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# WORK INSTRUCTION 3 ONLINE REGISTRATION, DATA ENTRY AND WEB REPORTS

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## 3 ONLINE REGISTRATION, DATA ENTRY AND REPORTS

### 3.1 ONLINE REGISTRATION

To access the KIMMS website, either go through the RCPA Quality Assurance Program Pty Ltd website by:

- Go to [www.rcpaqap.com.au](http://www.rcpaqap.com.au) on the web
- Select KIMMS QAP from the Left hand menu, this will take you to [www.rcpaqap.com.au/kimms/](http://www.rcpaqap.com.au/kimms/)

The screenshot shows a web browser window displaying the RCPA Quality Assurance Programs Pty Limited website. The browser title is "RCPA QAP Pty Limited - Windows Internet Explorer" and the address bar shows "http://www.rcpaqap.com.au". The website has a red header with the RCPA logo and the text "RCPA Quality Assurance Programs Pty Limited". Below the header is a navigation menu with items: Home, About RCPA QAP, Quality Management, RCPA QAP Programs, Educational Resources, Capacity, Annual Report, RCPA QAP Office, Links, and Employment Opportunities. A left-hand navigation menu lists various QAP categories: Anatomical Pathology QAP, Benchmarking in Pathology QAP, Chemical Pathology QAP, Cytopathology QAP, Haematology QAP, Immunology QAP, **KIMMS QAP** (highlighted with a red circle), Microbiology QAP, Serology QAP, Special Field QAP, Transfusion QAP, Enrolments, and Central Office. The main content area features a blue banner with the text "WELCOME TO RCPA QUALITY ASSURANCE PROGRAMS PTY LIMITED WORLD CLASS, PROFESSION-BASED, ACCREDITED EXTERNAL QUALITY ASSURANCE PROGRAMS WORLDWIDE". Below this is a world map and a section titled "Current Projects and Initiatives" containing several news items. At the bottom, there is a copyright notice for 2009 RCPA QAP Pty Limited and links for Terms & Conditions and Privacy Statement.

KIMMS QAP

c. Select "Login from the upper menu



### Requirements for registering

All participants accessing the web will require the following:

- Internet access
- Adobe Acrobat Reader

To allow participants to perform data entry, access to the download area (i.e. generic papers only available to participants) & review of reports participants will require:

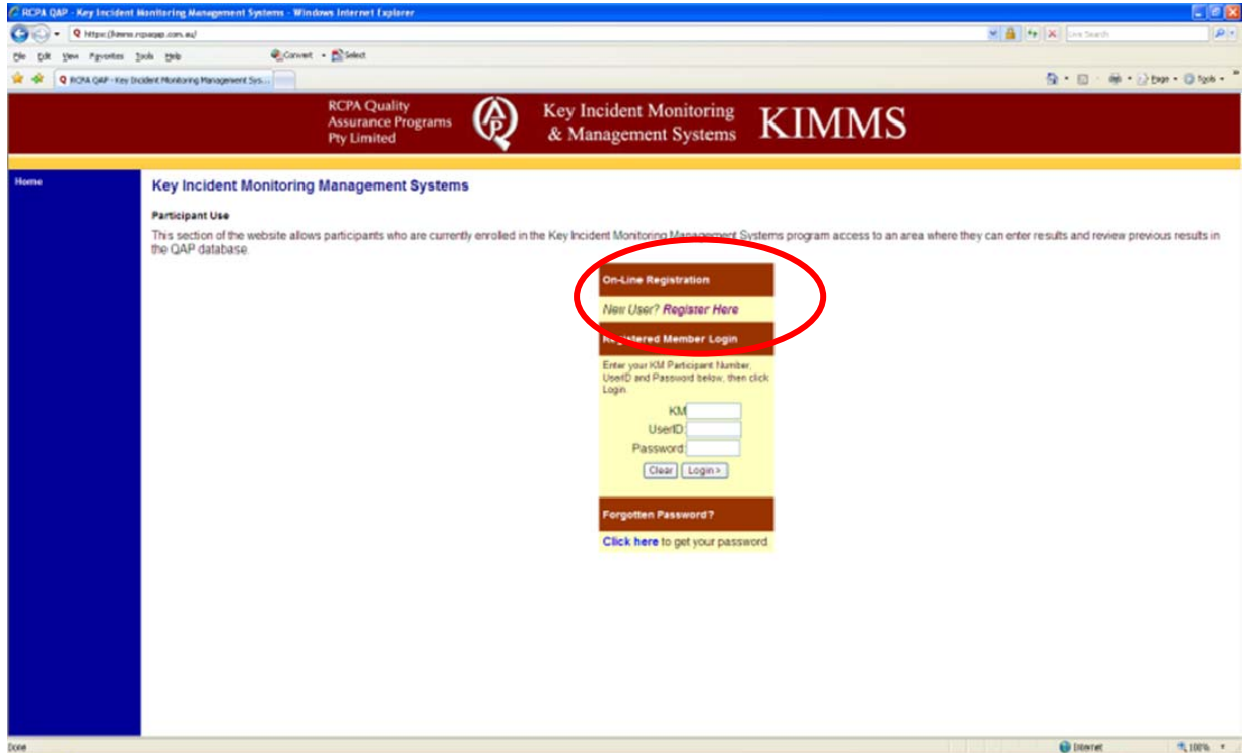
- Enrolment in KIMMS QAP
- E-mail address
- Ability to download Java applet program
- In some situations you will require the assistance of your IT department,

**Registering** Participants will be required to log in to access the data entry facility.

Participants will need to register prior to using the KIMMS on line data entry facility.

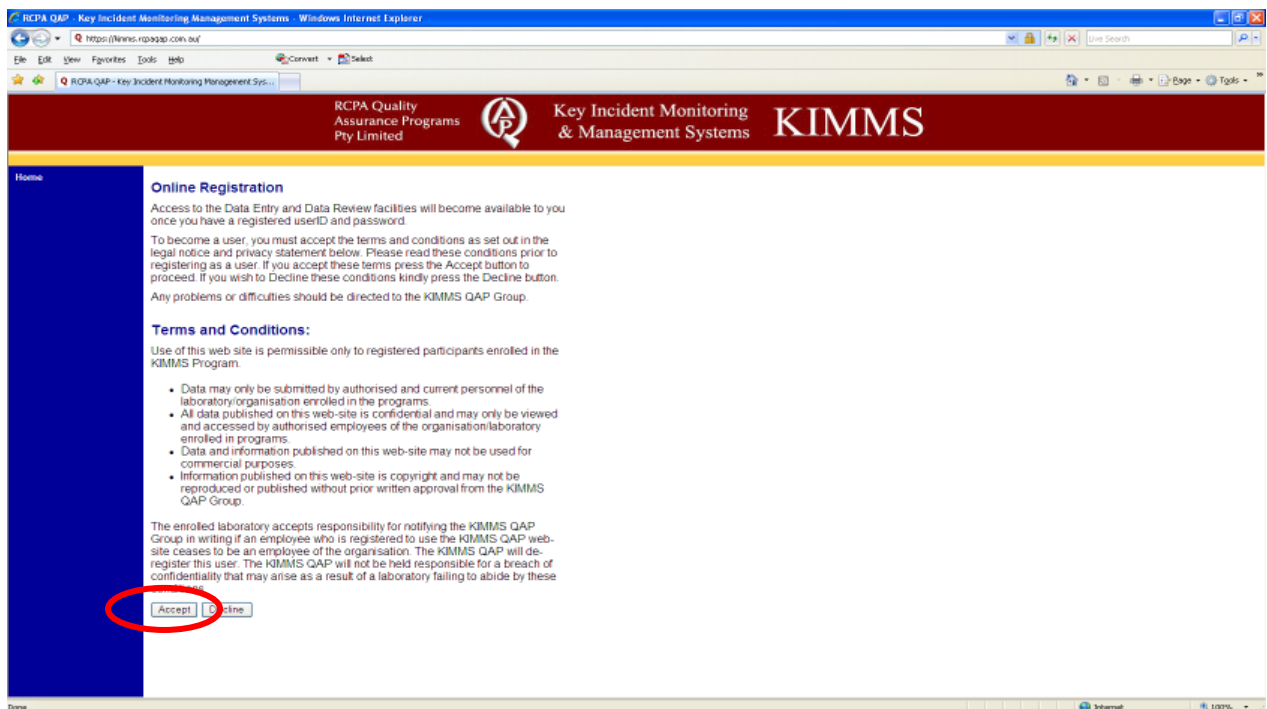
KIMMS QAP

Please click on the "Register Here" link shown below (KIMMS Log on page):



This will take you to the Terms and Conditions for this facility. If you have read and agree with the terms and conditions, please click "ACCEPT" to proceed.

