



On-line web instructions for the Drinking Water Scheme

Public Health England has an electronic system for on-line reporting of external quality assessment (EQA) results for the food and water microbiology proficiency testing (PT) schemes. The system also integrates a wide range of functions including registration details, data analysis and provision of distribution reports.

The following instructions will help to guide you through the system, from opening the website and logging-in, to entering your results data and accessing your distribution reports. Please contact foodeqa@phe.gov.uk if you experience any difficulties.

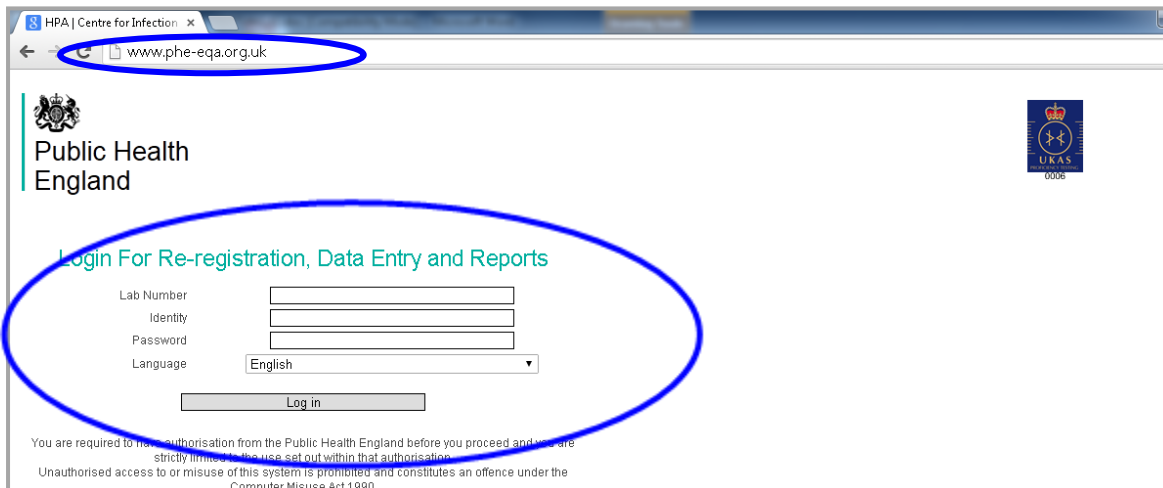
1.0 Opening the online results reporting service and logging-in

You will need your Laboratory registration details Lab number, Identity and Password which are important for your participation and for accessing the new on-line reporting system. Contact us if you have lost your log-in details, we will send you the details immediately (after making a security check).

After a distribution has been dispatched you will be sent an email notifying you that the on-line reporting system for the new distribution is open. That message will have '**PHE FEPTU on-line results reporting service - new distribution open**' in the subject field and will include a link to the website for reporting your results. Either use the link in the message or go to the website: <http://www.phe-eqa.org.uk/>

Contact us on foodeqa@phe.gov.uk if you do not receive an email notifying you that the distribution is open after you have received your samples.

Once you have clicked on the link for <http://www.phe-eqa.org.uk/> you will see the following screen:

