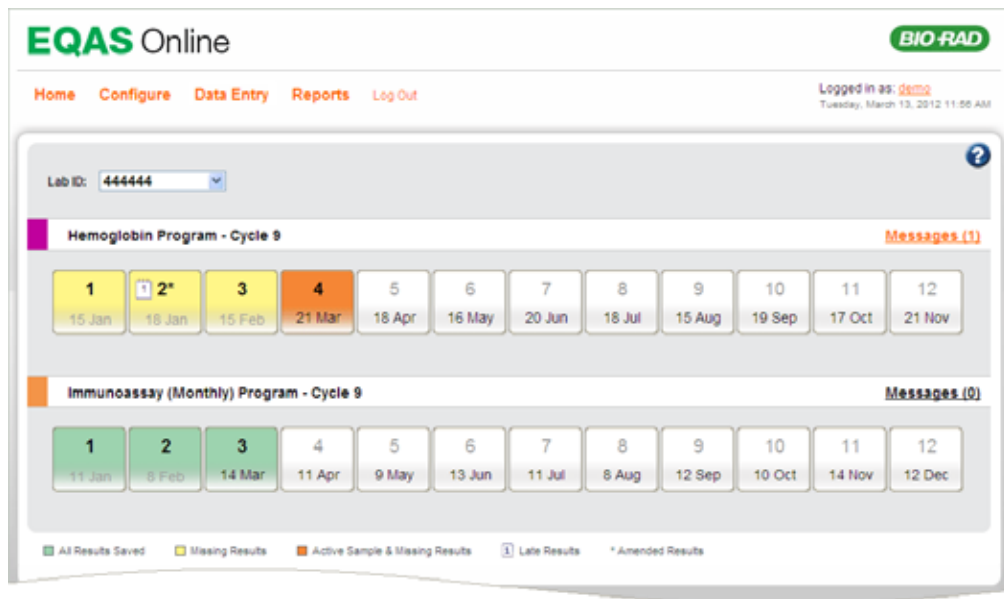
Overview of EQAS Online

EQAS Online is a new web-based reporting system for the External Quality Assurance Services (EQAS) that allows customers to set up their EQAS Programs and submit results to Bio-Rad. EQAS Online is available through www.QCNet.com.



Note: If you are currently participating in any EQAS Program, Bio-Rad will import your existing configuration and results during account setup.

The Home page of EQAS Online is designed as the central navigation and overview page for EQAS Online. The Home page enables you to access various menus, such as Configure, Data Entry, Reports, and Log Out. Of these, the Configure menu is only available for users set up with the Admin role. The Configure menu provides options to configure labs, programs, and tests, sort tests, and configure secondary users. The Data Entry menu enables you to enter sample results and the Reports menu provides options to access reports and the audit trail. To log out of EQAS Online, use Log Out.



EQAS Online **BIO-RAD**

[Home](#) [Configure](#) [Data Entry](#) [Reports](#) [Log Out](#) Logged in as: **demo**
Tuesday, March 13, 2012 11:56 AM

Lab ID:

Hemoglobin Program - Cycle 9 [Messages \(1\)](#)

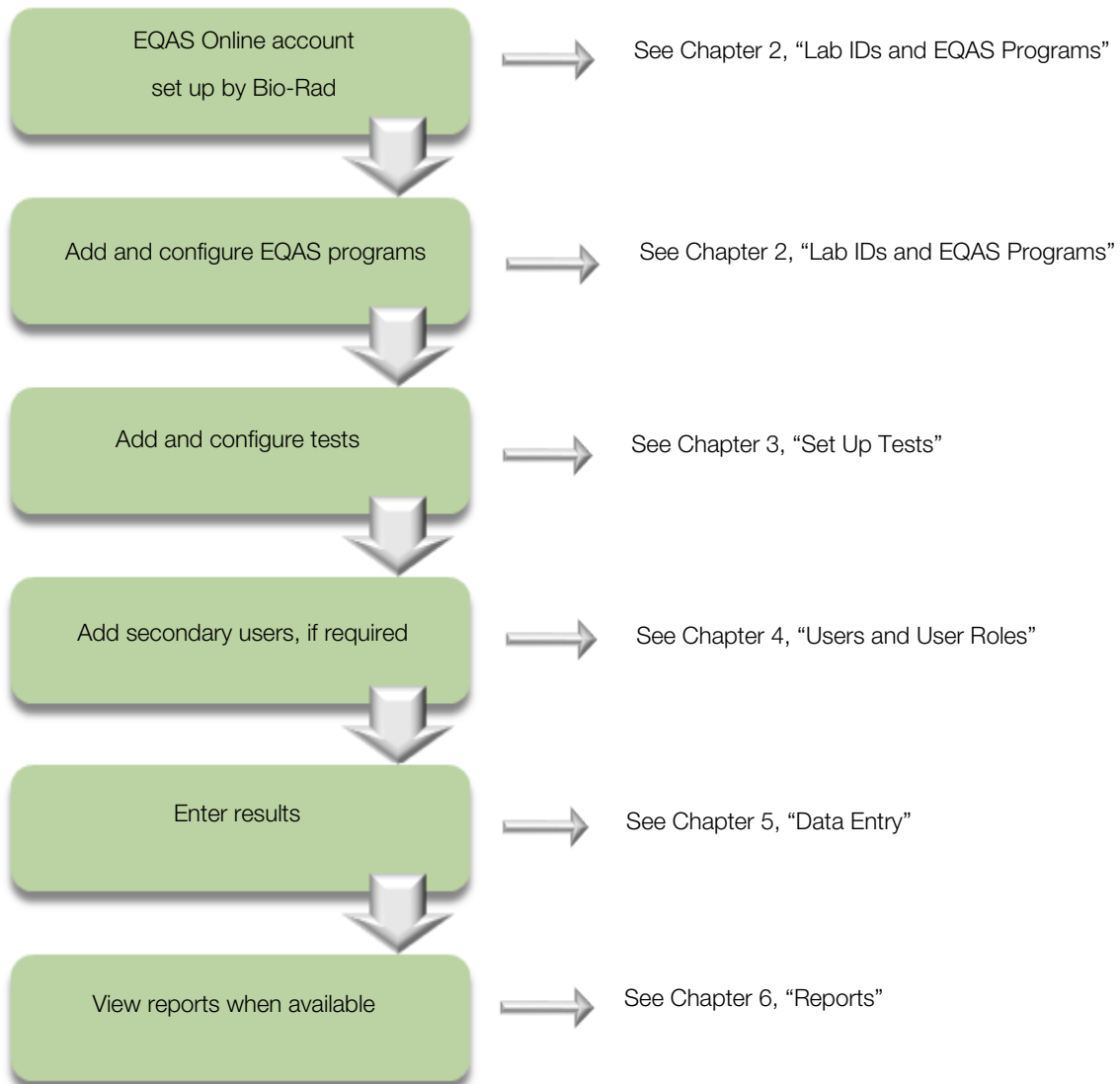
1 15 Jan	2* 18 Jan	3 15 Feb	4 21 Mar	5 18 Apr	6 16 May	7 20 Jun	8 18 Jul	9 15 Aug	10 19 Sep	11 17 Oct	12 21 Nov
-------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	--------------	--------------

Immunoassay (Monthly) Program - Cycle 9 [Messages \(0\)](#)

1 11 Jan	2 8 Feb	3 14 Mar	4 11 Apr	5 9 May	6 13 Jun	7 11 Jul	8 8 Aug	9 12 Sep	10 10 Oct	11 14 Nov	12 12 Dec
-------------	------------	-------------	-------------	------------	-------------	-------------	------------	-------------	--------------	--------------	--------------

All Results Saved Missing Results Active Sample & Missing Results Late Results Amended Results


Workflow



Software Basics

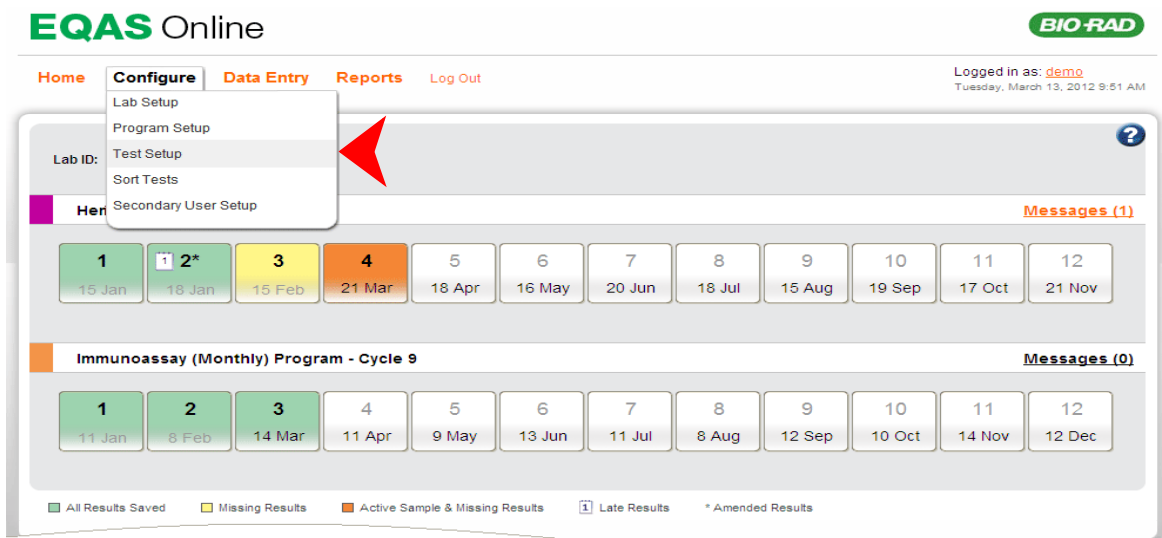
EQAS Online contains elements commonly used in other Web-based software. Each element provides a specific function and allows you to perform different actions.

Help Button

On every page of EQAS Online, you can access the corresponding help tutorial by clicking  displayed on the top-right corner of the page. The tutorial automatically opens and starts running in a separate window.

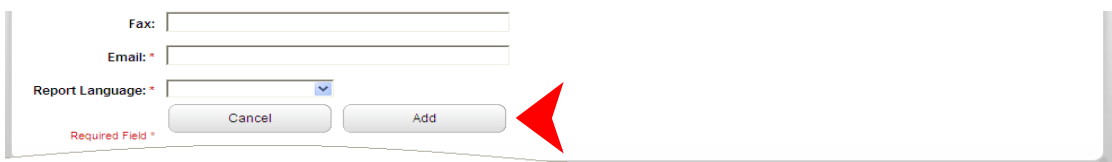
Menus and Menu Items

You can access software functions in EQAS Online by using menus. Select a menu item from a menu by clicking the menu item.



Buttons

A button enables you to perform an action when clicked.



Check Box

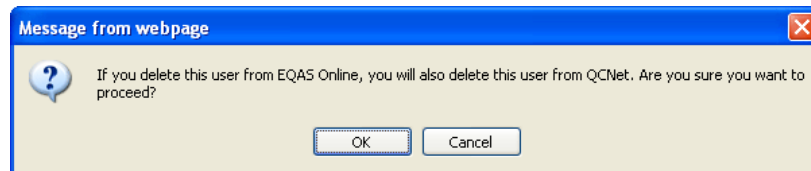
A check box enables you to select or clear an option when clicked. You can select more than one check box.

- A check mark indicates the option is selected.
- No check mark indicates the option is not selected.

Analyte	Method	Unit (<input type="radio"/> SI <input type="radio"/> CU)
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%

Dialog Box

A dialog box is a box that appears on the screen to present specific information to you and requests information from you. In other words, it requests a “dialog” with you.



Field

A field is an area in the application where you enter data. For example, the Result field is where you type your test results.

Hemoglobin A2	<input type="text" value="3.1"/> %
Hemoglobin A1c (NGSP)	<input type="text" value="6.5"/> %

Lists

A list has a down-pointing arrow located on the right, which when clicked displays a list of options. You can select an item from the list.

Lab ID: *

444444
555555

Notes and Important Notes

This guide uses notes and important notes to call attention to additional information or information of special importance.

Note

A note indicates supplemental information to the main text. A note provides information that may only apply in certain instances and is separated from the surrounding text by a box. For example:



Note: Your Lab ID is provided by Bio-Rad and added to your account. You cannot edit or remove a Lab ID. Fields marked with an * (asterisk) are required and cannot be empty. The **State/Province** and **Postal Code** fields are required for the United States and Canada only.



Note: All email notification check boxes are selected by default.

Important

An important note provides essential information. Do not disregard information in an important note. An important note is separated from the surrounding text by a box. For example:



Important: Removing an EQAS Program permanently deletes all configuration and data.

The Home Page

The Home page is the default startup page. The Home page will visually display all programs the lab is enrolled in with the data entry information like late, amended, and missing data.

