

HOW TO: Web Result Entry

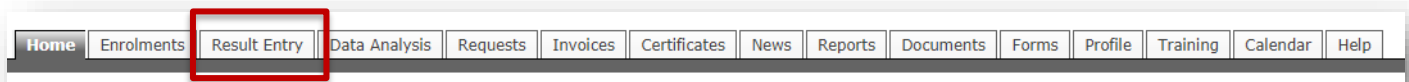
Web result entry is a facility for participants to enter their survey results on-line via the myQAP portal. This facility allows participants to use any web browser such as Chrome, Firefox, Internet Explorer, Microsoft Edge and Safari.

Should participants encounter any problems when using this interface, they should contact the RCPAQAP by logging a request via the myQAP portal (click on the "Request" tab).

1. INSTRUCTIONS:

- Log into 'myQAP' (www.myqap.com.au), by entering your username and password.
- Select the 'Result Entry' tab (Figure 1).

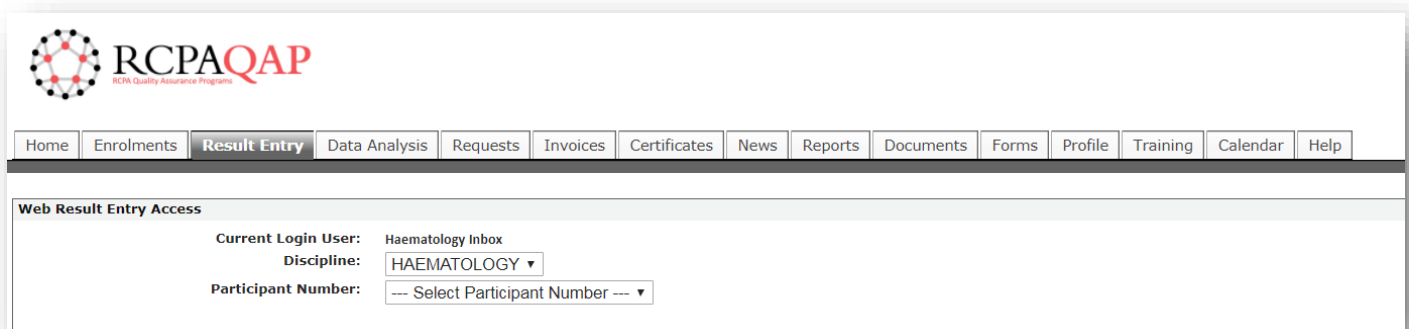
Figure 1



The 'Web Result Entry Access' screen will be loaded with drop down list fields allowing you to select the *Discipline* and *Participant Number* for which you wish to perform result entry.

Please note – you will only have access to perform result entry where you are an active Participant Contact for a Participant. Please see the 'HOW TO: Update Contact Information' document by selecting the Help tab in myQAP for further details on adding Participant Contacts.

Figure 2



- After selecting the required Discipline and Participant Number, by clicking on the corresponding down arrows shown in Figure 2, you are presented with one or more buttons (depending on the Discipline) to automatically log you in to the result entry interface (Figure 3).

Figure 3

The screenshot displays the RCPAQAP web interface. At the top, there is a navigation bar with the following tabs: Home, Enrolments, **Result Entry**, Data Analysis, Requests, Invoices, Certificates, News, Reports, Documents, Forms, Profile, Training, Calendar, and Help. Below the navigation bar, the 'Web Result Entry Access' section is visible. It includes the following information:

- Current Login User: Chemical Pathology
- Discipline: CHEMICAL PATHOLOGY (dropdown menu)
- Participant Number: 9990 (dropdown menu)

A red-bordered box contains the following text:

Please Note: Before opening a new result entry tab, please ensure you save results and close any open result entry tab(s). Having multiple result entry web browser tabs open for different Participants may lead to loss of unsaved data and/or incorrect data saved against a Participant.

At the bottom of the section, there is a button labeled 'Result entry for Chemical Pathology Programs'.

- Navigate to the required Discipline and Participant Number and click the required 'Result entry....' button to load the web result entry interface in a new web browser tab.

Specific Instructions to enter results on-line for RCPAQAP disciplines can be found on the following pages.

PAGE No.	PROGRAM
PAGE 3	ANATOMICAL PATHOLOGY
	BIOSECURITY (All Virtual Module surveys)
	CYTOPATHOLOGY
	CHEMICAL PATHOLOGY (All program modules)
	HAEMATOLOGY / MOLECULAR HAEMATOLOGY (All Program Modules)
	KIMMS
	MICROBIOLOGY (VRE Screen, STAT Microscopy & Endoscope / Bronchoscope Surveillance Culture Programs)
	MOLECULAR GENETIC (Maternal Cell Contamination / Fragile X)
	IMMUNOLOGY (All Program Modules)
	SYNOVIAL FLUID
TRANSFUSION (All Programs except Basic & Individual Program)	
PAGE 12	MICROBIOLOGY (All programs excluding VRE Screen, STAT Microscopy & Endoscope / Bronchoscope Surveillance Culture Programs)
PAGE 13	MOLECULAR GENETICS (Other)
PAGE 14	SEROLOGY
PAGE 19	TRANSFUSION (Basic & Individual Program)

2. SPECIFIC INSTRUCTIONS TO ENTER RESULTS ON-LINE FOR DISCIPLINES LISTED BELOW:

ANATOMICAL PATHOLOGY

BIOSECURITY (All Virtual Module surveys)

CYTOPATHOLOGY

CHEMICAL PATHOLOGY (All program modules)

HAEMATOLOGY / MOLECULAR HAEMATOLOGY (All program modules)

KIMMS

MICROBIOLOGY (VRE Screen, STAT Microscopy & Endoscope / Bronchoscope Surveillance Culture programs)

MOLECULAR GENETIC (Maternal Cell Contamination / Fragile X)