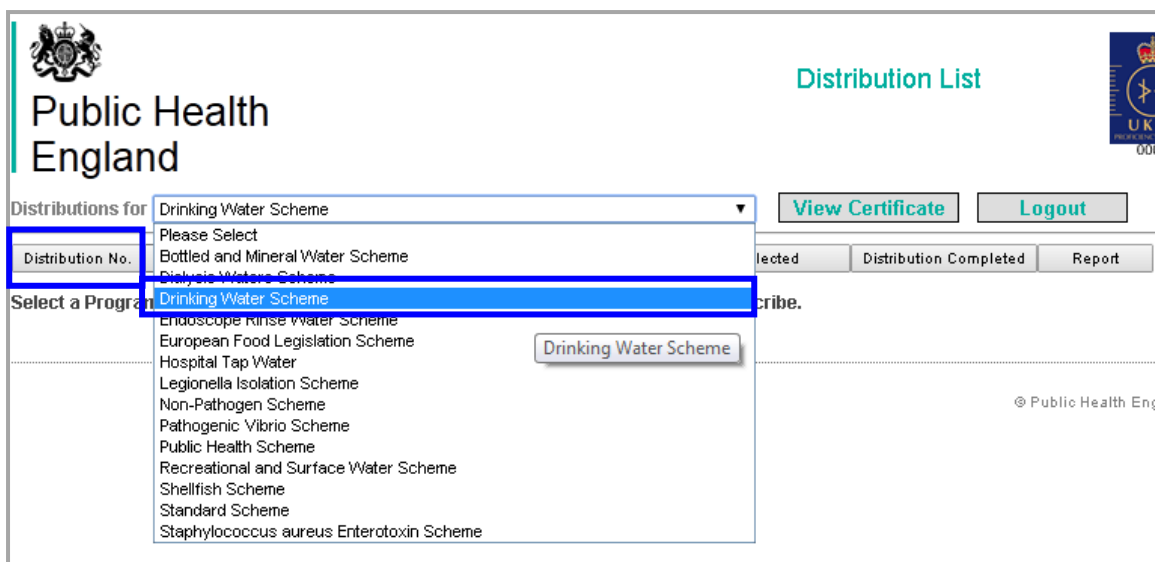


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

Select the 'Log in' button or press 'enter' on your keyboard.

2.0 Selecting the scheme for data entry

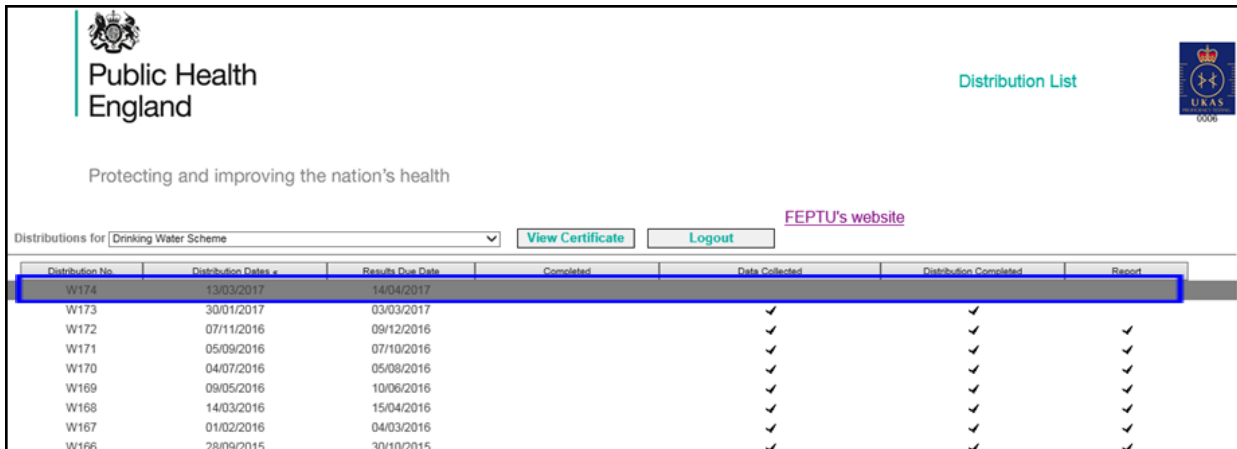
Select the appropriate scheme from the 'Distributions for' drop-down menu – in this case the 'Drinking Water Scheme'.



The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current one (depending on your distribution selections for participation).