The screenshot shows the EQAS Online Home Page. At the top left is the logo "EQAS Online" and at the top right is the "BIO-RAD" logo. Below the logo is a navigation menu with links: Home, Configure, Data Entry, Reports, and Log Out. On the right side, it says "Logged in as: demo" and "Tuesday, March 13, 2012 9:51 AM".

The main content area features a "Lab ID: 444444" dropdown menu. Below this, there are two program sections:

- Hemoglobin Program - Cycle 9** (Messages (1))

1 15 Jan	2* 18 Jan	3 15 Feb	4 21 Mar	5 18 Apr	6 16 May	7 20 Jun	8 18 Jul	9 15 Aug	10 19 Sep	11 17 Oct	12 21 Nov
-------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	--------------	--------------
- Immunoassay (Monthly) Program - Cycle 9** (Messages (0))

1 11 Jan	2 8 Feb	3 14 Mar	4 11 Apr	5 9 May	6 13 Jun	7 11 Jul	8 8 Aug	9 12 Sep	10 10 Oct	11 14 Nov	12 12 Dec
-------------	------------	-------------	-------------	------------	-------------	-------------	------------	-------------	--------------	--------------	--------------

At the bottom, there is a legend for result statuses:

- All Results Saved (Green square)
- Missing Results (Yellow square)
- Active Sample & Missing Results (Orange square)
- Late Results (Blue square with 'L')
- * Amended Results (Grey square)

Sample Status

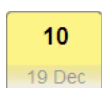
Each sample tab shows the sample number and the Sample Due Date. Sample tabs are also color-coded so you can easily identify their status.



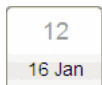
Green: Indicates all results for the sample have been entered and submitted to Bio-Rad.



Orange: Indicates the active sample and at least one result is missing.



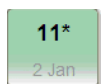
Yellow: Indicates the sample is past the Sample Due Date and at least one result is missing.



White: Indicates the sample is not active. You cannot enter data for a future sample.



Late: Indicates the sample has at least one result that was entered after the Sample Due Date.



Amended: Indicates the sample has at least one result that was changed after the Sample Due Date.

Contact Bio-Rad

Software Support:	+1-949-598-1200 (Worldwide)
EQAS Inquiries:	1-800-854-6737 (US and Canada only)
Email:	eqas_support@bio-rad.com

You may also contact your local EQAS representative or Bio-Rad office.

Lab IDs and EQAS Programs

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Overview of Lab IDs and EQAS Programs

Bio-Rad assigns you a Lab ID (a.k.a. lab number) when you enroll in one or more EQAS Programs. Your Lab ID uniquely identifies your laboratory and your EQAS results. You use the same Lab ID throughout all cycles and for multiple EQAS Programs. Your Lab ID is printed on your reports.

- You can have more than one Lab ID.
- You can set up multiple EQAS Programs for the same Lab ID.



Important: Two instruments of the same type must be set up with separate Lab IDs. A Lab ID can only be assigned by Bio-Rad. Contact your local EQAS representative if you need additional Lab IDs.

Set Up Your EQAS Online Account and Programs

Set Up Your EQAS Online Account

Your EQAS online account is set up by Bio-Rad upon your request.

Local: Contact your local EQAS representative or office and provide all Lab IDs you want added to your EQAS Online account together with your QCNet Login ID.

Online: Log on to www.QCNet.com/EQASOnline and follow the directions to enter your Lab IDs.



Note: Please stop sending in EQAS results using eForms 2 after your EQAS Online account has been created.


Set Up Your Existing EQAS Online Programs

If you are currently participating in any EQAS program, Bio-Rad will import your existing configuration and results during account setup. You will receive an email confirmation from Bio-Rad once your account has been set up.

Set Up or Remove Your EQAS Online Lab IDs

Additional Lab IDs are set up by Bio-Rad. Contact your local EQAS representative or Bio-Rad office if you need to add or remove a Lab ID.

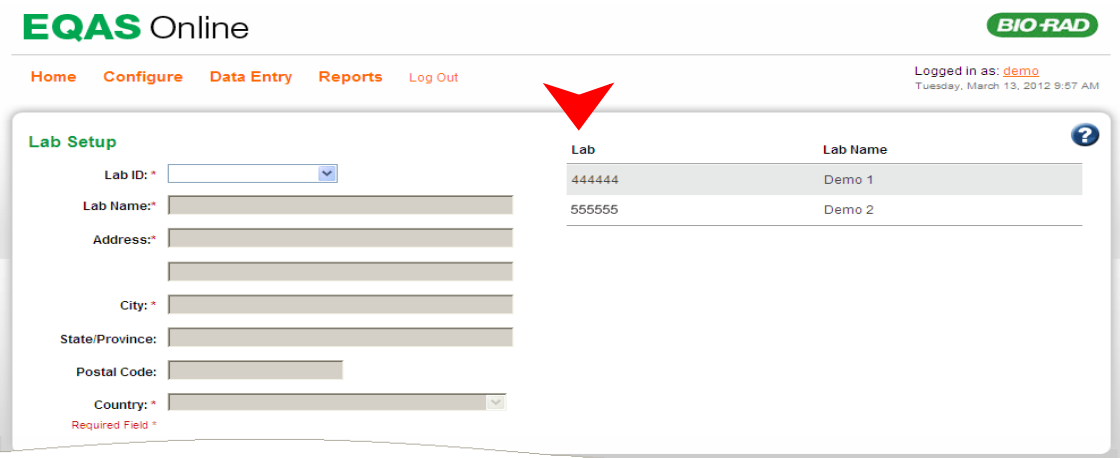
Lab Setup

 **Note:** You must be set up with the Admin user role to access Lab Setup.

Your lab information appears on the **Lab Setup** page and includes the following information:

- Lab ID
- Lab Name
- Address
- City
- State/Province
- Postal Code
- Country

All Lab IDs assigned to you appear on the right side of the page.



The screenshot shows the EQAS Online interface. At the top left is the logo 'EQAS Online' and at the top right is the 'BIO-RAD' logo. Below the logo is a navigation menu with 'Home', 'Configure', 'Data Entry', 'Reports', and 'Log Out'. On the right side, it says 'Logged in as: demo' and 'Tuesday, March 13, 2012 9:57 AM'. The main content area is titled 'Lab Setup' and contains a form on the left and a table on the right. A red arrow points to the table. The form fields are: Lab ID: * (dropdown), Lab Name: * (text), Address: * (text), City: * (text), State/Province: (text), Postal Code: (text), and Country: * (dropdown). A red asterisk indicates a required field. The table has two columns: 'Lab' and 'Lab Name'. It contains two rows: one with Lab ID '444444' and Lab Name 'Demo 1', and another with Lab ID '555555' and Lab Name 'Demo 2'.

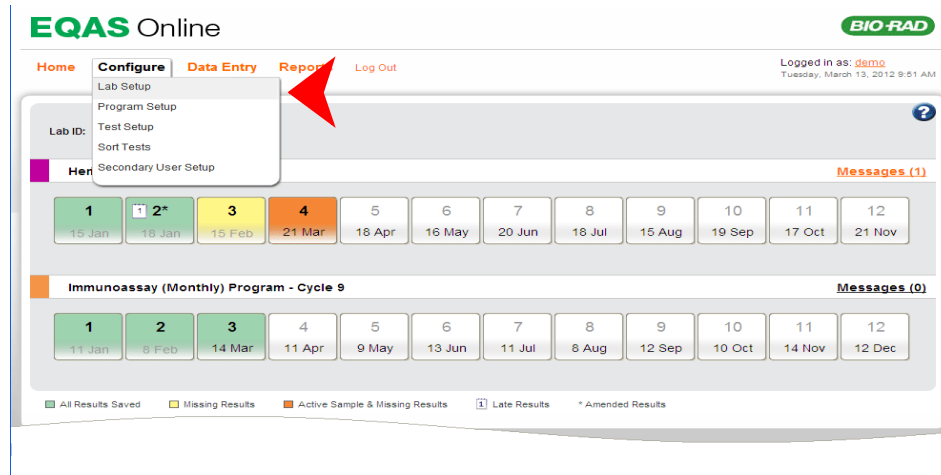
Lab	Lab Name
444444	Demo 1
555555	Demo 2

Edit a Lab



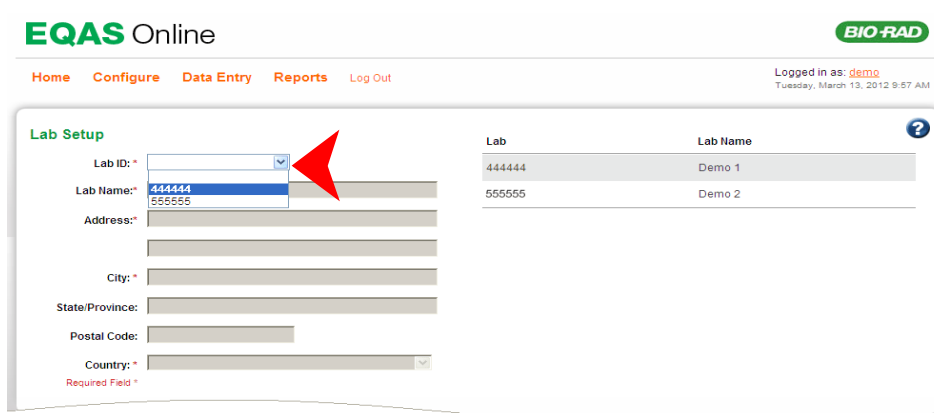
Note: You must be set up with the Admin user role to perform this function.

- 1 Select **Lab Setup** from the **Configure** menu.



The Lab Setup page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.



The information for the Lab ID appears in the fields.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: [demo](#)
Tuesday, March 13, 2012 9:57 AM

Lab Setup

Lab ID: * 444444

Lab Name: * Demo 1

Address: * 5th Street

City: * Demo

State/Province: * DM

Postal Code: * 55555

Country: * United States

Required Field *

Cancel Update

Lab	Lab Name
444444	Demo 1
555555	Demo 2

- Edit the information as needed.



Note: Your Lab ID is provided by Bio-Rad and added to your account. You cannot edit or remove a Lab ID. Fields marked with an * (asterisk) are required and cannot be empty. The **State/Province** and **Postal Code** fields are required for the United States and Canada only.

- Click **Update**.

The updated information applies to all EQAS Programs the Lab ID is registered to.

Program Setup



Note: Bio-Rad will import all EQAS Programs you are currently participating in during account setup.

Your EQAS Program information appears on the **Program Setup** page and shows the following information:

- Lab ID
- Program Name
- Contact
- Department
- Area Code
- Phone/Ext.
- Fax
- Email
- Report Language

When you select a Lab ID, all programs you are set up for will appear on the right side of the page.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 10:12 AM

Program Setup

Lab ID: *

Program Name: *

Contact: *

Department:

Area Code:

Phone: Ext.:

Fax:

Email: *

Report Language: *

Required Field *

Program Name

- Hemoglobin Program
- Immunoassay (Monthly) Program

Add an EQAS Program



Note: You must be set up with the Admin user role to perform this function.



Important: If you are currently participating in a Bio-Rad EQAS program and you do not see your program in the Program Name table on the right side of the page, contact your local EQAS representative or Bio-Rad office to import your existing configuration and results.

- 1 Select **Program Setup** from the **Configure** menu.

The screenshot shows the EQAS Online web application interface. At the top left, the logo reads "EQAS Online" and "BIO-RAD". The navigation menu includes "Home", "Configure", "Data Entry", "Reports", and "Log Out". The user is logged in as "demo" on Tuesday, March 13, 2012, at 10:11 AM. The "Configure" menu is open, showing options: "Lab Setup", "Program Setup", "Test Setup", "Sort Tests", and "Secondary User Setup". A red arrow points to "Program Setup". Below the menu, there are two calendar views. The first is for "Hen" with dates from 15 Jan to 21 Nov, where the 21st of March is highlighted in orange. The second is for "Immunoassay (Monthly) Program - Cycle 9" with dates from 11 Jan to 12 Dec, where the 14th of March is highlighted in green. A legend at the bottom indicates: All Results Saved (green), Missing Results (yellow), Active Sample & Missing Results (orange), Late Results (blue), and Amended Results (grey).

The Program Setup page appears.

Program Setup

Lab ID: *

Program Name: *

Contact: *

Department:

Area Code:

Phone: Ext.:

Fax:

Email: *

Report Language: *

Required Field *

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.

Program Setup

Lab ID: *

Program Name: *

Contact: *

Department:

Area Code:

Phone: Ext.:

Fax:

Email: *

Report Language: *

Required Field *

The EQAS programs you have already been configured for appear on the right side of the page.

- 3 Select the program you want to add from the **Program Name** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 10:12 AM

Program Setup ?

