

About TEQA LAB

TEQA LAB is the ESfEQA software for external quality assessment and the user interface for submitting results and receiving performance reports. It allows an easy submission of results via the Web application. Only a few steps are required to configure the individual survey by selecting the method, instrument and reagent that are used by the participant. After the data evaluation has been performed by ESfEQA, participants will be able to download their reports directly from TEQA LAB as pdf-file. The reports include the numerical and graphical illustration of the participant's individual results.

The use of TEQA LAB is described on the following pages. For further information and support, clients can either contact their local distributor of ESfEQA products or ESfEQA directly.

TEQA LAB Configuration Manual

Version 6.0



TEQA LAB

1. Access to TEQA LAB

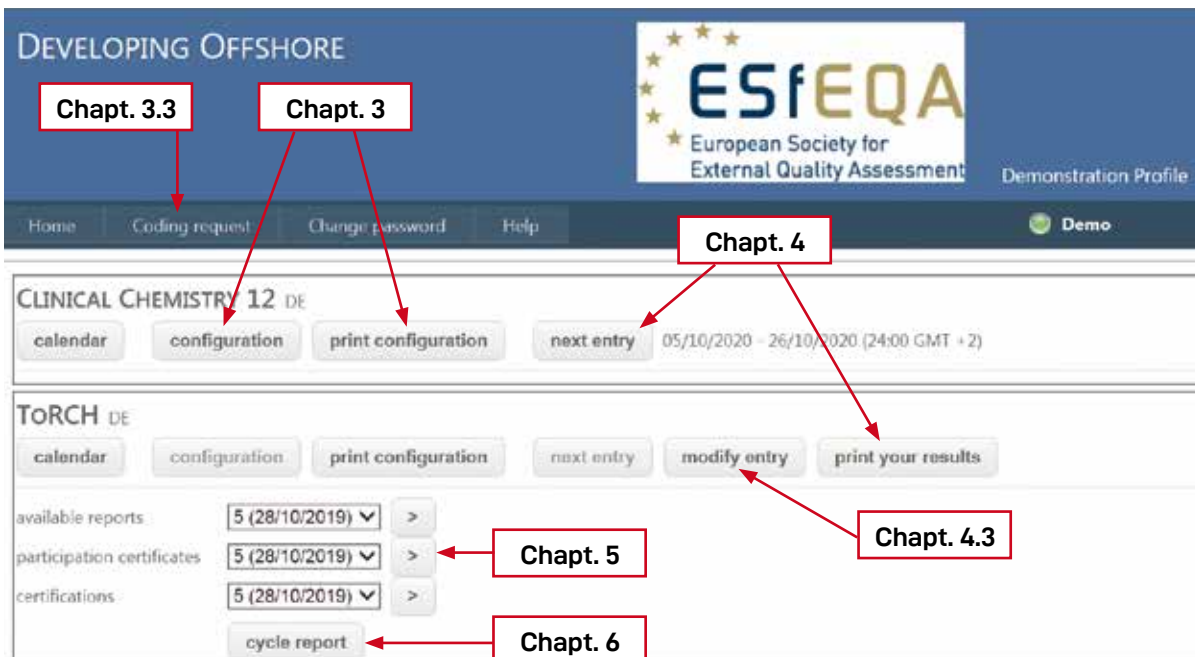
TEQA LAB can be reached via the secured web-address: <https://teqa.esfeqa.eu>. Participants can register to TEQA LAB by contacting their local distributor or ESfEQA directly. ESfEQA provides an initial username and a password to grant the participants access to TEQA LAB. The website is available in different languages.



In case of password loss, the current password can be requested by entering the username - which usually consists of the ID of the laboratory - and clicking on the [Read your mail!] button. The current password will be delivered by email to the registered email-address.

2. TEQA LAB - Homepage

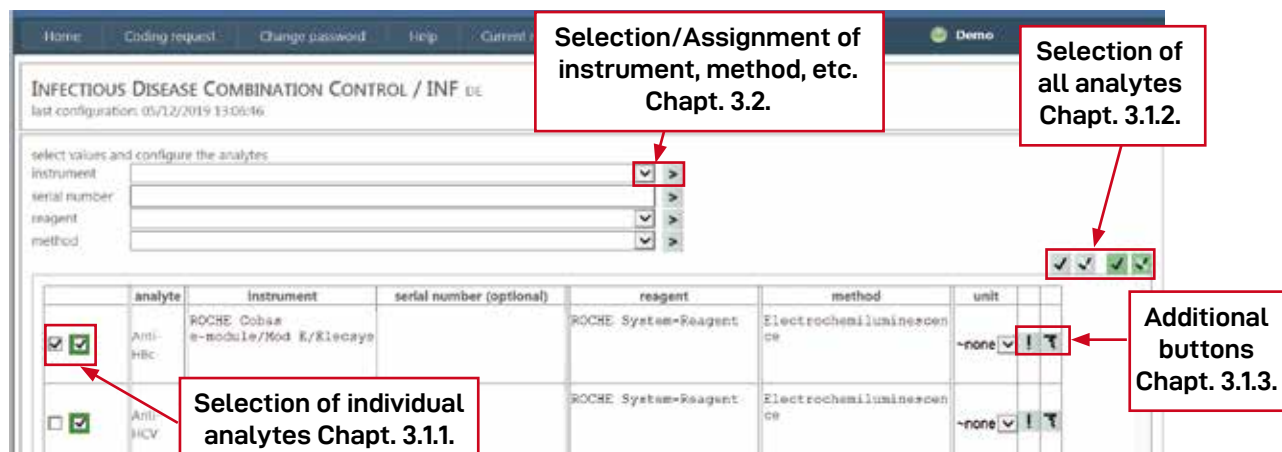
After successful login, participants enter the TEQA LAB homepage, which displays the subscribed EQA schemes of the participant.



