IFM QUALITY SERVICES

<u>Result Entry User Guide</u>

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Introduction

The purpose of this document is to provide a guide to the operation of the IFM Result Entry Web Site for participants of proficiency testing programs. To assist participants to utilise the site effectively and efficiently, each web page is discussed in detail. It is strongly recommended that time is allocated to read this document.

IFM welcomes all feedback regarding this document and the web site.

Proficiency testing programs may solicit responses in the form of the <u>result</u> of a test, or the <u>answer</u> to a question. For simplicity within this document, tests or questions will be collectively referred to as "Tests" and the responses will be collectively referred to as "Results".

Recommended Browsers

IFM recommends the below-listed browsers for optimal operation of the result entry website.
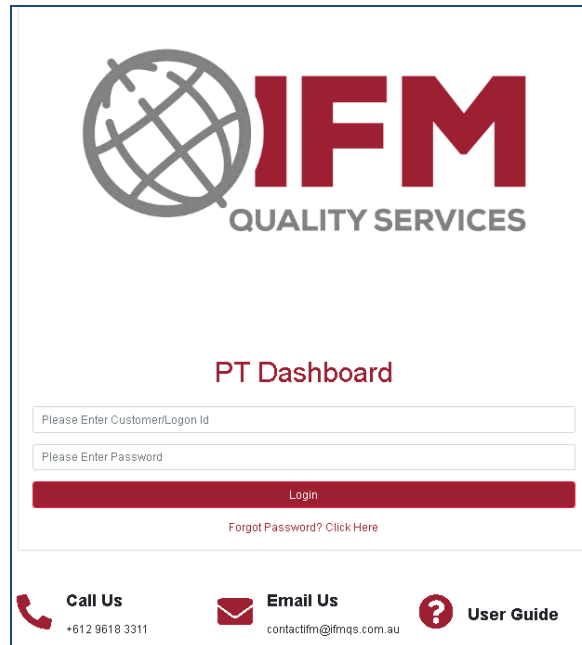
Google Chrome   Microsoft Edge   Mozilla Firefox

Login Page

The address of the Proficiency Testing Result Entry Website is: https://proficiency.ifmqs.com.au

Please note the contact information at the bottom of the logon page, should you require assistance.

Logging In

To access the IFM result entry web pages, a user login must occur.

IFM will provide a single Logon ID to each laboratory site.

The Logon ID is the site's unique IFM customer identification. This ID appears on IFM quotes, orders, invoices and is also included in the subject line of most IFM PT program system generated emails.

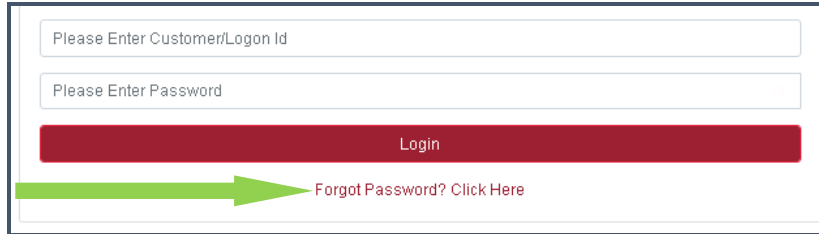The Logon ID commences with a letter and is followed by 5 numeric digits, e.g. C01921

First time users must follow the Password Reset process to allocate their password.

The Password is case sensitive so care should be taken to enter all letters in the appropriate case. Also, be careful not to confuse the letter "O" with the number "0".