*Terms & Conditions page*



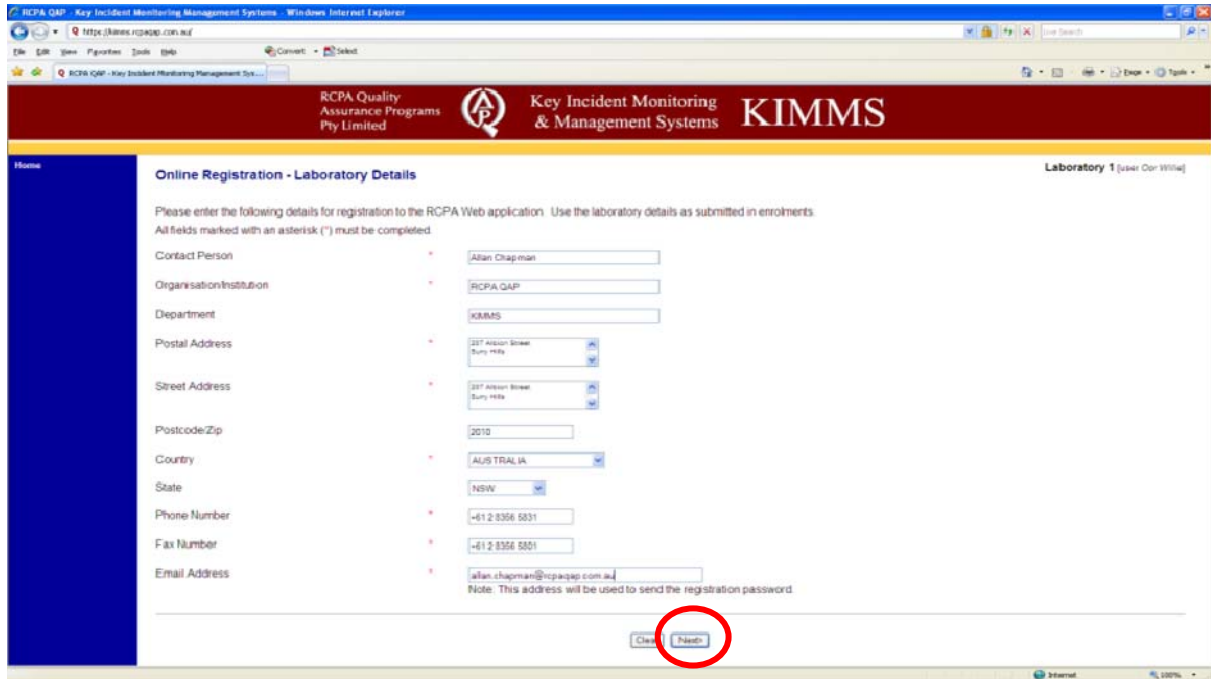
KIMMS QAP

Participants will then be required to enter a User ID for identification. The User ID has to be unique, so if another user of this system has already taken the one that you want it will ask you to specify another. The KM number is your participant number, previously assigned to you on enrolment in the KIMMS program by the KIMMS QAP, and is specific to your facility. Once you have typed a user name and your KM number click on "Next>"

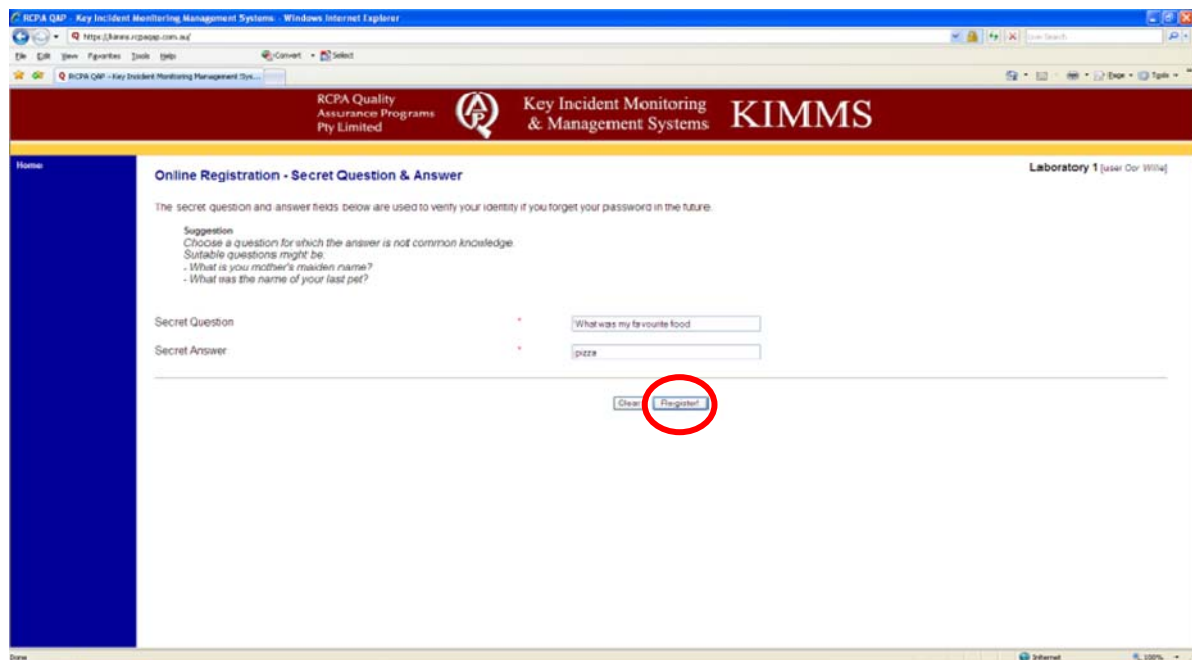


KIMMS QAP

The "Online Registration- Laboratory Details" page will be displayed  
Fill in your details and then click on "Next>", as in the example given below.



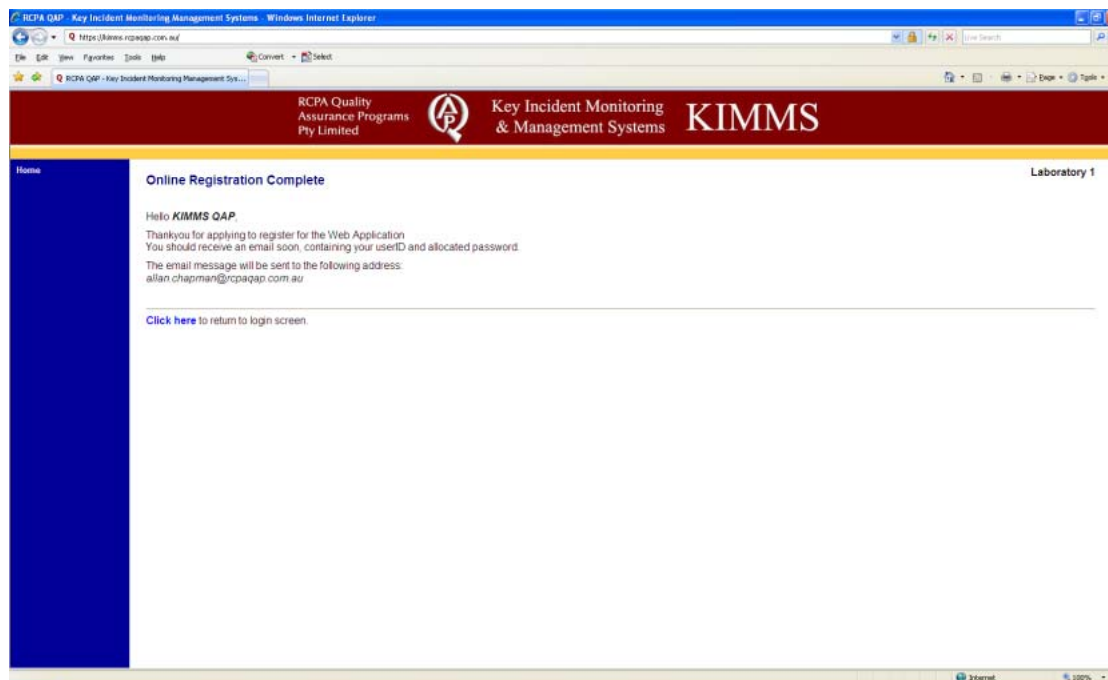
For security purposes please choose a security question and answer that only you would know. This is done for identification, in the future if you forget your password. Once you have done this click on the "Register" button.



Finally you will be transferred to a screen indicating that you have logged on successfully.