Lab ID: * 444444

Program Name: *

Contact: * Clinical Chemistry Program
Hemoglobin Program
Immunoassay (Monthly) Program
Immunoassay Program 1
Immunoassay Program 2
Immunoassay Program 3
Immunoassay Program 4
Urine Chemistry Program

Department:

Area Code:

Phone:

Fax:

Email: *

Report Language: *

Required Field *

Program Name

Hemoglobin Program	<input type="text"/>	<input type="text"/>
Immunoassay (Monthly) Program	<input type="text"/>	<input type="text"/>

- 4 Type the contact name in the **Contact** field. This contact name will appear on the reports.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 10:12 AM

Program Setup ?

Lab ID: * 444444

Program Name: *

Contact: *

Department:

Area Code:

Phone: Ext.:

Fax:

Email: *

Report Language: *

Required Field *

Cancel Add

Program Name

Hemoglobin Program	<input type="text"/>	<input type="text"/>
Immunoassay (Monthly) Program	<input type="text"/>	<input type="text"/>

- 5 Type the information in the respective fields.



Note: Fields marked with an * (asterisk) are required and cannot be empty.

- 6 Select the language you want for your reports from the **Report Language** list.

Department: |
Area Code: 989
Phone: 123-456 Ext.:
Fax:
Email: * user1@demo.com
Report Language: *
Required Field *
English
French
Spanish
Add

7 Click **Add**.

The EQAS Program is added and appears in the Program Name table on the right side of the page.

EQAS Online BIO-RAD

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 10:12 AM

Program Setup

Lab ID: * 444444
Program Name: *
Contact: *
Department:
Area Code:
Phone: Ext.:
Fax:
Email: *
Report Language: *
Required Field *

Program Name

Clinical Chemistry Program	/ X
Hemoglobin Program	/ X
Immunoassay (Monthly) Program	/ X

Edit an EQAS Program




Note: You must be set up with the Admin user role to perform this function.

- 1 Select **Program Setup** from the **Configure** menu.

The Program Setup page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.

The EQAS Programs the lab is registered for appear in the Program Name table on the right side of the page.

- 3 Click  located to the right of the program you want to edit.
- 4 Edit the information as needed.



Note: Fields marked with an * (asterisk) are required and cannot be empty.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 10:18 AM

Program Setup

Lab ID: * 444444

Program Name: * Clinical Chemistry Program

Contact: * User1

Department: *

Area Code: 989

Phone: 123-456 Ext.: *

Fax: *

Email: * user1@demo.com

Report Language: * English

Program Name

Clinical Chemistry Program	✎ ✕
Hemoglobin Program	✎ ✕
Immunoassay (Monthly) Program	✎ ✕

Cancel Update

- 5 Click **Update**.

The EQAS program is updated.

Delete an EQAS Program



Warning: Deleting an EQAS Online Program permanently deletes all configuration and data. All results are permanently deleted from your EQAS Online program and from your EQAS Reports. Please proceed with caution.



Note: You must be set up with the Admin user role to perform this function.

You will want to delete a program from EQAS Online when you are no longer participating in an EQAS Program or when you added an EQAS Program by mistake.

- 1 Select **Program Setup** from the **Configure** menu.

The Program Setup page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Click **X** located to the right of the EQAS Program you want to remove.

A message appears asking for confirmation.

- 4 Click **OK**.

The EQAS program is removed.

Set Up Tests

In This Chapter

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Add Tests by Instrument	23
Add a Single Test	28
Edit a Test	29
Delete a Test	33
Sort Tests	35

Introduction

EQAS Online enables you to add tests, edit them, and even delete them. You can add tests as a group or individually. Tests are added as a group when there are multiple tests performed by a single instrument. To add tests as a group, you use the Setup by Instrument feature. This feature creates tests with all the information based on the most commonly reported analyte for the instrument selected.



Note: You must be set up with the Admin user role to perform all tasks described in this chapter.

Add Tests by Instrument



Note: This is the preferred method of adding tests. You must be set up with the Admin user role to perform this function.

The Setup by Instrument feature is a convenient way to add a group of tests performed on one instrument. The Setup by Instrument feature allows you to create tests with all information (analyte, instrument, reagent, method, and unit) based on the most commonly reported analyte/instrument combinations.

- 1 Select **Test Setup** from the **Configure** menu.

The screenshot shows the EQAS Online web application interface. At the top left is the logo 'EQAS Online' and 'BIO-RAD' at the top right. Below the logo is a navigation bar with 'Home', 'Configure', 'Data Entry', 'Reports', and 'Log Out'. The 'Configure' menu is open, showing options: 'Lab Setup', 'Program Setup', 'Test Setup' (highlighted with a red arrow), 'Sort Tests', and 'Secondary User Setup'. The main content area shows a calendar for 'Her' with dates from 15 Jan to 21 Nov. Below that is a section for 'Immunoassay (Monthly) Program - Cycle 9' with dates from 11 Jan to 12 Dec. At the bottom, there is a legend for result statuses: 'All Results Saved', 'Missing Results', 'Active Sample & Missing Results', 'Late Results', and 'Amended Results'.

The Test Setup page appears.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: [demo](#)
Tuesday, March 13, 2012 11:09 AM

Test Setup ?

Lab ID: *

Program Name: *

From Sample: *

Analyte: *

Instrument: *

Reagent: *

Method: *

Unit: *

Required Field *

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: [demo](#)
Tuesday, March 13, 2012 11:09 AM

Test Setup ?

Lab ID: *

Program Name: * ←

From Sample: *

Analyte: *

Instrument: *

Reagent: *

Method: *

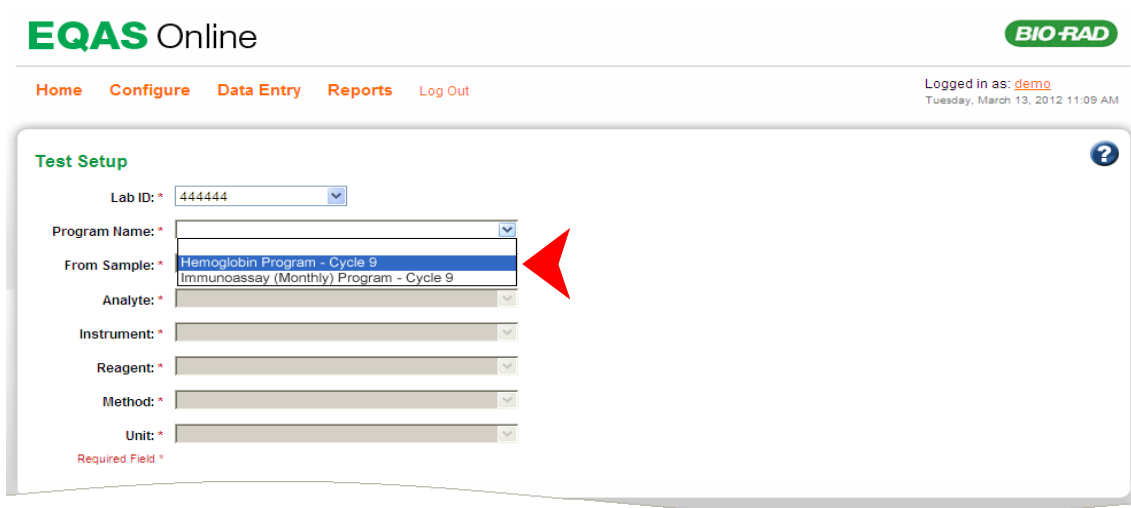
Unit: *

Required Field *

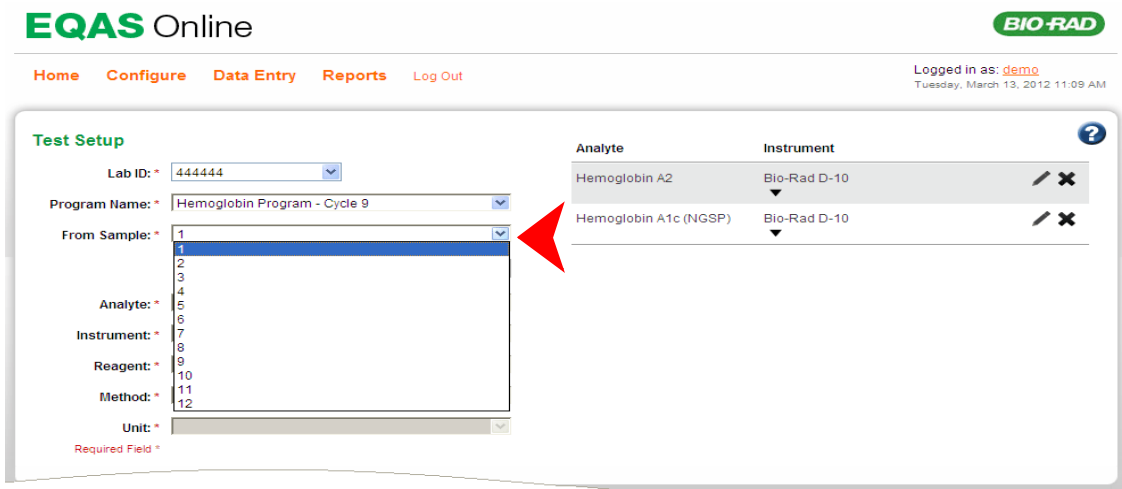
- 3 Select the program/cycle you want to add tests to from the **Program Name** list.



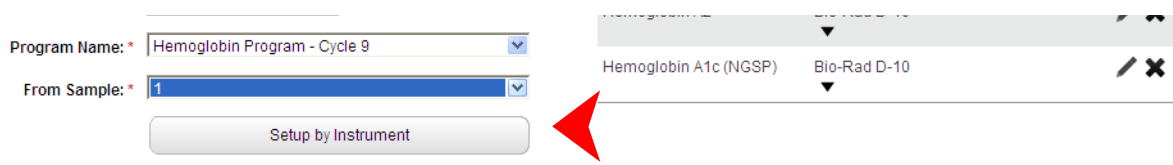
Note: When sample 12 closes, the current program cycle configuration will be automatically copied to the new cycle. At that time, both the current cycle and new cycle will be available for setup. If you want your changes only to apply to the new cycle, then please select the new cycle.



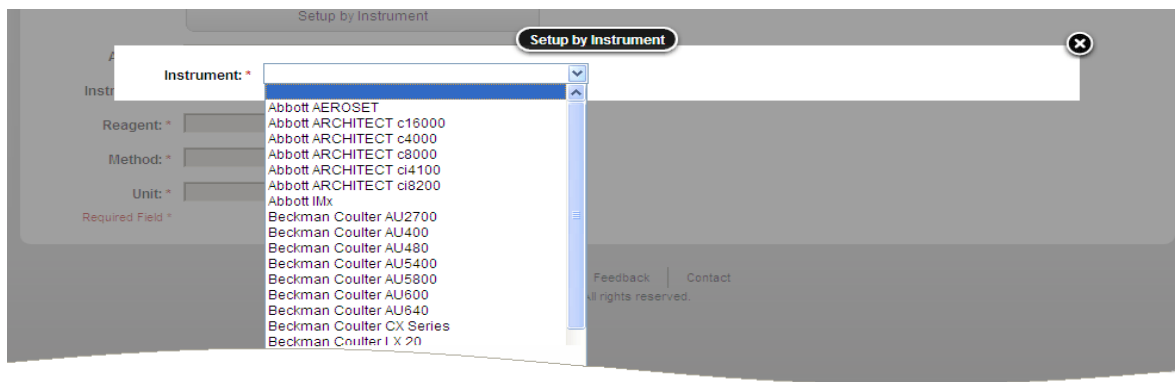
- 4 Select the appropriate sample from the **From Sample** list so that the test can be added starting from that sample. By default, the first sample is automatically selected. The list shows samples 1 - 12. If you want to apply the change to all samples, select sample 1 from the list. If you only want these changes to apply from a specific sample forward then select that sample from the list.



- 5 Click **Setup by Instrument**.



The Setup by Instrument page displays.



- 6 Select your desired instrument from the **Instrument** list.

The Setup by Instrument page shows all available analytes for the selected EQAS Program and instrument.



Note: If your instrument is missing from the instrument list, please see the next section, "Add a Single Test."

Analyte	Method	Unit (<input type="radio"/> SI <input checked="" type="radio"/> CU)
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%

- 7 Select the **SI** option in the Unit heading if your laboratory uses the International System of Units. The **CU** option for the unit is selected by default.
- 8 Select the check box for each analyte you want to add.



Important: Some analytes may have more than one method or unit available. Make sure you select the method and unit you want. You can only select one method and unit combination per analyte. If the Instrument Setup dialog box does not show the method and unit you want, you can add the preferred items as described in "Add a Single Test" on page 28. In some rare instances, you may see the same analyte, method, and unit in duplicate. This means there are multiple reagents available. In this case, you can hover over the analyte to see the reagent.