IFM will only advise your logon ID -if your laboratory has not received a Customer (Logon) ID or does not know the Primary Contact email address on record, please contact IFM.
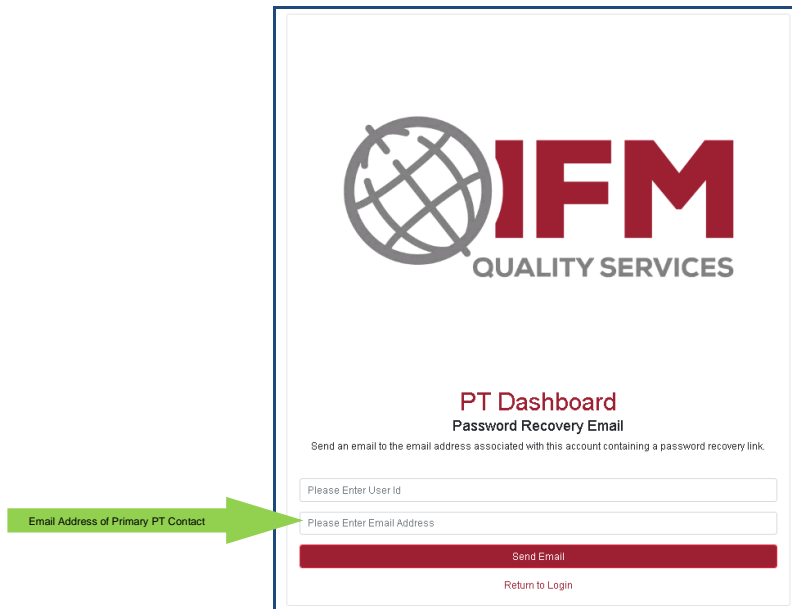
Password Reset

The password can be reset at any time via the <u>Forgot Password</u> link located at the bottom of the <u>Logon page</u>.
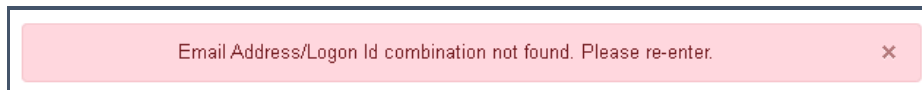

To reset the password, click the "Forgot Password" link.
The Password Recovery page (see below) will then be displayed.
Both the Logon ID and the Primary Contact email address for the site must be entered.
The primary contact email is the "To:" email address found in IFM system generated PT correspondence, such as "Lab Alerts", "Result Entry Reminders" and "Reports". This is the only email address that will be accepted for password reset!
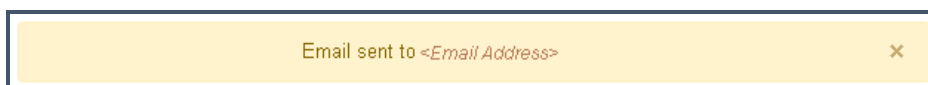
If the Customer/Logon ID and Email Address combination is not correct, an error message will be displayed. Please contact IFM if you require assistance.

Once a valid Customer/Logon ID and Email Address combination has been entered, the password recovery email will be sent, and a confirmation message displayed at the top of the page.

The Password recovery email will have a Subject of **Password Reset**

To ensure you have received a valid password reset email, please check that

- the displayed link starts with: http://proficiency.ifmqs.com.au
- the email= parameter value in the link is the email address that you provided

Also, when you hover over Click here the displayed link should be the same as the expanded link shown below it in the email text

Clicking or pasting the link into a browser will take you to the password recovery page

Type and confirm the new password, being sure to follow the password rules. Then click the Change Password button. You will then be taken to the Logon Page.
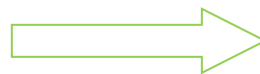
Web Page Header Bar

Every page on the result entry site displays a standard header bar.

The header contains the following items:

- Right-hand side
    - Your Customer Name
    - Your Customer/Login Id
    - **<Logout>** button
    - **<Help>** button (Question Mark); displays this User Guide
- Left-hand side
    - IFM Logo
    - "PT Dashboard"
    - Navigation buttons (displayed ONLY when applicable)
        - **<Programs>**: click to go to "Your Proficiency Testing Programs" page
        - **<Participants>**: click to go to "Your Participants" page for the current program