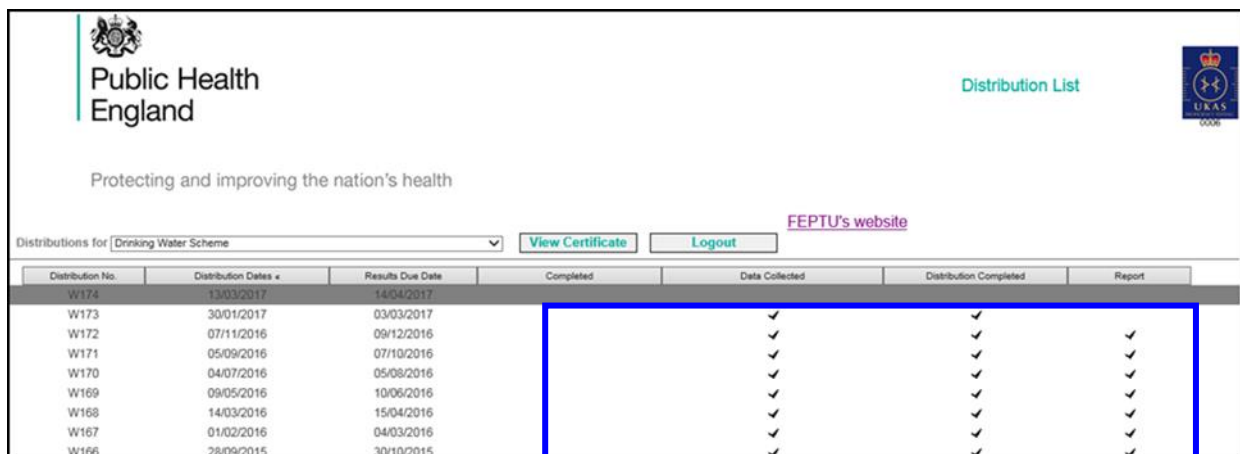
3.0 Selecting the distribution for data entry

Select the distribution number by moving the cursor (mouse pointer) over the list of distributions; the dark grey shading shows which line is being selected. Confirm your selection by clicking anywhere on the dark grey shaded area (see below).



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
W174	13/03/2017	14/04/2017				
W173	30/01/2017	03/03/2017		✓	✓	
W172	07/11/2016	09/12/2016		✓	✓	✓
W171	05/09/2016	07/10/2016		✓	✓	✓
W170	04/07/2016	05/08/2016		✓	✓	✓
W169	09/05/2016	10/06/2016		✓	✓	✓
W168	14/03/2016	15/04/2016		✓	✓	✓
W167	01/02/2016	04/03/2016		✓	✓	✓
W166	28/09/2015	30/10/2015		✓	✓	✓

The tick icon (✓) is used to show the progress of a distribution. The ticks show when data entry is complete, when the distribution data has been 'collected' from the system, when a distribution is complete (closed) and when your report is available.



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
W174	13/03/2017	14/04/2017				
W173	30/01/2017	03/03/2017		✓	✓	
W172	07/11/2016	09/12/2016		✓	✓	✓
W171	05/09/2016	07/10/2016		✓	✓	✓
W170	04/07/2016	05/08/2016		✓	✓	✓
W169	09/05/2016	10/06/2016		✓	✓	✓
W168	14/03/2016	15/04/2016		✓	✓	✓
W167	01/02/2016	04/03/2016		✓	✓	✓
W166	28/09/2015	30/10/2015		✓	✓	✓

4.0 Entering sample receipt and examination dates

Check that your laboratory number is correct. **If not please notify us immediately on foodeqa@phe.gov.uk**

Check that the distribution number that you selected is correct. If not select the 'Back' button and then select the correct distribution as described in 3.0.

Enter the date when you received the sample and the date that the sample was examined. This data is not analysed by PHE but may be useful for your own records and results assessments.

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Sample Entry Details: Back, Print, Reports, Trend Analysis

Distribution No.: W173 Examination Date: 30/01/2017 - 03/03/2017 Laboratory No: 0

Date Received: [] Date Examined: []

Examination	Not Examined	Result	Method Used
Coliform bacteria	<input type="checkbox"/>	Lab Nominated Result: [] Result 2: []	<input type="checkbox"/> MPN Collert (18/250) <input type="checkbox"/> MPN Colisure <input type="checkbox"/> MPN Tube combinations <input type="checkbox"/> MPN Other <input type="checkbox"/> Membrane Filtration Chromogenic coliform agar <input type="checkbox"/> Membrane Filtration MFC
W173A			
W173B			
W173C			

5.0 Entering results for the first sample

The sample number for the open data-entry screen is indicated by the dark turquoise shaded bar with the sample number in bold white font.

The data entry sheet for the other samples are hidden and indicated by the pale grey shaded bar with the sample number in black font.