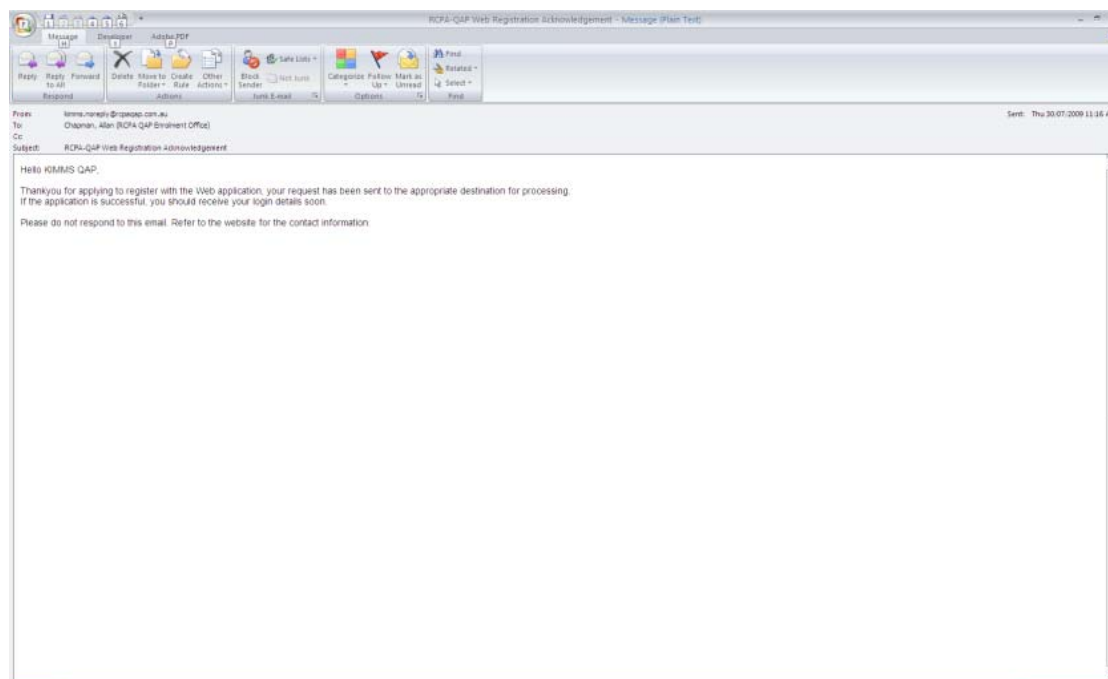
KIMMS QAP

Online Registration Complete screen



You will also receive an email as acknowledgement that you have logged/submitted a request. An example is given below:

Example of Conformation email

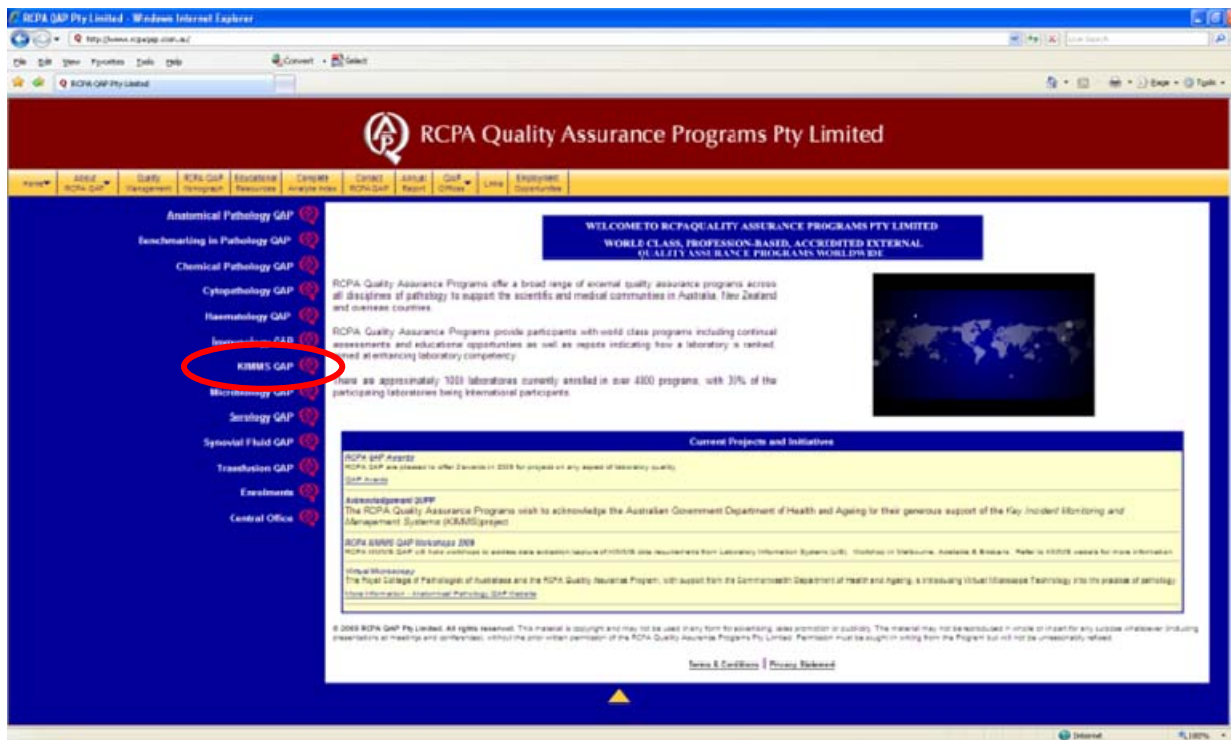


Participants will also receive another email from KIMMS QAP advising you of your User name and password. Once you receive this return to the log on screen and insert your user name, KM number and password and click on "Login>"

KIMMS QAP

### 3.2 DATA ENTRY

- a. Go to [www.rcpaqap.com.au](http://www.rcpaqap.com.au) on the web
- b. Select KIMMS QAP from the Left hand menu, this will take you to [www.rcpaqap.com.au/kimms/](http://www.rcpaqap.com.au/kimms/)

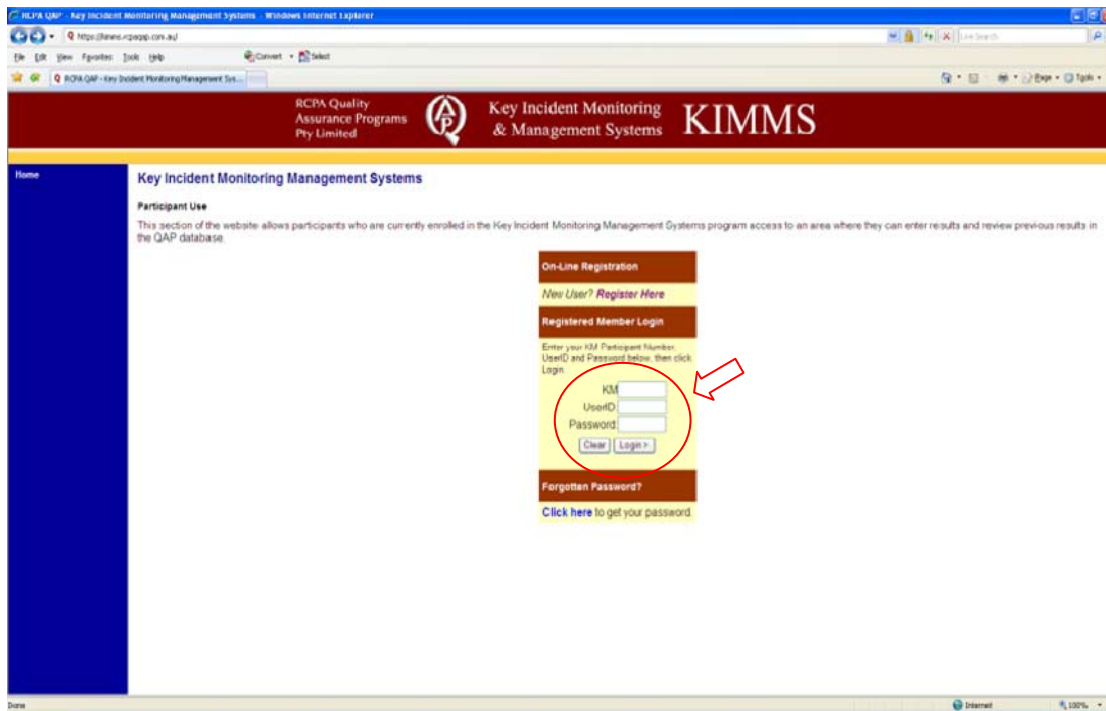


Select KIMMS QAP from the Left hand menu, this will take you to [www.rcpaqap.com.au/kimms/](http://www.rcpaqap.com.au/kimms/) then select "Login from the upper menu



