

DOAC Assays Instructions

UK NEQAS For Blood Coagulation

New System Instructions Guide

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1 Logging in

1. Head to our website: www.ukneqasbc.org
2. Click on the orange banner and then the purple button



REGISTRATION/LOG IN

3. Click on 'forgotten your password?'

The login page for UKNEQAS for Blood Coagulation. It has a white background with a light grey border. On the left, there's a login form with fields for "Username or email address:" and "Password:". Below the password field is a "LOGIN" button and a link "Forgotten your password?". On the right, there's a section titled "Apply for an account" with text explaining the account application process. At the bottom right, there's an "APPLY" button and a link to "Terms and Conditions".

UKNEQAS for Blood Coagulation

Username or email address:

Password:

LOGIN Forgotten your password?

Apply for an account

In order for you to enrol in any of the UK NEQAS BC EQA programmes you must first apply for an account. Once your account is approved you will then be able to login and select the products you require.

Following purchase of our products you will receive EQA material in accordance with our schedules and subsequently be able to enter results and view reports.

You may continue to browse the UK NEQAS BC web site.

+44 (0) 114 267 3300 neqas@coageqa.org.uk

APPLY Terms and Conditions

4. Enter your email address. Click Submit.

A form titled "Don't know your password?" with the CERTUS TECHNOLOGY Associates Limited logo at the top. The form has a dark grey header with the title. Below the header, there's a paragraph explaining the password reset process. There's a text input field labeled "Enter email address/username". Below the field is a green "Submit" button with a key icon, which is circled in red. To the right of the button are links "Remembered your password?" and "Use reset key".

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Don't know your password?

If you do not know the password to your account, please enter your email address or username. You will be sent an email which allows you to set your password.

Enter email address/username

Submit Remembered your password? | Use reset key

5. You will now receive an email. Follow the password reset link.

A confirmation message box with the CERTUS TECHNOLOGY Associates Limited logo at the top. The box has a dark grey header with the title "Don't know your password?". Below the header, there's a light blue box containing the text "If your address matches an account then an email has been sent allowing you to set your password." At the bottom, there's a link "Know your password? | Use reset key".

CERTUS TECHNOLOGY Associates Limited

Don't know your password?

If your address matches an account then an email has been sent allowing you to set your password.

Know your password? | Use reset key

UK NEQAS

Blood Coagulation

Password Requested

Dear Mrs **Bonnie Cleary**

You requested a new password on 10:30 23/09/2021.

Please [click here to change your password](#)

This link will expire on 10:30 25/09/2021. If it has expired, please [click here to request a new password](#).

Your username is: msdgdgk

If you have not asked for a new password, please ignore this email.

[UKNEQAS for Blood Coagulation](#)

6. Create a new password. Click Set Password.

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Set Password

Your password must

- contain at least 10 characters
- contain numbers, upper and lowercase letters and special characters
- not match your username

Enter your new password

Re-enter your new password

 Set Password | Remembered your password?

7. Follow the link to log in with your new password. You will also receive an email.

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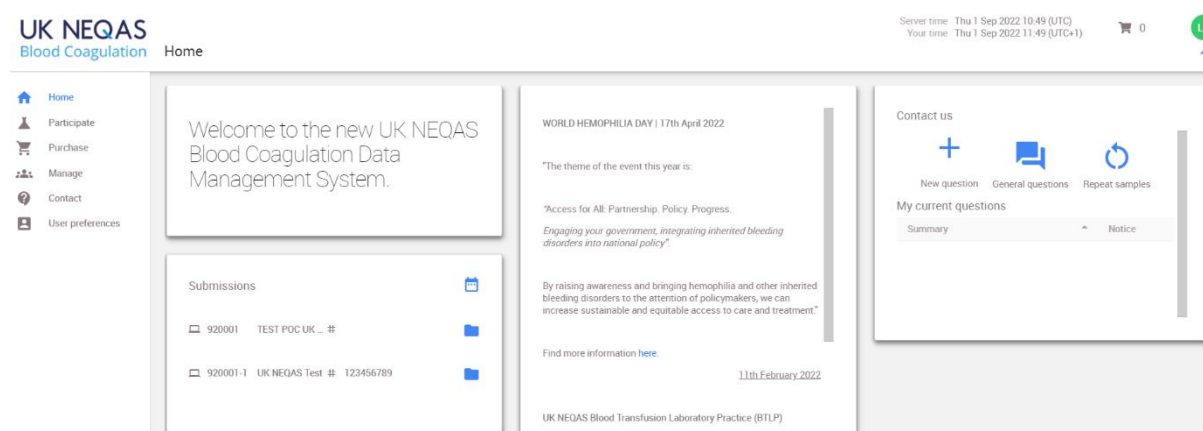
Password has been set

