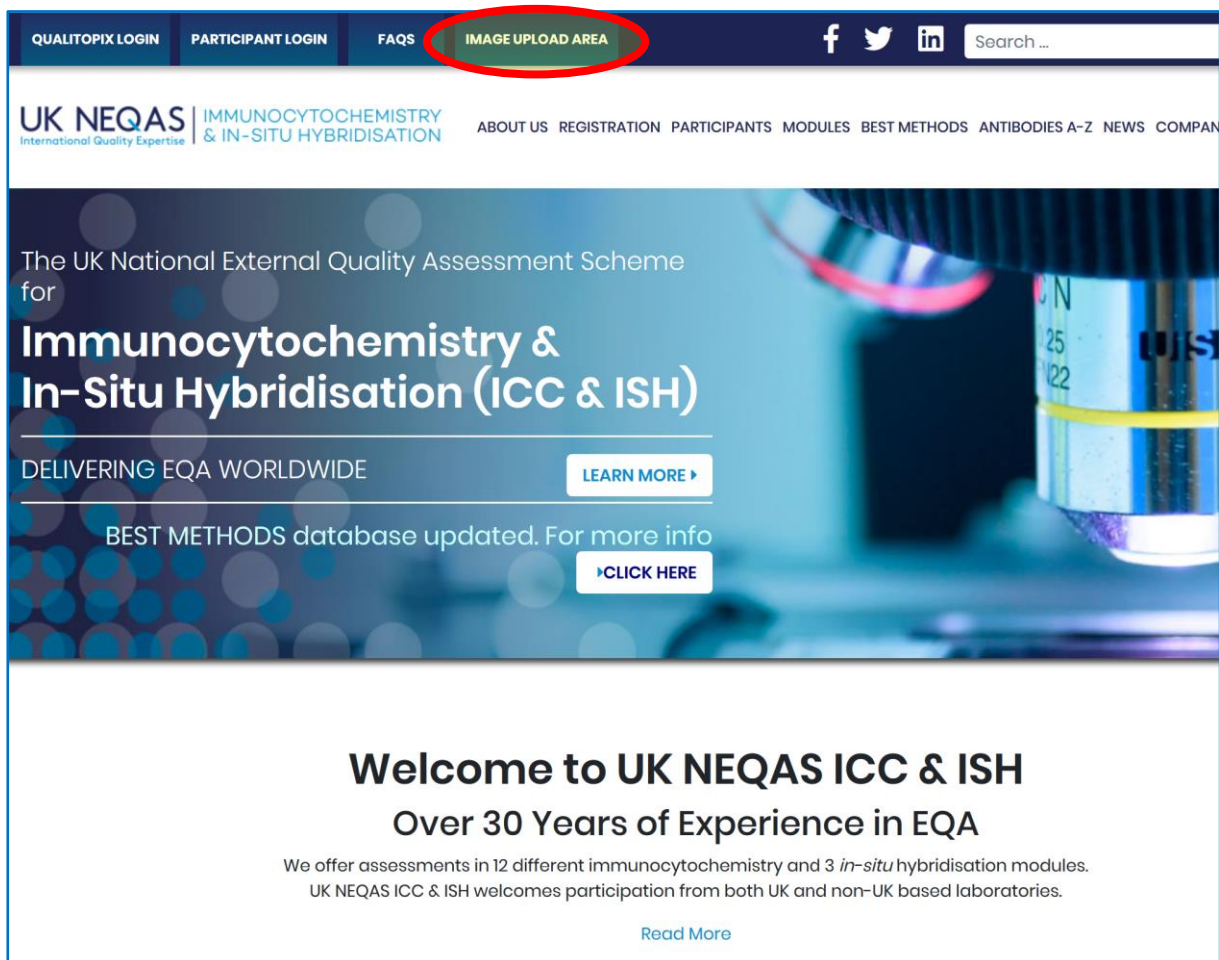


Participant's Guide to the Image Upload Area



The screenshot shows the UK NEQAS website interface. The top navigation bar is dark blue with white text. The 'IMAGE UPLOAD AREA' link is highlighted with a red circle. Below the navigation bar, the UK NEQAS logo is on the left, and a list of links (ABOUT US, REGISTRATION, PARTICIPANTS, MODULES, BEST METHODS, ANTIBODIES A-Z, NEWS, COMPANIES) is on the right. The main banner features a blue background with a microscope image on the right. The text on the banner reads: 'The UK National External Quality Assessment Scheme for Immunocytochemistry & In-Situ Hybridisation (ICC & ISH)'. Below this, it says 'DELIVERING EQA WORLDWIDE' with a 'LEARN MORE' button. Further down, it says 'BEST METHODS database updated. For more info' with a 'CLICK HERE' button. At the bottom of the banner, it says 'Welcome to UK NEQAS ICC & ISH' and 'Over 30 Years of Experience in EQA'. Below this, it says 'We offer assessments in 12 different immunocytochemistry and 3 *in-situ* hybridisation modules. UK NEQAS ICC & ISH welcomes participation from both UK and non-UK based laboratories.' and a 'Read More' link.

QUALITOPIX LOGIN PARTICIPANT LOGIN FAQs **IMAGE UPLOAD AREA** f t in Search ...

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Welcome to UK NEQAS ICC & ISH

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[Read More](#)

INTRODUCTION

The Image Upload Area is a facility provide by UK NEQAS to allow participants in our fluorescent in-situ hybridisation (FISH) Modules to upload images of their staining on UK NEQAS distributed samples and their own in-house control material as part of the assessment process at each EQA run.

Currently the FISH Modules to which this is applicable are:

- **Breast HER2**
- **ALK in Non-Small Cell Lung Cancer (NSCLC)**
- **ROS1 in NSCLC**

Please read this guide fully before using the Image Upload Area.

