



CEQA CYTOGENETIC EUROPEAN QUALITY ASSESSMENT

1 INTRODUCTION

This document gives a brief overview of the Online EQA Management System (Harmonica), a web-based product as customised for use by CEQA for Cytogenetic European Quality Assessment. It is intended for use by laboratory staff responsible for EQA submissions under this scheme.

The Management System (MS) enables participants to register, enrol for EQAs, submit EQA results, and view and download Individual Laboratory Reports (ILRs), summary documents and participation and performance certificates. The MS also allows laboratories to add extra users, change passwords and laboratory details, and track invoice records.

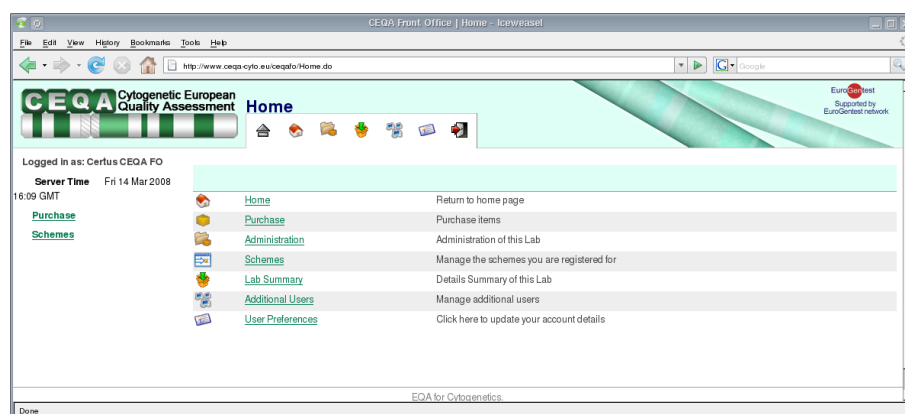
The MS can be accessed from a web browser from the CEQA home page, using the URL <http://www.ceqa-cyto.eu/>. The static pages give information about the Scheme, Steering Committee and performance criteria as well as contact details.

2 LOGIN

When your application for registration was accepted, an user account will have been created with all permissions necessary to manage your laboratory's access to the system. You will have selected an user name at the time you applied for registration; you will then have been emailed a password. In case of doubt, contact the Scheme Organiser.

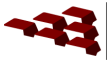
First select the Login box on the CEQA home page, then enter the system using your allocated user name and password. This will take you to the MS home page:

MS Home page, showing menu icons



2.1 A NOTE ON NAVIGATION

Administrative menu options appear as icons to the top right of each screen. The main EQA menu items (*Purchase* and *Schemes*) appear at the head of the left hand column of the page. For the sake of clarity, a menu option is only displayed if you have permission to use at least some of the functionality



provided by it.

At any time you may use the menu items to move to the appropriate system component. If you do this having made changes on a page, these changes will be lost - it is equivalent to leaving the page using the *Cancel* option (see below).

Within a page, sub-menus appear in the left hand column. Once again, these can be used at any time to move to the associated page.

The system is a web-based database system. *Entering data on a web page will not update the database until a Save action is initiated.* This is done using buttons. It is common to initiate a save when leaving a page, but this is not always the case. There are three basic buttons used on pages:

Save

Initiate a database save and leave the current page.

Cancel

Leave the current page without initiating a database save.

2.2 THE HOME PAGE



You can return to the home page at any time using this icon.

2.3 YOUR OWN USER PREFERENCES



From this page you can manage your own user details. Two submenus will appear in the left margin of the page:

Change Account

You will be able to change your account details, such as your email address. To do this, make the change and press "Update". You will also be able to set the number of table rows which appear in listings for all pages. To do this, change the default "{Not Set}" to a value such as 25 and press "Save".

Change Password

It is recommended that you change your password regularly. It is possible for CEQA to enforce periodic password change, but this feature is currently not activated.

2.4 LOGGING OUT



You can log out from the system at any time using this icon.



3 **ADMINISTRATION FUNCTIONS**

Users with administration rights can access a number of administrative functions, including purchasing of EQA schemes (see 3.4), creating additional users (see 3.1) and changing laboratory registration details (see 3.2).

3.1 **ADDITIONAL USERS**



Initially, you will have been invited to give the details of up to two users of the system for your laboratory. The associated user accounts are usually created with administration rights - including the right to raise a purchase order for an EQA. You may add additional users (maximum 3 people per laboratory). By default, these extra accounts will allow the users to view past submissions for an EQA and submit documents for an EQA - but not, for example, to perform purchasing actions.