Your password has been updated. A confirmation email has been sent to you.

Know your password?

2 Manage Staff

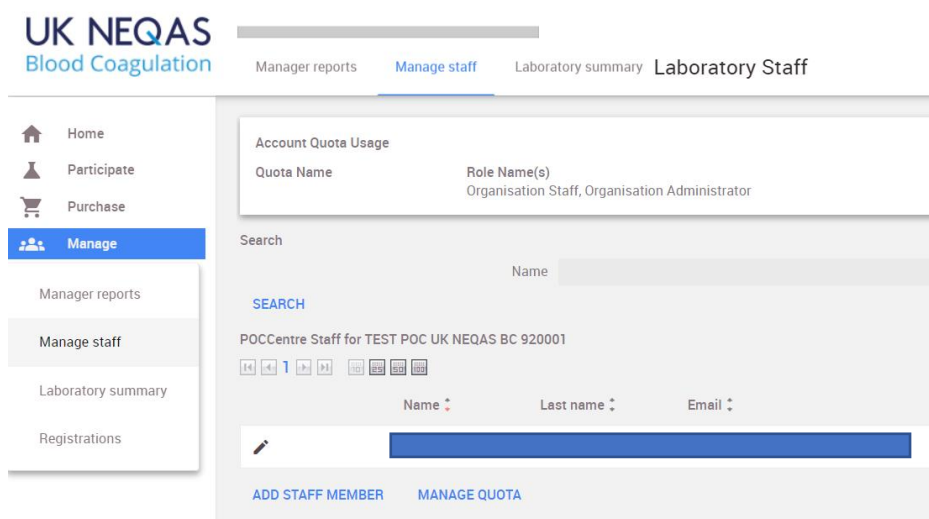
Once you have logged in you will be presented with a dashboard (homepage) with multiple boxes on your screen.



You can add multiple staff members from your account that can be linked to the same centre. The staff members you add can have different permissions to your account. This staff member will receive an email with their credentials and will be able to log in. Added staff members can enter results for your device and view reports. If you do not wish to add a staff member, skip to page section 3 page 7.

How to add Staff Member

1. On the side menu, click the **'Manage'** tab. Then click **'Manage Staff'**.



2. Enter the staff member's details below.

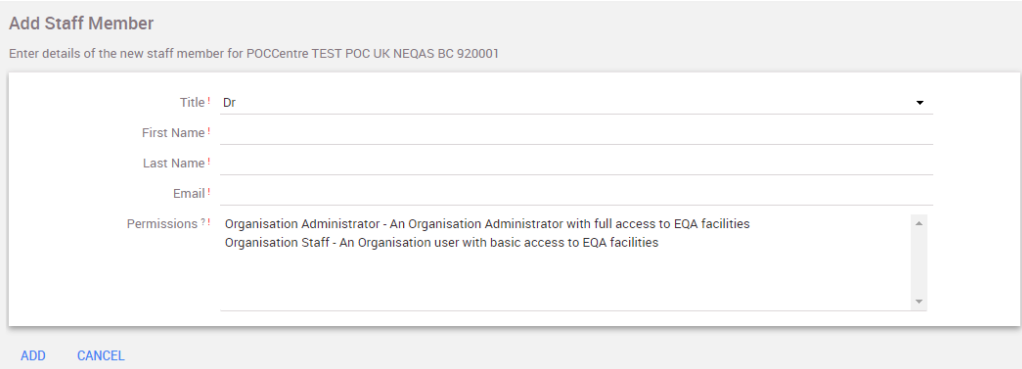
For 'Permissions':

- Select '**Organisation Administrator**' if you wish to supply all permissions including registering devices, purchasing a programme, editing centre details, manage staff and submitting results.