The Image Upload Area is located on the UK NEQAS ICC & ISH web-site at:
<https://ukneqasiccish.org/login/>

REGISTRATION

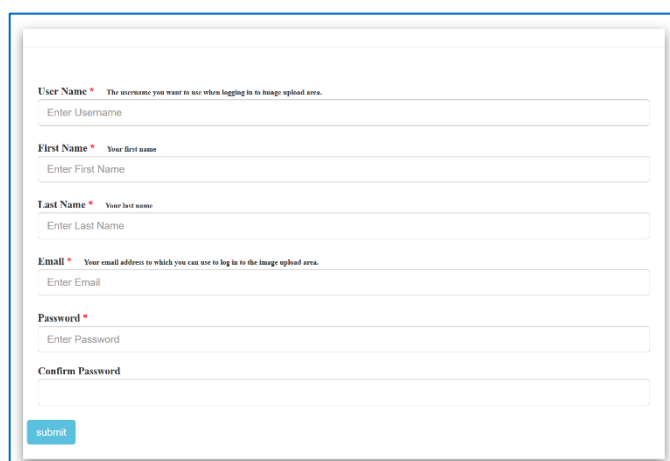
If your laboratory participates in one of the eligible Modules (see above), you will receive an email addressed to your default contact inviting your laboratory to register to use the facility.

If you believe you are eligible but do not receive this registration email by the time you get the slides for the first run of each EQA year, please contact our Offices immediately using the email: info@ukneqasiccish.org (include your Participant Number in all correspondence).

To ensure good governance of the facility you will be required to re-register at the beginning of each EQA year, but that registration will be valid for the whole year.

If you subscribe to more than one FISH Module, you will only need to register once to be able to upload images to each of the subscribed Modules.

1. Follow the link supplied in your registration email, which will take you to the **Registration Page**. Complete the required information carefully, making a note of it for your own records.



The registration form is a vertical stack of input fields. Each field is preceded by a label and a red asterisk, indicating a required field. The labels are: 'User Name', 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Below each label is a small, light gray text prompt: 'The username you want to use when logging in to image upload area.', 'Your first name', 'Your last name', 'Your email address to which you can use to log in to the image upload area.', 'Enter Password', and an empty space respectively. Each label is followed by a text input box with a placeholder text: 'Enter Username', 'Enter First Name', 'Enter Last Name', 'Enter Email', 'Enter Password', and an empty space respectively. At the bottom of the form is a blue 'submit' button.

