

EQA-MANAGER: PARTICIPANT'S SITE USER MANUAL

INTRODUCTION

Participants have access to the UK NEQAS ICC & ISH Participants' online portal. This is the area where participants are required to provide their methodology and details of their in-house control materials. Interpretation of the staining results and self-assessment is also required for certain modules.

This facility also provides:

- Comprehensive instructions for each assessment.
- Individual participant-specific assessment reports.
- Selected assessment images showing optimal staining results and common features of substandard staining.
- Overall assessment run results presented in graphical format.

Logging In

The person named as default contact at your Centre will automatically be allocated access rights to the Participant Site. The web-address to login is:

<https://participant.ukneqasiccish.org/>

Sign into the website using the e-mail address you use to communicate with UK NEQAS & ISH and the password you currently use when submitting method details online.

UK NEQAS | IMMUNOCYTOCHEMISTRY
International Quality Expertise & IN-SITU HYBRIDISATION

Username
Participant e-mail

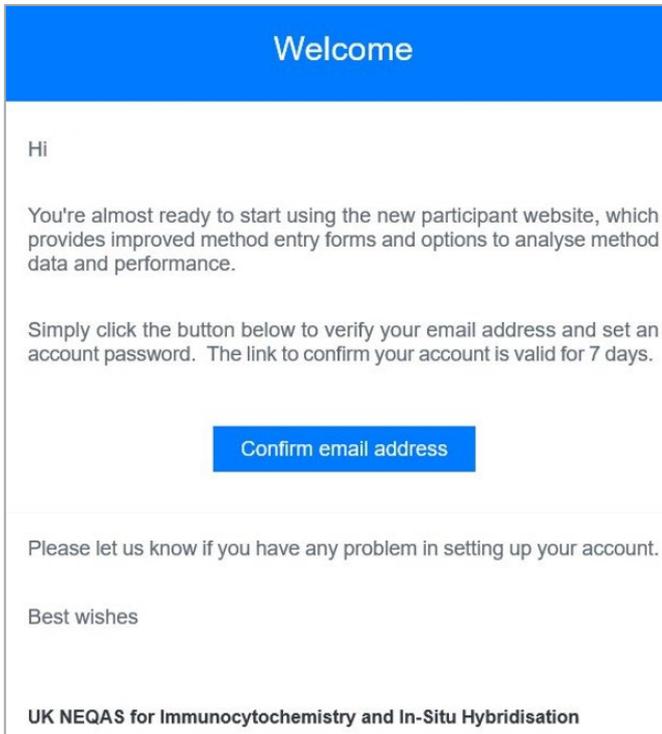
Password
.....

Sign In

Forgot Password

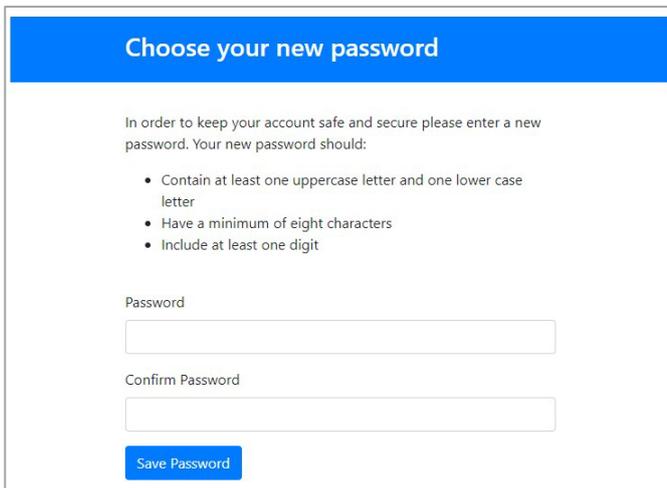


You will receive a 'Welcome' message the first time you use this site, which asks you to confirm your email and set a new password.



The screenshot shows an email with a blue header containing the word "Welcome". The body of the email starts with "Hi" and explains that the user is almost ready to start using the new participant website, which offers improved method entry forms and options for data analysis. It then instructs the user to click a button to verify their email and set a password, noting that the link is valid for 7 days. A blue button labeled "Confirm email address" is centered below the text. At the bottom, there is a line for feedback ("Please let us know if you have any problem in setting up your account."), a sign-off ("Best wishes"), and the footer text "UK NEQAS for Immunocytochemistry and In-Situ Hybridisation".