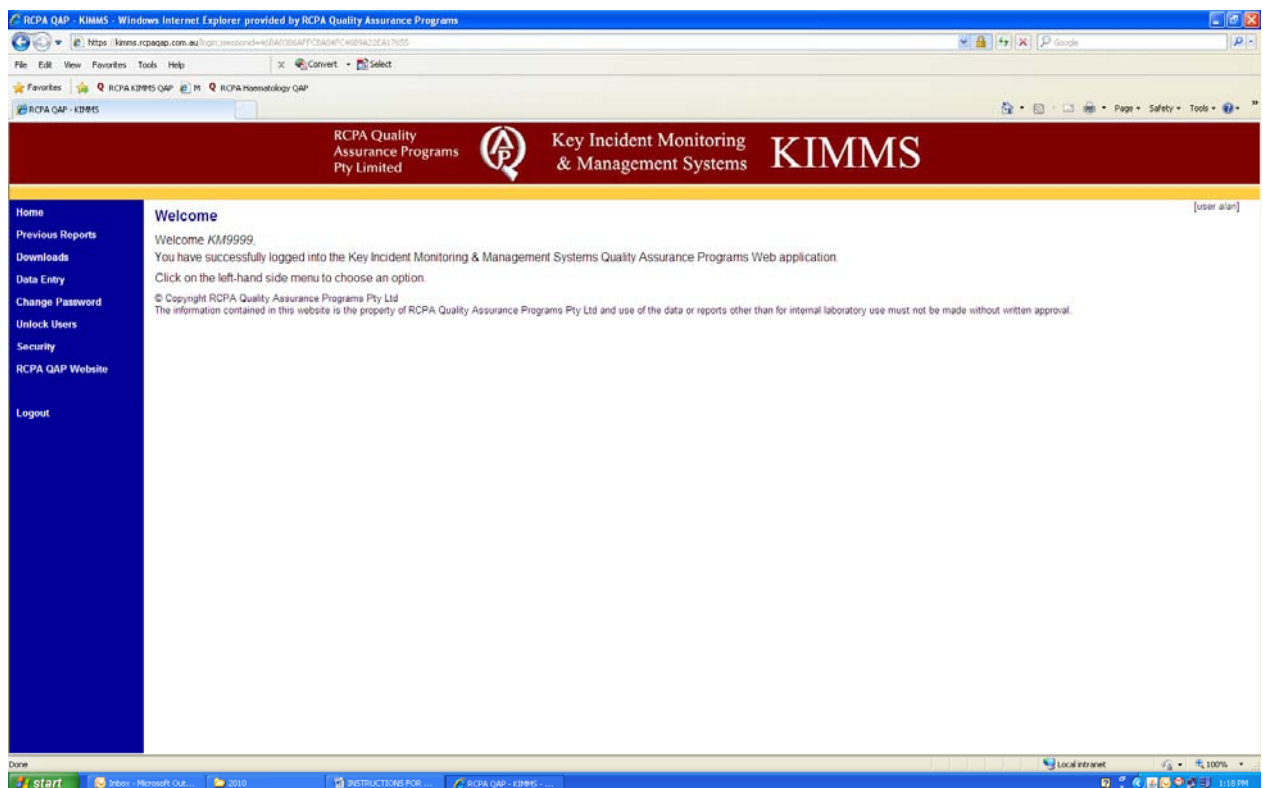
ENTER your KM Number, User ID and Password

KIMMS QAP



The KIMMS welcome page will then be displayed

*Welcome page*



The application uses Java applets (data entry and reports) which require your web browser to be able to run applets based on the Java 2 Runtime

## KIMMS QAP

environment (J2RE). To run properly, the applets require JRE version 1.6 or later.

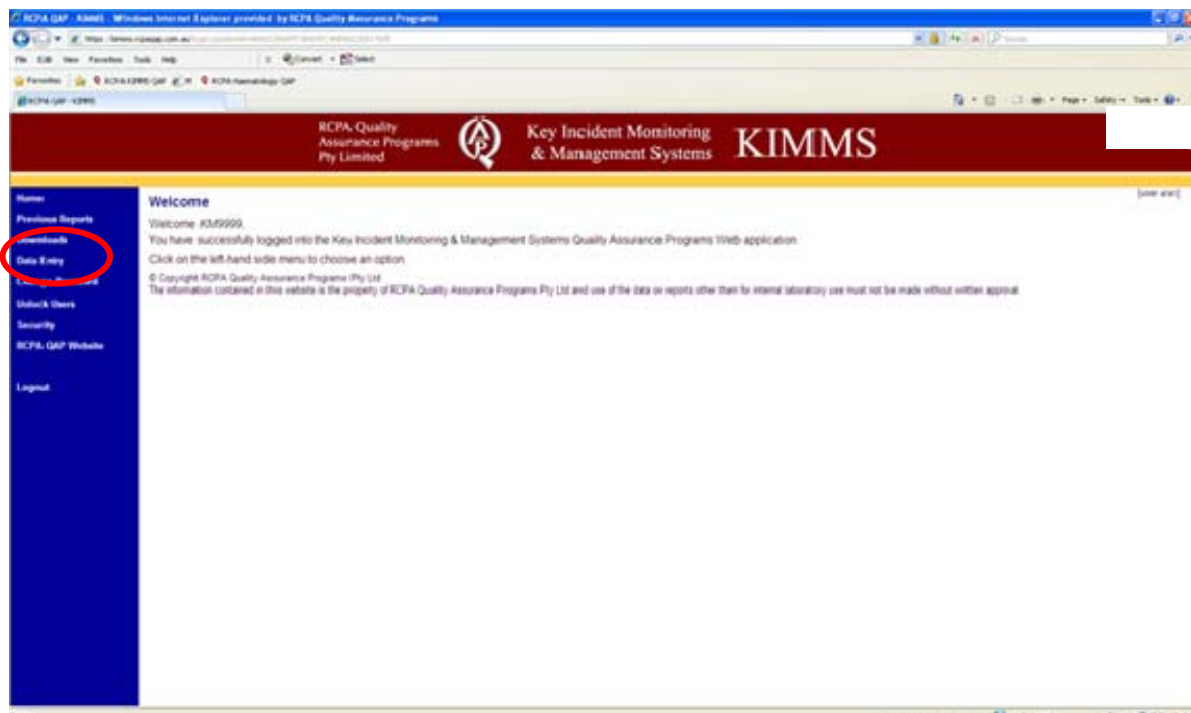
If you do not have the required Java plugin it can be downloaded from [www.java.com](http://www.java.com) or else get your IT department to install it for them.

Once you have the correct configuration you are ready to review past survey reports or perform on line data entry.

### On line Data Entry

Once you have successfully logged onto the system you will have access to links on the left hand menu, on your webpage. To enter data, click on "Data Entry" as highlighted below:

*Welcome page*

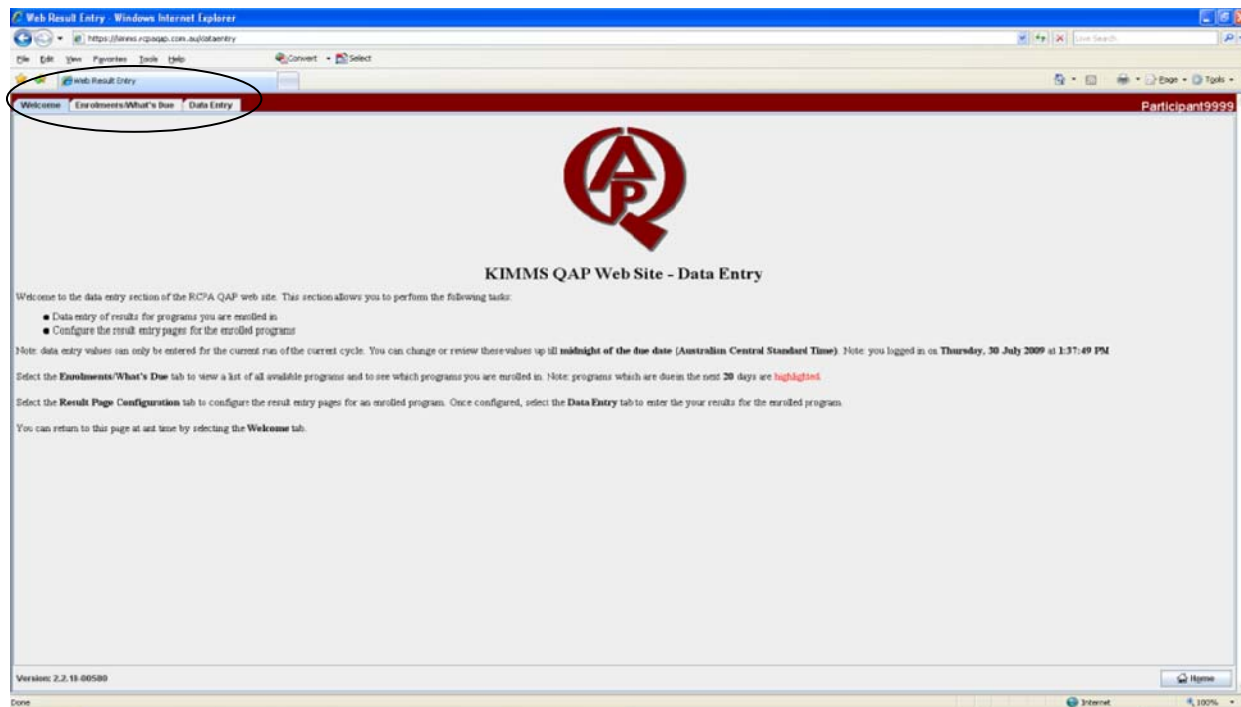


The data entry screen will then be displayed

*Data entry screen*

## KIMMS QAP

The on line data entry screen with tab buttons link to 3 separate pages listed below:



