



On-line web instructions for the Pathogenic *Vibrio* 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.

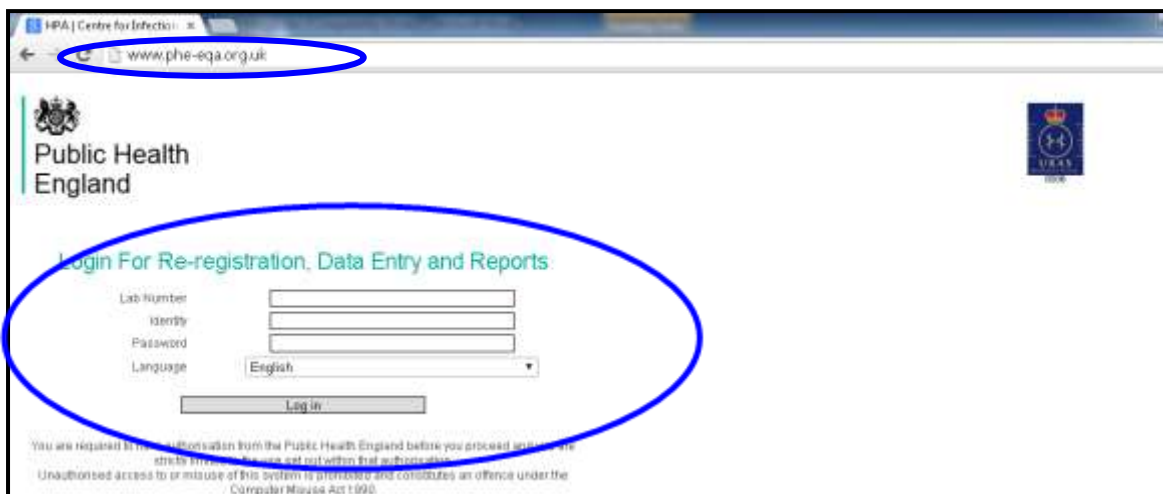
1.0 Opening the online results reporting service and logging-in

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:

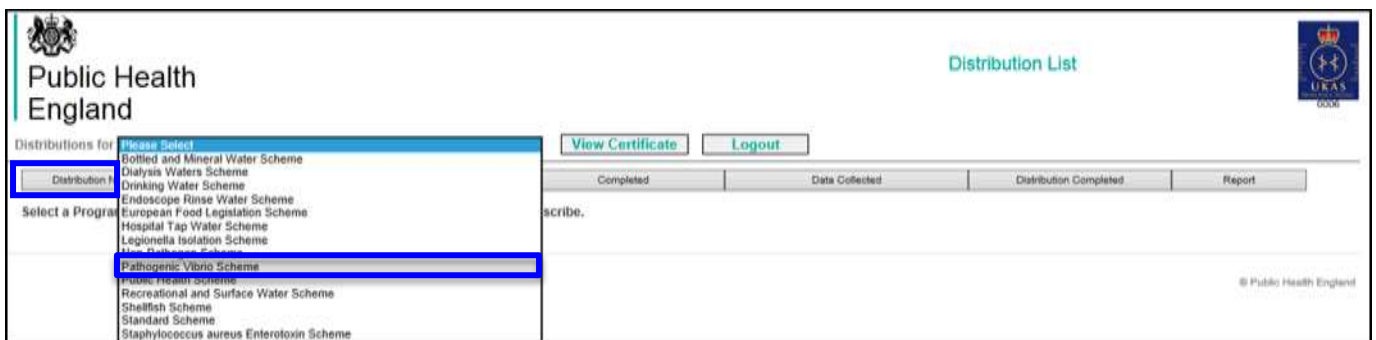


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 'Pathogenic Vibrio 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	Date Collected	Distribution Completed	Report
V049	20/02/2017	24/03/2017		✓	✓	✓
V048	03/10/2016	04/11/2016		✓	✓	✓
V047	06/06/2016	08/07/2016		✓	✓	✓
V046	22/02/2016	25/03/2016		✓	✓	✓
V045	02/11/2015	04/12/2015		✓	✓	✓
V044	06/07/2015	07/08/2015		✓	✓	✓
V043	23/02/2015	27/03/2015		✓	✓	✓

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	Date Collected	Distribution Completed	Report
V049	20/02/2017	24/03/2017		✓	✓	✓
V048	03/10/2016	04/11/2016		✓	✓	✓
V047	06/06/2016	08/07/2016		✓	✓	✓
V046	22/02/2016	25/03/2016		✓	✓	✓
V045	02/11/2015	04/12/2015		✓	✓	✓
V044	06/07/2015	07/08/2015		✓	✓	✓
V043	23/02/2015	27/03/2015		✓	✓	✓

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.