Figure 1. Registration Page.

2. Important, please note:
 - a. **We do not have access to your registration password and cannot retrieve it or reset it for you.** If you forget your password after registering, use the 'Forgot My Password' link on the login page to reset it.
 - b. **If you need to change your registered user's details:** send your request to info@ukneqasiccish.org, stating your request relates to the Image Upload Area. Supply your Participant Number, the current contact's name and email address and the name and email address of the new contact.
3. If your registration is successful, you will be redirected to the **Login Page**, where you will be able to use your registered credentials to login.

Figure 2. Login Page.

4. You will need to login at the Login Page each time you wish to use the Image Upload Area. Its web address is: <https://ukneqasiccish.org/login/>
5. If you tick 'Remember me' when you login you will be able to enter the Image Upload Area without the need to log in each time. To do this click the top-level tab as shown in Figure 3 below. Be aware that if you tick this option anyone who gains access to your computer will also have access to the Image Upload Area without the need of a password.

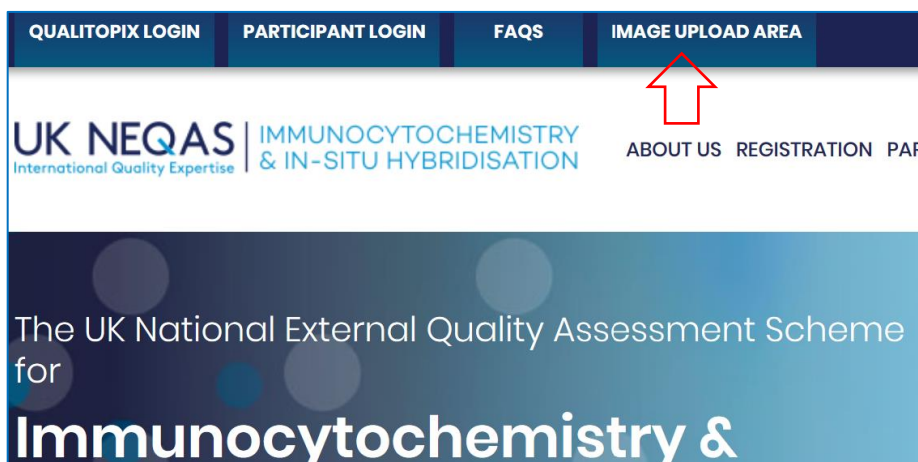


Figure 3. Image Upload Area tab on front page of website.

USING THE IMAGE UPLOAD FACILITY

6. The **Overview Screen** is shown in Figure 4. This screen shows your account details. From here you can proceed to the Media Upload screen (indicated by Red Arrow), edit your profile, or log out from your account.

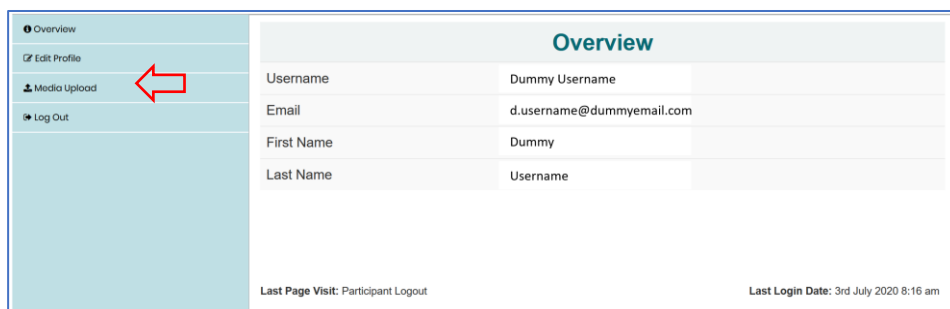


Figure 4. Overview Screen.