Welcome page

Enrolments/ What's due

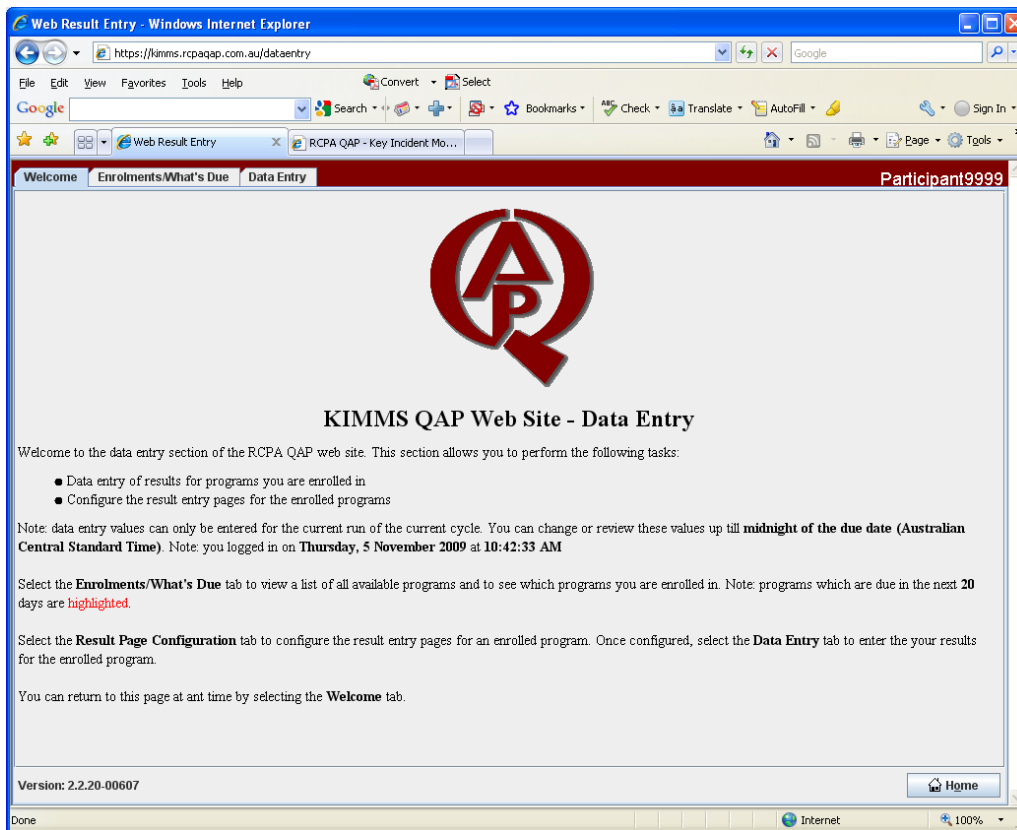
Data Entry

Select the desired tab to go to your page of choice.

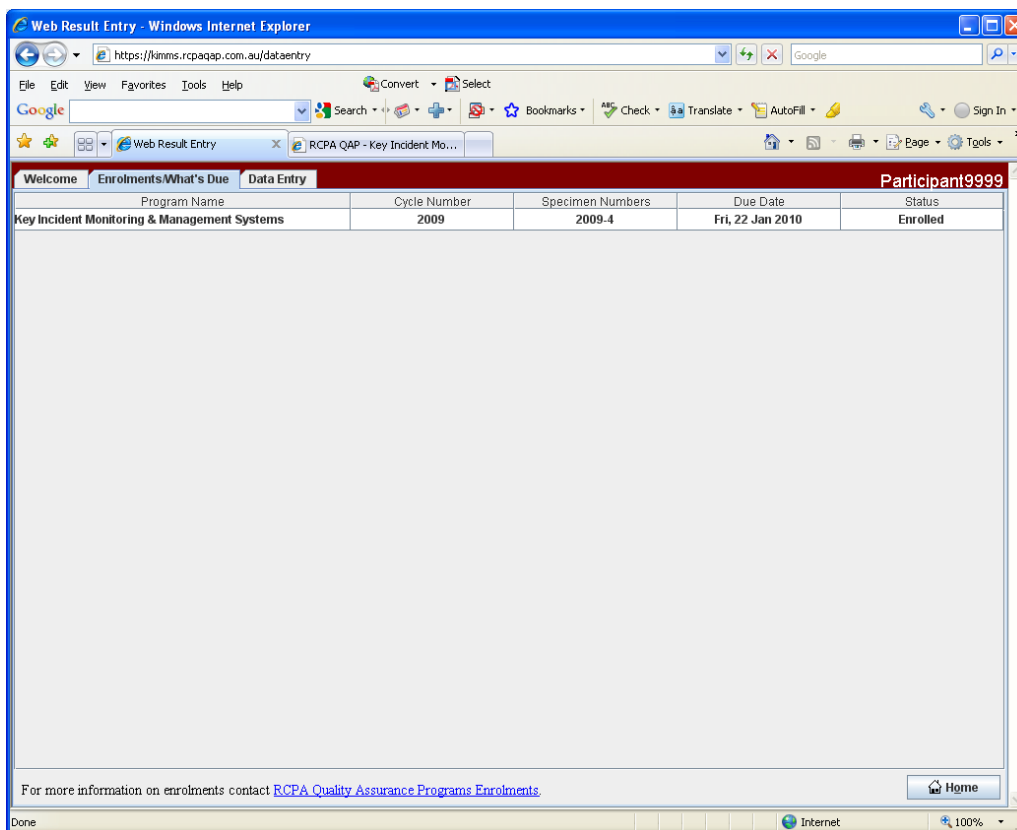
The Welcome page tab will return you to the previous welcome page

The Enrolments/ What's due page gives you Run (or cycle) closing dates, or the dates that data is due for submission The data entry page allows you to input your data for the current run

KIMMS QAP

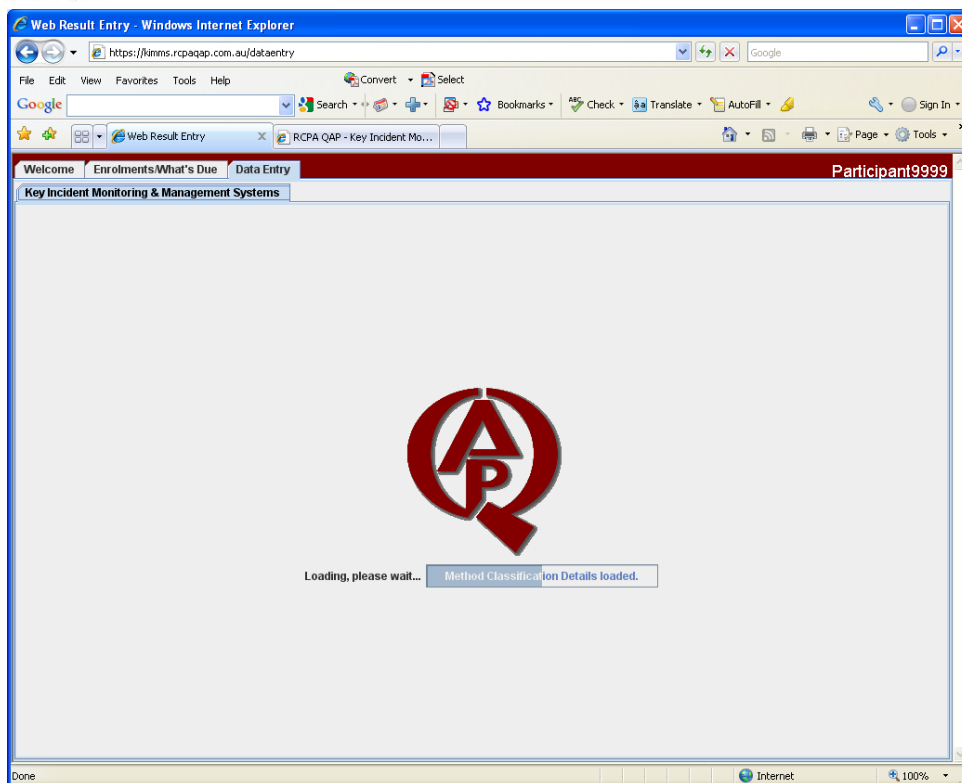


Select **What's Due** tab.

