



## On-line web instructions for the Bottled and Mineral 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](mailto:foodeqa@phe.gov.uk) if you experience any difficulties.

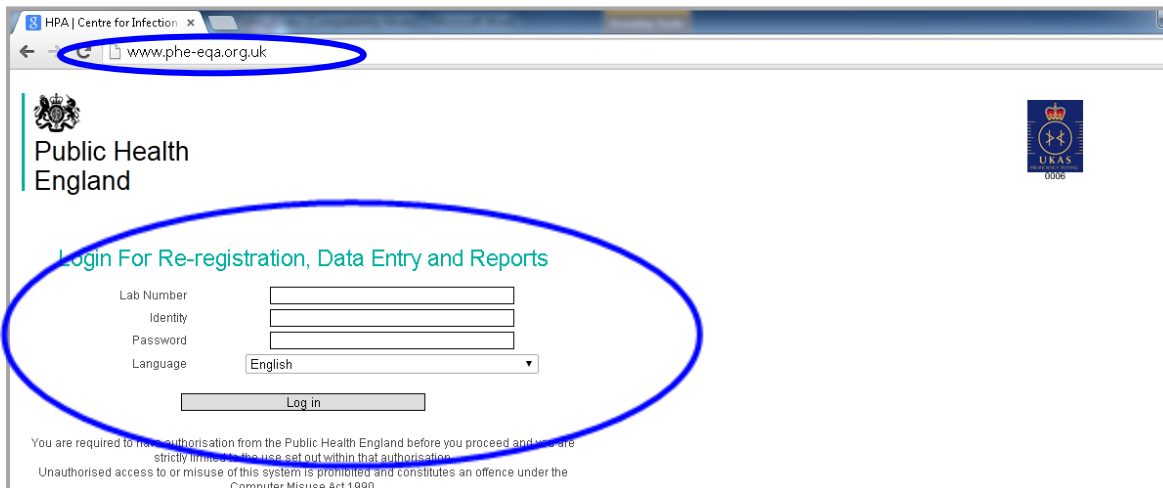
### 1.0 Opening the online results reporting service and logging-in

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](mailto: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:

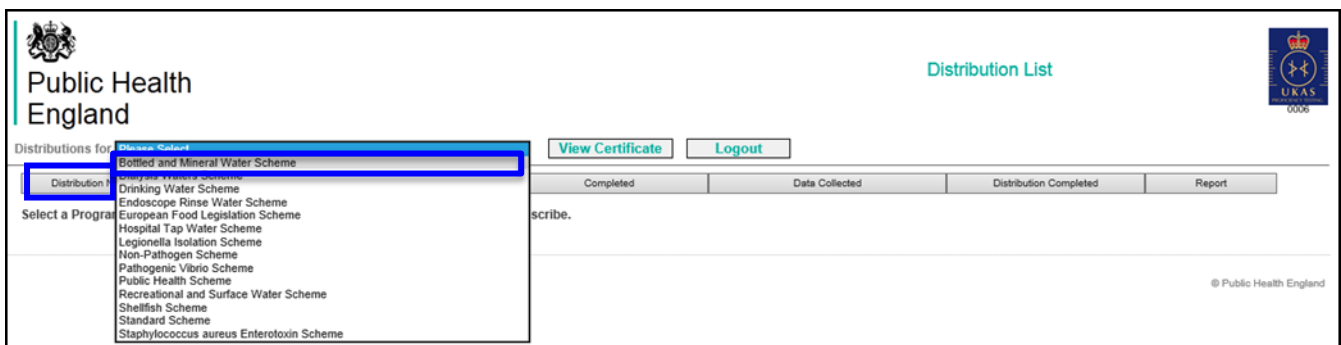


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 'Bottled and Mineral 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).




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Distribution List

Distributions for **Bottled and Mineral Water Scheme** View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014	✓	✓	✓	✓
BMW7	14/04/2014	09/05/2014	✓	✓	✓	✓
BMW6	03/02/2014	28/02/2014	✓	✓	✓	✓
BMW5	05/08/2013	06/09/2013	✓	✓	✓	✓
BMW4	22/04/2013	17/05/2013	✓	✓	✓	✓
BMW3	18/03/2013	19/04/2013	✓	✓	✓	✓
BMW2	01/10/2012	26/10/2012	✓	✓	✓	✓
BMW1	11/06/2012	06/07/2012	✓	✓	✓	✓

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.



