Equalis Online – Participant portal of Equalis

Content

General information

Login and security

Everyone who registers as a participant in Equalis' EQA schemes automatically receives a user account for Equalis Online. To order additional user accounts, you need to fill in the web form "Additional user accounts for Equalis Online", which is available at Equalis' website.

The username you receive from Equalis is structured according to: LABCODE + your initials (e.g. 2909DA). If you have a common login, "XX" or "KLINIK" is used instead of your initials. The first password is an auto-generated strong password. You can always change your password yourself when you are logged in to Equalis Online. NOTE! For EQA schemes where the Tomtec program is used, we recommend you to not change the password, because then you will no longer have access to Tomtec with the new password.

If you enter the wrong password, you will be blocked for 5 seconds before you can try again. The time then increases for each time the wrong password is entered, to protect against attempted intrusions. If you have forgotten your password, you can change it via "Forgot password" on the login page. NOTE! Not recommended for participants using Tomtec.

For security reasons, you will be logged out after 60 minutes of inactivity (you will receive a reminder from the system when time is running out). Therefore, remember to always save entered information before leaving the computer.

Access to a lab or an organisation

A user can be connected to several labs or units. You can also be connected to a so-called Medical/Administrative unit, these units can administer several labs that belong together, e.g. within a region. The highest level is Administrative Unit, followed by Medical Unit, Lab and lastly Unit. It is always at the unit level that you register your results. The unit ID is called a lab code (e.g. 2909-1).

If you have several connections, the selection list "Current authorisation (several available)" is available. There you can switch from e.g. a unit "2909-1" to another unit "2909-2", or go from a unit "2909-1" to the overlying lab "2909".

Browser and software requirements

The application contains some functionality that works poorly, or not at all, in old browsers. Updated versions of Apple Safari, Google Chrome, Microsoft Edge, and Mozilla Firefox can be used without risk of loss of functionality. The application works best on larger screens, but also supports mobile devices.

The web browser must also support JavaScript and allow the storage of cookies for the web application to function.
To read reports or download instructions for use in PDF format, the browser must support viewing PDF (which all modern browsers usually do).
To be able to see certain images at Equalis Online (e.g. Virtual Microscopy) or to play video sequences, the browser must support html5 (all modern ones above usually do) and the firewall must accept the ".zif" file format.

Language

The application is available in Swedish and English. You can either choose English at the login page or if we have registered English as the language for your user in our system, you will automatically have English after logging in.

Login

Log in at Equalis' website:
https://www.equalis.se/en/ by clicking on the padlock symbol at the top of the page.

Enter username and password at the login page. Upper- and lowercase letters are handled as different characters in the password.
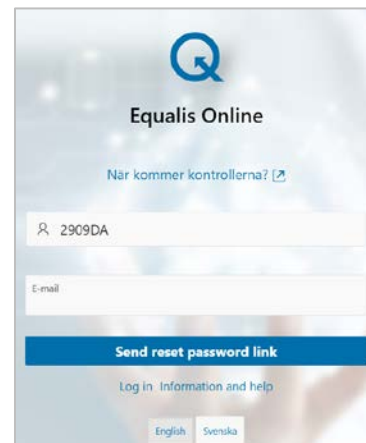
Forgot password
If you forgot your password, you can create a new one via "Forgot password?".

Enter both your username and registered email address. You will then be sent a link where you can create a new password.

NOTE! For EQA schemes where the Tomtec program is used, we recommend you to not change the password, because then you will no longer have access to Tomtec with the new password.

If you forgot your username or registered email address, contact Equalis:
https://www.equalis.se/en/contact/

Overview page

The overview page can be divided into five sections:
1) Open rounds
2) Reports in progress
3) Last published reports
4) Your choices
5) Explanations

Open rounds (1)
Here are your open rounds. Click in the table to get to the reply form and register results. To go directly to the instructions for use, click on the symbol in the column "Instructions".

Reports in progress (2)
Here are rounds that have closed, but reports have not been published yet. Click in the table to see your registered results.
In some EQA schemes, an expected result is published, click on the symbol in that column to get to that report.

