

## Using the secure website: reply forms, reports and certificates

### General Overview

A link to the service is provided from the UK NEQAS for Microbiology Home page at:

<http://www.ukneqasmicro.org.uk>

We recommend you use this page as this helps you to be aware of any news items.

The UK NEQAS results entry and individual reports are in a protected area of the web site and can only be viewed by entering **your LAB ID number and the password**

### User ID and Passwords

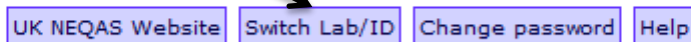
Your user ID is your Lab ID number. Your initial password will have been sent to you.

You can change your password at any time by clicking on the Change Password button in the Report & Results Selection Page header and following the instructions on the page displayed.

The validation rules for passwords are included in the password notification. Please read these notes and guidance carefully and **take note of your responsibility to administer the password.**

**Different LAB IDs** for a different instrument or laboratory? You may also have a LAB ID for a special survey. Each of these IDs is issued with a different password. You can change between the different LAB ID numbers by using the "Switch Lab/ID" button.

## United Kingdom National External Quality Assessment Schemes



### Technical Requirements

**In general, anyone using a modern version of any browser should not have problems with the predictive text and drop-down list functions.**

**However, you may find the following helpful if there are problems with the drop-down and predictive menus or if you receive an "invalid code" message.**

**The following steps may require repeating whenever there is ANY change to your system and even if you open another tab**

#### Internet Explorer (IE)

1. Use browser menu Tools -> Compatibility View Settings
2. Highlight "ukneqas.org.uk", click on Remove and Close.
3. Close the browser (IE) and re-try the drop-down menus on the Microbiology web inputs.

### Report & Results Selection page

Tel: +44 (0)20 8905 9890 Fax: +44 (0)20 8205 1488 Email: [organiser@ukneqasmicro.org.uk](mailto:organiser@ukneqasmicro.org.uk) Web: <http://www.ukneqasmicro.org.uk>

The opening/home page displayed allows you to see your individual reports , general distribution information  (e.g. intended results and images) and enter your own results for current distributions .

All the information is driven by the distribution number which defaults to the word "Latest". This should be selected first from the list before clicking on Report, Dist or Result.

#### Your individual laboratory report:

Select the distribution number you want. The date shown next to the number is the UK distribution date. Click on . If the report is not available, the message states this.

## Report not yet available for Distribution 3890.

#### The intended results or images:

Select the distribution number you want. The date shown next to the number is the UK distribution date. Click on . Click on the Digital images or Intended results links.

#### Your laboratory record sheets:

Laboratory record sheets are a record of your results and score for all the specimens distributed in one distribution year (1<sup>st</sup> April of the year to 31<sup>st</sup> March of the following year). Click on the Lab button

## Results and Reports

**9999**

The list always begins with the current re-registration form. The rest of the list is alphabetical.

The record sheets are named "MIC [LAB ID] [Scheme abbreviation letters] RSHEET [yyyy-yyyy].pdf". The records go back as far as April 2012 to March 2013. This first year of on-line record sheets is labelled 2012. The following years have both years, e.g. 2013-2014.

### Laboratory-specific additional information

Lab: **9999**

[MIC 9999 AB RSHEET 2012.pdf](#)  
[MIC 9999 AB RSHEET 2013-14.pdf](#)  
[MIC 9999 AB RSHEET 2014-2015.pdf](#)  
[MIC 9999 AB RSHEET 2015-2016 162683.pdf](#)  
[MIC 9999 AB RSHEET 2016-2017.pdf](#)  
[MIC 9999 AB RSHEET 2017-2018.pdf](#)  
[MIC 9999 AB RSHEET 2018-2019.pdf](#)  
[MIC 9999 AB RSHEET 2019-2020.pdf](#)

#### Your registration certificate:

Published: 17/07/2020 W03208

Expires: NA

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This is the certificate that states which schemes you have registered for at the beginning of the registration year. This is found alphabetically under MIC [LAB ID] REGISTRATION CERTIFICATE [YYYY-YYYY].PDF

**Entering your results:**

Select the distribution number you want. The date shown next to the number is the UK distribution date. The Front/First page for the results also comments on the status of the results and distribution. It is IMPORTANT that you take note of the status messages:

**Any message in RED**

This is a warning and will usually state what is wrong. In the example below, the problems are:

\* The status shows as **NOT submitted** whenever you have logged back in and changed something or even just clicked in a field to check a result. The system **does not** retain the results previously entered and therefore you **MUST** go to the final page and click on **SUBMIT**.

Once submitted the status information changes to **GREEN** text stating the date and time results were last submitted. If you do not see this, you **MUST** go to the "FINAL PAGE" and click on **submit**.

**Disclaimer**

Because of the wide variety of hardware and software employed for internet connection and web browsing, **Birmingham Quality**, the service provider, gives no warranty that the service will be accessible to all registered participants or that the advice given in this document will be suitable for all users of the service. We have tested the service on a number of different platforms and believe that the information provided will be helpful in most situations. If you are in any doubt, please seek help from your local IT personnel before accessing the service.