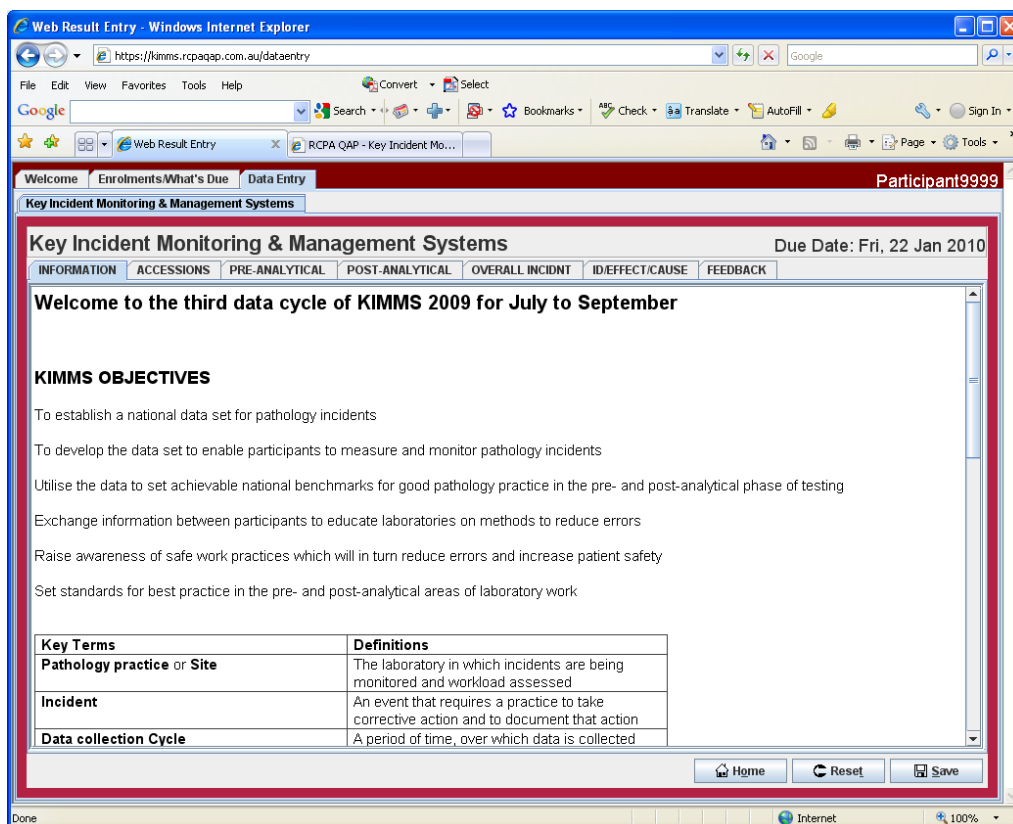


This displays the current open survey. If the survey is closed then a message will be displayed to say so. Click on the open survey to go to Data Entry.

KIMMS QAP



The software will load the Data Entry configuration. Please wait for this to complete.



The Data Entry for KIMMS is split into 7 tabs. The first tab displays the objectives and general information. The following tabs are for data entry.

KIMMS QAP

Web Result Entry - Windows Internet Explorer  
 https://kimms.rcpaqap.com.au/dataentry

Participant9999

Key Incident Monitoring & Management Systems

Due Date: Fri, 22 Jan 2010

INFORMATION | **ACCESSIONS** | PRE-ANALYTICAL | POST-ANALYTICAL | OVERALL INCIDENT | ID/EFFECT/CAUSE | FEEDBACK

Analyte Name	Specimens	Units
	2009-4	

Accessions

Home | Reset | Save

Web Result Entry - Windows Internet Explorer  
 https://kimms.rcpaqap.com.au/dataentry

Participant9999

Key Incident Monitoring & Management Systems

Due Date: Fri, 22 Jan 2010

INFORMATION | ACCESSIONS | PRE-ANALYTICAL | POST-ANALYTICAL | OVERALL INCIDENT | **ID/EFFECT/CAUSE** | FEEDBACK

Analyte Name	Specimens	Units
	2009-4 ID Problems	
Sample suspected to be from wrong patient (Wrong blood in tube)	<input type="text"/>	
Unlabelled samples	<input type="text"/>	
Fewer than 2 identifiers initially supplied	<input type="text"/>	
Any mismatch or discrepancy of identifiers (major or minor)	<input type="text"/>	
Any within laboratory failure of ID	<input type="text"/>	
Transfusion samples	<input type="text"/>	
Sample misidentifications not classified above	<input type="text"/>	
	2009-4 Samples Rejected	
Samples rejected due to misidentification issues	<input type="text"/>	
Incorrect patient preparation	<input type="text"/>	
Sample haemolysed	<input type="text"/>	
Sample clotted	<input type="text"/>	

Home | Reset | Save

Web Result Entry - Windows Internet Explorer  
 https://kimms.rcpaqap.com.au/dataentry

Participant9999

**Key Incident Monitoring & Management Systems** Due Date: Fri, 22 Jan 2010

INFORMATION | ACCESSIONS | PRE-ANALYTICAL | POST-ANALYTICAL | OVERALL INCIDENT | ID/EFFECT/CAUSE | FEEDBACK

Analyte Name	Specimens	Units
2009-4 Results Corrected / Reports Retracted		
Results modified because of an error after release in any form by the laboratory	<input type="text"/>	
Results released to wrong doctor	<input type="text"/>	
Root cause if known?	<input type="text"/>	
Root Cause Information	<input type="text"/>	

Home Reset Save

Web Result Entry - Windows Internet Explorer  
 https://kimms.rcpaqap.com.au/dataentry

Participant9999

**Key Incident Monitoring & Management Systems** Due Date: Fri, 22 Jan 2010

INFORMATION | ACCESSIONS | PRE-ANALYTICAL | POST-ANALYTICAL | OVERALL INCIDENT | ID/EFFECT/CAUSE | FEEDBACK

**Pre analytical total is caclulated based on information supplied in the pre analytical section.**

**Post analytical total is caclulated based on information supplied in the post analytical section. The KIMMS QAP will calculate this total once all data has been received.**

Analyte Name	Specimens	Units
2009-4 Overall % Incident Rate		
Ad hoc incidents detected by the lab Quality System, but not included in pre-analytical or post-analytical above, eg equipment problems, safety incidents, corrective actions from audits	<input type="text"/>	
Complaints (always identified by those outside pathology)	<input type="text"/>	


Home Reset Save

KIMMS QAP

Once you have completed the data entry click "Save"

KIMMS QAP

**Required Fields** ✕

 **Required fields still need completing. Look for empty fields with a highlighted light orange background.**


**Are these values correct?** ✕

<b>OVERALL INCIDENT</b>		<b>ID/EFFECT/CAUSE</b>	<b>FEEDBACK</b>
<b>ACCESSIONS</b>		<b>PRE-ANALYTICAL</b>	
Analyte Name	2009-4		Units
Accessions	10101		

**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**.

**Saved the data entry values successfully...** ✕

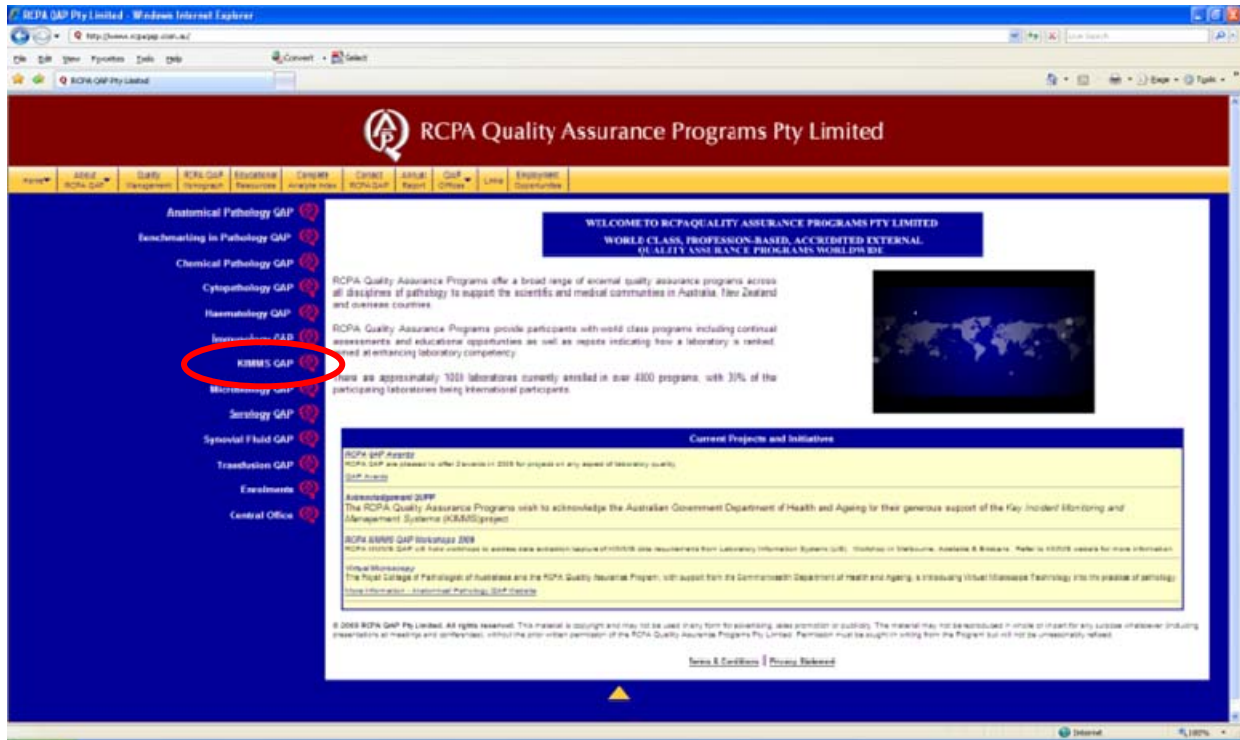
 **Key Incident Monitoring & Management Systems data entry values were saved successfully. An e-mail has been sent to the registered e-mail address.**