Sample Entry Details: Back, Print, Reports, Trend Analysis

Distribution No.: W173 Examination Date: 30/01/2017 - 03/03/2017 Laboratory No: 0

Date Received: [] Date Examined: []

Examination	Not Examined	Result	Method Used
Coliform bacteria	<input type="checkbox"/>	Lab Nominated Result: [] Result 2: []	<input type="checkbox"/> MPN Collert (18/250) <input type="checkbox"/> MPN Colisure
W173A			
W173B			
W173C			

If you do not examine a parameter then click in the box () under the 'Not Examined' column and a tick (✓) will appear within the box.

You can navigate through the results boxes using the cursor (mouse pointer) or tab key.

Enter **enumeration** results in the free text box for each examination see below.

- You must enter whole numbers **without** commas or units e.g. 13000
- **Do not** enter scientific text (1.3x10E4) or log₁₀ values
- You may enter censored values **without** units (e.g. <10 or >100)

Enter information of the method used. If you select 'Other', enter details of the method used in the free text box.

Please note that up to three sets of results can be returned.

Enter your nominated laboratory results in field 'Lab Nominated result'. This result will be used to calculate the participants' consensus median. Enter any additional results in Result boxes 2 and 3.

If you do not examine a parameter then click in the box () under and a tick (a) will appear within the box.

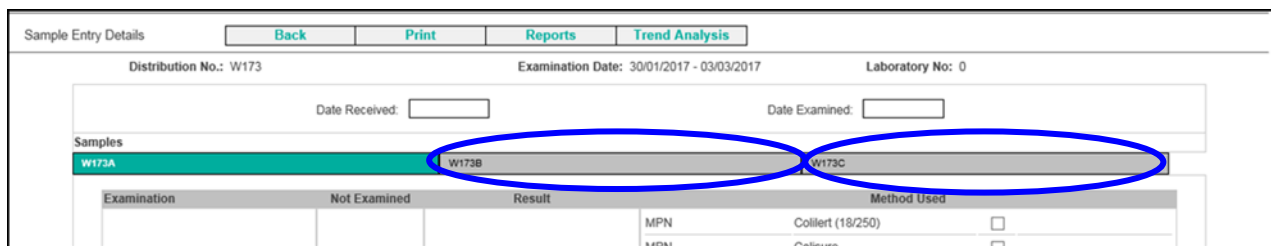
If you wish, enter additional microbiologist's comments in the blank text box area in the comments section.

You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



Results can be changed at any time until you have selected the 'Submit' button or the distribution has been closed.

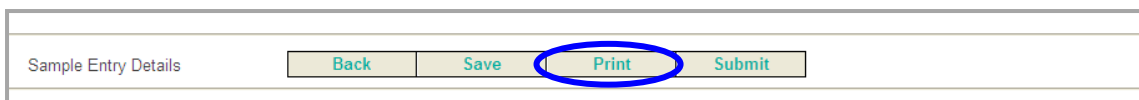
6.0 Entering results for the second and third samples



To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0

7.0 printing your results

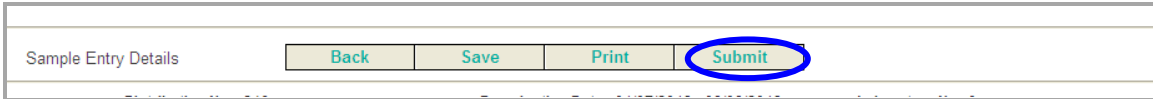
If you wish to keep a paper copy of your results select the 'Print' button. You will need to do this separately for each sample number.



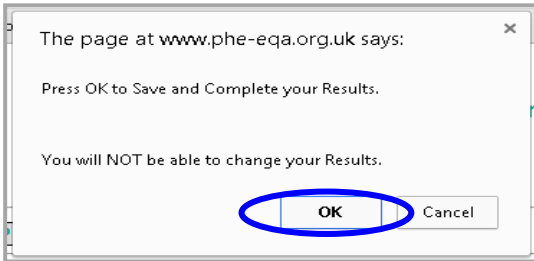
8.0 Submitting your results

Once you are ready to send us your results select the 'Submit' button.

You will not be able to change your results after submission



The following prompt box will appear to confirm your result submission



After your results have been submitted the 'Save' and 'Submit' buttons will no longer be visible. However, you will still be able to 'Print' your results as instructed in 7.0.

Select 'Back' and you will be redirected to the 'Distribution List' screen. The tick icon (✓) will be visible in the 'Completed' column, which indicates that your results have been completed for this distribution.