Your Proficiency Testing Programs Page
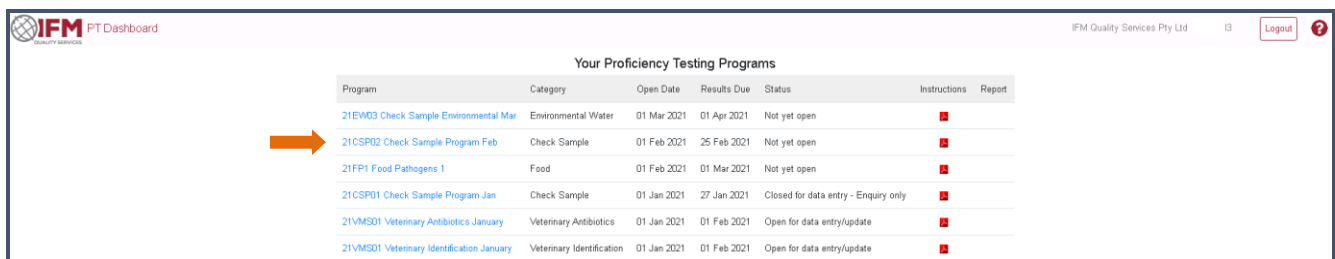
After successful logon, the Proficiency Testing Programs page will be displayed. This page displays your organisation name at the top, followed by a list of programs in which your organisation is currently participating, or has previously participated. Programs which have not yet been dispatched will not generally appear in the list. Programs will remain in the list for approximately 3 years before being removed. Columns on this page are as follows:

- Program – Name of the proficiency program
- Category – Category to which the program belongs (information only)
- Open Date – Date from which results may be entered
- Results Due Date – Final date for entry of results (Australian Eastern time)
- Status – Current status of the program. Note that only those programs with the status: **Open for Data Entry/Update** will permit result information to be entered or changed.
- Instructions – When displayed, click the PDF icon to launch the instructions
- Report – When displayed, click the PDF icon to launch the main report

To select the desired program, click the program name link in the Program column.

Your Participants Page

For the selected program, a list of participants will be displayed. A participant is a general term for a set of submitted results. Participants' entries are named Part01, Part02, Part03, etc. Each participant entry will only accept one result for each test performed on each sample. A separate participant entry must therefore be used if several analysts/engineers are performing tests, or if different test methods are used for the same test. Laboratories are encouraged to submit several sets of results to ensure all analysts/engineers and test methods/setups are included. Simply contact IFM to request more participant entries.

<mark>No additional fees are charged by IFM for multiple result submissions.</mark>

The Open Date, Status and Result Due date specific to this program are displayed on this page. Columns found on this page include:
- **Participant** – Generic name for each set of submitted test results
- **Print Results** Button – located on the right-hand side of the page. Click to create a report of your results in PDF format

To select the desired participant result set, click the participant link in the Participant column.
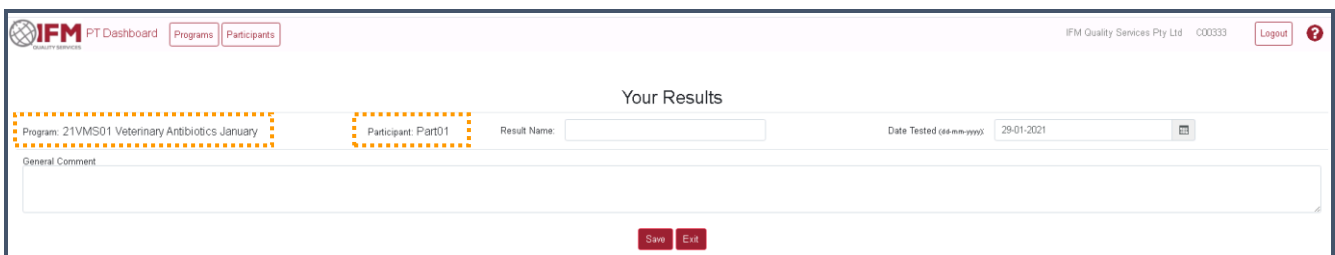
Your Results Page

The result entry web page is divided into 2 main sections
- Basic Participation Information
- Result Entry Area: this area will vary in layout depending on the type of Proficiency Testing program.
  Each type of result entry area will be described separately

Basic Participation Information

This is the top section of the **Your Results** page. Result data will be saved under the selected participant within the selected PT program. Be sure that you are entering results for the correct program and participant, which are displayed on this page.

Buttons:
- **<Save>**: saves your result data and remains on the Result Entry page
  Only available when result entry is open for the selected program
- **<Exit>**: exits the Result Entry page and returns to Your Participants page.