When you click the "Confirm email address" button, you will be re-directed back to the website to set a new password



The screenshot shows a web form with a blue header titled "Choose your new password". Below the header, there is a paragraph of instructions: "In order to keep your account safe and secure please enter a new password. Your new password should:". This is followed by a bulleted list of requirements: "Contain at least one uppercase letter and one lower case letter", "Have a minimum of eight characters", and "Include at least one digit". Below the list are two input fields: "Password" and "Confirm Password". At the bottom of the form is a blue button labeled "Save Password".

Keep your password secure and do not share it with anyone. If you forget your password after signing into the portal you can use the "Forgot Password" link on the sign-in screen to set a new password.

If you cannot access the new portal with your current password, please contact our technical support: support@eqa-solutions.co.uk

Homepage

The homepage as it is first set-up is illustrated below:

Run No	Programme	Date Issued	Closing Date	Form Started	Days Remaining	
148	ALK IHC NSCLC	31/12/2024	02/01/2025		7 days overdue	Form
148	ER - Breast Hormone Receptor	31/12/2024	02/01/2025		7 days overdue	Form
148	Lymphoma	31/12/2024	02/01/2025		7 days overdue	Form
148	Neuropathology	31/12/2024	02/01/2025		7 days overdue	Form
148	PR - Breast Hormone Receptor	31/12/2024	02/01/2025		7 days overdue	Form

Programme	Median Score			Median Score Percentile			
	All Runs	Last 5 Runs	Difference	All Runs	Last 5 Runs	Difference	
Alimentary Tract Pathology	16	14	-2	36.46	19.27	-17.19	Results
ALK IHC NSCLC	16	17	1	56.41	75.9	19.49	Results
Breast HER2 ICC	16	17	1	53.49	86.49	33	Results

Dependent on which Modules you subscribe to and where we are in the EQA cycle your screen will show different Modules and actions from the ones illustrated here.

The main window is divided into two sections. The top section shows details for the current EQA run; the lower one shows information about previous runs and your performance in them. If you subscribe to several Modules with us you will need to use the scroll bars provided at the right-hand side of each window to see all your Modules.

In the top section window, you can use the blue button next to any given Module to complete the next required task (if there is one).

In the bottom section window, pressing the blue button will take you to a detailed results section relevant to the Module it is shown against.



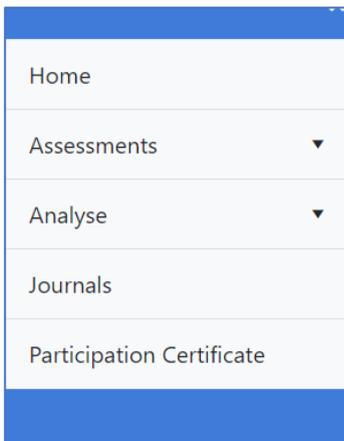
At the top-right of the screen you will see your first/given name displayed together with a 'head & shoulders' icon like the one shown at the left. By pressing on the icon, you can access a menu which provides you with the following options:

- 'Profile' – you can add and amend various profile information fields. In the profile area, there is an option to 'Change Password'. When you select 'Profile' an ellipsis symbol (three dots) are displayed in the top right corner. Pressing this will take you to the page where you can change your password.
- 'Technical Support' – use this to open a page where you can email our technical support help team if you have an issue or need help on one of the sites' features.
- 'Logout' – exit the website.



Navigation Menu

The main navigation menu is displayed at the top-left of all screens (illustrated below):



From here you can access the main Assessments page, analyse your previous results on the Analyse page, brows previous editions of the Scheme's Journal, and view any participation certificates that you have earned.

Assessments

The sub-menu available by pressing 'Assessments' is as follows:

- 'Open' – here you can access all open Modules.
- 'Closed' – this page gives you access to all your previous results on all subscribed Modules.
- 'Result' – this page gives you a highly customisable set of windows in which you can explore your run results.
- 'Summary' – use this tab to view summary data for subscribed Modules.
- 'Images' – you can view illustrations of good and sub-optimal quality staining for all your subscribed Modules.

Analyse

View all your previously entered Run data:

- 'Methods' – here you can review all the method data submitted for the chosen assessment and Modules you subscribe to.
- 'Best Methods' – here you can search for methods that performed well in assessments.