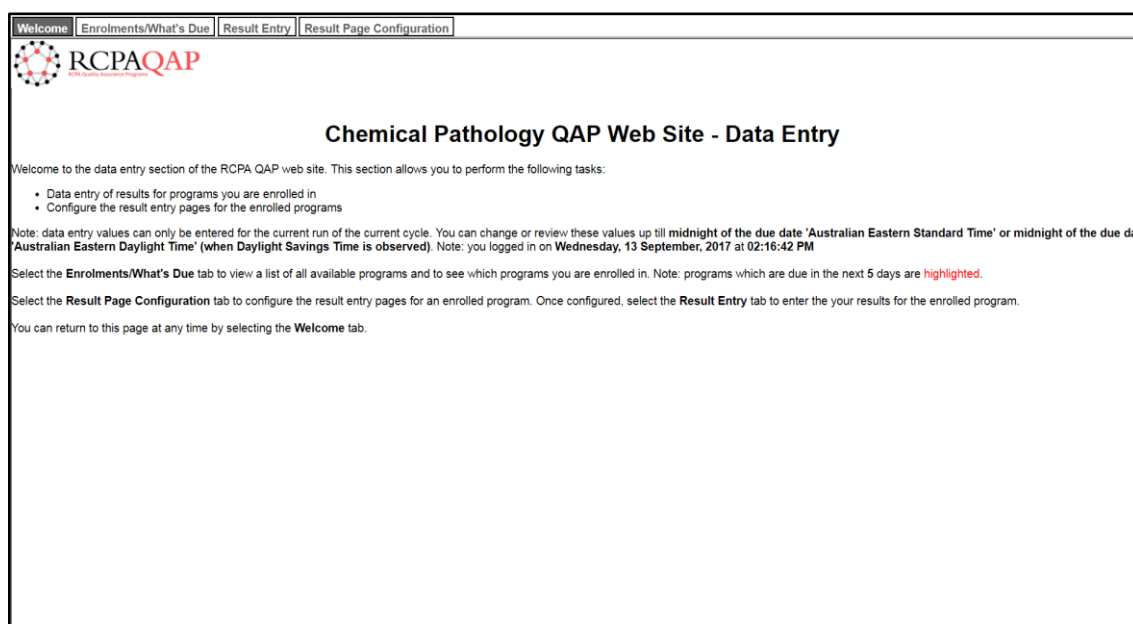
IMMUNOLOGY (All program modules)

SYNOVIAL FLUID

TRANSFUSION (All programs except Blood group and antibody screen/Identification, and Individual assessment program))

The result Entry interface for all programs listed above will be similar to that depicted in Figure 4.

Figure 4: Example of Web Interface for Chemical Pathology. The “Result Page Configuration” tab will only be visible for program modules that allow participants to configure their own result entry layout.



The tabs that are displayed at the top are:

- **Welcome**
The 'Welcome' tab provides you with a brief welcome, notifying participants of when results are able to be entered
- **Enrolments/What's Due**
The 'Enrolments/What's Due' tab provides a view of all programs and those that you are enrolled in by highlighting enrolled programs in a **bold** font.
- **Result Entry**
Clicking on the 'Result Entry' tab will take you to a screen where the available program result entry tabs are displayed across the page, immediately below the **Result Entry** tab.
- **Result Page Configuration** (where available)

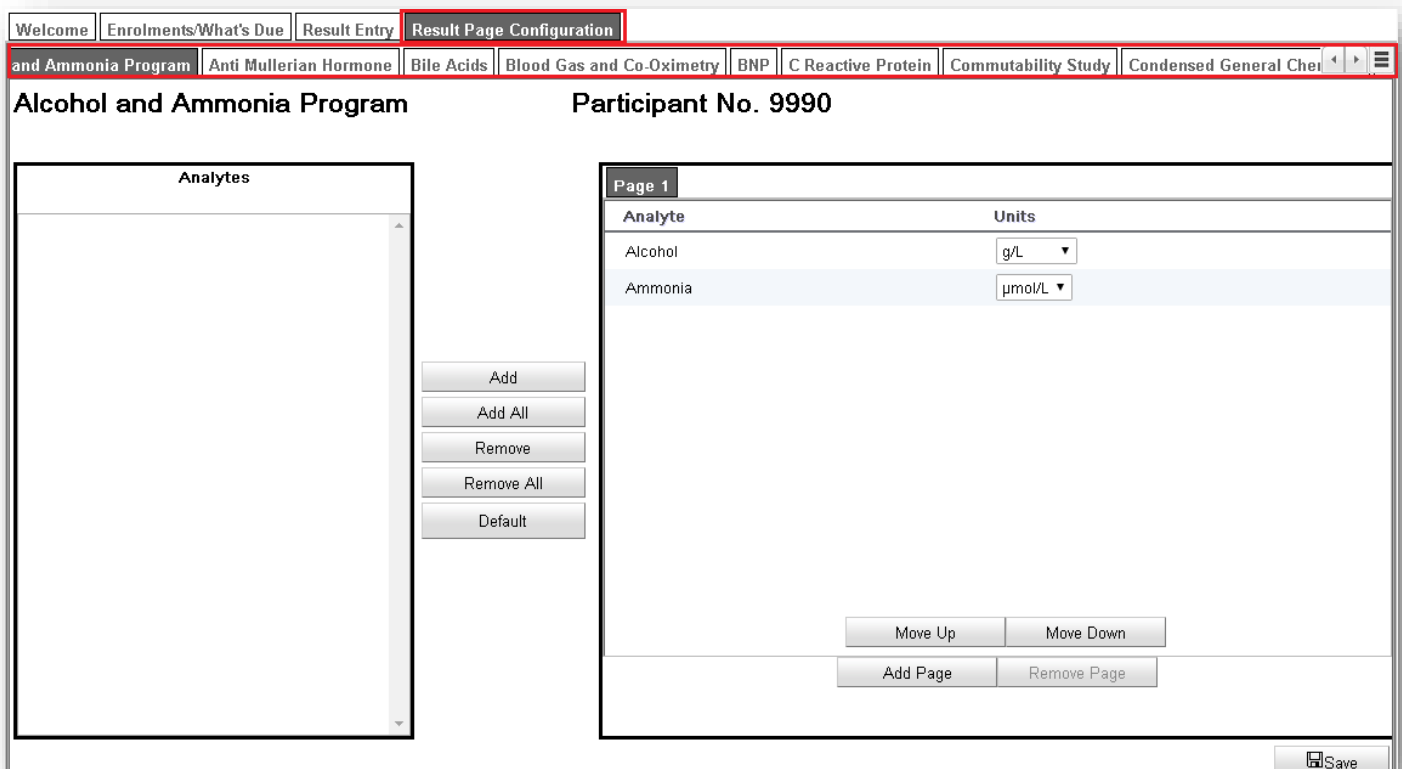
Selecting the 'Result Page Configuration' tab is only available for selected programs and allows participants to configure their result entry page in their preferred order to enter their survey results.

Web Result Entry Page Configuration

The 'Result Page Configuration' tab in the result entry interface allows users to configure the result entry layout for a specific participant/program and is designed to help users transcribe results from a form or instrument print out. Please note, this functionality is not available in all RCPAQAP disciplines and can only be accessed in program modules that allow for this option. Below are instructions on the use of the result page configuration functionality.