Setup by Instrument

Instrument: * **Bio-Rad VARIANT II TURBO**

Analyte	Method	Unit (<input type="radio"/> SI <input checked="" type="radio"/> CU)
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (IFCC)	HPLC	mmol/mol
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%
<input type="checkbox"/> Hemoglobin A1c (NGSP)	HPLC	%

Cancel Save

- 9 **VITROS (Dry Slide) Instruments only:** Enter the slide generation number in the **Slide Gen** field for each analyte selected.

Setup by Instrument

Instrument: * **VITROS 500**

Analyte	Method	Slide Gen	Unit (<input type="radio"/> SI <input checked="" type="radio"/> CU)
<input type="checkbox"/> Carbamazepine (Tegretol)	EIA	00	ug/mL
<input type="checkbox"/> Digoxin	EIA	00	ng/mL
<input type="checkbox"/> Phenobarbital	EIA	00	ug/mL
<input type="checkbox"/> Phenytoin (Dilantin)	EIA	00	ug/mL
<input type="checkbox"/> Theophylline	Enzymetric	00	ug/mL

Cancel Save

- 10 Click **Save**.

The tests are added and appear on the right side of the page.

Add a Single Test



Note: You must be set up with the Admin user role to perform this function.

- 1 Select **Test Setup** from the **Configure** menu.

The Test Setup page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the program/cycle you want to add tests to from the **Program Name** list.



Note: When sample 12 closes, the current program cycle configuration will be automatically copied to the new cycle. At that time, both the current cycle and new cycle will be available for setup. If you want your changes only to apply to the new cycle, then please select the new cycle.

- 4 Select the appropriate sample from the **From Sample** list so that the test can be added starting from that sample. By default, the first sample is automatically selected. The list shows samples 1 - 12. If you want to apply the change to all samples, select sample 1 from the list. If you only want these changes to apply from a specific sample forward then select that sample from the list.
- 5 Select the analyte from the **Analyte** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:16 AM

Test Setup

Lab ID: * 444444

Program Name: * Hemoglobin Program - Cycle 9

From Sample: * 1

Setup by Instrument

Analyte: *

Instrument: * Hemoglobin A1c (IFCC)
Hemoglobin A1c (NGSP)

Reagent: * Hemoglobin A2
Hemoglobin, Total Glycated

Method: *

Unit: *

Required Field *


Analyte	Instrument	
Hemoglobin A2	Bio-Rad D-10	✍ ✕
Hemoglobin A1c (NGSP)	Bio-Rad D-10	✍ ✕
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	✍ ✕
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	✍ ✕

- 6 Use one of the following methods to select the instrument:
 - Select the instrument from the **Instrument** list, or
 - Click to use the lookup feature.

7 Use one of the following methods to select the reagent:



Note: Select **Dedicated Reagent** if the reagent manufacturer and the instrument manufacturer are the same.

- Select the reagent from the **Reagent** list, or
- Click  to use the lookup feature.



Note: For VITROS (Dry Slide) instruments, select the option with the appropriate slide generation number from the **Reagent** list.

Instrument: *

Reagent: *


8 Select the method from the **Method** list.

9 Select the unit from the **Unit** list.

Method: *

Unit: *

Required Field *



10 Click **Add**.

The test is added to the from sample selected and all future samples.

Edit a Test



Note: You must be set up with the Admin user role to perform this function.

You can edit any test parameter for an existing test, even if you have already entered results. This feature is useful if you need to rectify a mistake made while a test was set up or when you need to make a change to a test.

1 Select **Test Setup** from the **Configure** menu.

The Test Setup page appears.

- If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- Select the program/cycle that contains the test you want to edit from **Program Name** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: **demo**
Tuesday, March 13, 2012 11:22 AM

Test Setup

Lab ID: * 444444

Program Name: * Hemoglobin Program - Cycle 9

From Sample: * 1

Setup by Instrument

Analyte: *

Instrument: *

Reagent: *

Method: *

Unit: *

Required Field *

Analyte	Instrument	
Hemoglobin A2	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin, Total Glycated	Bio-Rad in2it	✎ ✕

- Click located to the right of the test you want to edit from the Program Name table on the right of the page.

The test information auto fills on the page.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: **demo**
Tuesday, March 13, 2012 11:18 AM

Test Setup

Lab ID: * 444444

Program Name: * Hemoglobin Program - Cycle 9

From Sample: * 1

Setup by Instrument

Analyte: * Hemoglobin, Total Glycated

Instrument: * Bio-Rad in2it

Reagent: * Dedicated Reagent

Method: * Affinity Column

Unit: * %

Required Field *

Cancel Add

Analyte	Instrument	
Hemoglobin A2	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin, Total Glycated	Bio-Rad in2it	✎ ✕

- Determine if you want to edit the test from a specific sample onwards or for all samples:

To edit the test from a specific sample onwards:

Select the sample number from which you want to edit from the **From Sample** list.

The screenshot shows the EQAS Online Test Setup interface. The 'From Sample' dropdown menu is open, and sample 3 is selected. A red arrow points to the selected sample. The 'Analyte' and 'Instrument' table on the right is as follows:

Analyte	Instrument	
Hemoglobin A2	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin, Total Glycated	Bio-Rad in2it	✎ ✕

To edit a test for all samples:

Leave Sample 1 selected in the **From Sample** list.

The screenshot shows the EQAS Online Test Setup interface. The 'From Sample' dropdown menu is open, and sample 1 is selected. A red arrow points to the selected sample. The 'Analyte' and 'Instrument' table on the right is as follows:

Analyte	Instrument	
Hemoglobin A2	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad D-10	✎ ✕
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	✎ ✕
Hemoglobin, Total Glycated	Bio-Rad in2it	✎ ✕

6 Make a new selection for each of the following from the respective lists as needed:

- Analyte
- Instrument
- Reagent
- Method
- Unit

Lab ID: 444444
Program Name: Hemoglobin Program - Cycle 9

Setup by: [Name]

Analyte: Hemoglobin, Total Glycated
Instrument: Bio-Rad in2it
Reagent: Dedicated Reagent
Method: Affinity HPLC
Unit: %

Cancel Update

Required Field *

Hemoglobin A2	Bio-Rad D-10	[Edit]	[Close]
Hemoglobin A1c (NGSP)	Bio-Rad D-10	[Edit]	[Close]
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	[Edit]	[Close]
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	[Edit]	[Close]
Hemoglobin, Total Glycated	Bio-Rad in2it	[Edit]	[Close]

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7 Click **Update**.

The test is updated.

Delete a Test



Note: Deleting a test permanently removes the configuration and results from the selected sample and all samples forward from EQAS Online and your EQAS Reports. For example, if you delete a test for sample 5, the test is also deleted for samples 6–12. Samples 1–4 will still have the test available.



Note: You must be set up with the Admin user role to perform this function.

- 1 Select **Test Setup** from the **Configure** menu.

The Test Setup page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 From the **Program Name** list, select the program/cycle you want to delete a test from.
- 4 Select the sample from the **From Sample** list you want to delete a test from. If you want to apply the change to all samples, select sample 1 from the list. If you only want these changes to apply from a specific sample on, then select that sample from the list.
- 5 Click **X** located to the right of the test you want to delete in the Program Name table on the right side of the page.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:25 AM

Test Setup

Lab ID: 444444

Program Name: Hemoglobin Program - Cycle 9

From Sample: 1

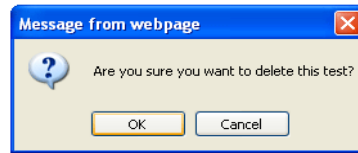
Setup by Instrument

Analyte: Instrument

Hemoglobin A2	Bio-Rad D-10	/ X
Hemoglobin A1c (NGSP)	Bio-Rad D-10	/ X
Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO	/ X
Hemoglobin A1c (NGSP)	Bio-Rad VARIANT II TURBO	/ X
Hemoglobin, Total Glycated	Bio-Rad in2it	/ X

Analyte: * Instrument: *
 Reagent: * Method: *
 Unit: *
 Required Field *

A message appears asking for confirmation.



6 Click **OK**.

The test is deleted.

Sort Tests

The test order on the Sort Tests page determines the order in which the analytes appear when you enter your results on the Data Entry page and the order your analytes appear in on the Test Setup page. You can arrange the order of analytes to match your instrument printout. This helps simplify entering your results.



Note: The analytes in the Sort Tests table are based on the Lab ID, EQAS Program, and Cycle; not on a specific sample.



Note: You must be set up with the Admin user role to perform this function.

- 1 Select **Sort Tests** from the **Configure** menu.

The Sort Tests page appears.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the program/cycle from the **Program Name** list.

EQAS Online **BIO-RAD**

[Home](#) [Configure](#) [Data Entry](#) [Reports](#) [Log Out](#) Logged in as: [demo](#)
Tuesday, March 13, 2012 11:33 AM

Sort Tests ?

Lab ID:

Program Name:

- Hemoglobin Program - Cycle 9
- Immunoassay (Monthly) Program - Cycle 9

- 4 Use any of the following methods to sort the tests:
 - Click the **Analyte** column heading to sort the tests alphabetically by analyte name in ascending or descending order.

- Click the **Instrument** column heading to sort the tests alphabetically by instrument name in ascending or descending order.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: **demo**
Tuesday, March 13, 2012 11:33 AM

Sort Tests

Lab ID: 444444 Program Name: Hemoglobin Program - Cycle 9

Please define the order you would like your tests to appear in. Click on a column header to sort column results in ascending or descending order, or sort table rows using drag and drop. Then confirm your sort order by selecting Save the order.

Analyte	Instrument
1. Hemoglobin A2	Bio-Rad D-10 Bio-Rad D-10 Dual HbA1c/A2/F (220-0201) HPLC %
2. Hemoglobin, Total Glycated	Bio-Rad in2it Dedicated Reagent Affinity Column %
3. Hemoglobin A1c (NGSP)	Bio-Rad D-10 Bio-Rad D-10 Dual HbA1c/A2/F (220-0201) HPLC %
4. Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO Bio-Rad VARIANTII TURBO A1c (270-2415, 2417) HPLC mmol/mol
5. Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO Bio-Rad VARIANTII TURBO A1c (270-2415, 2417) HPLC mmol/mol
6. Hemoglobin, Total Glycated	Alcor Bio Dedicated Reagent Affinity HPLC %
7. Hemoglobin, Total Glycated	Alcor Bio Dedicated Reagent Affinity HPLC %

Save the order

- Press and hold the left mouse button on a test and drag the test to the location you want.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: **demo**
Tuesday, March 13, 2012 11:33 AM

Sort Tests

Lab ID: 444444 Program Name: Hemoglobin Program - Cycle 9

Please define the order you would like your tests to appear in. Click on a column header to sort column results in ascending or descending order, or sort table rows using drag and drop. Then confirm your sort order by selecting Save the order.

Analyte	Instrument
1. Hemoglobin A2	Bio-Rad D-10 Bio-Rad D-10 Dual HbA1c/A2/F (220-0201) HPLC %
2. Hemoglobin A1c (NGSP)	Bio-Rad D-10 Bio-Rad D-10 Dual HbA1c/A2/F (220-0201) HPLC %
3. Hemoglobin, Total Glycated	Bio-Rad in2it Dedicated Reagent Affinity Column %
4. Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO Bio-Rad VARIANTII TURBO A1c (270-2415, 2417) HPLC mmol/mol
5. Hemoglobin A1c (IFCC)	Bio-Rad VARIANT II TURBO Bio-Rad VARIANTII TURBO A1c (270-2415, 2417) HPLC mmol/mol
6. Hemoglobin, Total Glycated	Alcor Bio Dedicated Reagent Affinity HPLC %
7. Hemoglobin, Total Glycated	Alcor Bio Dedicated Reagent Affinity HPLC %

- Click **Save the order** when the tests are sorted the way you want them.



Note: The changes apply to the Lab ID, EQAS Program, and selected Cycle. The changes apply to all samples within the cycle.

Users and User Roles

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Overview

EQAS Online uses the registration information from your QCNet™ account (www.QCNet.com). As with QCNet™, EQAS Online users are designated as either “Primary” or “Secondary.” A laboratory can have only one Primary user but multiple Secondary users.

Primary User

- By default, the EQAS Online Primary user is set up with the “Admin” user role. The Primary user role lets the user perform all functions in EQAS Online and provides access to all Lab IDs and programs. See “User Roles” on page 38 for more information.
- The Primary user can create one or more Secondary users in EQAS Online at any time.

 **Note:** The Primary user cannot be deleted.

Secondary Users

- One or more Secondary users can be set up in EQAS Online at any time.

 **Note:** Only the Primary user can set up Secondary users.

- Secondary users can be set up with the Admin user role or with the more restricted “User” role. See “User Roles” on page 38 for more information. A user role enables a user to perform only restricted functions, such as to enter results or to view programs.

User Roles

EQAS Online Secondary users can be set up with the “Admin” or “User” role.

The following information shows the different tasks the various roles can perform.