Entry Fields:

Date tested
The date when testing commenced. Use the date picker to select the required date. This field is mandatory.

Result Name (optional)
To identify the specific set of results, a name of your choice may be entered. E.g., the analyst's name

General Comment (optional)
A comment you may wish to make about the program or samples E.g., sample condition upon arrival.

Note on Save and Exit Buttons

<Save>: Click to save results. Results may be saved at any time and as often as desired during data entry. The save operation writes the result data to the database and briefly displays a message at the top of the screen to indicate success. Result entry can then continue.

Results Successfully Saved
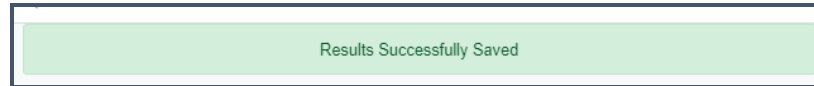
<Exit>: Click to exit after saving, or to exit without saving new changes.
An additional prompt will be displayed (as shown below) to confirm the Exit action when unsaved changes exist. Click <Leave> to exit without saving changes. Otherwise, click <Cancel>, then click the <Save> button to save changes.

Leave site?

Changes you made may not be saved.

Leave   Cancel
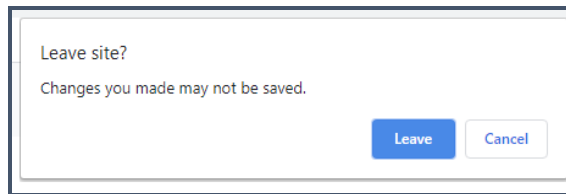
Please do not use any other means to exit this web page, otherwise changes may be lost.

<Save> and **<Exit>** are also located at the end of the result entry page.

Result Entry Area

Results

The Tests in a PT program will be listed vertically, one after the other on the result entry page. For each test, a result field for each sample (A, B, C, etc) will be displayed on a separate line. Each result field will hold a single test result for each sample.

If you have chosen to not report a result for a specific test or sample, please leave the result field BLANK.

Note on Reporting Units

EACH RESULT VALUE MUST BE ENTERED ACCORDING TO THE SPECIFIED REPORTING UNIT FOR THE TEST.

The specified reporting unit for each test is a key component of the test instructions. This requirement is mandatory and must be observed.

Failure to enter the result value in the specified units will likely cause a negative or FAIL assessment to be applied.

As each result is entered, specific editing rules are applied to ensure only correctly formatted result values are entered. Editing rules will vary depending on the permitted format of each result. For results where there are fixed choices, a dropdown will present the permitted choices.
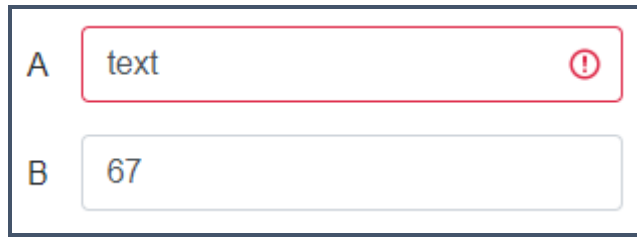
Enter the result or use the provided dropdown menus to select the appropriate result value
- For tests with fixed choices, please select the required value.
  e.g. Detection tests will allow the values: blank, Present or Absent
- For tests requiring a numeric result value, varying rules will be applied depending on the type of number required, e.g., decimal, integer, positive, negative, etc. When applicable, comparison operators such as <, >, etc., will be available via an additional dropdown menu to the left of the result field.
  - o **For numeric results**, the field with the dropdown menu can be bypassed – simply enter the number in the second field. If the program forces an option to be chosen from the dropdown menu, choose the first option of the FIVE available which is **blank**. Please see below example.

  - o If "Present" or "Absent" are entered as the result, the numerical result field will be locked, and a number cannot be entered.
  - o **Please note**: only standard decimal values are to be used, with "." (period) as the decimal point. Scientific notation format, and "," (comma) as the decimal point are not accepted.

- The result field border will turn red when the format does not comply with the rules for the required result format. Results cannot be saved if invalid entries are present

Please ensure that test results are recorded against the correct sample labels.