Please 'Logout' closing your browser.



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Distribution List

Distributions for: Drinking Water Scheme

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Distribution No.	Distribution Date	Results Due Date	Completed	Data Collected	Distribution Completed	Report
W174	13/03/2017	14/04/2017				
W173	30/01/2017	03/03/2017				
W172	07/11/2016	09/12/2016	✓	✓	✓	✓
W171	05/09/2016	07/10/2016	✓	✓	✓	✓
W170	04/07/2016	05/08/2016	✓	✓	✓	✓
W169	09/05/2016	10/06/2016	✓	✓	✓	✓
W168	14/03/2016	15/04/2016	✓	✓	✓	✓
W167	01/02/2016	04/03/2016	✓	✓	✓	✓
W166	28/09/2015	30/10/2015	✓	✓	✓	✓

You will now receive an e-mail from DONOTREPLY@phe.gov.uk notifying you that PHE have received your submitted results. The subject line will confirm the scheme and distribution number.

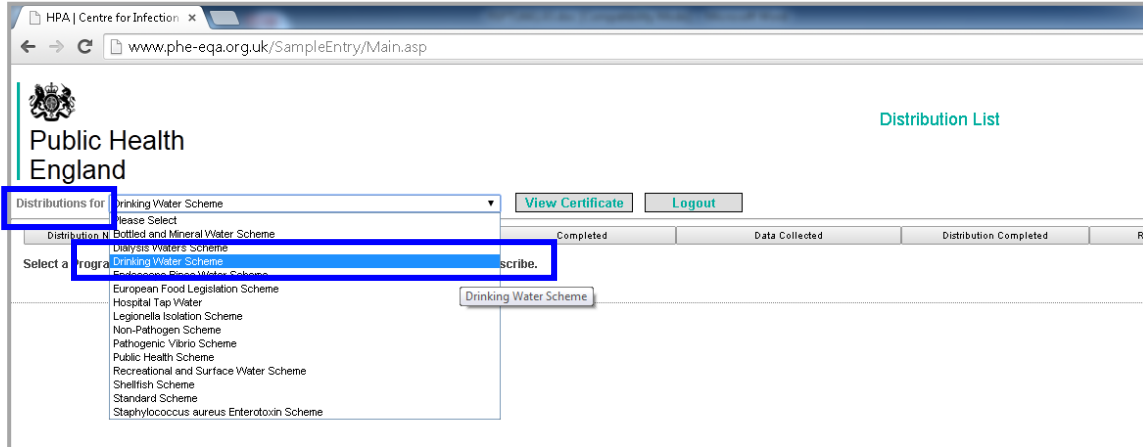
9.0 Download your individualised report

You will receive another e-mail notifying you that your report for a distribution is available on-line. Please enter the following website address directly into your internet browser:

<http://www.phe-eqa.org.uk/> and Login in as shown in section 1.0.

10.0 Accessing your individualised report

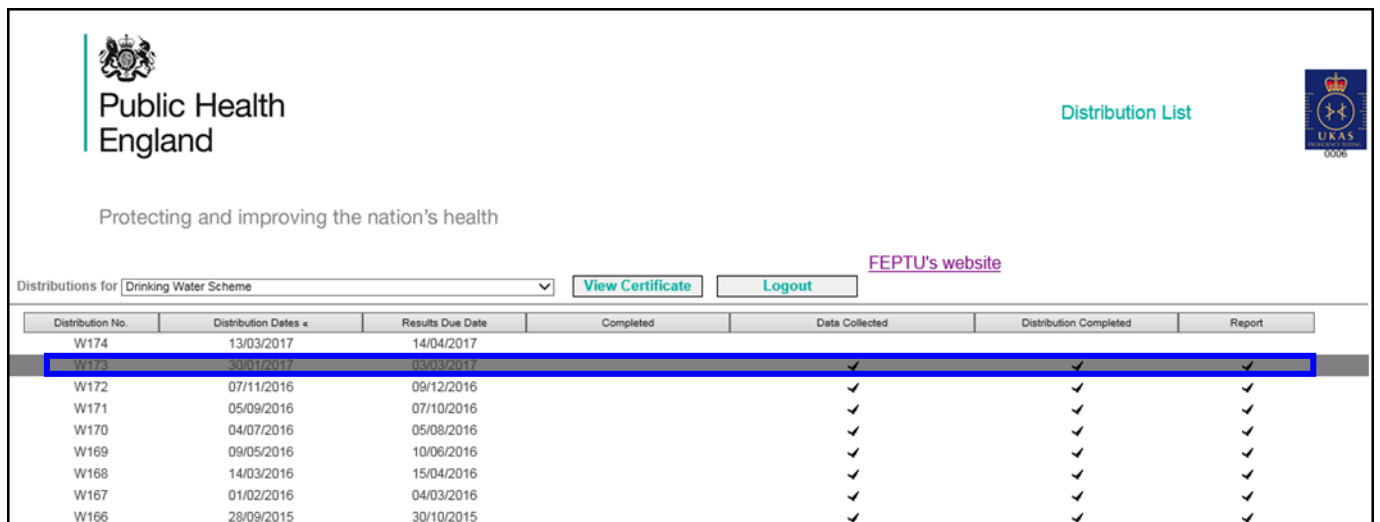
Go to the 'Distributions for' drop down menu then select the appropriate scheme – in this case the 'Drinking Water Scheme'.



