ON-LINE DATA ENTRY INSTRUCTIONS

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WELCOME

On line data entry (ODE) is done via the Haematology QAP website. The home page of the RCPA Quality Assurance Programs Pty Limited on the World Wide Web (Internet) is www.rcpaqap.com.au. The RCPA Haematology QAP can be found by clicking onto the link of the home page (Figure 1) or by typing www.rcpaqap.com.au/haematology.

What is Required

All participants accessing the web will require the following

- internet access
- Adobe Acrobat reader
Once laboratories arrive onto the Haematology home page they will be required to log in to access the data entry facility. By clicking onto the “On Line Data Entry” tab (Figure 2), this will direct you to the on line direct data entry facility.
Subscribers will need to register prior to using the Haematology online data entry facility. Please click on the link shown above, ‘Apply for Access’ (Figure 3).

This will take you to the terms and conditions for this facility. If a laboratory agrees with the terms and conditions they will need to click “Accept” to proceed (Figure 4).

Laboratories will be required to enter in a User ID for identification. The Laboratory Number is the participant number, which has been allocated on enrolment and is specific to the laboratory (Figure 5).

Click “Next” to proceed with registration.

Enter in lab details as in Figure 6 and click “Next” to proceed.
Online Registration

Access to the Data Entry and Data Review facilities will become available to you once you have a registered User ID and password.

To become a user, you must accept the terms and conditions as set out in the legal notice and privacy statement below. Please read these conditions prior to registering as a user. If you accept these terms press the Accept button to proceed. If you wish to Decline these conditions kindly press the Decline button. Any problems or difficulties should be directed to the Haematology QAP Group.

Terms and Conditions:

Use of this website is permissible only to registered members of laboratories enrolled in the Haematology Program.

- Data may only be submitted by authorised and current personnel of the laboratory organisation enrolled in the program.
- All data submitted on this website is confidential and may only be viewed and accessed by authorised employees of the organisation/laboratory enrolled in the program.
- Data and information published on this website may not be used for commercial purposes.
- Information published on this website is copyright and may not be reproduced or published without prior written approval from the Haematology QAP Group.

The enrolled laboratory accepts responsibility for notifying the Haematology QAP Group in writing if an employee who is registered to use the haematology QAP website ceases to be an employee of the organisation. The haematology QAP will de-register the user. The haematology QAP will not be held responsible for a breach of confidentiality that may arise as a result of a laboratory failing to abide by these conditions.

Figure 4

Online Registration - User Identification

Please enter a user ID to be used for identification. This must be a unique identifier for each laboratory number. The User ID may be up to 20 alphanumeric characters with spaces acceptable. For example, JohnDoe01, MikeTech02, MikeTech02, Lab1, etc.

All fields marked with an asterisk (*) must be completed in order to register.

Once registered, an acknowledgement will be sent to your registered email address. If you do not receive this after completing registration, verify your address and try again.

Notification of your password will be sent in a few days.

User ID:

Laboratory No:

Figure 5
A screen will appear where you will be required to enter a secret question and answer. This is done for identification, if in the future the laboratory forgets their password (Figure 7).
Figure 8 illustrates that you have registered successfully, where laboratories will receive an email for confirmation (Figure 9).
The username and password will be forwarded to the email address specified in registration, as above in Figure 10. Return to the login screen and enter in the User ID, Lab Number and Password, which was forwarded by email (Figure 11).
Once logged in, you will be forwarded to a welcome page, where you will be able to view previous reports, data entry etc.

**VIEWING ENROLMENT STATUS**

Once laboratories have successfully logged onto the system they will have access to links on the left hand side of the web page.

Click on “Data Entry” as shown in Figure 12, which will take you to the welcome page for on line data entry (Figure 13).

On the top of the welcome page, 4 separate tab buttons will link to 4 separate pages listed below.