Last published reports (3)
Here are the last published reports for all your EQA schemes. Click in the table to go directly to the reports.
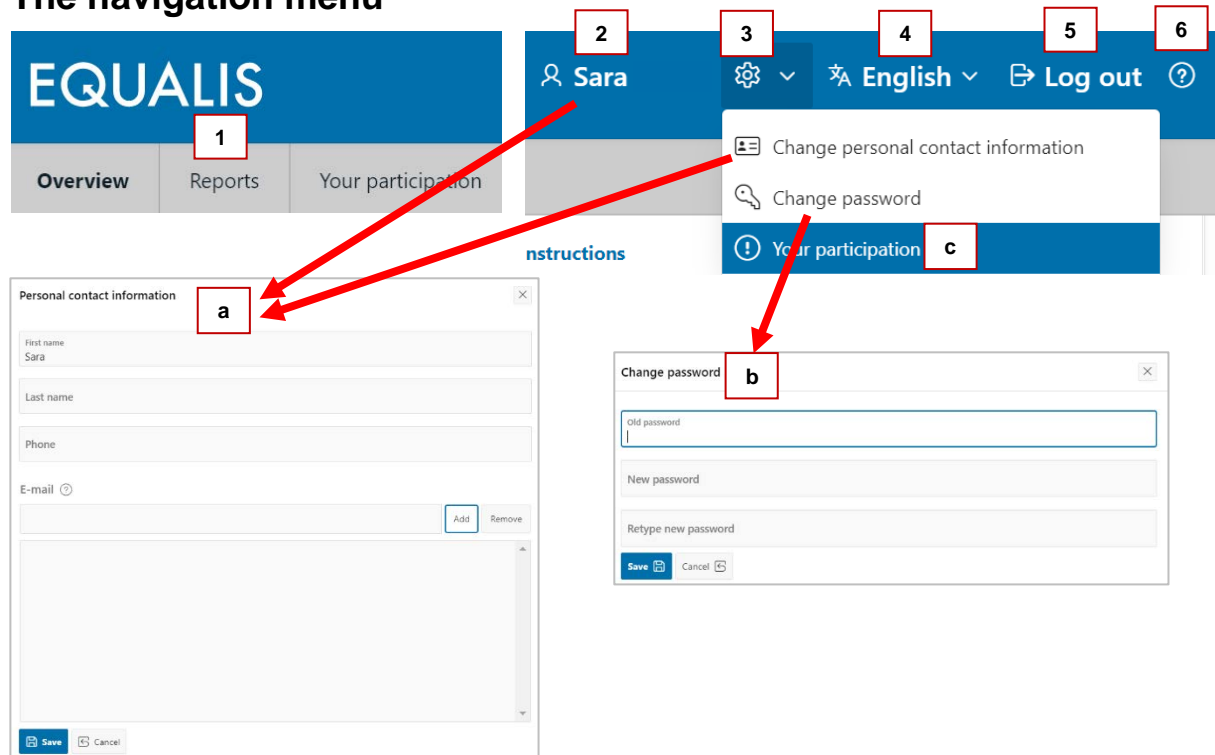
Your choices (4)
Here you can filter among your EQA schemes and labs if there are several.

Explanations (5)
Here are an explanation of symbols.

The navigation menu

The navigation menu contains:
1) Navigate to different pages in the application.
2) Logged in user. If you click on your name, you will be taken to your personal information.
3) The cogwheel contains features linked to your account.
   a) Change personal contact information
   b) Change password
   c) Your participation (see explanation on the next page)
4) Current language and change language (Swedish or English)
5) Log out
6) Help

Change personal contact information
Enter your email address if not already provided and update if necessary.
Your email address is important to be able to contact you. By e-mail, you will also receive notifications about when the reports are ready to download at Equalis Online.
It is possible to enter several e-mail addresses in the personal contact information.

Your participation

The page contains:
1) Your choices/Filter (Filter is only shown if you have more than one choice).
2) All EQA schemes your lab participates in.
3) Detailed table with users and lab codes.
4) Your lab's address details.

Detailed view (3)
If you click on "View users", a more detailed view is displayed with all users and lab codes linked to certain EQA schemes. Additional filters are displayed to the left, such as EQA scheme, Lab code and User.

Change address details (4)
Contact details for the laboratory/organisation can be changed directly in the fields (with the correct access). Changes are immediately displayed on the screen but will be reviewed by Equalis before being entered into the system.