3.2 **LABORATORY SUMMARY (REGISTRATION DETAILS)**



The details you gave when registering for CEQA are available (and editable) on this page, together with the laboratory number allocated to you. You are particularly requested to keep your contact information up to date.

3.3 **ADMINISTRATION (ORDERS AND INVOICING)**



The *Administration* menu allows a member of CEQA to purchase membership of any available EQA scheme. In this administrative component you can manage orders, invoicing and your account ledger.

3.4 **PURCHASING EQA SCHEMES**

The *Purchase* menu item is found at the head of the left hand column of each page. Each available scheme has a registration period defined, and can only be purchased during that period. Hence, only schemes which you have not already purchased and which currently have an open registration will be listed.

The purchasing screen allows you to place an order for any open scheme:



Listing schemes available for purchase

The screenshot shows the 'Lab Purchasing' interface. At the top, it says 'CEQA Cytogenetic European Quality Assessment' and 'Lab Purchasing'. Below the header, there's a navigation menu with 'Purchase' and 'Schemes'. The main content area displays a table of 'CEQA Schemes' with columns for Name, Description, and Price. One scheme is listed: 'Oncology Pilot' with a price of 'GBP0.00'. A 'Register' link is visible next to the scheme name.

If you choose to purchase (register for) the scheme, then a registration screen appears:

Purchasing a scheme

The screenshot shows the 'Purchase' screen. It features a 'Summary of Current Sale' section with a table showing 'Your Purchase Order Number', 'Total (Ex VAT) GBP0.00', 'Total Tax GBP0.00', and 'Total (inc VAT) GBP0.00'. Below this is a table of items with columns for Quantity, Name, Unit Price, Tax, and Total. One item is listed: 'Oncology Pilot' with a quantity of 1, unit price of GBP0.00, tax of GBP0.00, and total of GBP0.00. There are 'Complete' and 'Set PO Number' buttons at the bottom.

You may then set a PO number and complete the purchase order. The purchase order will be raised in the CEQA office system. Once accepted, you will be able to participate in the chosen EQA scheme(s).

Details of the different EQAs available (e.g. case scenario, slide distribution, online analysis), number of cases and the timetable can be found on the CEQA website under *EQA Diary*.

4 SCHEME PARTICIPATION

The *Schemes* menu item is also found at the head of the left hand column of each page. This will take you to a summary page where you can see the status of each scheme for which you have registered:

Schemes page, showing status of each

The screenshot shows the 'Scheme Reports' page. It includes a search bar with fields for 'Name' and 'Scheme Season' (set to '2007 Autumn'). Below the search bar, there's a 'View Laboratory Documents' button. The main content area displays a list of 'EQA Schemes' with a 'Please note' section containing instructions. A table below shows one registered scheme: 'CEQA online EQA 2007' with a registration approval date of '04 Sep 2007' and a next activity completion date of '2007 Autumn'. There are 'Details' and 'View Laboratory Documents' links for each scheme.

When table listings appear on a page, it is frequently the case that not all items



are to be listed. For example, we may only be interested in schemes for the season Spring 2008. In this case, a filter can be applied. This is done in the search box at the head of the page: above, we have filtered on scheme season Autumn 2007.

Each scheme satisfying the search filters (if any) will be listed. For each, the dates of the next activity for the lab will be highlighted (if any). In the example, the CEQA online EQA 2007 has no further activities for the lab to complete the EQA. The link in the first column allows scheme details to be viewed. If we inspect the details of the scheme we find the following:

Schemes detail, showing activities

The screenshot shows the 'Scheme Reports' page for 'CEQA online EQA 2007'. The page is titled 'Scheme Details' and includes a 'Back' button. Below this, there is a section for 'Activities for CEQA online EQA 2007' with a table listing activities. The table has columns for Name, Active Period (From-To), Description, and Complete. The activities listed are: Registration (closed), EQA available online for analysis and reporting (closed), ILR available (open, 11 days left), and Final ILR (not currently available). Below the activities, there is a section for 'Scheme Documents' with a table listing documents: Summary letter available (closed) and Final Summary Letter (not currently available).

Name	Active Period (From-To)	Description	Complete
Registration	30/07/2007 00:00 - 07/10/2007 00:00	Register for on line EQA	N/A
EQA available online for analysis and reporting	03/09/2007 00:00 - 06/10/2007 00:00	The EQA is available until the specified EQA closing date. Please click on link to enter.	N/A
ILR available	16/01/2008 00:00 - 26/03/2008 00:00 11 Days Left	ILR available to participants.	N/A
Final ILR	⚠ Dates not finalised	Not currently available. Final ILR with any amendments after appeals process	N/A

Name	Active Period (From-To)	Description
Summary letter available	16/01/2008 00:00 - 06/02/2008 00:00	Summary letter available.
Final Summary Letter	17/03/2008 00:00 - 01/08/2008 00:00	Not currently available. Final summary letter with any amendments after appeals process

The information is of two types: scheme activities and scheme documents.