1. Welcome Page (current view).
2. Enrolments/What’s Due - Indicating the programs, in which laboratories are enrolled and the due dates for on-line data entry.
3. Data Entry - This is the screen where you enter survey results.
4. Result Page Configuration – Used to configure the on-line data entry page so it may be in the desired test order of the laboratory.

Click on the desired tab to go to the page of choice.
Enrolments / What’s Due: The programs that are highlighted indicate the programs your laboratory has enrolled in. This page will also provide the due date for on line data entry (Figure 14).
The result page configuration is used so laboratories can arrange the order they wish to enter in their results. Please note, not all programs offer this facility.

All available programs are listed and can be located by the tabs across the page. Click the desired tab to perform the result entry configuration.

To configure the result entry page (Figure 15) laboratories will need to highlight the desired tests (1), located on the left hand side of the page and transfer to the right hand side by pressing “Add” (2).

To put them in the desired order for data entry, highlight the test. Using the “Move Up” or “Move Down” buttons (3), place the test in the order laboratories wish to perform their data entry.

Once laboratories are happy with the order of the tests, click “Save” to save the configuration.
Click on the “Data Entry” tab and the click on the program for which you wish to enter results.

Enter in the results for the current survey samples. The specimen number is indicated at the top of the column. Please make sure you enter the results in the correct units as these results will go directly into the database. Results may be amended by the participating laboratory up until the closing date of the survey. The method classification can be checked by placing the cursor over the result entry field. If this is incorrect laboratories should notify the Haematology QAP on the appropriate form located in the enrolment package (QF-HA-47).

Once happy with the entry of results click “Save” as indicated in Figure 16. A confirmation page will appear to accept. Click Yes (Figure 17) to proceed.

Please note the serial number can only be entered when entering into the first run of the cycle. The Haematology QAP will need to be notified if the serial number requires input after the first run.
Once a laboratory has accepted the results an email should be sent to the email address that has been entered when they registered for online data entry (Figure 18). This is confirmation that labs have submitted results for the current program survey.
On the home page click on “Data Analysis” as shown above in Figure 19.

A welcome page will be illustrated with a tab for Program Selection. Click “Program Selection”.
By selecting “Program Selection”, a page will appear which lists all the programs in which your laboratory has enrolled (in bold).

To review your desired report click on the program (Full Blood Count - step 1), the Cycle number (15 - step 2), the run number (6 – step 3) and then the test you wish to review (White Cell Count – step 4) and then click on “Report” (step 5) as above in Figure 21. Please note, to view the type of report, select the appropriate tab (step 6 in Figure 21). The End of Cycle report is only viewable on the last run of the cycle.

The reports that are reviewed will be similar to the hard copy reports that have been sent to the laboratory. However the results are compared to the All Method Median, not to the Method Medians for the instrument group. This facility is being reviewed at the moment, although participants should still be able to review their performance compared to their peer group laboratories using the same method and those using other procedures to determine the test result.
REVIEWING THE INTERIM REPORT

Once you have clicked report under the “Interim” tab a page similar to Figure 22 will appear which has the same format as the hard copy reports sent to laboratories.

The Interim Report (Figure 22) allows you to have a more in depth review of the results that have been submitted by all participants. The three areas that provide more information are numbered above and will be discussed further.

1. Clicking anywhere within either of the histograms or any of the youden plots will display another page that allows you to perform a filter on desired method classification to be reviewed (Figure 23).

Figure 23 shows you the distribution of results seen in the Interim report for both samples of the histogram and youden plot for all results.
By using the filtering system as seen in Figure 24 you are able to choose the desired principle or instrument, reagent or a combination (the example has selected Cell Dyn + 3200 / Ruby instruments).

Once you have selected the desired filter, click “Filter”. Results for this filter will be highlighted on the histograms and youden plot, showing you the distribution of results for that method classification. The filtered results will also display the median result for this filter, the number of users in the group and the number of users that fell outside the allowable limits of performance.
2. By clicking anywhere within the area marked 2 in Figure 22 you will display additional information seen in Figure 25.
This is the statistical review of the run number that you have chosen. In this case, samples 5-06a and 5-06b. This will display for each part of the method classification you are performing, the median, mean, SD, CV, number of users and the number of outliers.