3. Configuration

By clicking on the button [Configuration] within any EQA scheme, participants will be able to configure their programs. In this menu, participants can individually select the scheme parameters for that they want to submit their results.

IMPORTANT: The configuration has to be completed before entering any analytical results for the survey. As soon as results were saved (confirmed) in TEQA the participant cannot change the configuration for that survey. In case that the configuration needs to be changed due to any incorrect selection of instrument, method and/or unit after the results were saved the change should be triggered by using the [modify entry] button, (see Chapter 4.3 of this manual).



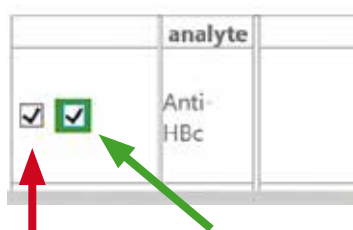
The screenshot shows the configuration page for 'INFECTIOUS DISEASE COMBINATION CONTROL / INF DE'. It includes a table with columns for analyte, instrument, serial number, reagent, method, and unit. Callouts point to various UI elements:

- Selection/Assignment of instrument, method, etc. Chapt. 3.2.** Points to dropdown menus for instrument, reagent, and method.
- Selection of all analytes Chapt. 3.1.2.** Points to a set of checkboxes at the top right of the table.
- Selection of individual analytes Chapt. 3.1.1.** Points to checkboxes for individual analytes in the first column.
- Additional buttons Chapt. 3.1.3.** Points to buttons (exclamation mark and a symbol) in the unit column.

3.1. Analyte Selection

The following procedure describes how participants select the analytes that they intend to configure and determine.

3.1.1 Selection of individual analytes



Selection for the configuration (grey checkbox) Selection for the determination (green checkbox)

Participants may select or deselect a single analyte for the configuration and/or determination by clicking the checkboxes on the left of each analyte. To indicate the analytes that participants want to determine, it is necessary to click the green checkbox in the column left of the analytes. To indicate the analytes for configuration, the grey checkbox needs to be selected.

NOTE: The configuration will only be saved for those analytes for that the green checkboxes are selected.

3.1.2 Selection of all analytes



Ticking these checkboxes selects or deselects all analytes of the scheme for the **configuration** (grey checkboxes) or for the **determination** (green checkboxes) at once.

3.1.3 Additional Buttons



Selects a single analyte and deselects all other analytes.



Clears the instrument/method/reagent selection for one analyte.

3.2. Analyte Configuration: Step-by-step

The analyte configuration includes the assignment of an instrument, method and reagent for the selected analytes and is performed in the following steps:

- ⇒ Select the analytes you would like to configure according to the selection description in chapter 3.1.1.
- ⇒ Configuration of instrument: Select your instrument from the drop-down list:

Note: the configuration of the instrument can be done for all analytes in a single step by clicking on the 'select all' symbol. (Chapter 3.1.2)



- ⇒ The instrument is assigned to the selected analyte(s) by clicking on the arrow next to the instrument
- ⇒ Configuration of reagent and method: When the column for reagents or methods has a grey background its configuration is optional. Otherwise, the configuration has to be done identically to that of an instrument.
- ⇒ Units: For quantitative results, select the unit for each analyte via a drop-down list in the right hand column of the analyte



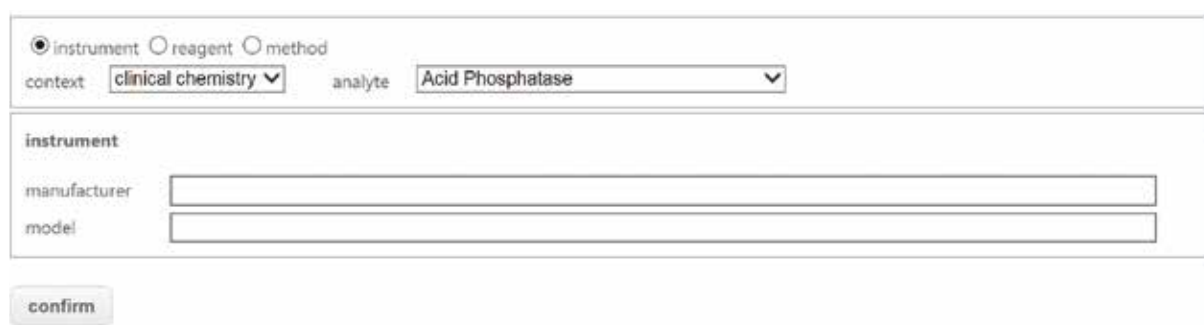
IMPORTANT: Once the configuration is saved, the message "data saved" will be displayed: In case of an invalid configuration, e.g. if a wrong unit was selected or an instrument, method or reagent is missing, an error message is displayed, providing detailed information about the error.