Task	Role		
	Primary User	Secondary User	
		Admin	User
Edit lab setup information	✓	✓	✗
Add, edit, and delete EQAS Programs	✓	✓	✗
Add, edit, and delete tests from EQAS Programs	✓	✓	✗
Sort tests	✓	✓	✗
Add, edit, and delete EQAS Online Secondary users	✓	✗	✗
Enter EQAS results	✓	✓	✓
View and print EQAS reports	✓	✓	✓
View the audit trail	✓	✓	✗
Email notifications	✓	✓	✓
Lab/Program Access	All	All	Assigned only

✓ = Can perform task

✗ = Cannot perform task

Add a Secondary User



Note: You must be set up with the Primary user role to perform this function.

- 1 Select **Secondary User Setup** from the **Configure** menu.

The screenshot shows the EQAS Online dashboard. At the top, there are navigation tabs: Home, Configure, Data Entry, Reports, and Log Out. The 'Configure' menu is open, showing options: Lab Setup, Program Setup, Test Setup, Sort Tests, and Secondary User Setup. A red arrow points to 'Secondary User Setup'. Below the menu, there are two calendar views. The first calendar is for 'Hen' and the second is for 'Immunoassay (Monthly) Program - Cycle 9'. Both calendars show dates from January to November. At the bottom, there are status indicators for 'All Results Saved', 'Missing Results', 'Active Sample & Missing Results', 'Late Results', and 'Amended Results'.

The Secondary User Setup page appears.

The screenshot shows the 'Secondary User Setup' page. On the left, there are input fields for: Login ID (*), Password (*), First Name (*), Last Name (*), Area Code, Phone, Ext., Email (*), User Role (Admin), and User Language (English). There are 'Cancel' and 'Add' buttons at the bottom. On the right, there is a 'Secondary User List' section showing a user named 'Rick Demo' with edit and delete icons.

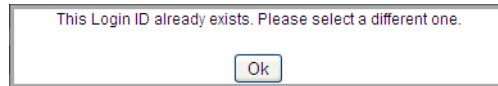
- 2 Enter the information for the Secondary user in the respective fields.



Note: Fields marked with an * (asterisk) are required and cannot be empty.



Note: The Login ID you specify in the Login ID field must be unique to the QCNet web site, and if it isn't, EQAS Online warns you. On receiving this warning, you should specify a different Login ID that is unique.

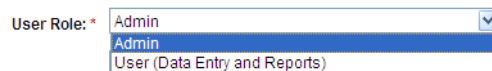


Select User Role

3 Select one of these roles for the Secondary user from the **User Role** list:

- **Admin**

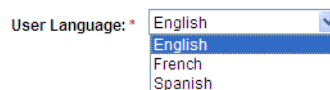
Select this option if you want the Secondary user to be able to perform all tasks available in EQAS Online. An Admin user has access to all Lab IDs and programs. (See “User Roles” on page 38 for more information.)



- **User (Data Entry and Reports)**

Select this option if you want the Secondary user to only enter EQAS results and view and print EQAS reports. (See “User Roles” on page 38 for more information.)

4 Select an appropriate language for the EQAS interface from the **User Language** list.



5 Click **Add**.

If the Secondary user is being assigned to the User role, a message box appears prompting you to remember to assign a program to the new user.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: [demo](#)
Tuesday, March 13, 2012 11:44 AM

Secondary User Setup Secondary User List ?

Login ID: *

Password: *

First Name: *

Last Name: *

Area Code:

Phone: Ext.:

Email: *

User Role: * Admin

User Language: * English

Required Field *

Cancel Add

Message from webpage

Please remember to assign a program to this user.

OK

Rick Demo

User Demo

- 6 Click **OK**.

The user is added and appears on the right side of the page.

Assign EQAS Programs



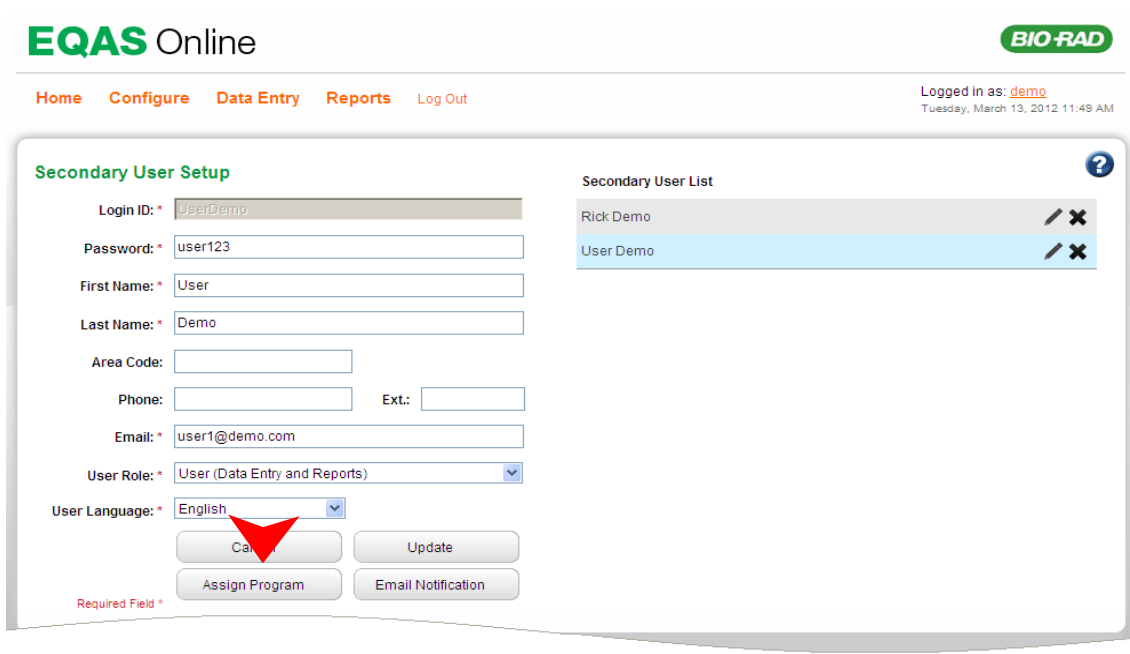
Note: Secondary users assigned the user role will not be able to see labs and programs until the Primary user assigns them a lab and programs and they will only see information in EQAS Online for the programs they are assigned to.

- 1 To edit user setup, click corresponding to the user in the Secondary User List table on the right side of the page.

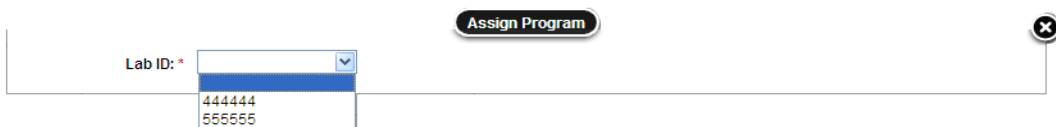


Note: The details of the selected user are automatically filled in the fields in the Secondary User Setup page. You can edit any of the details as required, except the Login ID. Notice that the **Assign Program** and **Email Notification** buttons are added to the page.

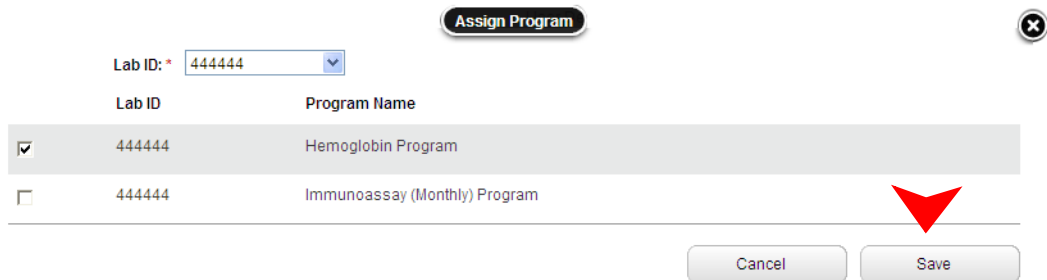
- 2 Click **Assign Program**.



The Assign Program window appears.



- 3 If you have more than one Lab ID, make sure you select the desired Lab ID from the **Lab ID** list.
- 4 Select the check box for each EQAS Program you want to assign to the user.



- 5 Click **Save**.

The selected programs are assigned to the user.

- 6 Repeat steps 3-5 for every Lab ID.

Select Email Notification (Applies to All Users)



Note: Secondary users assigned the user role will receive email notifications only for the EQAS Programs they are assigned to. All users can directly access and update their email notification settings on their My Profile page. See “My Profile” on page 47 for more information.

- 1 To edit email notification settings, click  corresponding to the user in the Secondary User List table on the right side of the page.
- 2 Click **Email Notification**.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:49 AM

Secondary User Setup

Login ID: *

Password: *

First Name: *

Last Name: *

Area Code:

Phone: Ext.:

Email: *

User Role: *

User Language: *

Required Field *

Secondary User List	
Rick Demo	
User Demo	

- 3 In the Email Notification window, all notifications are selected by default. The notifications ensure that Secondary users will receive email notifications for all assigned EQAS programs. You can clear the check box for each type of email notification that you don't want the Secondary user to receive.

Email Notification

Receive email when reports are available

Receive email reminder when sample closes within day(s)

Receive email notification for assigned EQAS program communication

- 4 Select the number of days before the sample closes to receive an email notification, 7 is selected by default.

- 5 Click **Save**.

The email notification settings are saved.


Edit Information for a Secondary User



Note: You must be set up with the Primary user role to perform this function.

- 1 Select **Secondary User Setup** from the **Configure** menu.

The Secondary User Setup page appears.

- 2 In the Secondary User List table on the right side of the page, click  corresponding to the user you want to edit.

EQAS Online **BIO-RAD**

Home **Configure** Data Entry Reports Log Out Logged in as: **demo**
Tuesday, March 13, 2012 11:49 AM

Secondary User Setup

Login ID: *

Password: *

First Name: *

Last Name: *

Area Code:

Phone: Ext.:





Email: *

User Role: * Admin

User Language: * English

Required Field *

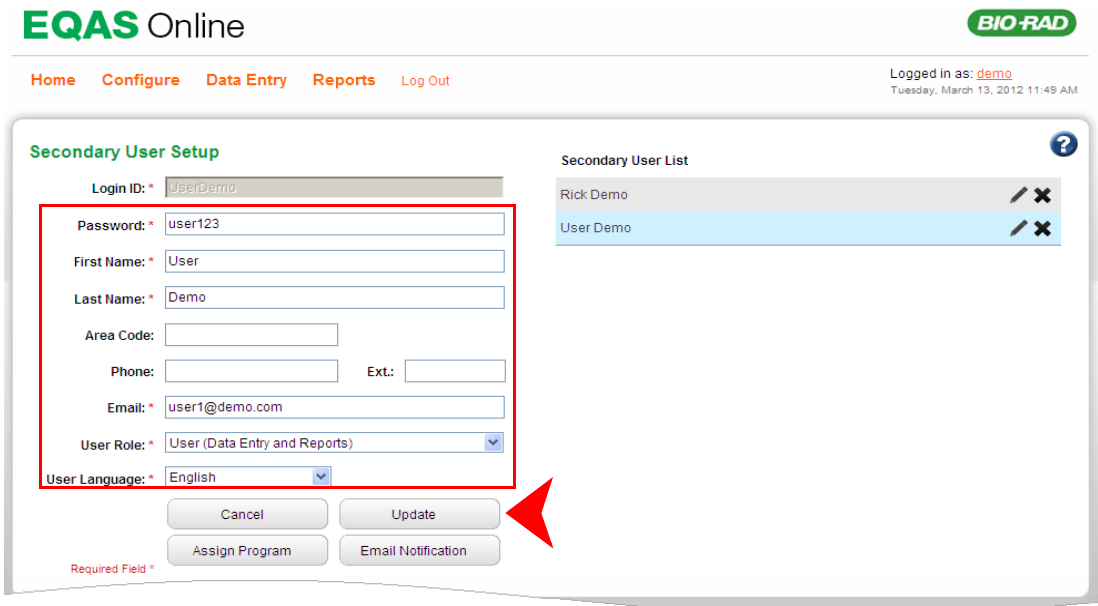
Secondary User List

Rick Demo	 
User Demo	 

- 3 Edit the information as needed.



Note: You cannot edit the Login ID. Fields marked with an * (asterisk) are required and cannot be empty.



4 Click **Update**.

The secondary user settings are updated.


