

UK NEQAS

Leucocyte Immunophenotyping

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UK NEQAS for Leucocyte Immunophenotyping Participant Hub User and Re-Registration Guide

As part of ongoing IT developments at UK NEQAS LI, we have redesigned the “Data Entry and Reports” portal to become a more streamlined interface. We have termed this the “Participant Hub”. The “Participant Hub” will allow you to amend contact details for your centre, submit your results those programmes to which you are currently subscribed and re-register for the forthcoming financial year (when re-registration is open) for the period 1st April – 31st March of any given year. The following is a guide to these processes. Please follow them carefully.

Re-Registration

When the re-registration process is live, usually early February until the 31st March, you can make any amendments for your programme registration via this section and these will then be applied to the next registration period 1st April – 31st March. To do this, please follow the steps in this guide. If you have any questions or encounter any issues, please contact admin@ukneqasli.co.uk

1. Log in to the Participant Hub via www.ukneqasli.co.uk and click on the Re-Registration, Data Entry and Reports button.
2. In the new tab that opens, please enter your Login details previously provided to you when you registered with UK NEQAS LI. You will need to enter your Participant ID, Identity Number and Password and be an active user. Once you have entered these into the appropriate field, click on ‘Log In’ and the home page of the “Participant Hub” will now be displayed.
3. You will have four choices at the Home screen. Please click on the Re-Registration button at the bottom of the screen. This will redirect you to the Re-Registration page.
4. On arrival at the Re-Registration page, you will see a list of all the programmes currently offered by UK NEQAS LI. You will also see tick boxes next to each programme, of which some will already have a tick entered. The tick indicates that you are currently registered for that programme.
5. To amend any registrations for the programmes, simply add or remove a tick in the tick box next to the programme by clicking within the box.
6. If you are registering for the Immune Monitoring or the Immune Monitoring Alternative Technologies programme, you will need to select the appropriate “Subscription Options” relevant to your centre e.g. if you only wish to register for CD4+ T Lymphocytes (percentages and/or absolute values) then ensure that all other ticks are removed except for these tests. Please note there is no reduction in costs for deselecting any tests.

IMPORTANT: If you are choosing to register for either of these programmes as a new programme (i.e. you have not subscribed to this programme in the previous financial year) all of the lymphocyte subset Subscription Options will be selected by default. Please ensure that you remove any lymphocyte subsets you do not test as part of your routine

procedure. Failure to do so at this stage will mean that you will be scored against that test even if you do not undertake the test.

7. Once you have chosen all of the programmes to which you would like to register in the forthcoming financial year, please then follow the appropriate steps below to complete your Re-Registration process. For UK centres, please follow steps 8 - 9 and for Non-UK centres, please follow steps 10-12.

UK Centres

8. UK centres must provide a valid Purchase Order Number and a Purchase Order form, otherwise you will not be able to submit your Re-Registration form with UK NEQAS LI. Please ensure you enter your Purchase Order Number in the appropriate field and that you send your Purchase Order form in PDF format to admin@ukneqasli.co.uk. You can also click on the admin@ukneqasli.co.uk link on the Re-Registration form, which will create a new message in your email client for your convenience. Your Purchase Order Form needs to be made out to **Sheffield Teaching Hospitals, Cashiers Office, Northern General Hospital, Herries Road, Sheffield, S5 7AU** and MUST be for UK NEQAS for Leucocyte Immunophenotyping programmes only. There are two other UK NEQAS centres within this Trust and we cannot accept combined orders.
9. You can save at any time by clicking "Save" but ONLY after you have agreed to the "Terms and Conditions of Participation" that can be accessed at the bottom of the Re-Registration Form. NOTE: You can save as many times as you like, but your Re-Registration will not be submitted to UK NEQAS LI until you press the "Submit" button.