OR

- Select '**Organisation Staff**' if you wish to supply permissions to **ONLY** register devices and submitting results.

Then click '**ADD**'.



The screenshot shows a web form titled "Add Staff Member". Below the title is a subtitle: "Enter details of the new staff member for POC Centre TEST POC UK NEQAS BC 920001". The form contains several input fields: "Title" with a dropdown menu showing "Dr", "First Name", "Last Name", and "Email". Below these is a "Permissions" section with a dropdown menu showing two options: "Organisation Administrator - An Organisation Administrator with full access to EQA facilities" and "Organisation Staff - An Organisation user with basic access to EQA facilities". At the bottom of the form are two buttons: "ADD" and "CANCEL".

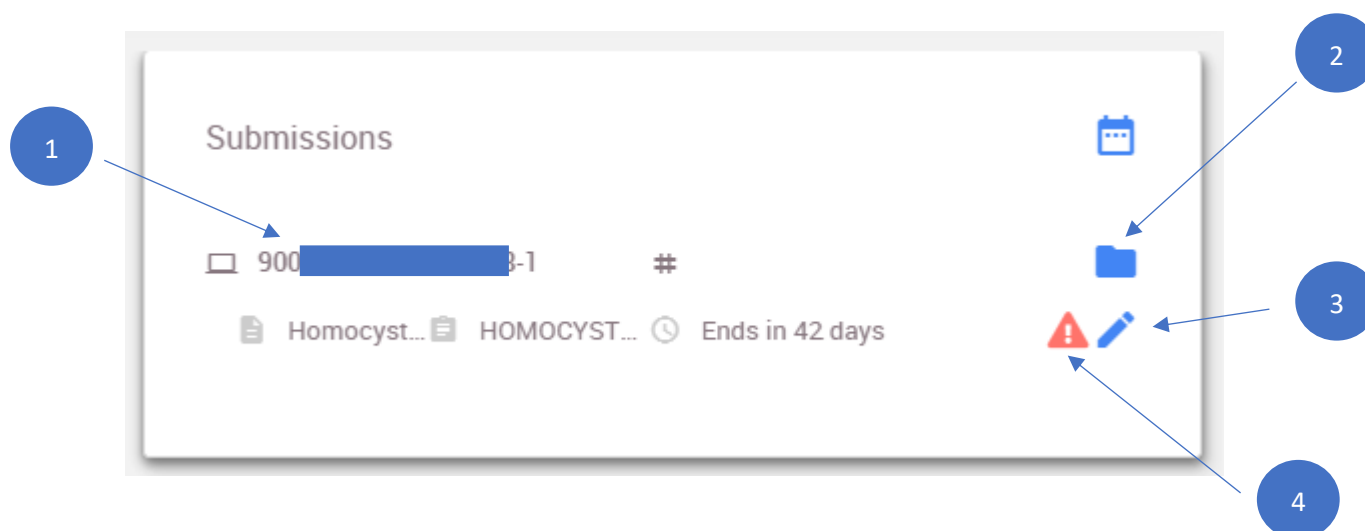
The staff member you have added will then receive an email instructing them to set a password and log in.

3 Result Entry

When you have performed your test (instructions separate), you need to enter your results on our new system.

How to enter your results

2. Once logged in, you will be presented with a dashboard which will include the link to enter your results. Note there is a '**Submissions**' dashlet.



Please note some details in the screenshots provided in this guide may defer depending on which Programme you are participating in.