- Clicking on the **Result Page Configuration** tab (Figure 5)

Figure 5





- Select the program you wish to configure from tabs shown at the top of the screen (e.g. click "C-Reactive Protein" as shown as (a) in Figure 6, if this was the required program).
- To navigate through the program tabs use:
 - the arrows at the top right  (shown as (b) on Figure 6) or
 - the  button which will generate a drop-down menu of all available programs (shown as (c) on Figure 6, list shown in Figure 7).
- For each program, analytes listed in the left 'Analytes' window indicate those not yet in your result configuration while analytes listed in the right 'Page 1' window are those that currently display in your result entry format.
- Analytes can be added and removed from your result configuration by highlighting the analyte and then selecting the **Add** or **Remove** buttons to transfer between the panels.
- To configure multiple analytes for result entry, hold the 'Ctrl' key and select all required analytes using the left mouse button, then click the **Add** or **Remove** buttons (Figure 8).
- To configure all analytes for result entry, click the **Add All** or **Remove All** buttons to move all analytes (Figure 8).

Figure 6



Figure 7

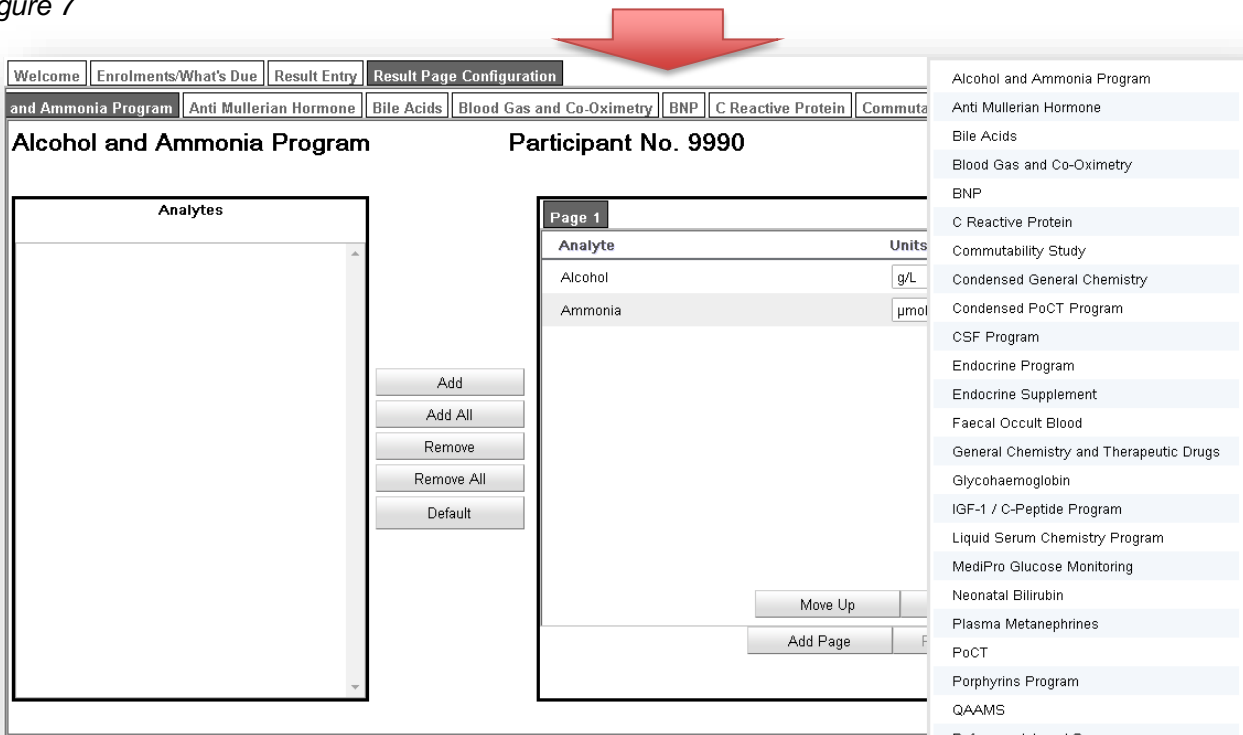
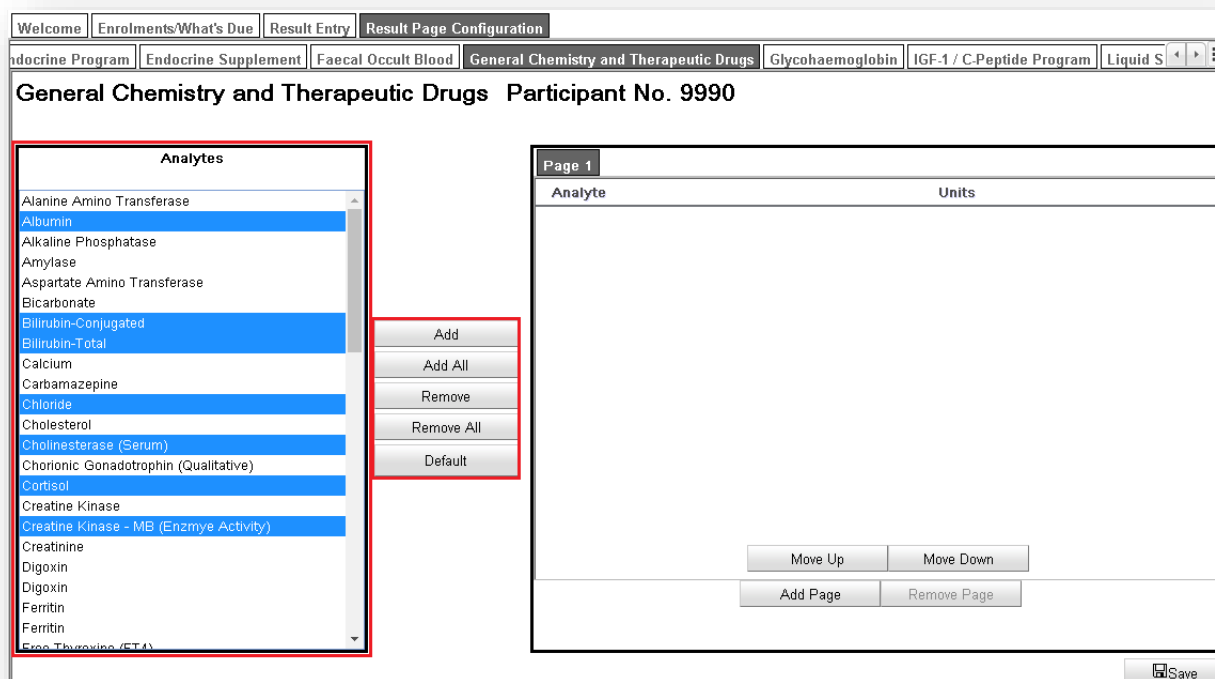


Figure 8



- To change the order that analytes appear in your result entry page, highlight the analyte in the right window 'Page 1' and then clicking on the **Move Up** or **Move Down** buttons (Figure 9).
- To change the reporting units for an analyte, click the **Units** dropdown list button (Figure 9) next to the analyte and select the required units. *Please note, this is only available in program modules that allow results to be returned in alternate units.*
- To configure an additional result entry page, click the **Add Page** button (Figure 9) and then add the required analytes to the new result entry page.
- To remove a result entry page, click the page tab on the RHS (e.g. "Page 1" or "Page 2" in Figure 9) and click the **Remove Page** button (Figure 9).
- The default result entry format can be restored using **Default** button.
- After completing result page configuration, click the **Save** button to save your changes.
- You are now ready to enter your survey results by clicking on the "Result Entry" tab.