Delete a Secondary User

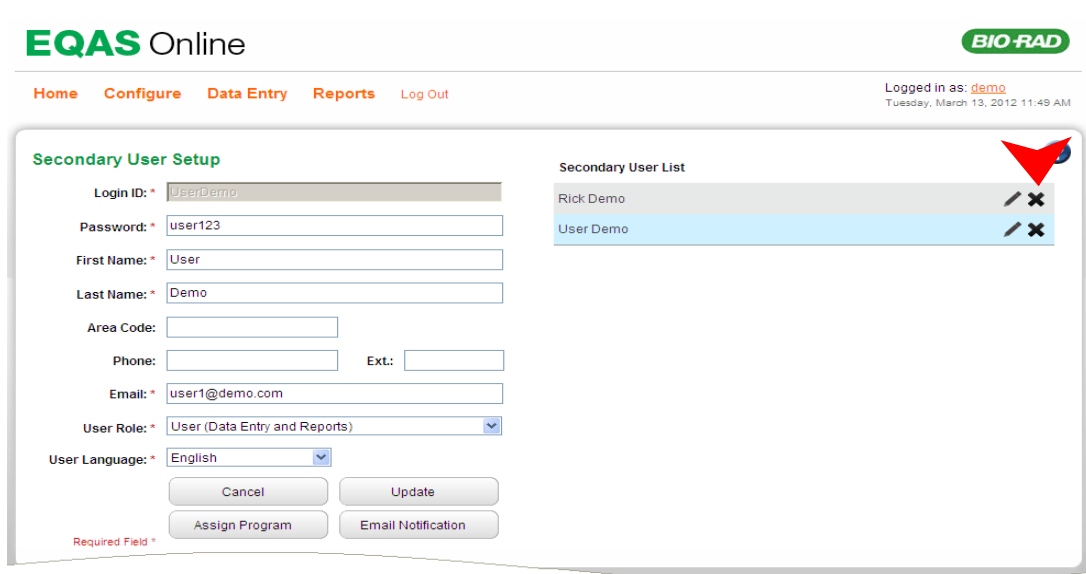


Note: You must be set up with the Primary user role to perform this function.

- 1 Select **Secondary User Setup** from the **Configure** menu.

The Secondary User Setup page appears.

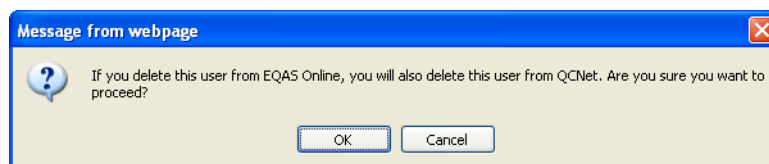
- 2 In the Secondary User List table on the right side of the page, click  corresponding to the user you want to delete.



- 3 A message appears stating if you delete the Secondary user from EQAS Online, you will also delete the Secondary user from QCNet. If you wish to continue, click **OK**.

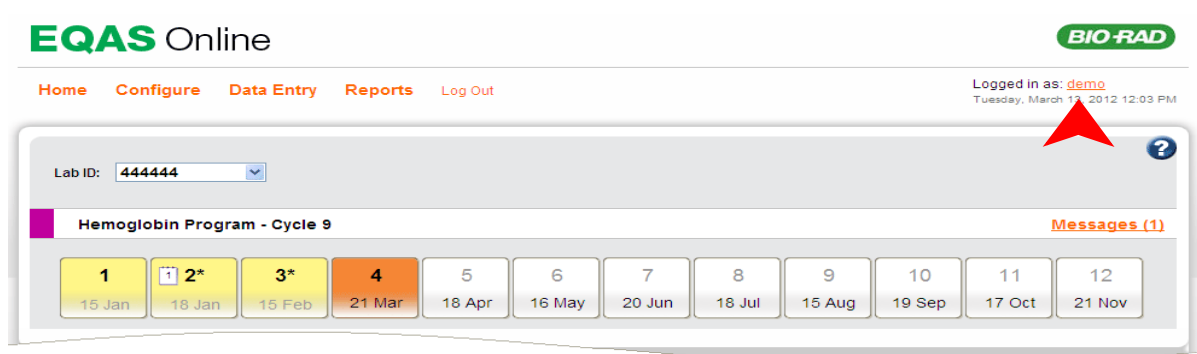


Note: If you delete a secondary user from EQAS Online, this user will also be deleted from QCNet.

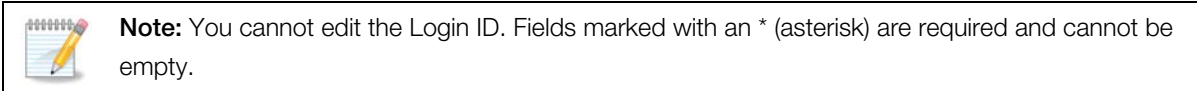


My Profile

- 1 You can edit your profile at any time in EQAS Online. To do so, click your user name link appearing at the top of all EQAS Online pages.



- 2 The **My Profile** page appears. You can edit your details as required.



- 3 Use the **User Language** field to specify your choice for the language of the interface. You can change the language at any time by using this field.

The screenshot shows the 'My Profile' page in EQAS Online. The user details are as follows:

- Login ID: * DEMO
- Password: * demo
- First Name: * John
- Last Name: * Demo
- Area Code: 555
- Phone: 5551212 Ext.:
- Email: * demo@bio-rad.com
- User Language: * English

There are three checkboxes for email notifications:

- Receive email when reports are available
- Receive email reminder when sample closes within 7 day(s)
- Receive email notification for assigned EQAS program communication

At the bottom, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. A 'Required Field *' label is visible at the bottom left.

- 4 This page also includes three check boxes to specify the email notifications you wish to receive. These notifications alert you when a report is available, when a sample is close to the due date, and when Bio-Rad sends program communications. You can also select the number of days from the sample due date from which the system should send you an email notification.
- 5 Click **Save**.



Note: After clicking **Save**, navigate to another page as desired.

Data Entry

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Sample Due Dates



Important: Make sure you submit your results to Bio-Rad by 20:00 GMT on the appropriate Sample Due Date provided for each sample.

The Sample Due Date is the date by which a sample’s results must arrive at Bio-Rad EQAS if they are to be included in the statistical analysis for that sample. The results will be accepted on the specified date until 20:00 GMT, at which time the sample will close. After a sample is closed, a statistical analysis is performed to provide each reporting laboratory a comparison of their laboratory’s performance to other laboratories for that sample. Results received after the Sample Due Date will be represented as late in the EQAS reports.

The Sample Due Dates are located on the:

- Sample Vial Label
- Product Insert (included in the Specimen Package)

- EQAS / Unity Calendar (in printed and electronic form on www.QCNet.com)
- EQAS Online Sample Tab

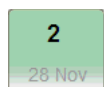
Data Entry

You use the Data Entry page of EQAS Online to enter and submit your sample results. On the Data Entry page, select a Lab ID and then choose an EQAS Program and Cycle from a list of configured programs. Once you select a program, all twelve samples in the current cycle of the program will display. You can select the sample for which you want to enter results by clicking the corresponding sample tab. By default, the active sample is selected.



Note: Alternatively, you can select the appropriate sample from the required program on the Home page of EQAS Online.

Each sample tab shows the sample number and the Sample Due Date. Sample tabs are also color-coded so you can easily identify their status.



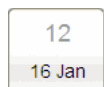
Green: Indicates all results for the sample have been entered and submitted to Bio-Rad.



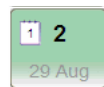
Orange: Indicates the active sample and at least one result is missing.



Yellow: Indicates the sample is past the Sample Due Date and at least one result is missing.



White: Indicates the sample is not active. You cannot enter data for a future sample.



Late: Indicates the sample has at least one result that was entered after the Sample Due Date.



Amended: Indicates the sample has at least one result that was changed after the Sample Due Date.

Acceptable Numbers and Format for Results

- You can only type numbers when you enter results.
- You cannot type non-numeric characters (except for a comma or a decimal point). See the next section “Commas and Decimal Points.”
- You cannot enter zero values.
- You can type a maximum of 5 numbers to the left of the decimal point and 3 decimal places. EQAS Online will not accept more than the maximum format.

Example:

5 numbers (12345)

3 decimal places (123)

12345.123

Commas and Decimal Points

EQAS Online supports the use of the special characters comma and decimal point when you enter results. However, EQAS Online will always display results using decimal points.

Unreportable Results (UR)

If you are unable to report a result for some analytes, such as when there are issues with a sample, you can select an unreportable result code when you enter or edit results for the sample. The unreportable result code is submitted in place of a numeric result. Unreportable results are noted on your EQAS reports.

Unreportable Result Descriptions
Less than Detection Limit
Greater than Assay Range (No Dilution Possible)
Result of Zero
Instrument Flag
Turbid Sample
Insufficient Sample Volume
Other

Amended Results

- Amended results are results you change and submit to Bio-Rad after they have been previously submitted and after a sample has closed.

- Amended results are marked with an asterisk (*) in EQAS Online and on the following EQAS Reports:
 - Sample Report
 - End-of-Cycle Report




Note: Updated EQAS Reports will be automatically posted to QCNet within 24 hours of submission.

Submit Amended Results

You can submit amended results for all cycle samples until two weeks after the Sample 12 Due Date.

Late Results

- Late results are results submitted after the sample has closed or after the Sample Due Date.
- Late results are marked with  in EQAS Online and on the following EQAS reports:
 - Sample Report
 - End-of-Cycle Report
- Late results are compared to the dataset that was in place at the time the sample was closed. Late results are not included in the dataset until the recalculation is performed at the end of the cycle to include all late and amended results.



Note: Updated EQAS Reports will be automatically posted to QCNet within 24 hours of submission.

Submit Late Results

You can submit late results for all cycle samples until two weeks after the Sample 12 Due Date.

Enter Results

- 1 Click **Data Entry**.

EQAS Online BIO-RAD

Home Configure **Data Entry** Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:56 AM

Lab ID: 444444

Hemoglobin Program - Cycle 9 Messages (1)

1 15 Jan	2* 18 Jan	3 15 Feb	4 21 Mar	5 18 Apr	6 16 May	7 20 Jun	8 18 Jul	9 15 Aug	10 19 Sep	11 17 Oct	12 21 Nov
-------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	--------------	--------------

Immunoassay (Monthly) Program - Cycle 9 Messages (0)

1 11 Jan	2 8 Feb	3 14 Mar	4 11 Apr	5 9 May	6 13 Jun	7 11 Jul	8 8 Aug	9 12 Sep	10 10 Oct	11 14 Nov	12 12 Dec
-------------	------------	-------------	-------------	------------	-------------	-------------	------------	-------------	--------------	--------------	--------------

All Results Saved
 Missing Results
 Active Sample & Missing Results
 Late Results
 * Amended Results

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the program and cycle you want to enter results for from the **Program Name** list.



Note: Only the current cycle for the program appears in the **Program Name** list.

EQAS Online BIO-RAD

Home Configure **Data Entry** Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:57 AM

Data Entry

Lab ID: 444444 Program Name:
 Hemoglobin Program - Cycle 9
 Immunoassay (Monthly) Program - Cycle 9

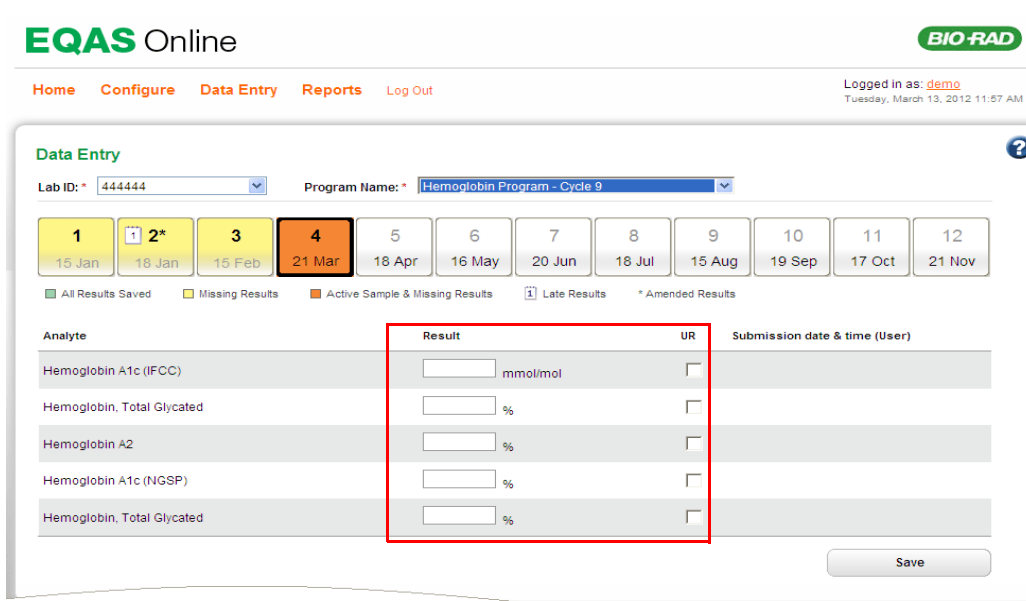
All samples display for the program and cycle selected. By default, the active sample is selected. You can also select another sample by clicking on the appropriate sample tab, if desired.