Select the **Print** button below to print the saved results.

KIMMS QAP

### 3.3 REPORTS

- a. Go to [www.rcpaqap.com.au](http://www.rcpaqap.com.au) on the web
- b. Select KIMMS QAP from the Left hand menu, this will take you to [www.rcpaqap.com.au/kimms/](http://www.rcpaqap.com.au/kimms/)

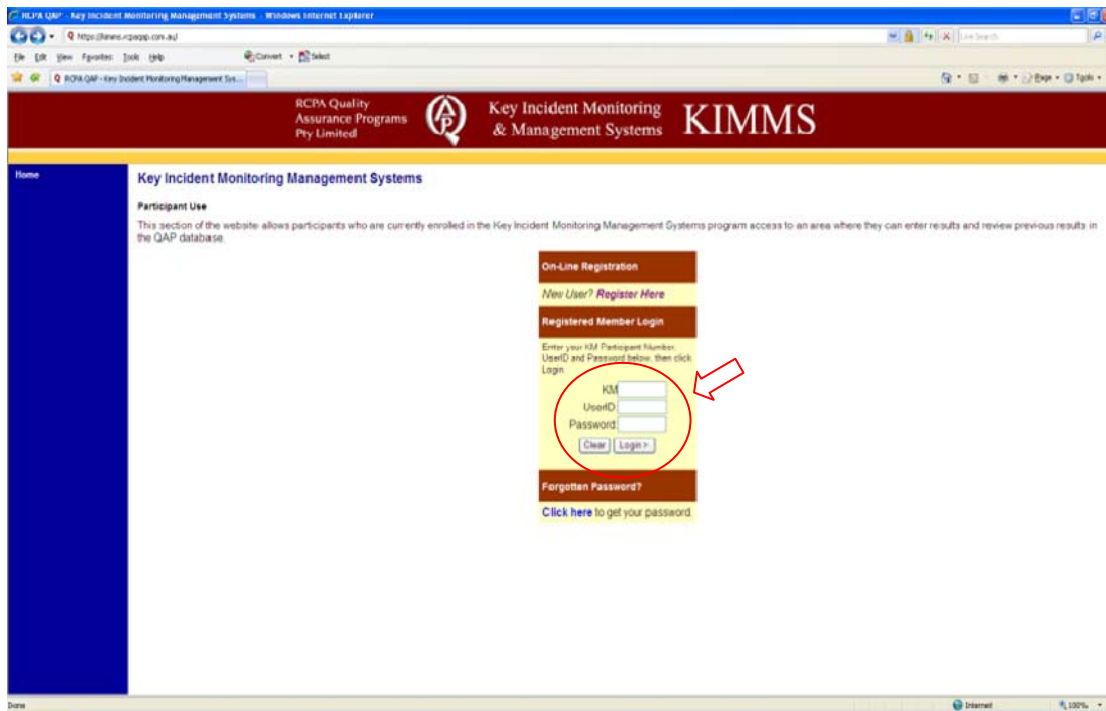


Select KIMMS QAP from the Left hand menu, this will take you to [www.rcpaqap.com.au/kimms/](http://www.rcpaqap.com.au/kimms/) then select "Login from the upper menu



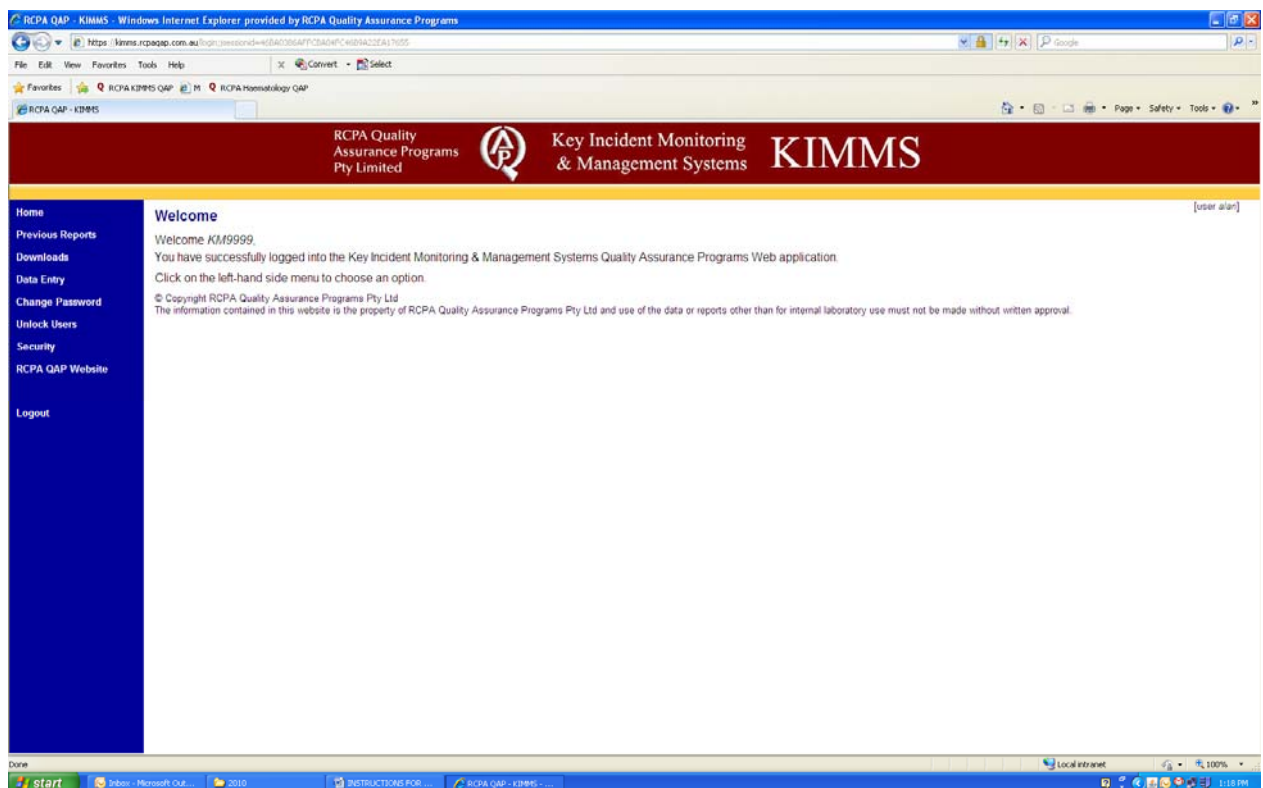
ENTER your KM Number, User ID and Password

KIMMS QAP



The KIMMS welcome page will then be displayed

*Welcome page*



The application uses Java applets (data entry and reports) which require your web browser to be able to run applets based on the Java 2 Runtime