7. From the Media Upload screen, you can choose files to upload to the UK NEQAS server. Any files you have previously uploaded for the current assessment run will also be shown as thumbnails here.
- a. Press the '**Choose file to be uploaded...**' button and navigate to the file you wish to upload and select it.
- NOTE: acceptable file types are .jpg; .pdf; .png, .gif, .zip. Maximum size: 2MB.**

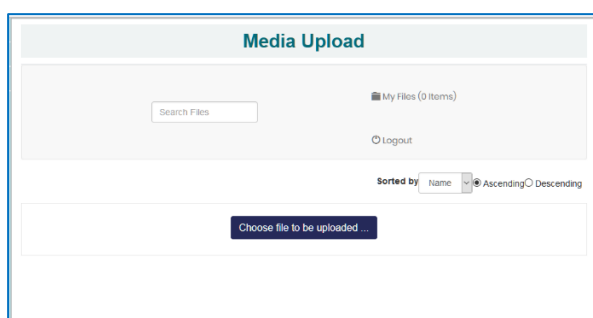


Figure 5. Media Upload screen.

- b. Once the file has uploaded the screen will look like this (Figure 6).

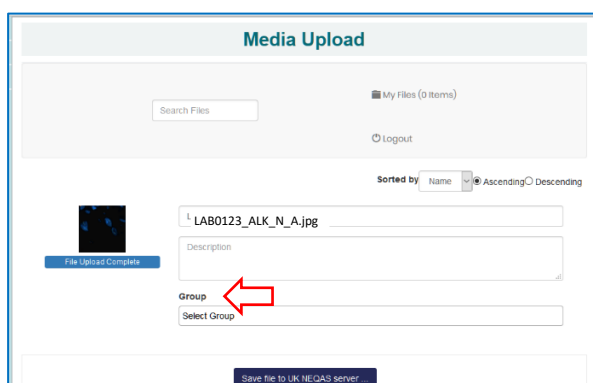


Figure 6. Media Upload screen after selecting file.

- c. Select the appropriate Module from the '**Group**' drop-down menu (red arrow). This is an important step – your file will not be saved to the correct folder on our server if you omit this step and may not be assessed.
If you do forget to do this simply delete the file (see (f) below) and repeat the upload.
- d. Add a description if you wish (this description is an optional step for your own use, we will not be able to see it), and the upload to UK NEQAS server by pressing the '**Save to UK NEQAS server...**' button. Your file will not be saved unless you complete this last step.
- e. A thumbnail image of your file will appear in the lower part of the screen.
- f. Hovering your cursor over the image brings up three option icons – 'Delete', 'Download', 'Show File Details'.
If you delete the file it will also be deleted from our server and we will not be able to retrieve it for you.
- g. Repeat Steps (a) to (c) for all the files you wish to upload.

NAMING YOUR FILES

You **MUST** name your files using the following conventions before uploading. If you do not use the naming convention, we may not be able to identify your images when we come to assessments and they will not be assessed.

- a. 'LAB' followed by your Participant Number as a four-digit number e.g. LAB0123
- b. The three letter Module code as shown below:
 - Breast HER2 FISH: **HER**
 - ALK in NSCLC: **ALK**
 - ROS1 in NSCLC: **ROS**
- c. Material source i.e. UK NEQAS distributed samples or in-house controls:
 - UK NEQAS: **N**
 - In-house: **H**
- d. Sample identifier. This will be a letter, **A, B, C etc.**
If you wish to submit more than one image from any sample add a numeral e.g. A1, A2.

All component parts should be separated by underscores or hyphens e.g.
LAB0123_ALK_N_A.jpg

ADDITIONAL NOTES

Very importantly, you should note that **the Image Upload Area is NOT A PERMANENT ARCHIVE.**

All the uploaded files will be retained for the duration of each assessment run, however they will all be deleted at the end of each assessment run.

You should store records of the images you submit to us locally at least until you receive your assessment results, and ideally permanently.