1	This is your NEW registration number
2	This is a button to view your reports
3	This is a button for you to enter your results
4	This icon indicates whether you have submitted your results or not. You will also notice a countdown is displayed for the submission deadline. This icon will turn green once you have submitted your results

3. Click the **pencil icon** to enter your results. Please note if you have multiple registrations, they will all appear on this page too.

4. Now you can enter your results. Please enter any comments in the box. Enter your results, otherwise tick unable to submit giving a reason for not. You can select: the assay method; kit source; analyser and reference plasma from the drop-down menus. Do this for each of the DOAC's you are registered for.

Once you have entered any data and are happy you can click **SAVE**. You are able to **edit/amend** your results up until the deadline.

Submission

✓

General Information

Organisation Name

Organisation Number

Survey Name

Registration Name

DOAC Assays Survey 34

Comments

Apixaban

Sample number

DOAC 25:03

* Result

79.6

ng/ml

☐

Select if result was less than your lower limit

☐

Unable to submit

Interpretation

* Assay method

IL/Werfen Liquid Xa

* Analyser

* Reference/Calibrator plasma

Comments

Method details

☒

I have checked all method details are correct

SAVE

CLOSE

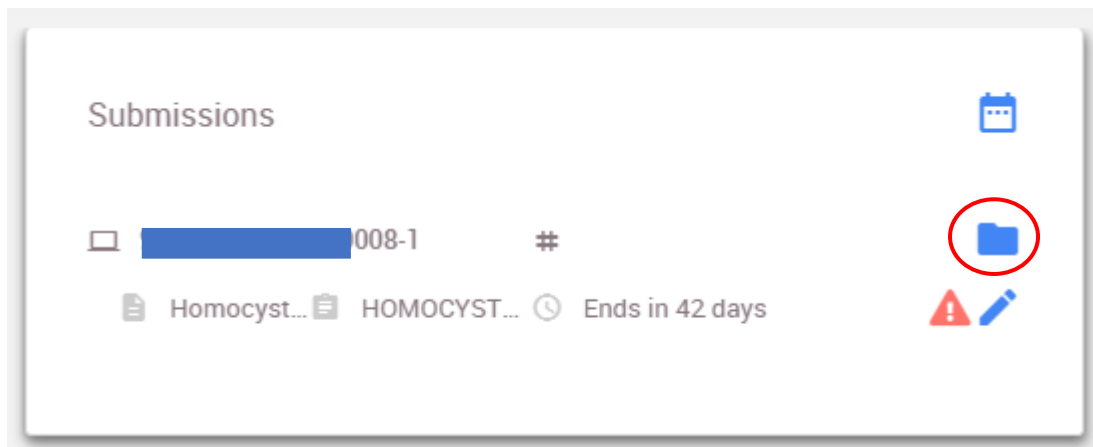
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4 Access Reports

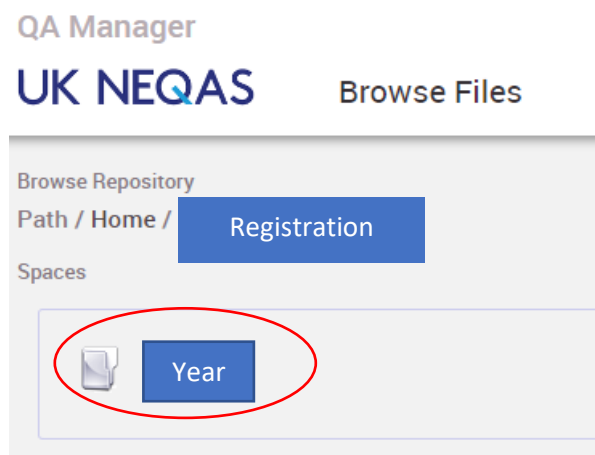
How to view your reports

You will be notified of your reports availability via email and you can then log in to the new system to access it.

1. Click the link in your email or log in to the system like in Section 1 Page 2.
2. Once you are logged in you will be presented with a dashboard which will include the button to view your reports. Click the **'View documents'** button.



3. A new window will pop up. Click the year.



4. Click on the report from the survey you would like to view and your report will be displayed.