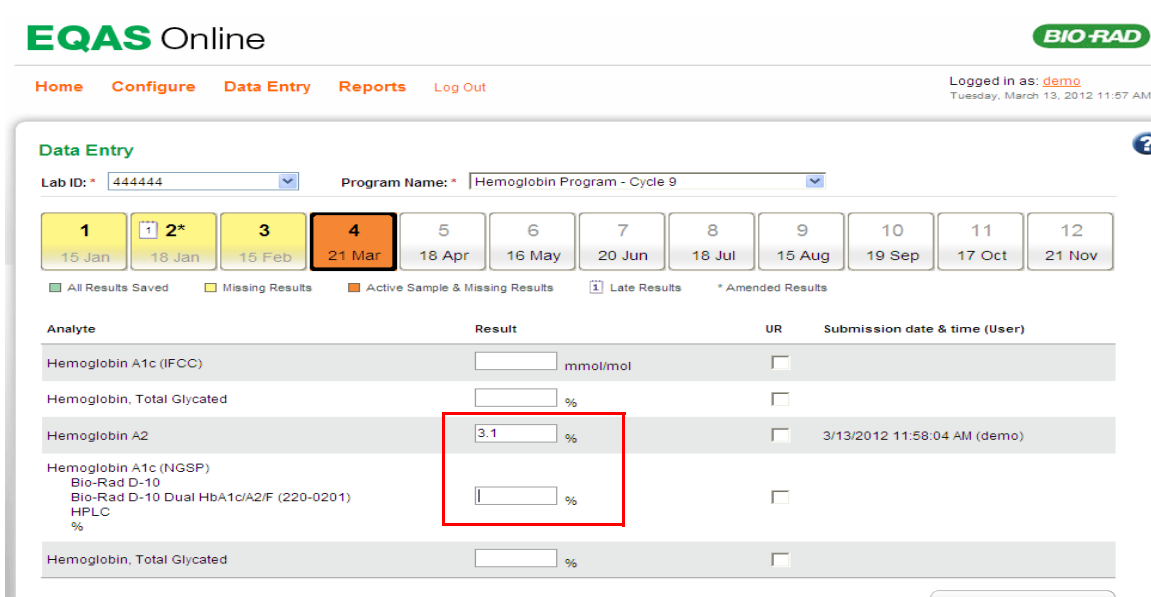
Note: Alternatively, you can select the appropriate sample tab of the required program on the Home page of EQAS Online.

- 4 Do one of the following to enter your results:
 - Click in the **Result** field and type the result for the analyte (notice that the test details will appear), or

- If the result is unreportable, select the check box in the corresponding **UR** column and then select a reason for the unreportable result from the list. (See “Unreportable Results (UR)” on page 51 if you need more information.)



- 5 Press the ENTER key or the TAB key on the keyboard. The cursor moves to the next **Result** field.



- 6 Repeat steps 4 and 5 as needed to enter results for all analytes.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 11:57 AM

Data Entry ?

Lab ID: * 444444 Program Name: * Hemoglobin Program - Cycle 9

1 15 Jan	2* 18 Jan	3 15 Feb	4 21 Mar	5 18 Apr	6 16 May	7 20 Jun	8 18 Jul	9 15 Aug	10 19 Sep	11 17 Oct	12 21 Nov
-------------	--------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------	--------------	--------------	--------------

All Results Saved
 Missing Results
 Active Sample & Missing Results
 Late Results
 Amended Results

Analyte	Result	UR	Submission date & time (User)
Hemoglobin A1c (IFCC)	<input type="text"/> mmol/mol	<input type="checkbox"/>	
Hemoglobin, Total Glycated	<input type="text"/> %	<input type="checkbox"/>	
Hemoglobin A2	3.1 <input type="text"/> %	<input type="checkbox"/>	3/13/2012 11:58:04 AM (demo)
Hemoglobin A1c (NGSP)	6.5 <input type="text"/> %	<input type="checkbox"/>	3/13/2012 11:58:14 AM (demo)
Hemoglobin, Total Glycated Alcor Bio Dedicated Reagent Affinity HPLC %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	

7 Click **Save**.

- EQAS Online shows the local date and time the results were entered and submitted to Bio-Rad.
- EQAS Online shows the User ID of the user who entered and submitted the results to Bio-Rad.
- The sample tab color changes to indicate the current status of the sample as follows:



Green: Indicates all results for the sample have been entered and submitted to Bio-Rad.



Orange: Indicates the active sample and at least one result is missing.



Yellow: Indicates the sample is past the Sample Due Date and at least one result is missing.



Amended: Indicates the sample has at least one result that was changed after the Sample Due Date.



Late: Indicates the sample has at least one result that was entered after the Sample Due Date.

Edit Results

EQAS Online enables you to edit any results you save in EQAS Online. However, EQAS Online handles edited results differently depending on whether the sample is active or closed.

Active Samples

For active samples, you can edit results at any time prior to 20:00 GMT on the Sample Due Date. The last results you saved in EQAS Online prior to 20:00 GMT will be the only results included in your EQAS Reports.

Closed Samples

Results sent to Bio-Rad after a sample close that replaces a previously reported result are called amended results. Such amended results will be flagged in your EQAS reports. Your laboratory should note the reason for the amended result in the comment section of the EQAS report. If a correction is made on Bio-Rad's behalf (error in data entry), the result will be corrected and an amended result flag will not appear in your EQAS report for that result. After you edit and save your results, your updated reports will be posted to www.QCNet.com within 24 hours.

- 1 Click **Data Entry**.
- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the program and cycle you want to amend results for from the **Program Name** list.



Note: Only the current cycle for the program appears in the **Program Name** list.

All samples display for the program and cycle selected. By default, the active sample is selected. You can also select another sample by clicking on the appropriate sample tab, if desired.

EQAS Online **BIO-RAD**

Home Configure **Data Entry** Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 12:00 PM

Data Entry

Lab ID: 444444 Program Name: Hemoglobin Program - Cycle 9

1 2* 3 4 5 6 7 8 9 10 11 12
15 Jan 18 Jan 15 Feb 21 Mar 18 Apr 16 May 20 Jun 18 Jul 15 Aug 19 Sep 17 Oct 21 Nov

All Results Saved Missing Results Active Sample & Missing Results Late Results Amended Results

Analyte	Result	UR	Submission date & time (User)
Hemoglobin A1c (IFCC)	<input type="text"/> mmol/mol	<input type="checkbox"/>	
Hemoglobin, Total Glycated	<input type="text"/> %	<input type="checkbox"/>	
Hemoglobin A2	2.3 <input type="text"/> %	<input type="checkbox"/>	2/23/2012 8:00:00 AM (Import)
Hemoglobin A1c (NGSP)	5.8 <input type="text"/> %	<input type="checkbox"/>	2/23/2012 8:00:00 AM (Import)
Hemoglobin, Total Glycated	Turbid Sample <input type="text"/>	<input checked="" type="checkbox"/>	3/28/2012 1:12:11 PM (Demo)

Save



Note: Alternatively, you can select the appropriate sample tab of the required program on the Home page of EQAS Online.

- 4 Do one of the following to edit your results:
 - To amend a numeric result:
Click in the **Result** field and type the amended result for the analyte.
 - To amend an unreportable result:
Select a new unreportable result from the UR list.
(See “Unreportable Results (UR)” on page 51 if you need more information.)
 - To amend a numeric result to an unreportable result:
Select the check box in the corresponding **UR** column and then select a reason for the unreportable result from the list.
(See “Unreportable Results (UR)” on page 51 if you need more information.)
 - To amend an unreportable result to a numeric result:
Deselect the check box in the corresponding UR column and then click in the Result field and type the amended result for the analyte.
- 5 Press the ENTER key or the TAB key on the keyboard as needed to go to the next result you want to amend.
- 6 Repeat steps 4 and 5 as needed to amend results for other analytes.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 12:00 PM

Data Entry ?

Lab ID: * 444444 Program Name: * Hemoglobin Program - Cycle 9

1 15 Jan 2* 18 Jan 3 15 Feb 4 21 Mar 5 18 Apr 6 16 May 7 20 Jun 8 18 Jul 9 15 Aug 10 19 Sep 11 17 Oct 12 21 Nov

All Results Saved
 Missing Results
 Active Sample & Missing Results
 Late Results
 Amended Results

Analyte	Result	UR	Submission date & time (User)
Hemoglobin A1c (IFCC)	<input type="text"/> mmol/mol	<input type="checkbox"/>	
Hemoglobin, Total Glycated	<input type="text"/> %	<input type="checkbox"/>	
Hemoglobin A2	2.5 <input type="text"/> %	<input type="checkbox"/>	3/13/2012 12:00:55 PM (demo)
Hemoglobin A1c (NGSP) Bio-Rad D-10 Bio-Rad D-10 Dual HbA1c/A2/F (220-0201) HPLC %	6.1 <input type="text"/> %	<input type="checkbox"/>	2/23/2012 8:00:00 AM (Import)
Hemoglobin, Total Glycated	Turbid Sample <input type="text"/>	<input checked="" type="checkbox"/>	3/28/2012 1:12:11 PM (Demo)

- 7 Click **Save**.

- EQAS Online shows the local date and time the results were entered and submitted to Bio-Rad.
- EQAS Online shows the User ID of the user who entered and submitted the results to Bio-Rad.
- The sample tab color changes to indicate the current status of the sample as follows:



Green: Indicates all results for the sample have been entered and submitted to Bio-Rad.



Orange: Indicates the active sample and at least one result is missing.



Yellow: Indicates the sample is past the Sample Due Date and at least one result is missing.



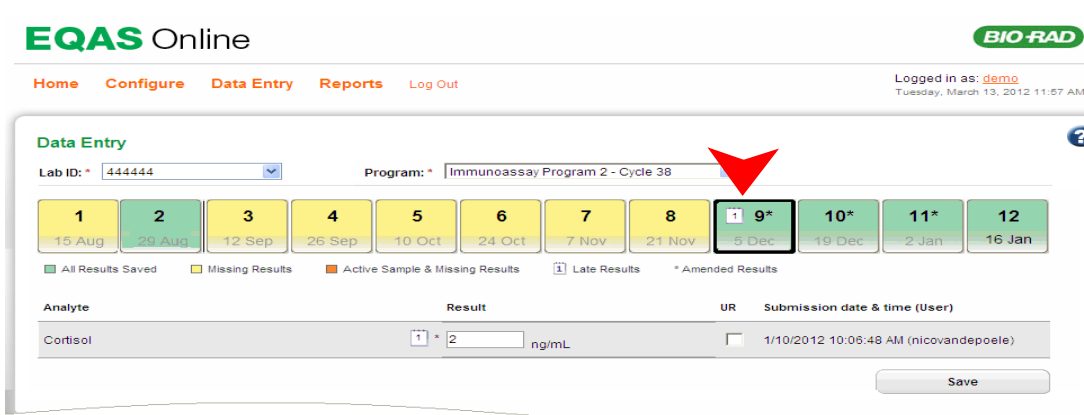
Amended: Indicates the sample has at least one result that was changed after the Sample Due Date.



Late: Indicates the sample has at least one result that was entered after the Sample Due Date.

Amend Late Results

You can also amend (edit) results that were submitted late to Bio-Rad. The results are flagged as both amended and late. EQAS Online automatically shows the date and time your results were received by Bio-Rad for each submission made. The steps for editing late results are the same as those for editing results (See “Edit Results” on page 56 if you need more information). However, after editing, the amended and late symbols will appear on the sample tab and next to the result box to indicate that the late data was amended after the sample was closed.



The screenshot displays the EQAS Online Data Entry interface. At the top, the logo "EQAS Online" and "BIO-RAD" are visible. Navigation links include Home, Configure, Data Entry, Reports, and Log Out. The user is logged in as "demo" on Tuesday, March 13, 2012, at 11:57 AM.

The main section is titled "Data Entry" and shows a calendar for "Lab ID: 444444" and "Program: Immunoassay Program 2 - Cycle 38". The calendar has 12 tabs representing dates from 15 Aug to 16 Jan. Tab 9 (5 Dec) is highlighted with a red arrow and a red asterisk, indicating a late result. Below the calendar, there are status indicators: All Results Saved (green), Missing Results (yellow), Active Sample & Missing Results (orange), Late Results (blue), and Amended Results (purple).

The "Analyte" section shows "Cortisol" with a "Result" of "2" ng/mL. The "UR" checkbox is checked, and the "Submission date & time (User)" is "1/10/2012 10:06:48 AM (nicovandepoele)". A "Save" button is located at the bottom right.

Delete Results

You can delete results previously submitted to Bio-Rad if you delete the results during the EQAS Program cycle.



Important: Results can be deleted for all cycle samples until two weeks after the Sample 12 Due Date. Deleting a result will remove the result from EQAS Online and your corresponding EQAS Reports.

- 1 Click **Data Entry**.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the program and cycle you want to delete results for from the **Program Name** list.



Note: Only the current cycle for the program appears in the **Program Name** list.

All samples display for the program and cycle selected. By default, the active sample is selected. You can also select another sample by clicking on the appropriate sample tab, if desired.