Public Health England

Distribution List

Distributions for **Bottled and Mineral Water Scheme** View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014	✓	✓	✓	✓
BMW7	14/04/2014	09/05/2014	✓	✓	✓	✓
BMW6	03/02/2014	28/02/2014	✓	✓	✓	✓
BMW5	05/08/2013	06/09/2013	✓	✓	✓	✓
BMW4	22/04/2013	17/05/2013	✓	✓	✓	✓
BMW3	18/03/2013	19/04/2013	✓	✓	✓	✓
BMW2	01/10/2012	26/10/2012	✓	✓	✓	✓
BMW1	11/06/2012	06/07/2012	✓	✓	✓	✓

## 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

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.

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

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

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 log<sub>10</sub> values
- You may enter censored values **without** units (e.g. <10 or >100)

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Bottled and Mineral Water Scheme

Sample Entry Details

Back Print Reports Trend Analysis

Distribution No.: BMW6 Examination Date: 03/02/2014 - 28/02/2014 Laboratory No: 0

Date Received:  Date Examined:

Samples

Examination	Not Examined	Result
Coliform bacteria per 250mL	<input type="checkbox"/>	<input type="text"/>
Escherichia coli per 250mL	<input type="checkbox"/>	<input type="text"/>
Enterococci per 250mL	<input type="checkbox"/>	<input type="text"/>
Pseudomonas aeruginosa per 250mL	<input type="checkbox"/>	<input type="text"/>
Sporulated sulphite-reducing anaerobes per 50mL	<input type="checkbox"/>	<input type="text"/>
Colony Count 37°C/24 h per mL	<input type="checkbox"/>	<input type="text"/>
Colony Count 22°C/72 h per mL	<input type="checkbox"/>	<input type="text"/>

Please indicate the method used for coliform bacteria and *E.coli* enumerations:  
 MPN  Membrane Filtration  Other  If Other selected then enter method here

Comments

If you wish, enter brief details of the method use for the enumeration of the indicator organisms and any comments in the blank text box area.

Please indicate the method used for coliform bacteria and *E.coli* enumerations:  
 MPN  Membrane Filtration  Other  If Other selected then enter method here

Comments

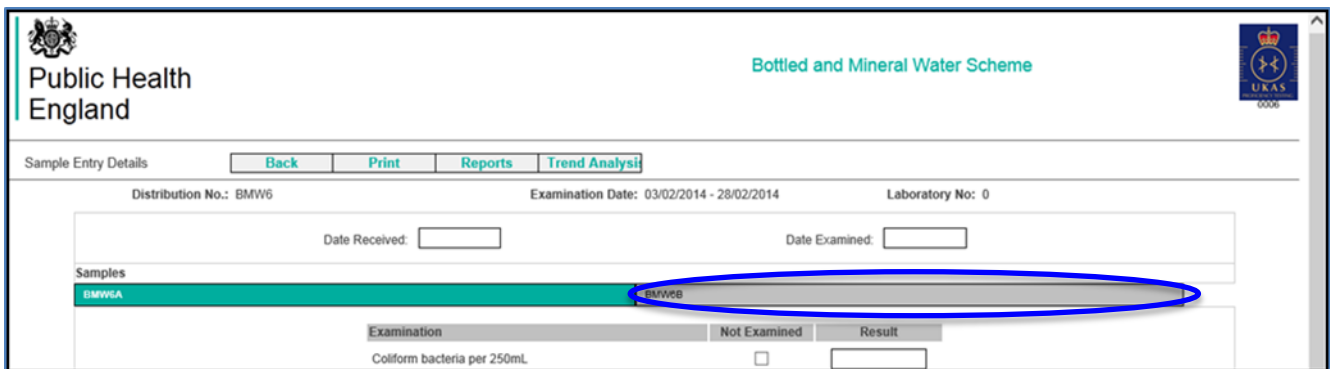
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



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 sample

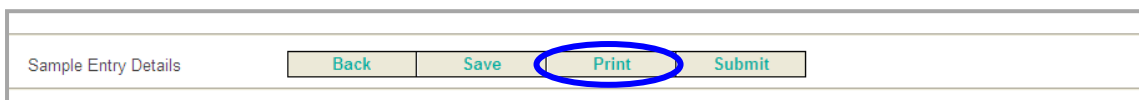
To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0



## 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.

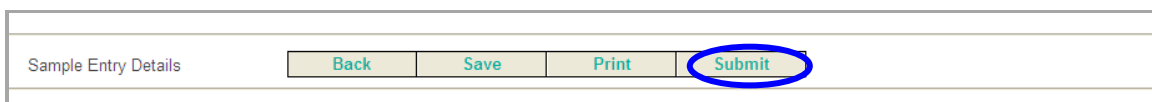
 *Please consider the environment before printing*