Figure 9

The screenshot shows the 'Result Page Configuration' window for 'General Chemistry and Therapeutic Drugs' with Participant No. 9990. On the left, a list of analytes is shown with buttons for 'Add', 'Add All', 'Remove', 'Remove All', and 'Default'. On the right, a table displays the configuration for 'Page 1' and 'Page 2'. The table has columns for 'Analyte' and 'Units'. The 'Units' column contains dropdown menus for each analyte: Albumin (g/L), Bilirubin-Conjugated (µmol/L), Bilirubin-Total (µmol/L), Chloride (mmol/L), Cholinesterase (Serum) (U/L), Cortisol (nmol/L), and Creatine Kinase - MB (Enzyme Activity) (U/L 37C). Below the table are buttons for 'Move Up', 'Move Down', 'Add Page', and 'Remove Page'. A 'Save' button is located at the bottom right.

Result Entry

Clicking on the **Result Entry** tab (Figure 10) will take you to a screen where the available program result entry tabs are displayed across the page, immediately below the **Result Entry** tab.

Figure 10

The screenshot shows the 'Result Entry' window for the 'Alcohol and Ammonia Program'. The patient name is 'Pa' and the due date is 'Mon, 9 Oct 2017'. Below the header, there are tabs for 'Page 1' and 'Page 2'. The main table has columns for 'Analyte Name', 'Specimens', 'Method Code', and 'Units'. The 'Specimens' column is split into two sub-columns: '36-07' and '36-08'. The table contains two rows: 'Alcohol' with method code 'A 09X 016' and units 'mmol/L', and 'Ammonia' with method code 'C 09X 016' and units 'µmol/L'. A 'Save' button is at the bottom right.

Analyte Name	Specimens		Method Code	Units
	36-07	36-08		
Alcohol	<input type="text"/>	<input type="text"/>	A 09X 016	mmol/L
Ammonia	<input type="text"/>	<input type="text"/>	C 09X 016	µmol/L

- You can navigate to the required program result entry page by either:
 - Clicking on the required program tab name if visible (e.g. clicking “C-Reactive Protein” as shown as (a) in Figure 11, if this was the required program).
 - Using the left and right scroll buttons (shown as (b) in Figure 11) to scroll across the list of available program result entry tabs (where the available list of program result entry tabs extends beyond the display area) and then clicking on the required program tab name.
 - Using the drop-down button to display a list of available programs for result entry and then left clicking on the required program to select it. (shown as (c) Figures 11 and Figure 12)

Result entry should then be performed by populating the required fields on the result entry page(s). See Figures 13 and 14 for examples.

Figure 11

Alcohol and Ammonia Program **a.** Due Date: Mon, 27 Mar 2017

Sorry, the Alcohol and Ammonia Program program is not enrolled.

b.

c.



c.

Figure 12

Alcohol and Ammonia Program **a.** Due Date: Mon, 27 Mar 2017

Sorry, the Alcohol and Ammonia Program program is not enrolled.

b.

c.

- Alcohol and Ammonia Program
- Bile Acids
- Blood Gas and Co-Oximetry
- BNP
- C-Reactive Protein
- Condensed General Chemistry
- Condensed PoCT Program
- CSF Program
- Endocrine Program
- Endocrine Supplement
- Faecal Occult Blood
- General Chemistry and Therapeutic Drugs
- Glycohaemoglobin
- IGF-1 / C-Peptide Program
- Liquid Serum Chemistry Program
- MediPro Glucose Monitoring
- Neonatal Bilirubin
- On-Site Urine Toxicology Screening
- Oral Fluid Toxicology Screening
- Patient Report Comments
- Plasma Metanephrines
- PoCT
- Porphyrin Patient Report Comments
- Porphyris Program
- QAAMS
- Reference Interval Survey
- Salivary Cortisol
- Solutions Glucose Meters

Figure 13 – result entry example for Haematology Morphology Diagnosis Program

Figure 14 – result entry example for Chemical Pathology General Chemistry and Therapeutic Drugs Program

Analyte Name	Specimens		Units
	0-01	0-00	
Alanine Amino Transferase	25	142	U/L 37C
Albumin	26.0	59.8	g/L
Alkaline Phosphatase			U/L 37C
Amylase			U/L 37C
Aspartate Amino Transferase			U/L 37C
Bicarbonate			mmol/L
Bilirubin-Conjugated			µmol/L
Bilirubin-Total			µmol/L
Calcium			mmol/L
Carbamazepine			µmol/L
Chloride			mmol/L

- After completing result entry, click the **Save** button and confirm the result summary displayed by clicking **Yes** to save your results (Figure 15).
- If your results have been successfully submitted, a result confirmation e-mail detailing a summary of the results submitted will be e-mailed to you. Please note, if an e-mail is not received, it is likely that your results have not been successfully submitted. Please return to myQAP to submit your results.

Figure 15

Confirmation

Endocrine Program | Endocrine | Confirmation

SAVE RESULTS (Mon, 20 Mar 2017, 03:50 PM)

Analyte Name	0-01	0-00	Units
Alanine Amino Transferase	25	142	U/L 37C
Albumin	26.0	69.8	g/L
Alkaline Phosphatase			U/L 37C
Amylase			U/L 37C
Aspartate Amino Transferase			U/L 37C
Bicarbonate			mmol/L
Bilirubin-Conjugated			µmol/L
Bilirubin-Total			µmol/L
Calcium			mmol/L
Carbamazepine			µmol/L
Chloride			mmol/L
Cholesterol			mmol/L

Please confirm these values for all pages!

If you are satisfied that these values are correct, press Yes to submit them.
An email will then be sent to you containing all the values for the current program.

Note: you will only be able to change these values up to **midnight of the due date**.

Home Save

Please note:

You should only have one result entry web browser tab open at a time. Once you have completed entering results for a Participant number, close this web browser tab and return to the myQAP tab to select the next Participant number for result entry. Having multiple result entry web browser tabs open for different Participants may lead to loss of unsaved data and/or incorrect data saved against a Participant. RCPAQAP are currently working to resolve this limitation.