Note: Alternatively, you can select the appropriate sample tab of the required program on the Home page of EQAS Online.

- 4 Do one of the following to delete your results:
 - To delete a numeric result:
Click in the **Result** field and press the DELETE key on the keyboard or use the BACKSPACE key to remove the result.
 - To delete an unreportable result:
Select the empty field in the **UR** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 12:00 PM

Data Entry ?

Lab ID: 444444 Program Name: Hemoglobin Program - Cycle 9

1 2* 3 4 5 6 7 8 9 10 11 12
15 Jan 18 Jan 15 Feb 21 Mar 18 Apr 16 May 20 Jun 18 Jul 15 Aug 19 Sep 17 Oct 21 Nov

All Results Saved Missing Results Active Sample & Missing Results Late Results Amended Results

Analyte	Result	UR	Submission date & time (User)
Hemoglobin A1c (IFCC)	<input type="text"/> mmol/mol	<input type="checkbox"/>	
Hemoglobin, Total Glycated	<input type="text"/> %	<input type="checkbox"/>	
Hemoglobin A2	2.3 <input type="text"/> %	<input type="checkbox"/>	2/23/2012 8:00:00 AM (Import)
Hemoglobin A1c (NGSP)	5.8 <input type="text"/> %	<input type="checkbox"/>	2/23/2012 8:00:00 AM (Import)
Hemoglobin, Total Glycated	Turbid Sample <input type="text"/>	<input checked="" type="checkbox"/>	3/28/2012 1:12:11 PM (Demo)

Save

- 5 Press the ENTER key or the TAB key on the keyboard.
The cursor moves to the next **Result** field.
- 6 Repeat steps 4 and 5 as needed to enter results for all analytes.
- 7 Click **Save**.
 - The sample tab color changes to indicate the current status of the sample as follows:



Orange: Indicates the active sample and at least one result is missing.



Yellow: Indicates the sample is past the Sample Due Date and at least one result is missing.



Amended: Indicates the sample has at least one result that was changed after the Sample Due Date.



Late: Indicates the sample has at least one result that was entered after the Sample Due Date.

Reports

In This Chapter

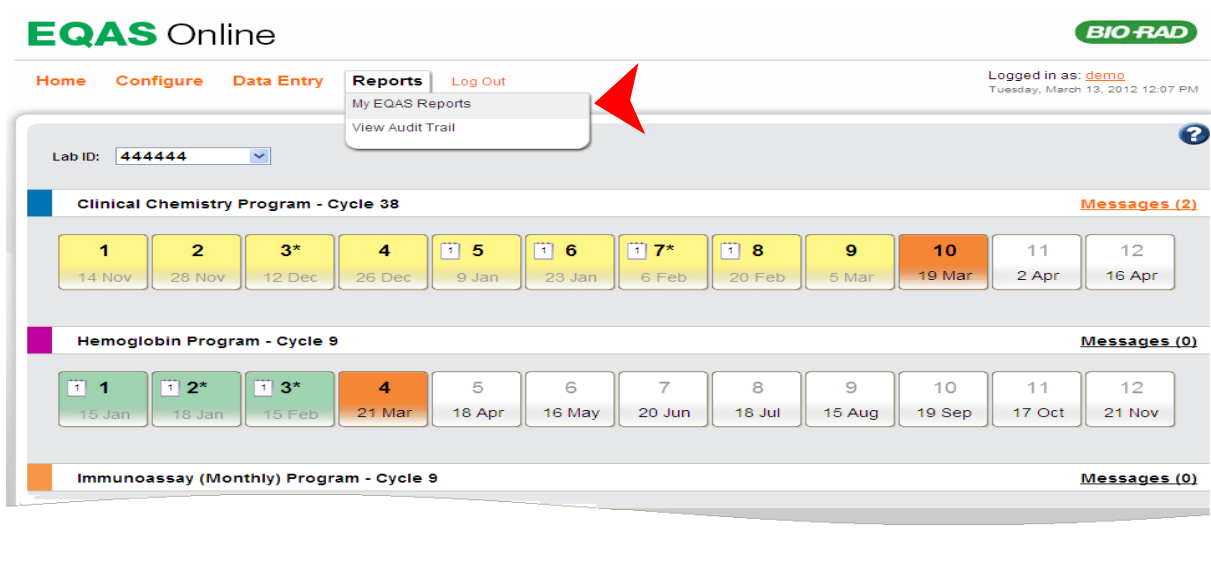
My EQAS Reports	63
View Audit Trail	66

My EQAS Reports

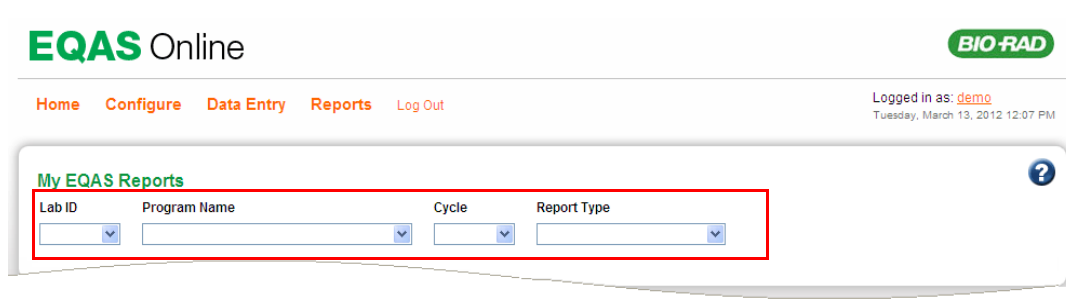
Bio-Rad performs statistical analysis on all EQAS results submitted by all participating laboratories. The analysis provides each participating laboratory a comparison of their laboratory's performance to other laboratories for each sample. The analysis is performed after the samples are closed. Results submitted late will be processed and included in your updated reports which will be available 24 hours after submitting.

When reports are ready, Bio-Rad uploads them to EQAS Online and www.QCNet.com and sends message alerts to laboratories that have chosen to be notified. As a participating lab, you will be able to access your report on EQAS Online.

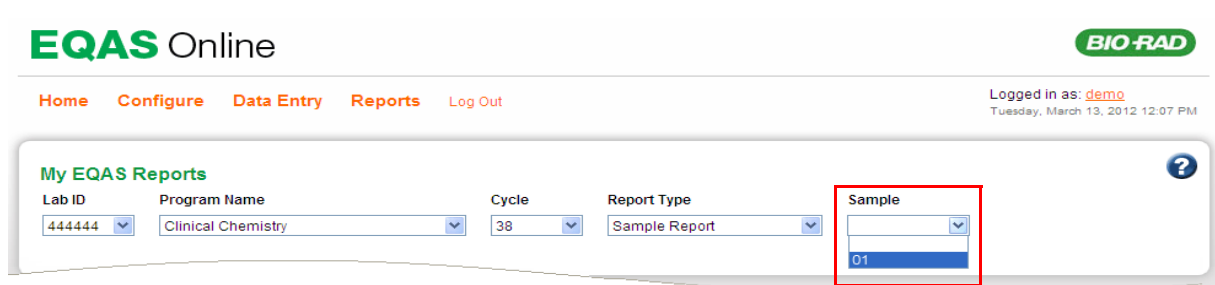
- 1 Select **My EQAS Reports** from the **Reports** menu.



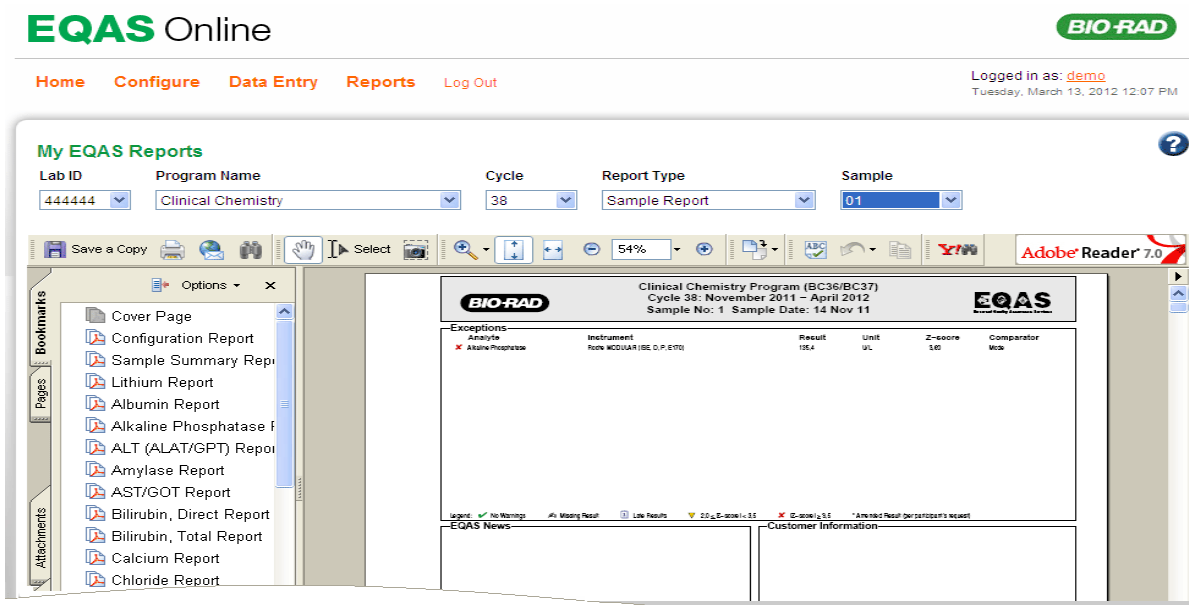
The My EQAS Reports page displays.



- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the following from each of the lists:
 - **Program Name**
 - **Cycle**
 - **Report Type**
 - **Sample (if Sample or SubGroup Report)**



The report automatically displays in PDF format (or can be downloaded in Excel for SubGroup Reports).



- 4 You can save a copy of the report on your local machine for future reference or print a copy of the report.
- 5 Repeat steps 2 and 3 to view other reports.

View Audit Trail

The Audit Trail feature enables you to trace the changes made to programs and their results. The following changes are traced:

- Add/Delete/Update a test configuration
- Add/Delete/Update a test result (test data)
- Delete a Program



Note: You must be set up with the Admin user role to view audit trails.

- 1 Select **View Audit Trail** from the **Reports** menu.

The screenshot shows the EQAS Online interface. At the top, there are navigation links: Home, Configure, Data Entry, Reports, and Log Out. The 'Reports' menu is expanded, showing 'My EQAS Reports' and 'View Audit Trail'. A red arrow points to 'View Audit Trail'. Below the menu, there is a 'Lab ID' dropdown set to '444444'. The main content area displays three program cycles with calendar views. The first program is 'Clinical Chemistry Program - Cycle 38' with dates from 14 Nov to 16 Apr. The second is 'Hemoglobin Program - Cycle 9' with dates from 15 Jan to 21 Nov. The third is 'Immunoassay (Monthly) Program - Cycle 9' with dates from 13 Jun to 12 Dec.

The View Audit Trail page displays.

The screenshot shows the 'View Audit Trail' page. It has a header with 'EQAS Online' and 'BIO-RAD'. Navigation links include Home, Configure, Data Entry, Reports, and Log Out. The page is titled 'View Audit Trail'. Below the title, there are five dropdown menus for filtering: Lab ID, Program Name, Cycle, From Test, and Event.

- 2 If you have more than one Lab ID, make sure the correct Lab ID appears in the **Lab ID** list.
- 3 Select the appropriate program from the **Program Name** list.

- 4 Select the required cycle from the **Cycle** list.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 12:13 PM

View Audit Trail ?

Lab ID	Program Name	Cycle	From Test	Event
444444	Clinical Chemistry Program	38		

- 5 The Audit Trail displays as a table. You can further refine the Audit Trail results by selecting a value from each or both of the following lists:

- From Test
- Event



Note: The Audit Trail can include multiple pages.

EQAS Online **BIO-RAD**

Home Configure Data Entry Reports Log Out Logged in as: demo
Tuesday, March 13, 2012 12:13 PM

View Audit Trail ?

Lab ID	Program Name	Cycle	From Test	Event
444444	Hemoglobin Program	9		
			Hemoglobin A1c (IFCC) Bio-Rad VARIANT II TURB	
			Hemoglobin A1c (NGSP) Bio-Rad D-10	
			Hemoglobin A1c (NGSP) Bio-Rad DiaSTAT	
			Hemoglobin A1c (NGSP) Bio-Rad VARIANT II TUR	
			Hemoglobin A2 Bio-Rad D-10	
			HPLC %	
			Hemoglobin A2	
04/23/12 22:03:39	demo	492691 Hemoglobin Program Cycle: 9	Hemoglobin, Total Glycated Bio-Rad in2it Dedicated Reagent Affinity Column %	ADD TESTDATA
				1

1 2 3 4 5 6 7 8 9 10 ...

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