5.0 Entering results for the first sample

Results for both samples are entered on the same data-entry screen. Enter all your results before clicking the 'submit' button as follows.

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

5.1 Entering *V. parahaemolyticus* results

The samples numbers are indicated by the 'Sample No.' column.

Sample No.	Not Examined for <i>V. parahaemolyticus</i>	<i>V. parahaemolyticus</i>	<i>V. parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V. cholerae</i>	<i>V. cholerae</i>	Not Examined for <i>V. vulnificus</i>	<i>V. vulnificus</i>
V0140	<input type="checkbox"/>	--- Select ---		<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---		<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

5.1a Click in the box () for each examination of *V. parahaemolyticus* that was **Not Examined** and a tick () will appear to confirm NE.

DISTRIBUTION No: V050 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>
V0140	<input checked="" type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

5.1b For *V. parahaemolyticus* detection tests enter your results by selecting from the *Select* drop down list.

DISTRIBUTION No: V050 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>
V0140	<input checked="" type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

5.1c Enter *V. parahaemolyticus* enumeration results in the free text box.

- 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)

If you do not enumerate for *V. parahaemolyticus* please leave this text box blank.

DISTRIBUTION No: V050 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>
V0140	<input checked="" type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

5.2 Entering *V. cholerae* results

DISTRIBUTION No: V050 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>
V0140	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

Follow instructions 5.1a and 5.1b for entering *V. cholerae* results.

5.3 Entering *V. vulnificus* results

DISTRIBUTION No: V050 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>
V0140	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---
V0141	<input type="checkbox"/>	--- Select ---	<input type="text"/>	<input type="checkbox"/>	--- Select ---	<input type="checkbox"/>	--- Select ---

Enter additional microbiologist's comments if you wish to do so:

Follow instructions 5.1a and 5.1b for entering *V. vulnificus*

Enter any additional microbiologist's comments that you wish to submit for any of the sample in the blank text box area.

DISTRIBUTION No: V042 LABORATORY No: 0

Date Received: Date Examined:

Request:

(i) Examine the samples for *V.parahaemolyticus* and *V.cholerae* and *V.vulnificus*

(ii) Perform as you would for the routine examination of relevant foods and enter results in the table below as either detected, not detected, level of micro-organisms (cfu g⁻¹) or not examined (NE)

Sample No	Not Examined for <i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i>	<i>V.parahaemolyticus</i> (cfu g ⁻¹)	Not Examined for <i>V.cholerae</i>	<i>V.cholerae</i>	<i>V.cholerae</i> (cfu g ⁻¹)	Not Examined for <i>V.vulnificus</i>	<i>V.vulnificus</i>	<i>V.vulnificus</i> (cfu g ⁻¹)
V0124	<input type="checkbox"/>	---- Select ----	<input type="text"/>	<input type="checkbox"/>	---- Select ----	<input type="text"/>	<input type="checkbox"/>	---- Select ----	<input type="text"/>
V0125	<input type="checkbox"/>	---- Select ----	<input type="text"/>	<input type="checkbox"/>	---- Select ----	<input type="text"/>	<input type="checkbox"/>	---- Select ----	<input type="text"/>

Enter additional microbiologist's comments if you wish to do so:

6.0 Saving your results


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.

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.