3. On-Line Data Entry - MICROBIOLOGY (All programs excluding VRE Screen, STAT Microscopy & Endoscope / Bronchoscope Surveillance Culture Programs)

Figure 16

RCPAQAP
RCPA Quality Assurance Programs

Home Enrolments **Result Entry** Requests Invoices Certificates News Reports Documents Forms Profile Training Help

Web Result Entry Access

Current Login User:
Discipline: MICROBIOLOGY

Participant Number: 99997

Data entry for 'VRE Screen', 'STAT Microscopy' and 'Endoscope / Bronchoscope Surveillance Cultures' Programs

Data entry for other Microbiology Programs

- By selecting the “Result Entry for other Microbiology Programs” (Figure 16) you will be directed to a new browser tab (Figure 17).
- The Open Surveys list is displayed. Surveys are only displayed if today’s date lies between the opening date and closing date.
- Choose the relevant survey.
- On a participant’s first access to the form all fields are blank. On subsequent accesses, the previously entered data may be displayed for review/update. STAT microscopy, Endoscope/Bronchoscope and VRE screening participants will be directed to another webpage for data entry. Separate instructions for these participants are available on that webpage.
- Enter data into all relevant fields displayed. STAT, Endoscope/Bronchoscope and VRE screening participants will be required to use codes or tick boxes.
- Scroll to the bottom of the screen and click on “**SUBMIT**”. If the user does not press the Submit button on the input form, the input data is not transmitted to the server and will not be recorded in the data tables. STAT, Endoscope/Bronchoscope and VRE screening participants press “**Save**”.
- Once the results are submitted, a confirmation screen will then be displayed for review.
- Please check this data to ensure that it is correct. Print this page as a “receipt” of your transaction and a record of the data that you have entered. STAT, Endoscope/Bronchoscope and VRE screening participants will receive an email with their results.
- If you wish to edit the data at a later date (before the “Due Date”), click on “**REVISE**” button at the bottom of the screen. This will return you to the data entry screen where you can make your changes. Remember to print the amended data. A laboratory’s results will not be available for viewing/printing after the closing date. STAT, Endoscope/Bronchoscope and VRE screening participants overwrite previous results and “Save”.
- Scroll to the bottom of the screen and click on “**FINISH**”.

Figure 17

Module Name	Survey No	Opening Date	Closing Date		Select
Bacteriology - Urine	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Molecular Diagnostics - Cytomegalovirus	MCV2:2017	4 Sep 2017	2 Oct 2017	<input type="checkbox"/>	Select
Endoscope/Bronchoscope Surveillance Cultures	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Bacteriology - Nose/Throat Pathogens	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Bacteriology - Skin/Eye/Ear Pathogens	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Bacteriology - Mycobacteriology AFB Stain	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Bacteriology - Mycobacteriology AFB Culture	D6/2017	4 Sep 2017	16 Oct 2017	<input type="checkbox"/>	Select
Bacteriology - Difficult/Blood Culture Isolates (D2468)	D6/2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select
Urine Dipstick Chemistry	D6/2017	4 Sep 2017	18 Sep 2017	<input type="checkbox"/>	Select
Mycology	D6/2017	4 Sep 2017	9 Oct 2017	<input type="checkbox"/>	Select
Molecular Diagnostics - Mycobacterial	MMT2:2017	4 Sep 2017	25 Sep 2017	<input type="checkbox"/>	Select

Direct Data Entry Online Help and Frequently asked questions

Important information on using this Direct Data Entry Service is contained in our online help file. When online, click on the **HELP** button to access this file (Figure 17).

4. On-Line Data Entry – MOLECULAR GENETICS

Molecular Genetics Modules, except for Maternal Cell Contamination and Fragile X modules, provide participants with electronic worksheets for the submission of survey results. Instructions are provided to participants when the survey is released.

5. On-Line Data Entry – SEROLOGY

Figure 18

The screenshot shows the RCPAQAP web interface. At the top left is the RCPAQAP logo. Below it is a navigation menu with buttons for Home, Enrolments, Result Entry, Data Analysis, Requests, Invoices, Certificates, News, Reports, Documents, Forms, Profile, Training, Calendar, and Help. The main content area is titled 'Web Result Entry Access'. It contains the following information:

- Current Login User: User
- Discipline: SEROLOGY (dropdown menu)
- Participant Number: 99991 (dropdown menu)

A red-bordered box contains the following text:

Please Note: Before opening a new result entry tab, please ensure you save results and close any open result entry tab(s). Having multiple result entry web browser tabs open for different Participants may lead to loss of unsaved data and/or incorrect data saved against a Participant.

Below this box is a button labeled 'Result entry for Serology Programs'.

- By selecting the “**Result Entry for Serology Programs**” (Figure 18) you will be directed to a new browser tab (Figure 19).
- The Open Surveys list is displayed. Surveys are only displayed if today’s date lies between the opening date and closing date.
- The tabs on this page provide access to Clinical Notes, Test Instructions and result sheets for each survey. Click on the “**Result Sheets & Instructions**” to access your instructions for testing when the survey opens. The clinical notes are created to highlight particular issues relating to interpretation of serological results.
- Other tabs on this page provide participant access to “**Generic Reports**” and “**Survey Reports**” for past surveys (those not uploaded to the myQAP portal).
- Choose the relevant program to enter in you survey results by clicking on the “Select” button (Figure 19).

Figure 19

Direct Data Entry - Open Surveys

Laboratory Number: 99999
Please select a survey


Program Name	Survey No	Opening Date	Closing Date
Serology			
Antenatal	AN3:2017	12 Jun 2017	3 Jul 2017
Vaccine Preventable Diseases	P3:2017	26 Jun 2017	17 Jul 2017
Lymphadenopathy	L3:2017	3 Jul 2017	24 Jul 2017
Hepatitis	H4:2017	10 Jul 2017	31 Jul 2017
IM	I4:2017	17 Jul 2017	7 Aug 2017
Retroviral	RT4:2017	17 Jul 2017	7 Aug 2017
Parasite & Spirochaete	S3:2017	31 Jul 2017	21 Aug 2017
Point of Care	PC3:2017	31 Jul 2017	14 Aug 2017
Viral	V3:2017	7 Aug 2017	28 Aug 2017
Bacterial	B5:2017	7 Aug 2017	28 Aug 2017
Specimen Free	SF3:2017	7 Aug 2017	4 Sep 2017
Molecular			
Molecular Hepatitis B	MHB1:2017	6 Feb 2017	6 Mar 2017
Molecular Alpha-virus/Flavivirus	MAF1:2017	27 Feb 2017	27 Mar 2017
Molecular HPV DNA	MHPV1:2017	3 Apr 2017	1 May 2017
Molecular HIV	MHM1:2017	10 Apr 2017	8 May 2017
Molecular Hepatitis C Genotyping	MHC1:2017	17 Apr 2017	15 May 2017
Molecular influenza	MAV2:2017	29 May 2017	26 Jun 2017
Molecular Respiratory Pathogens	MRES2:2017	26 Jun 2017	24 Jul 2017
Molecular Hepatitis C	MHC2:2017	17 Jul 2017	14 Aug 2017
Molecular Gastrointestinal Viral Pathogens	MGASV1:2017	31 Jul 2017	28 Aug 2017