Please note that there is no additional filter for this area of the report. This is used to review a laboratory’s own procedure.

3. By clicking anywhere within the area marked 3 in Figure 22 you will display additional information as seen in Figure 26.

Figure 26 allows subscribers to review their imprecision or bias within the cycle of survey results. This can be achieved by using Solo Pairs (as used in this example) or by using Progressive Data.
Subscribers are able to view the imprecision or bias in the Levey Jennings type plot, which allows you to see the relationship of the samples that have been sent in that survey. For example if it appears that you are experiencing bias or imprecision in a sample pair in your Levey Jenning type plot you will be able to highlight the pairs of samples to see if the bias or imprecision is due to the level sent in the survey. This in turn will allow laboratories to review the results of their internal controls and check that a similar pattern is not being experienced, allowing you to take action.

This is done by clicking on the pairs you wish to investigate in the Levey Jennings type plot. You will notice that data points will be highlighted on the Linearity graph, as shown in figure 26.

**REVIEWING THE END OF CYCLE REPORT**

Click on the “End of Cycle” (EOC) tab, select the desired program for review, click on the desired analyte (WCC) and click “Report”.

A page similar to Figure 28 will appear which has the same format as the hard copy EOC reports received in your laboratories.
The End of Cycle Report (Figure 28) allows you to have a more in depth review of the results that have been submitted by all participants. The two areas that provide more information are numbered above and will be discussed further.

1. Clicking anywhere within the imprecision performance bars or within the Coefficient of Variation histogram will display another page that allows you to perform a filter on the desired method classification. You will be able to review comparative data of the imprecision seen in other methodology (Figure 29).

2. Clicking anywhere within the inaccuracy performance bars or within the linear regression charts will display another page that allows you to perform a filter on the desired method classification to review comparative data of the inaccuracy seen in other methodology (Figure 30).
As shown before, use the down arrow to choose your desired methodology and press “Filter” (Figure 30). All labs using this filtered method will appear on the histogram and performance bars reflecting the performance of these laboratories.
Similarly to review a method for bias use the down arrow to choose your desired methodology, press “Filter” (Figure 32). All labs using this filtered method will appear on the linear regression chart reflecting the performance for the laboratories using this methodology.
To view the summary performance of the cycle, click “Performance Summary” as shown in Figure 33.
This will provide a comparative listing of the performance of all methodology used to quantitate the specified test (Figure 34). Please note this will be slightly different to the results that appear in the hard copy report as results are based on the All Method Median. The results obtained in your hard copy report are based on the Method Medians (groups with greater than 10 users).

Clicking “Performance Summary” in Figure 33 will provide the performance summary (Figure 35) for the laboratory. Please note the results will be slightly different to the results that appear in your hard copy report as results are based on the All Method Median (not method median).
REVIEWING GROUP REPORTS (>1 ANALYTE PER PAGE)

Figure 36

Programs that have more than 1 analyte per page printed are known as group reports. Most of these programs will have a combination of quantitative and qualitative results illustrated on the page. These programs include,

- DS = D-Dimer (Semi Quantitative)
- HP = Haemoglobinopathy
- GD = G6PD
- IP = Immunophenotyping (not available at this stage)
- PN = PNH
- MD = Molecular Diagnostics (not available at this stage)
- MO = Morphology (not available at this stage)
- SA = Special Haemostasis - Module A
- SB = Special Haemostasis - Module B
- SC = Special Haemostasis - Module C
- SD = Special Haemostasis - Module D
- SE = Special Haemostasis - Module E

To view an “Analyte Group Report”, (Figure 36 representing a Haemoglobinopathy report), click the desired program, the cycle number, the run number and the group report, click “Report”.

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A set of tabs will appear which will list the reports in page numbers as it appears in the hard copy report. By clicking on the various tabs it will take you through the full report sent for that survey run (Figures 37–40).