The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current distribution (depending on your distribution selections for participation).

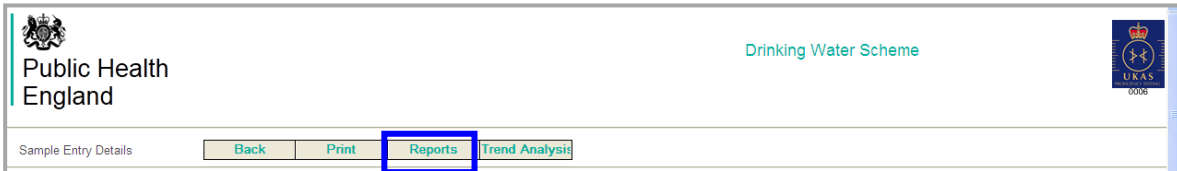
11.0 Selecting the distribution number for the report

Select the distribution number for the report you require (W173 in the example below) by moving the cursor (mouse pointer) over the list of distributions; the dark grey shading shows which line is being selected. Confirm your selection by clicking anywhere on the dark grey shaded area (see below).

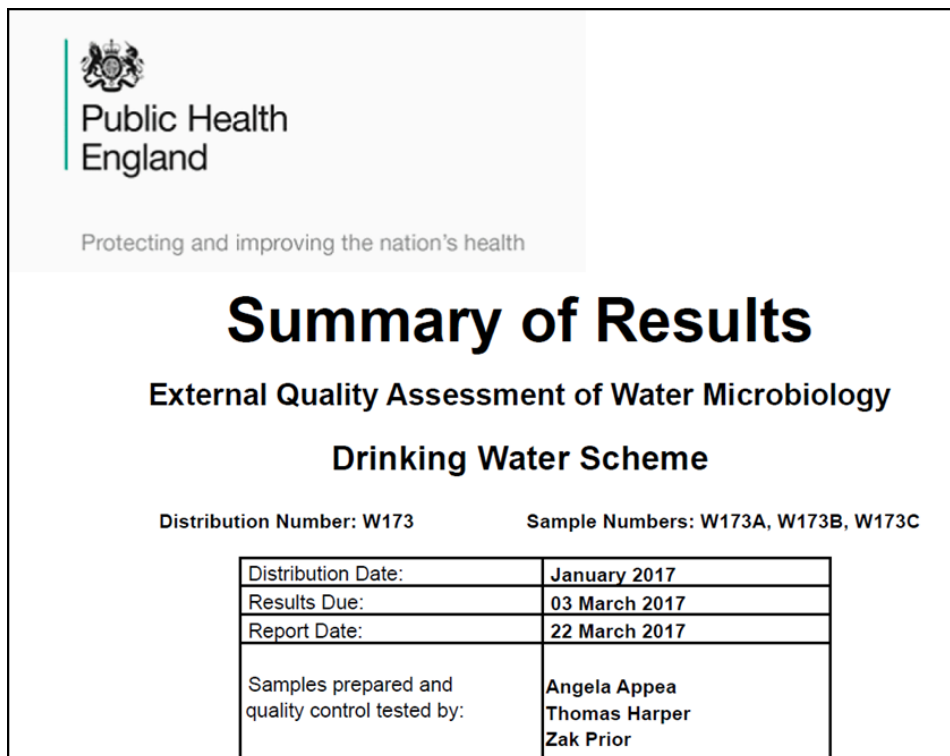


12.0 Selecting the report

After you have selected your distribution, the next screen will show the results that you reported before the distribution closed. **Do not try to amend any of your results as they have already been submitted.** Select 'Reports' (as shown below) and you will be directed to the 'Available Reports' screen.



Select the 'Distribution Report' link (as shown below). This link takes you to another website and opens your individualised report.

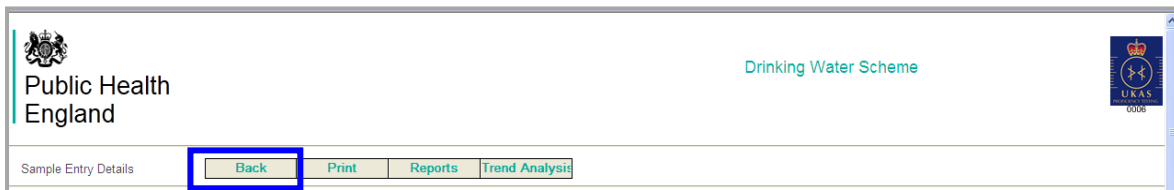