 Please consider the environment before printing

Sample Entry Details

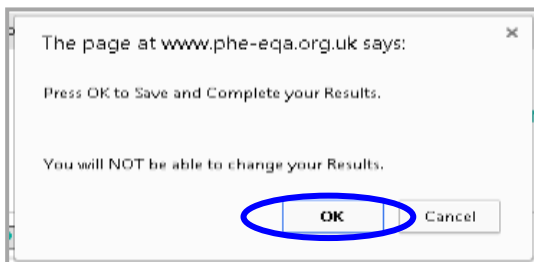
8.0 Submitting your results

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

You will not be able to change your results after submission



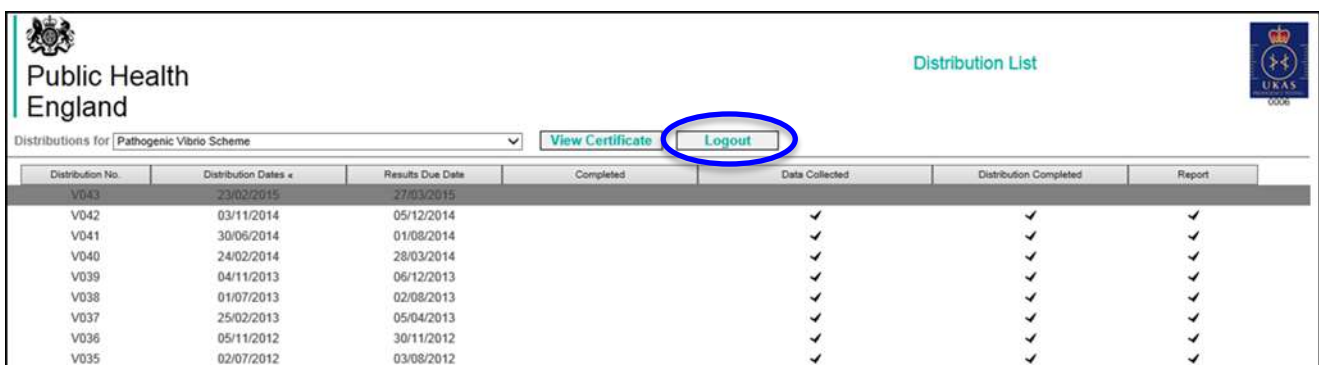
The following prompt box will appear to confirm your result submission



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.



Public Health England

Distributions for Pathogenic Vibrio Scheme

View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
V043	23/02/2015	27/03/2015				
V042	03/11/2014	05/12/2014		✓	✓	✓
V041	30/06/2014	01/08/2014		✓	✓	✓
V040	24/02/2014	28/03/2014		✓	✓	✓
V039	04/11/2013	06/12/2013		✓	✓	✓
V038	01/07/2013	02/08/2013		✓	✓	✓
V037	25/02/2013	05/04/2013		✓	✓	✓
V036	05/11/2012	30/11/2012		✓	✓	✓
V035	02/07/2012	03/08/2012		✓	✓	✓

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.

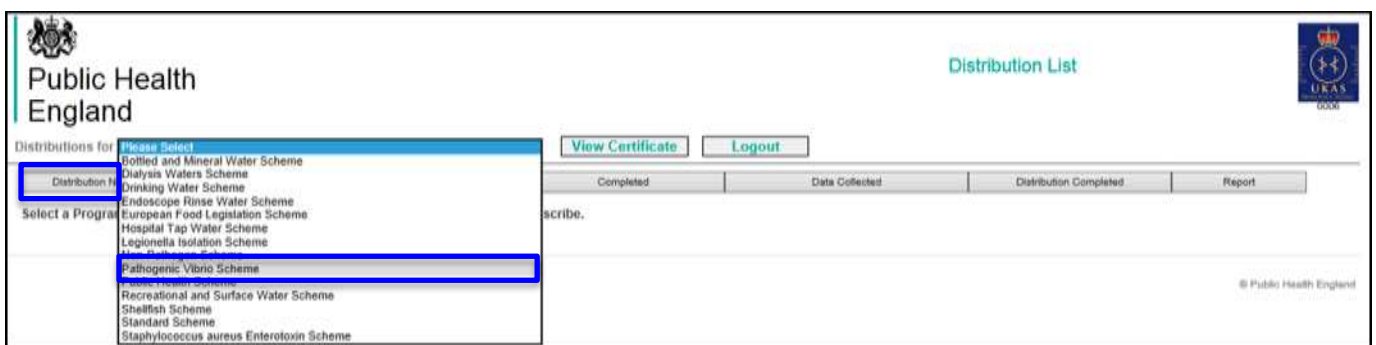
9.0 Download your individualised report

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 'Pathogenic Vibrio 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, (V042 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).

The screenshot shows the Public Health England website interface. At the top left is the Public Health England logo. The page title is 'Distribution List'. Below the logo, there is a dropdown menu labeled 'Distributions for' with a 'Please Select' prompt. The dropdown is open, showing a list of schemes: Bottled and Mineral Water Scheme, Dialysis Waters Scheme, Drinking Water Scheme, Endoscope Rinse Water Scheme, European Food Legislation Scheme, Hospital Tap Water Scheme, Legionella Isolation Scheme, **Pathogenic Vibrio Scheme** (highlighted), Public Health Scheme, Recreational and Surface Water Scheme, Shellfish Scheme, Standard Scheme, and Staphylococcus aureus Enterotoxin Scheme. To the right of the dropdown are two buttons: 'View Certificate' and 'Logout'. Below these buttons is a table with four columns: 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The table is currently empty, with the text 'scribe.' visible in the first cell of the first row. The UKAS logo is in the top right corner, and the copyright notice '© Public Health England' is at the bottom right.