## KIMMS QAP

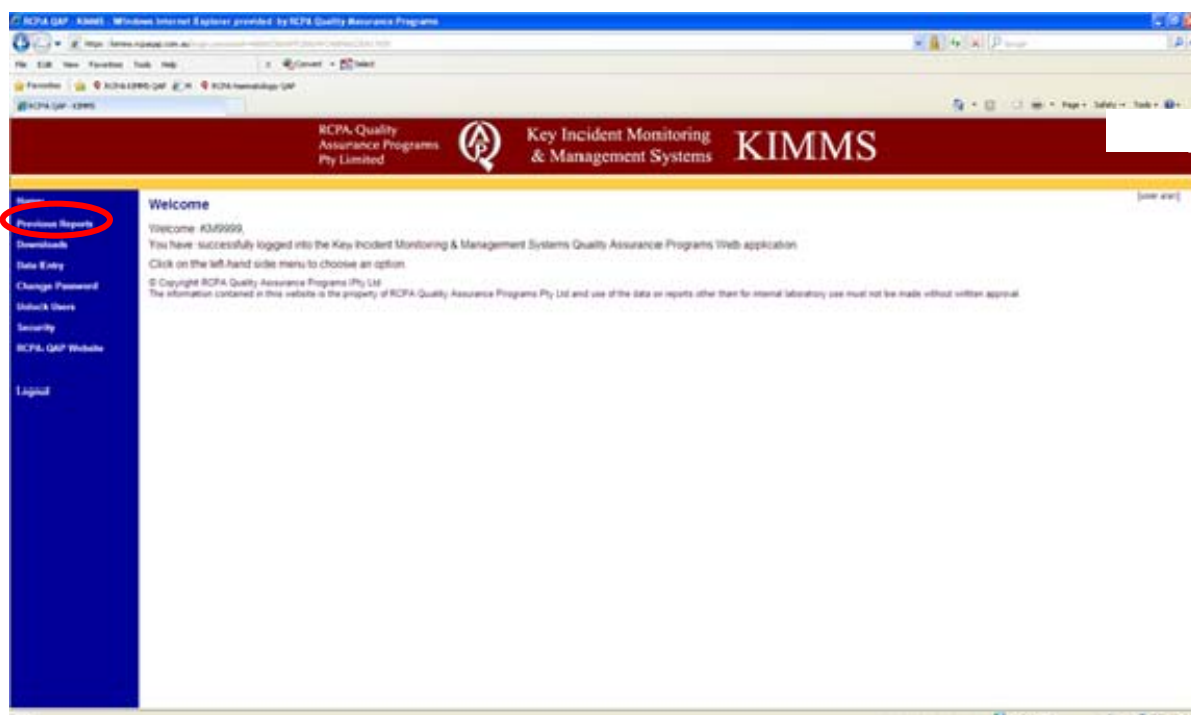
environment (J2RE). To run properly, the applets require JRE version 1.6 or later.

If you do not have the required Java plugin it can be downloaded from [www.java.com](http://www.java.com) or else get your IT department to install it for them.

Once you have the correct configuration you are ready to review past survey reports or perform on line data entry.

## Reports

Once you have successfully logged onto the system you will have access to links on the left hand menu, on your webpage. To enter data, click on "Previous Reports" as highlighted below:

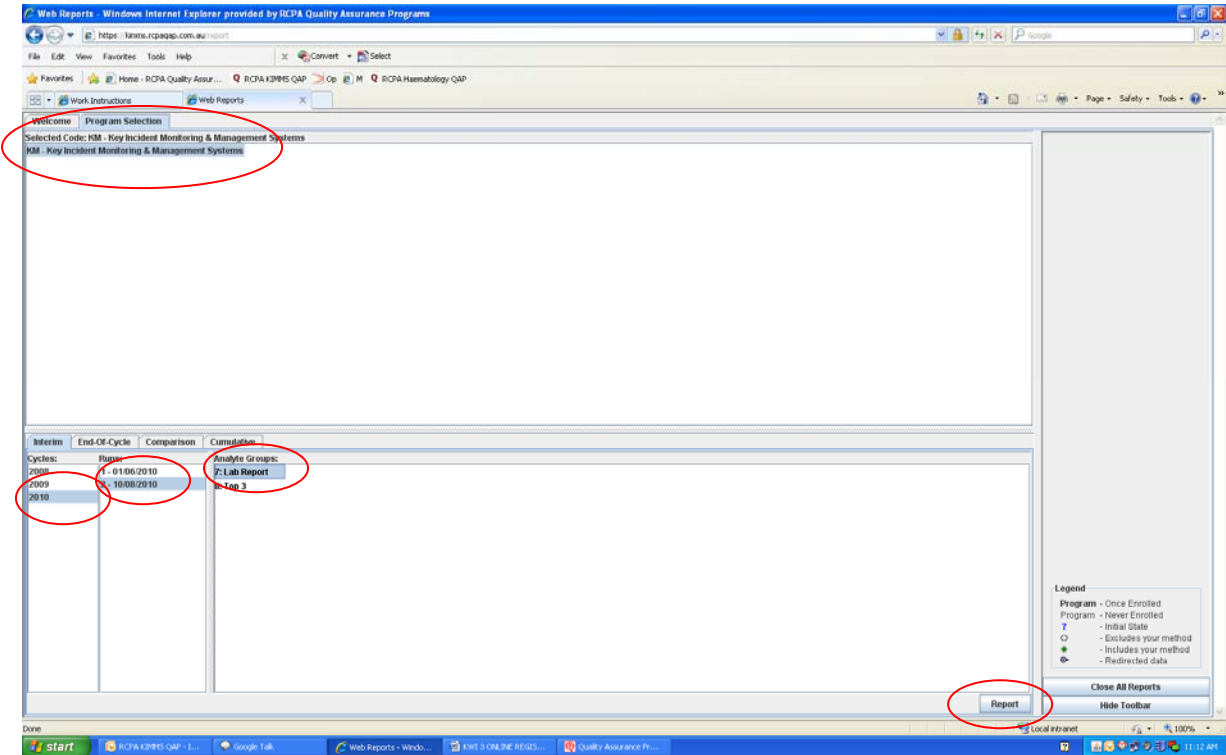


In the window labeled select code click ' KM- Key Incident Monitoring & Manatgement Systems'.

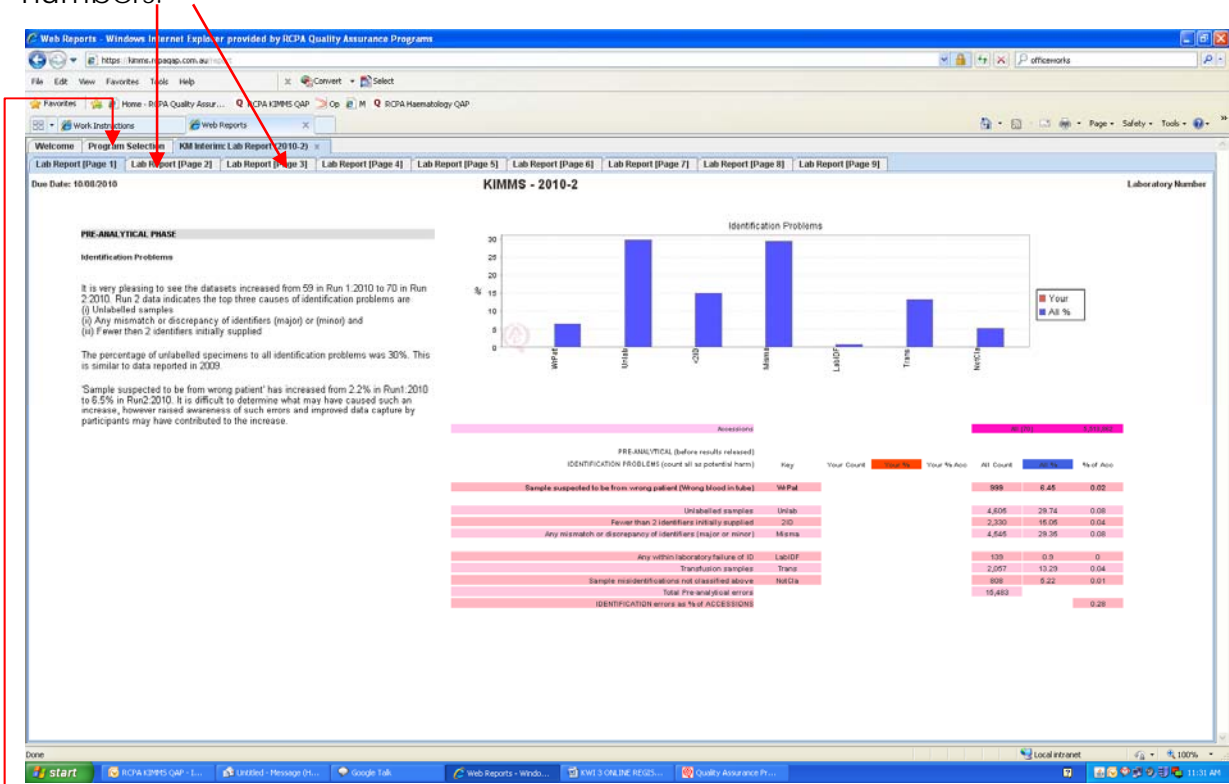
Click the required year under 'Cycle', the required date under 'Run' and "Lab Report" under Analyte group.

Then click report at the bottom of the window.

KIMMS QAP



The report page will then open. The report is listed by pages which can be changed by clicking the tab at the top of the report showing the page numbers.



You can change the report shown by clicking Program Selection tab and following the process above.