Register results

The page contains:
1) Your choices – with filters if multiple choices exist (Labcode, Material/Case, Named instruments)
2) Name of EQA scheme and round
3) Change of material if there are several (can also be done in the filter)
4) Buttons for "Save and approve" and "Overview"
5) Reply form
6) Date of analyses and text fields

Register results
Results can be of three different types, as shown in the subheading of the column.
- Num: Numerical results only
- Alphanumeric: Numeric or text (e.g. <5)
- Response opt: Fixed response options

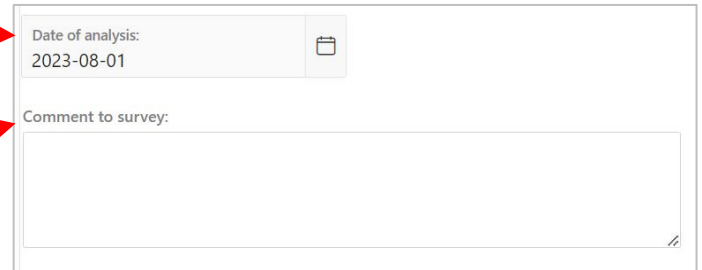In the reply form, you can either click in the fields to enter values or use:
Tab: to move to the next cell (next to or below)
Enter: to move to the cell below

For response options, click in the field (-select- or previously selected answer). Then select one or more fixed response option in the appearing window.

Date of analysis
Date of analysis must be registered in several of our EQA schemes. The format is YYYY-MM-DD. Please use the calendar function instead of typing manually.
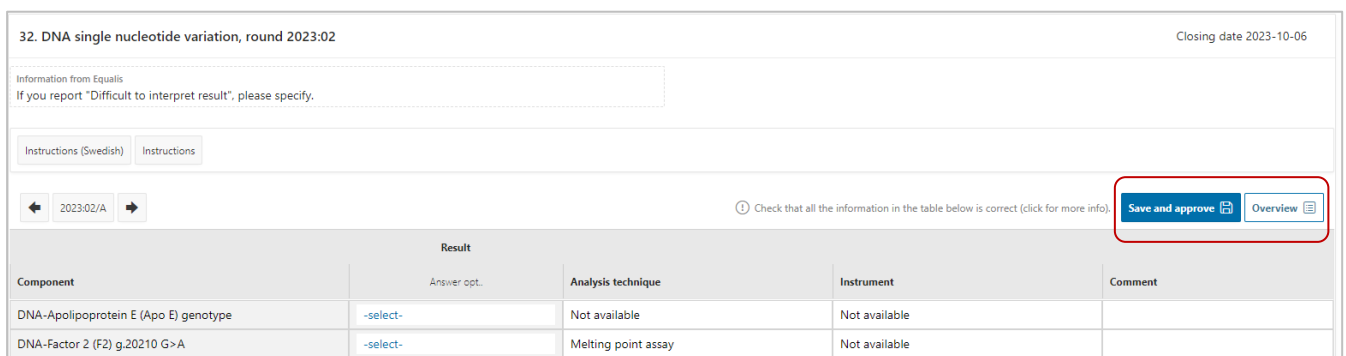
Date of analysis:	
2023-08-01	📅
Comment to survey:	

Comment/text field
At the bottom of the reply form, there is sometimes an opportunity to write a longer comment about the test materials or the round.

"Save and approve" and "Overview"

32. DNA single nucleotide variation, round 2023:02				Closing date 2023-10-06

Information from Equalis
If you report "Difficult to interpret result", please specify.

Instructions (Swedish) Instructions

← 2023:02/A →   ⓘ Check that all the information in the table below is correct (click for more info).   **Save and approve** 💾 **Overview** 📋

	Result			
Component	Answer opt..	Analysis technique	Instrument	Comment
DNA-Apolipoprotein E (Apo E) genotype	-select-	Not available	Not available	
DNA-Factor 2 (F2) g.20210 G>A	-select-	Melting point assay	Not available	

As a participant, you are responsible that the analysis results and other associated data registered in the table are correct.

Click the button "Save and approve" to save and approve your registered answers. In case of inactivity for more than 30 seconds, registered results are saved automatically.

Click the button "Overview" to open the overview window, where you find an overview of all registered results and other information of the round (all materials/cases included). If needed, you can print the overview.

NOTE!
In EQA schemes where method information (output group, instruments, reagents, etc.) is collected, it is very important that you keep the information up to date for our reports to be correct. Change directly in the reply form if you have changed methods.

- Please answer the entire round before saving (all included materials).