The image shows a 'Summary of Results' page for an External Quality Assessment of Water Microbiology for a Drinking Water Scheme. The page includes the Public Health England logo and tagline. It displays the distribution number (W173) and sample numbers (W173A, W173B, W173C). A table provides key dates: Distribution Date (January 2017), Results Due (03 March 2017), and Report Date (22 March 2017). It also lists the names of the samples prepared and quality control tested by: Angela Appea, Thomas Harper, and Zak Prior.

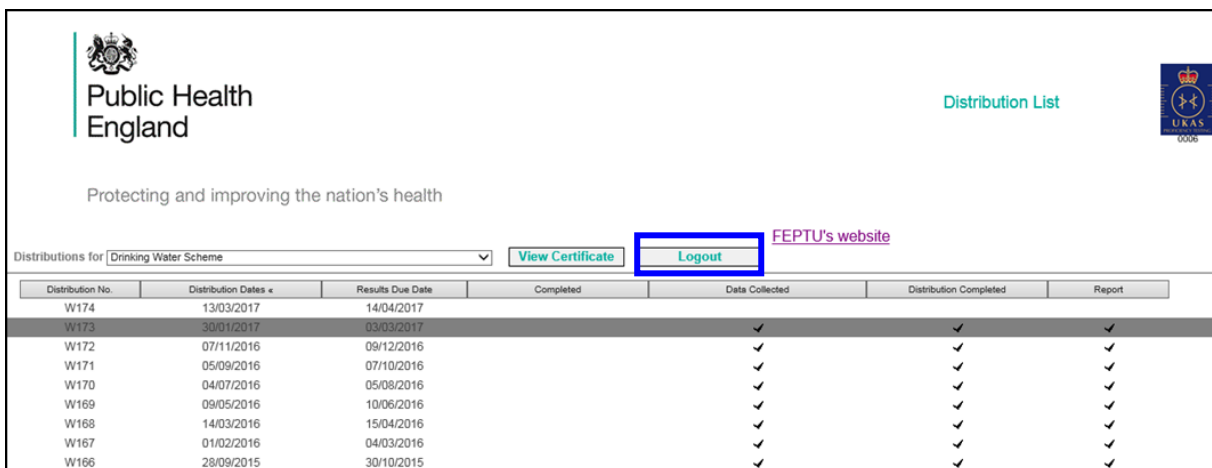
Distribution Date:	January 2017
Results Due:	03 March 2017
Report Date:	22 March 2017
Samples prepared and quality control tested by:	Angela Appea Thomas Harper Zak Prior

After you have viewed your report you can either print your report or save the report in your required file on your own computer.

'Logout' from the login screen by selecting 'Back' and you will be redirected to the 'Distribution List' screen.



Select 'Logout' to close your browser.



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