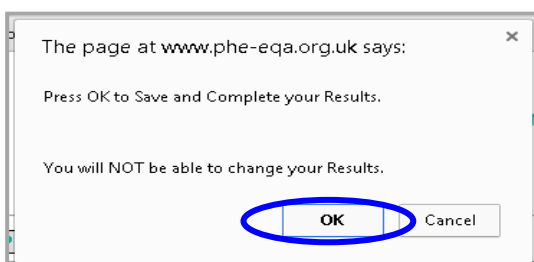
## 8.0 Submitting your results

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

**You will not be able to change your results after submission**



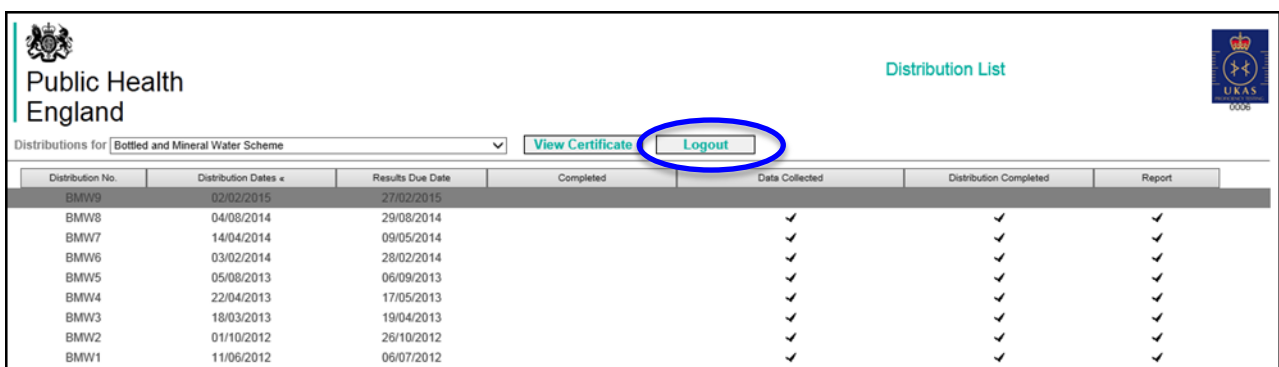
The following prompt box will appear to confirm your result submission



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 Bottled and Mineral Water Scheme

View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014	✓	✓	✓	✓
BMW7	14/04/2014	09/05/2014	✓	✓	✓	✓
BMW6	03/02/2014	28/02/2014	✓	✓	✓	✓
BMW5	05/08/2013	06/09/2013	✓	✓	✓	✓
BMW4	22/04/2013	17/05/2013	✓	✓	✓	✓
BMW3	18/03/2013	19/04/2013	✓	✓	✓	✓
BMW2	01/10/2012	26/10/2012	✓	✓	✓	✓
BMW1	11/06/2012	06/07/2012	✓	✓	✓	✓

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 'Bottled and Mineral Water Scheme'.

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Distribution List

Distributions for: Bottled and Mineral Water Scheme

View Certificate Logout

Completed Data Collected Distribution Completed Report

scribe.

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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 (BMW6 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).

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Distribution List

Distributions for: Bottled and Mineral Water Scheme

View Certificate Logout

Distribution No.	Distribution Dates <	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓	✓	✓
BMW6	03/02/2014	28/02/2014		✓	✓	✓
BMW5	05/08/2013	05/09/2013		✓	✓	✓
BMW4	22/04/2013	17/05/2013		✓	✓	✓
BMW3	18/03/2013	19/04/2013		✓	✓	✓
BMW2	01/10/2012	26/10/2012		✓	✓	✓
BMW1	11/06/2012	06/07/2012		✓	✓	✓

## 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.

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Bottled and Mineral Water Scheme

Sample Entry Details

Back Print Reports Trend Analysis



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. At the top left is the Public Health England logo. The main heading is 'Summary of Results' in large bold font, followed by 'External Quality Assessment of Water Microbiology' and 'Bottled and Mineral Water Scheme'. Below this, the following information is listed:

Distribution Number: BMW5  
Sample Numbers: BMW5A, BMW5B


Distribution Date:	August 2013
Results Due:	06 September 2013
Report Date:	25 September 2013

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.



Public Health England

Distribution List



Distributions for Bottled and Mineral Water Scheme View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓		✓

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