NOTE: The configuration is saved for the particular survey and does not need to be repeated for the following rounds of this survey as long as there is no change of instrument, method, reagent or unit. To check the configuration currently saved, click on the [print your configuration] button, and check the configuration settings displayed in the pdf file.

3.3. Coding Requests

It may happen that an instrument, method or reagent has not been included in the TEQA LAB database. In this case, participants can request a new code in the "Coding request" area.

- ⇒ Select the context (EQA program) for that you miss an instrument, reagent or method
- ⇒ Select the analyte for that you like to create a new code (instrument, reagent or method)
- ⇒ Fill in the open fields e.g. manufacturer and model of the instrument you use



- ⇒ By clicking on the [confirm] button, the request will be sent directly to ESfEQA. You can use the new code immediately.

4. Result Entry

After the configuration has been completed and the samples are analyzed, the results can be entered by clicking on the [next entry] button within an EQA scheme on the main page.

4.1. Result Entry for Quantitative Schemes

Participants can enter their results by typing in their values in the entry field next to each analyte:



If participants choose not to enter a result for a previously configured analyte, they have to click on the cross next to the entry box and should enter a short comment (e.g. "No assay available"). Note that the software requires a comment. Do not enter a '0' for analytes that were not determined in the survey. A '0' will be included in the statistical evaluation and will be processed by TEQA as a result, e.g. 0 ng/mL. **IMPORTANT:** The entered results are saved by clicking on the [confirm] button at the bottom of the page. Successful saving is confirmed by the "data saved" message display. In case the result entry is invalid, an error message will be displayed providing detailed information about the error.

4.2. Result Entry for Qualitative Schemes

The result-entry for qualitative EQA schemes is performed by selecting an adequate qualitative result from an analyte-specific drop-down list:



If you are not able to enter a result, click on the cross next to the entry box, as described in 4.1.

IMPORTANT: All entries are saved by clicking on the [confirm] button at the end of the page.

NOTE: To double-check if the results were submitted and saved correctly click on the [print your results] button and check the values that are displayed in the pdf file. The file will always display the results of the latest entry. **This step is highly recommended.**

4.3. Correction of Submitted Results

After the results for a particular survey were saved, the result-entry section [next entry] button will be disabled and the [modify entry] button will become available until the end of the submission period for the results in TEQA.

IMPORTANT: If participants need to alter their entries, click on the [modify entry] button and request a change of results or configuration before the deadline of result entry for this survey is reached. Participants are requested to explain why a change is required, what needs to be changed and how the results and/or configuration shall be modified.

You are requesting to change some results for:

Eqa: ToRCH
 Dispatch number: 7
 Deadline: 20/10/2020
 Current results of: 14/10/2020 10:57:40
 Lab code: Demo
 Requesting user: Demonstration Profile

Please explain why this change is required.
 Specify the lot and the analytes that are affected and how the configuration and/or results shall be changed.

The used instrument has been changed.
 Please change the instrument for the analyte anti-Rubella IgG to Diasorin Liaison and the reagent to Diasorin System Reagent.
 Please correct the result for anti-Rubella IgG from "negative" to "positive" for sample ToRCH_2020_04_a.

By pressing the [confirm] button the request of the laboratory is sent to ESfEQA. The participant request can be handled by ESfEQA either by changing the results and/or the configuration or by rejecting the request. In both cases the participant will be informed by ESfEQA via e-mail accordingly. In case that the results were changed by ESfEQA due to the participant's change request, the participant is encouraged to check the revised results by opening the result form via the [print your results] button (see chapter 4).

IMPORTANT: No request to change data shall be made outside of this interface (no email, phone calls or other). ESfEQA GmbH will only accept requests via TEQA-LAB interface.

5. Report and Certificate Retrieval

As soon as ESfEQA has done the statistical evaluation of the results and generated the reports, participants can download the individual reports in TEQA LAB. In order to access the report, participants select the corresponding survey via a drop-down-list. The EQA survey is downloaded by clicking on the arrow-button [>] next to the drop-down list. Previous reports can be retrieved at any time.



The retrieval of the participation certificates and the certificates is done in the same way.

6. Cycle Report

The Cycle Report displays the performance of an individual laboratory for a selected EQA program. The cycle report is generated by selecting the [cycle report] button in TEQA.

The cycle report will be generated for a period of time defined by the user, e.g. last calendar year, last twelve months etc. by selecting the appropriate start and end date of the time period.



Upon selecting the [PDF] button the laboratory performance for each individual analyte is displayed.

You will find more details about the reports in the brochure "ESfEQA Report Interpretation".