- To avoid results not being saved, you will receive a message if you leave the page without saving.

- Remember that you can change registered results until closing date.

Change your own method information

Change
To change method information, eg. output group, instrument, reagent or calibrator, in an open round, click on the field you want to change (marked in red in the examples to the right) and select from the list. If none of the options fit, select "Other" and write additional information in the comment field next to list.
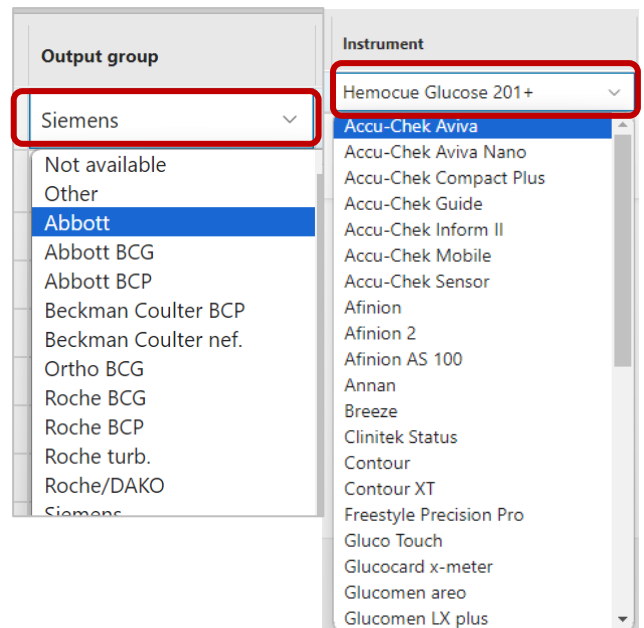
When you save, both entered results and changes in method information will be stored in the database.
For EQA schemes with multiple sample materials, the change for one component will affect that component for all materials. Thus, you only need to change e.g. the first material.

To add or remove an instrument when a round is closed, use the web form "Addition or removal of instruments" on our webpage.

Add or remove component
Addition or removal of components can only be performed by Equalis. Please use the web form "Add or remove component" on our webpage.

Output group	Instrument
Siemens	Hemocue Glucose 201+
Not available	Accu-Chek Aviva
Other	Accu-Chek Aviva Nano
Abbott	Accu-Chek Compact Plus
Abbott BCG	Accu-Chek Guide
Abbott BCP	Accu-Chek Inform II
Beckman Coulter BCP	Accu-Chek Mobile
Beckman Coulter nef.	Accu-Chek Sensor
Ortho BCG	Afinion
Roche BCG	Afinion 2
Roche BCP	Afinion AS 100
Roche turb.	Annan
Roche/DAKO	Breeze
Siemens	Clinitek Status
	Contour
	Contour XT
	Freestyle Precision Pro
	Gluco Touch
	Glucocard x-meter
	Glucomen areo
	Glucomen LX plus

Reports (published reports, Excel export, files)

The page contains:
1) Your choices – Filters
2) Table of reports from selected filter options
3) Export your results to an Excel file (enabled for some EQA schemes)
4) Files and images (e.g. instructions for use for the round)

Reports
Go directly from "Last published reports" on the overview page or use filters for EQA scheme and round. Open the individual reports by clicking on the blue links or download all reports for a round as a zip file using the button below the table.

Excel file
Use the EQA scheme filter and then select which rounds to export.

Files and images
Click the gray button to open the file.

About the reports
The reports are in PDF format. If needed, you can print them on paper or save them on your own computer. For each round, the following reports are normally displayed:
- *Overview*: Presents a summary of all participants' results. The file name ends with "Overview".
- *Individual results report:* The laboratory's own results report. Available in different versions depending on the EQA scheme. The file name and the report always contain the participant's lab code and ends with "Resultatrapport."
- *Report comment:* Contains a summary comment from Equalis. The file name ends with "Report_comment".

Archiving
The reports are available on Equalis Online for up to four years, unless otherwise notified. It is possible to order archived reports from Equalis.

Support and help

On the login page and via the page "Support and help" logged in at Equalis Online, there are links to support and help.

<u>Errors</u>
If Equalis Online does not work as it should, please first read "Help and information" and "Support and help". Contact Equalis if the error cannot be solved.

<u>Updates</u>
Equalis Online is developed and updated continuously. Information about updates and other important information are posted under "Version changes", which you can find via the page "Support and help" above.