HELP Exit Data Entry




















Figure 20

Direct Data Entry

Laboratory No: 99991 Module Name: Hepatitis Survey No: H5:2017



- Please complete the Survey Question first (if applicable).
- Then select the red ball  beside the relevant test to enter results, ignoring the tests which are not relevant. Press 'SUBMIT' at the end of each Data Entry screen to record your submission.
- You will be automatically returned to this screen after completing each input form
- Please press the EXIT button when you have finished.
- You may log in again to complete more tests or to change previously entered data.
- **Don't forget - you must press SUBMIT on the input form to record your survey results**



Checked box means results have been entered for this test

-  HBsAg-Screening Assay
-  HBsAg-Supplementary Test
-  HBsAg-Confirmatory Test
-  Anti-HBs
-  Anti-HBc
-  Anti-HBc IgM
-  HBeAg
-  Anti-HBe
-  **Hepatitis B Interpretative Comments**
-  Anti-HAV Total
-  Anti-HAV IgG
-  Anti-HAV IgM
-  **Hepatitis A Interpretative Comments**
-  HCV Ag
-  HCV Ag-Ab Assay
-  Anti-HCV-Screening Assay
-  Anti-HCV-Supplementary Test
-  Anti-HCV-Confirmatory Test
-  **Hepatitis C Interpretative Comments**

EXIT

Entering survey results

- Select the red ball  beside the relevant test to enter results, ignoring the tests which are not relevant (Figure 20). Refer to the example overleaf of a mock result entry for a laboratory performing **Hepatitis B - HBsAg-Confirmatory testing**.
- When you are entering results, please use each of the drop-down lists by clicking on the , this symbol means that there is a drop-down list for the units, results and the kit details as demonstrated in the **Hepatitis B - HBsAg-Confirmatory Test** example (Figure 21).
- If your kit is on the drop-down list, please select it and do not enter kit information, just your lot number and expiry date. If your kit is not on the drop-down list, select *Other* and fill in the kit details – see below for an example. Once approved, your kit will then be in the list for the next survey.
- Please note, it is appreciated if ALL CAPITAL letters are NOT used when entering *Other* kit data. In order to approve a kit promptly we require a copy of the package insert, it would be appreciated if these could be emailed to us to facilitate the addition of your assay to the drop-down lists.

Test Kit Used	
Combined Kit Id or 'Other':	Other 
Manufacturer (if Other):	Manufacturer
Kit Name (if Other):	Kit Name
Method (if Other):	Method
Automated System (if Other):	Automated
Lot No (optional if In house):	Lot No
Expiry Date (optional if In house):	Mmm YY  (eg Sep 16 (Mmm YY) or blank if In house kit)

Enter data into all fields displayed. Note: for kit expiry dates use the following formats for your month of expiry

Month	Enter As
January	Jan
February	Feb
March	Mar
April	Apr
May	May
June	Jun

Month	Enter As
July	Jul
August	Aug
September	Sep
October	Oct
November	Nov
December	Dec

- Scroll to the bottom of the screen and click **“SUBMIT”** (Figure 21)
- If you wish to edit the data, click **“REVISE”** on the tool bar at the bottom of your screen. This will return you to the data entry screen where you can make your changes. If you wish to change your result at a later date (before the *Due Date*), simply follow the instructions to enter survey results.
- Press **“SUBMIT”** to record any changes.
- A summary page will display all the data that you have entered. **“PRINT”** this page as a receipt of your transaction and a record of the data that you have entered.
- Scroll to the bottom of the screen and click on **“FINISH”** (Figure 22). **Participants MUST ensure that the “FINISH” button is selected, otherwise results are NOT transferred to the RCPAQAP Serology database and participants will be marked ‘Not Returned’.**

Figure 21

RCPAQAP
RCPA Quality Assurance Programs

Serology

Direct Data Entry

Hepatitis Serology - HBsAg-Confirmatory Test

Survey No : H3:2016 Lab No : 12345 **HELP**

Results

Please do not add the percentage symbol '%' in the value fields

Specimen No.	Units	Result
3C		
3D		
Cut-off (%)		

(Max 2 chars - absolute number)

Test Kit Used

Field	Manufacturer/KitName/Method/AutomatedSystem
Combined Kit Id or 'Other'	Abbott Diagnostics / HBsAg Confirmatory / ChLIA / Prism
Manufacturer (if Other)	Abbott Diagnostics / HBsAg Confirmatory / CMIA / Architect
Kit Name (if Other)	Abbott Diagnostics / HBsAg Confirmatory / MEIA / AxSYM
Method (if Other)	Abbott Diagnostics / HBsAg Confirmatory / MEIA / IMx
Automated System (if Other)	Abbott Diagnostics / HBsAg II Qualitative Confirmatory / CMIA / Architect
Lot No (optional if in house)	Beckman Coulter / HBsAg Confirmatory / ChLEIA / Dxl 800
Expiry Date (optional if in house)	Biokit / bioelisa HBsAg Colour / ELISA / -
	bioMerieux / HBsAg Ultra Confirmation / ELFA / Vidas-Mini Vidas
	bioMerieux / HBsAg Uni-Form II Confirmatory / ELISA / -
	bioMerieux / HBsAg Uni-Form II Confirmatory / ELISA / ETI-Max 3000
	BioRad / Monolisa HBsAg Ultra (Confirmatory) / EIA / -
	BioRad / Monolisa HBsAg Ultra (Confirmatory) / EIA / BEP III
	BioRad / Monolisa HBsAg Ultra (Confirmatory) / EIA / Evolis
	DiaSorin / Liaison HBsAg Confirmatory / ChLIA / Liaison/Liaison XL
	DiaSorin / Murex HBsAg Confirmatory (V3) / EIA / -
	DiaSorin / Murex HBsAg Confirmatory (V3) / EIA / ETI-MAX 3000
	DiaSorin / Murex HBsAg Confirmatory (V3) / EIA / Triturus
	Ortho-Clinical Diagnostics / HBsAg Confirmatory / ECI / Vitros
	Roche Diagnostics / HBsAg Confirmatory / ECL / Cobas e411
	Roche Diagnostics / HBsAg Confirmatory / ECL / Modular Analytics E170
	Roche Diagnostics / HBsAg Confirmatory / ECL / Modular Analytics e601
	Siemens Healthcare Diagnostics / HBsAg Confirmatory / ChLEIA / Advia Centaur
	Other

Please use this space **only** to convey comments and suggestions about improving this form or the program in general.