4.1 SCHEME ACTIVITIES

Activities undertaken by the lab within the scheme are listed, together with their dates. Colour coding is used to highlight an activity's status: red for a closed activity (one completed in the past); green for an open (ongoing) activity - for which the number of days left is highlighted as well as the relevant dates; and yellow for a future (upcoming) activity. A lab can only engage with open activities: in this example the download of the ILR (individual laboratory report). This is done by following the link in the name column of the listing. In this case, the link will take you to a form download activity page:

A form download activity

The screenshot shows the 'Activity Details' page for 'CEQA online EQA 2007'. The page displays details for the activity 'ILR available'. The 'Active Period' is 16/01/2008 00:00 - 26/03/2008 00:00, with 11 days left. Below the details, there is a 'Files' section with a 'Complete' button (N/A) and 'Cancel' and 'Refresh' buttons. At the bottom, there is a section for 'CEQA Online EQA - ILR (2 Case)' with a link to 'Online EQA - ILR' and a 'Click icon to access:' button.

Scheme Name	Scheme Type
CEQA online EQA 2007	Blood

Scheme Season	Name
2007 Autumn	ILR available

Description	Active Period (From-To)
ILR available to participants.	16/01/2008 00:00 - 26/03/2008 00:00 11 Days Left

This page shows that the activity involves downloading a form.



Forms are in RTF format, so you will need a tool (such as Open Office or Microsoft Word) which can handle RTF. The tool you choose should support RTF bookmarks and form field locking.

to download a form

Click on the form icon, to the right of the coloured dot. Choose to download a form. If red, you can only download a form; it is automatically filled in with your scheme details and your lab number. Save the form to your computer and use your word processor to view and/or complete it. When saving, do not change the .rtf file name extension to another file type (e.g. .doc). In particular, you will not be able to upload a form as anything other than an .rtf file. If the icon is green, then you have already uploaded the form; you can download the form to view it.

to upload a form (currently only used in one EQA)

Once you have filled in the template submission form you need to upload the completed form. Again click on the form icon, to the right of the coloured dot. Browse for the file on your computer's file system and select the file to upload. The system will check that you are uploading a valid form (file name extension .rtf) for that scheme and case. The icon button will change to green when you next enter this page or when you refresh the webpage by pressing the *Refresh* button.

to add an attachment

This is used for uploading Laboratory documents, NOT submission templates. Click on the icon to add an additional attachment (most file formats are accepted). Once uploaded the attachment will be listed on the screen. Please give your attached documents concise names before uploading them (e.g. referral form A261/07, report A261/07, summary of additional tests A261/07). Files > 1MB will be very slow to upload. It is recommended you either scan large files at a low resolution, save the file as a PDF or save it as a zip file. Alongside each attachment is a red cross; if you mistakenly upload the wrong attachment you can click on this cross to remove it.

email notification

For every form uploaded all registered users at the laboratory will receive an automatic email notification.

Forms will vary according to the details of the scheme, but a typical example is shown below:



Example (RTF) form for case submission

		Laboratory No. EQA Year						
INDIVIDUAL LABORATORY REPORT								
On line EQA Assessment								
A. Case Assessment								
CASE SCENARIO	RESULT							
1	(EQA)							
2	(EQA)							
CASE 1	Scores	Analytical	0.00	Written Description	0.00	Interpretative	0.00	Cost
	Comments	Analytical						
		Written Desc.						
		Interpretative						
CASE 2	Scores	Analytical	0.00	Written Description	0.00	Interpretative	0.00	Cost
	Comments	Analytical						
		Written Desc.						
		Interpretative						
General Comments:								
B. General Comments and Conclusions								
Scheme Compliance:								
Recommendations:								
Performance:		out of IS						
Summary Statement:		performance						
<small>CEQA On Line EQA/SLR: Copyright 2007</small>		<small>Pagnolon 1/3</small>						
		<small>Report generated 14.03.2008</small>						

4.2 SCHEME DOCUMENTS

Scheme documents are made available in two forms: those made available according to a timetable, for example the results of an EQA; and those which are always available, such as instructions to labs about participating in the EQA. Timetabled documents appear first, as making them available is considered to be a form of EQA activity. Colour coding is as for EQA activities.