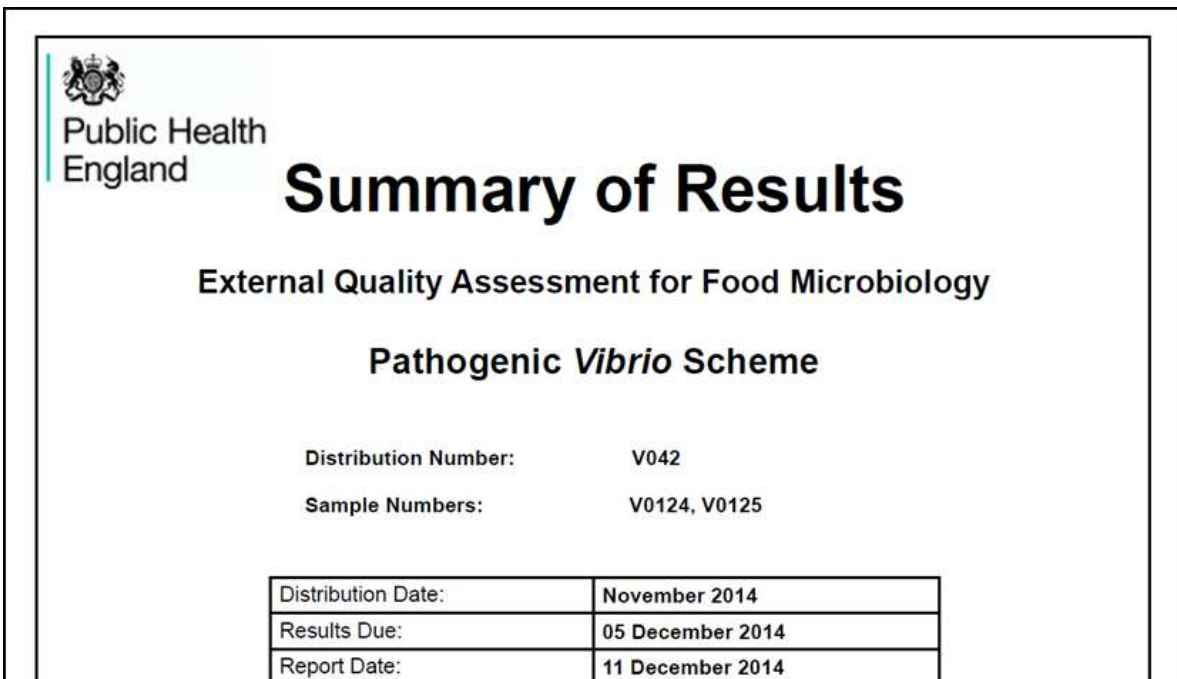
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
V043	23/02/2015	27/03/2015				
V042	03/11/2014	05/12/2014		✓	✓	✓
V041	30/06/2014	01/08/2014		✓	✓	✓
V040	24/02/2014	28/03/2014		✓	✓	✓
V039	04/11/2013	06/12/2013		✓	✓	✓
V038	01/07/2013	02/08/2013		✓	✓	✓
V037	25/02/2013	05/04/2013		✓	✓	✓
V036	05/11/2012	30/11/2012		✓	✓	✓
V035	02/07/2012	03/08/2012		✓	✓	✓

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.



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.

Public Health England Pathogenic Vibrio Scheme

Sample Entry Details **Back** Print Reports Trend

Select 'Logout' to close your browser.

Public Health England Pathogenic Vibrio Scheme Distribution List

Distributions for Pathogenic Vibrio Scheme [View Certificate](#) **Logout**

Distribution No.	Distribution Date	Results Due Date	Completed	Data Collected	Distribution Completed	Report
V043	23/02/2015	27/03/2015				
V040	09/12/2014	09/12/2014		✓	✓	✓
V041	30/06/2014	01/08/2014		✓	✓	✓
V040	24/02/2014	28/03/2014		✓	✓	✓
V039	04/11/2013	06/12/2013		✓	✓	✓
V038	01/07/2013	02/08/2013		✓	✓	✓
V037	25/02/2013	05/04/2013		✓	✓	✓
V036	05/11/2012	30/11/2012		✓	✓	✓
V035	02/07/2012	03/08/2012		✓	✓	✓

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