Press **SUBMIT** to lodge
To return to the
To delete re

BACK **SUBMIT**

Figure 22

RCPAQAP
RCPA Quality Assurance Programs

Serology

Please review the data entered, then follow the instructions below to complete the process

Module name	Molecular Hepatitis B CE
Survey number	MHB2:2017
Participant number	99991
Clerical error	Specimen B
Feedback	
Date/Time (ACST)	14 Sep 17 10:14:48

- To make any changes, please press the **REVISE** button below
- If no changes are needed, press the **PRINT** button to make a copy as evidence of your submission
- Then press the **FINISH** button to complete the process and return to the input test list
- To supply your Interpretative Comment (if applicable), press the relevant button on the input test list
- Please note you may log in and change this data any time up to the closing date.

Thank you for using the RCPAQAP Serology direct data entry service

REVISE **PRINT** **FINISH**

Deleting submitted results

- If you wish to DELETE submitted results prior to the Due Date, scroll to the bottom of the data entry page and select (tick) the delete box:

To delete responses already submitted, tick this box and press the Submit button

- Failure to press SUBMIT will mean that the results originally entered will remain in the RCPAQAP Serology Direct Data Entry database and will be included in report collation and scoring.

Interpretative Comments

- REMEMBER: Select Interpretative Comments in the relevant *Interpretative Comments* section and not in the analyte *Feedback* box. Please follow the instructions on the screen to select multiple interpretative comments.

6. On-Line Data Entry – Transfusion (All programs except Blood group and antibody screen/Identification, and Individual assessment program))

Figure 24

Web Result Entry Access

Current Login User: Transfusion Inbox
Discipline: TRANSFUSION
Participant Number: 99997

Please Note: Before opening a new result entry tab, please ensure you save results and close any open result entry tab(s). Having multiple result entry web browser tabs open for different Participants may lead to loss of unsaved data and/or incorrect data saved against a Participant.

Result entry for 'B Program' and 'Individual Assessment Program'

Result entry for other Transfusion Programs

- By selecting the “Result Entry for B Program and Individual Assessment Program” (Figure 24) you will be directed to a new browser tab (Figure 25).
- As the Transfusion Basic & Individual Assessment Programs are not supported by this facility, participants are still required to enter in their previous Participant Number and Password.

Figure 25

On-line Data Entry for B and IA Surveys

First time visitor without a password?

Simply enter your participant number, tick the 'Please Remind Me' box, and press Submit. Your password will immediately be sent to your participant registered email address. You may also use this form to change the password we have allocated to a different one as preferred by your organisation.

Participant Number:
Password: Please Remind Me*
Change Password to: (6-10 characters-no spaces)**

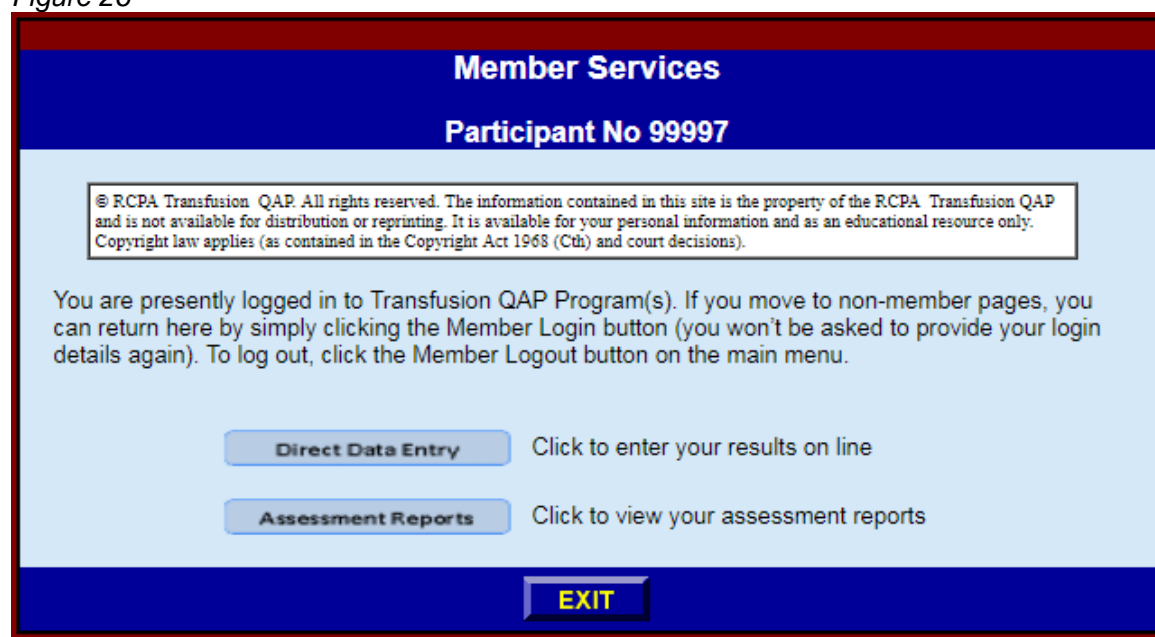
* Tick the 'Please Remind Me' box if you have lost or forgotten your password.
** If you change the password, this will apply to all users of the system in your laboratory.

If you experience any difficulties or wish to change other details of your account such as your participant registered email address, please [Contact Us](#)