Once you have completed all appropriate fields, please: 1) review your re-registration form, to ensure that all of the programmes you wish to register for are selected, 2) check that you have chosen the correct subscription options for your programmes (if required) and 3) ensure you have provided the appropriate financial information required to process your Re-Registration form. Once this has been completed, please click on "Submit". This will send all of your re-registration information to UK NEQAS LI for verification. Once you have submitted your re-registration form, you will not be able to amend any of your re-registration details, so please ensure that all of your details are correct. Once you have pressed "Submit" any further changes can only be made by contacting admin@ukneqasli.co.uk

Non-UK Centres

10. Registration includes shipping of your samples by the regular postal service. Alternatively, we are also able to offer a courier service at an additional cost using DHL. If you would like this service, please tick the tick box next to '**Courier Services Required:**' Once you have submitted your form, the UK NEQAS LI Admin team will contact you to organize the courier services you require. Quotations for this service can be provided on request.

11. Non-UK Centres that are members of the European Union (EU) are required to provide a valid VAT Number. In the VAT Number field, you will see the VAT Number that is currently stored in our database. This is a 'read-only' text box, so if your VAT number is incorrect, or requires updating, please email admin@ukneqasli.co.uk stating your participant number and VAT number change request in the subject line. Upon receipt the UK NEQAS LI Admin team will update the correct and valid VAT Number for your centre.

- N.B. Where the country of receipt is within the EU, these prices are subject to the reverse charge scheme. Where the country of receipt is outside of the EU, these prices are outside the scope of UK VAT.**

12. You can save at any time by clicking "Save" but ONLY after you have agreed to the "Terms and Conditions of Participation" that can be accessed at the bottom of the Re-Registration Form. NOTE: You can save as many times as you like, but your Re-Registration will not be submitted to UK NEQAS LI until you press the "Submit" button.

Once you have completed all appropriate fields, please: 1) review your re-registration form, to ensure that all of the programmes you wish to register for are selected, 2) check that you have chosen the correct subscription options for your programmes (if required) and 3) ensure you have provided the appropriate financial information required to process your Re-Registration form. Once this has been completed, please click on "Submit". This will send all of your re-registration information to UK NEQAS LI for verification. Once you have submitted your re-registration form, you will not be able to amend any of your re-registration details, so please ensure that all of your details are correct. Once you have pressed "Submit" any further changes can only be made by contacting admin@ukneqasli.co.uk

My Details

To amend your contact details for your centre, please go to the 'My Details' page by clicking on the 'My Details' tab. In the new page that opens, you can use the drop-down menu to see all of your active contacts for your centre. You can select a contact from the drop-down list, which will open their details for you to amend, if necessary.

If you need to remove a contact from the list, for instance if they are no longer associated with your centre, you can select the contact and click on 'Mark Inactive'. If you need to add a new contact to the list of active contacts for your centre, please click on 'Add New Contact' and complete the form. This will be sent to UK NEQAS LI Admin team for approval.

N.B. When you submit a new contact form UK NEQAS LI will compare it against your centres inactive contact list to verify if it is a duplicate contact. If we identify that it is a duplicate contact that is currently inactive, we will reject the Add New Contact form and instead re-activate the inactive contact.

You can also send Password Reminders to any active contacts who have forgotten their web user details. To do this select the appropriate contact and click on the 'Password Reminder' button. This will send an automated email to the email address associated with that contact containing their web user details so that they can then access the "Participant Hub".

Data Entry

To enter results for those programmes to which your laboratory is currently subscribed, please click on the Trials/Data Entry tab at the top of the page. This will list all of your currently subscribed programmes in an accordion menu.

To enter results for a currently live trial, please click on the appropriate programme name. This will then expand to show all trials for that programme. Here you can select the appropriate live trial for which you would like to enter results.

This will open the data entry form for that programme. Please complete the form and click on "Submit", this will send your results to UK NEQAS LI for analysis. You will not be able to amend the form once you have clicked on submit. You can also choose to save your entered data entry form by clicking on Save. NOTE: Selecting "Save" does not send any of the data you have entered to UK NEQAS LI. You will be able to access this saved data at anytime until the closing date allowing multiple data amendments. However, please ensure that you click "Submit" to send the data to UK NEQAS LI before the trial closes.

HAVING A PROBLEM WITH THE PARTICIPANT HUB?

If you encounter any issues whilst using the Participant Hub or the Re-Registration process, please send an email to admin@ukneqasli.co.uk stating your participation number and the nature of the problem who will then endeavour to answer within 24 hours or if urgent telephone +44 (0) 114 267 3600 to speak with one of our Administrative Team who will then be happy to assist you.