EXIT

Basic (B) Program

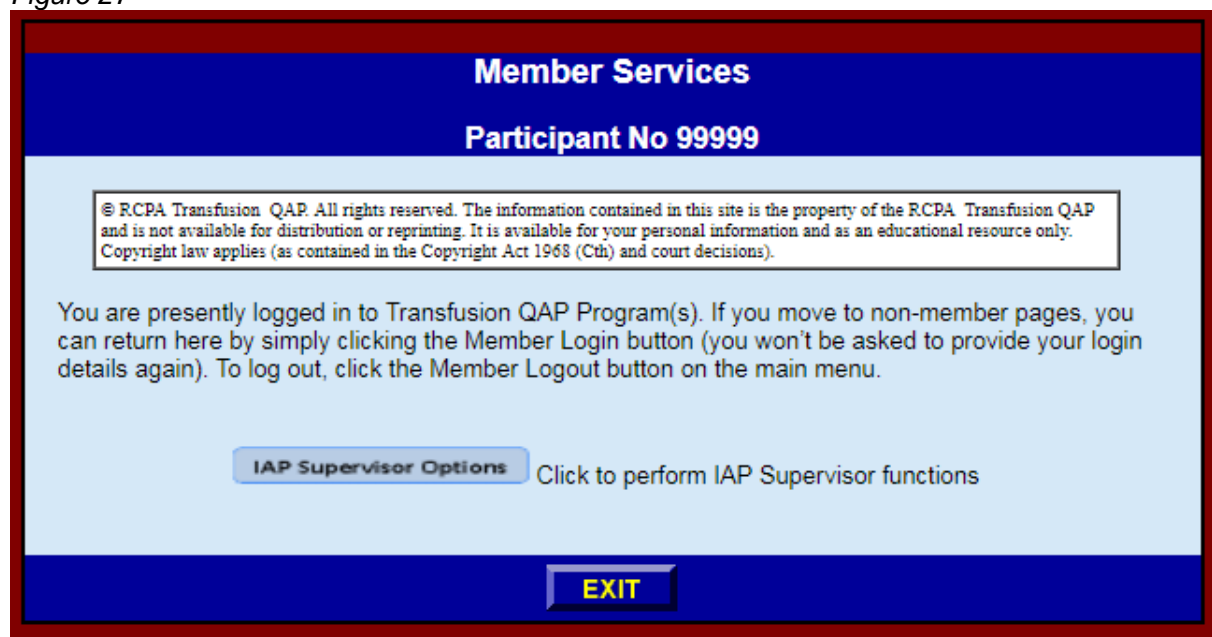
Figure 26



- If you are enrolled in the Basic Program you will be presented with the page depicted in Figure 26.
- The window will display your participant number at the top of the screen. Please check that your number is displayed and is correct.
- Select the 'Direct Data Entry' button. This will display a 'Welcome' page which informs participants of the computer support required to enter results via the online result sheets, click 'Next' to proceed.
- The 'Open Surveys' available will be displayed showing the module name, survey number and the opening and closing dates. Click the 'Select' button next to the survey required for access to the data entry pages. *Please note: The system only displays surveys that are currently open and will not display the survey option after the closing date.*
- This screen displays your participant number, module name (i.e. B survey) & survey number (e.g. B2017-1).
- Click on the 'Calendar' button and select the date the specimens were received by your laboratory.
- The ABO & RhD grouping section is the default selection. Tick the box next antibody screen & antibody identification (where applicable). The system only displays selected sections.
- Click the 'Next' button to continue.
- Select the 'Data Entry Form' button to access the patient 1 online result sheet and enter patient details and test results for patient 1 as required.
- The first section is for entering the patient details i.e. surname, given name, UR number & DOB.
- The following sections are for patient test results; ABO & RhD grouping, antibody screen and identification (if performed). Dropdown boxes provide scoring system options, antibody screen result options and identification options.
- At the bottom is a section for selecting referral options, recording the suitability of the sample, any survey comments and operator initials.
- Click the 'Save' button to continue. A review page of the results entered by your laboratory will be displayed. To amend results, select the 'Revise' button. It is highly recommended that participants print this page and keep with the laboratory's original result sheets as proof of result entry.
- Click the 'Finish' button. This will bring you back to the patient selection screen where the patient 2 data entry form can be selected, and results entered for patient 2 the same way as stated for patient 1.
- Amendments or additions can still be made until the closing date.
- **For new users** - From the login screen, enter your participant number, tick the 'Please remind me' box and 'Submit'. The password will be sent to your laboratory's nominated email address.
- **When changing passwords** - From the login screen, enter your participant number, current password and the new password in 'Change Password to' box and submit.

Individual Assessment (IA) Program

Figure 27



- If you are enrolled in the Individual Assessment Program you will be presented with the page depicted in Figure 26.
- Three individual operator results can be submitted per survey (6 surveys per year) in the I program. The primary contact (supervisor) details are registered by RCPAQAP Transfusion in the database. Confirmation of registration is sent by email to the supervisor with a unique password.

Supervisor Login:

- If you have forgotten your password or entering the system for the first time: enter your participant number, tick the 'Please Remind Me' box and submit. The password will be sent to your laboratory's nominated email address.
- To login, enter your participant number and password. This will take you to the supervisor options on the website. The options allow a supervisor to set up individual operators within the laboratory.
- Click on the 'IAP Supervisor Options' button to set up new individual operators and to display the 'List of Operators' for your laboratory.
- To add a new operator, click 'Add New Operator' on the top right. A unique 'User id' number is assigned automatically for the individual operator, this cannot be changed.
- Enter the Operator Initials and Operator E-mail address for the staff member being registered. Select 'Update this operator' under the action section and click on 'Submit' to finalise the registration. If the operator has no email address, the supervisor's email should be added. At this screen the supervisor can also delete an operator.
- After clicking 'Submit', the system will indicate that registration has been completed and an e-mail will be sent to the supervisor to confirm the operator registration. The e-mail will state the Operator Initials, Operator e-mail address and unique User ID for the individual operator.
- The supervisor must inform the operator of their Operator Initials and unique User ID as stated in the email.

Individual Operator Login:

- Your supervisor will inform you of the unique User ID needed to access the result entry menu.
- This User ID must be used in conjunction with your laboratory/ participant number when you login i.e. for a laboratory with participant number 9999 and an individual with unique User ID 0123, their participant number on the login screen will be 9999-0123.
- If you have forgotten your password or entering the system for the first time: enter your participant number, tick the 'Please Remind Me' box and submit. The password will be sent to a nominated email address as set by your supervisor. The password can be changed at any time.
- After successful login, a screen will be displayed providing the operator with two options, 'Direct Data Entry' and 'Assessment Reports'.
- To enter I survey patient results, click on the 'Direct Data Entry' button.
- This will display a 'Welcome' page which informs participants of the computer support required to enter results via the online result sheets, click 'Next' to proceed.
- The 'Open Surveys' available will be displayed showing the module name, survey number and the opening and closing dates. Click the 'Select' button next to the survey required for access to the data entry pages.
- *Please note: The system only displays surveys that are currently open and will not display the survey option after the closing date.*
- This screen displays your participant number, module name (i.e. I survey) & survey number (e.g. I2014-1).
- Click on the 'Calendar' button and select the date the specimens were received by your laboratory.
- The ABO & RhD grouping and Antibody Screen sections are mandatory and set as default selection, Antibody Identification is optional and if results are submitted they will be assessed.
- Click the 'Next' button to continue.
- Select the 'Data Entry Form' button to access the patient 1 online result sheet and enter patient details and test results for patient 1 as required.
- The first section is for entering the patient details i.e. surname, given name, UR number & DOB.
- The following sections are for patient test results; ABO & RhD grouping, antibody screen and identification (if performed). Dropdown boxes provide scoring system options, antibody screen result options and identification options.
- At the bottom is a section for selecting referral options, recording the suitability of the sample, any survey comments and operator initials.
- Click the 'Save' button to continue. A review page of the results entered by your laboratory will be displayed. To amend results, select the 'Revise' button. It is highly recommended that participants print this page and keep with the laboratories original result sheets as proof of result entry.
- Click the 'Finish' button. This will bring you back to the patient selection screen where the patient 2 data entry form can be selected, and results entered for patient 2 the same way as stated for patient 1.
- Amendments or additions can still be made until the closing date.

Need help with Online Data Entry?

If you have any questions regarding how to enter results online, please contact the RCPAQAP Transfusion via myQAP secure login - <https://rcpagap.secure.force.com/login>.