Confirmation/Comment (optional)
A single field into which may be entered confirmation information or comments relevant to the testing of the sample.
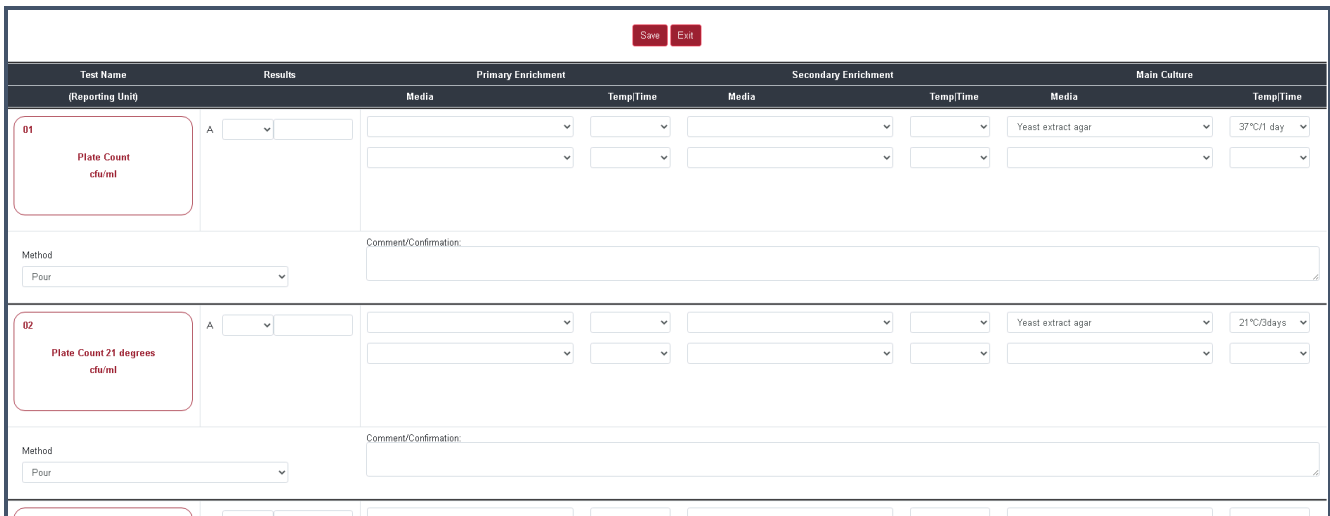DO NOT ENTER RESULTS INTO THE COMMENT FIELD. THEY WILL NOT BE CONSIDERED IN THE ASSESSMENT PROCESS.
The comment field height can be changed, E.g., to allow the more text to be seen. To change the height, hover the cursor over the bottom right corner of the box until it changes to a two headed arrow (↕). Then Left click on the arrow and drag it up or down to decrease or increase the height of the field.

General Microbiology

Results for most microbiology programs are entered via the page shown below.

Result Area:

Enter results and related information in this section. Each test row consists of a group of fields. These include: a method field, one result field for each sample, and three groups of fields for media and incubation details.

For each participant, the values selected for Method, Media and Incubation will be pre-filled in subsequent rounds of the same program type.

Moving from left to right across the page, columns are:

Test Name and Reporting Unit (READ ONLY)
The name of the test to be undertaken and the required units in which the result is to be reported.
Click to view note on Reporting Units

Method
The basic test method being utilised. Select required value from the dropdown menu.

Results
Click to view Results Section

Primary Enrichment/Secondary Enrichment/Main Culture (optional)
Allows for the collection of basic method information regarding media and incubation conditions at each stage of the test. Complete the appropriate sections depending on the test method being followed. You may select up to 2 different media and incubation Temp/Time values from the dropdowns at each stage. Please note that the temperatures and times are combined into one field. They are expressed as Temp °C/Time days E.g. 23°C/4 days

Should you be unable to locate the required value in any of the dropdowns within this section, please notify IFM and the value will be added to the dropdown list as soon as possible.
These fields are optional, however this data permits IFM to undertake analysis of these factors in relation to the reported result.

Confirmation/Comment (optional)
Click to view Confirmation/Comment Section

Veterinary Microbiology

Results for veterinary microbiology are entered via two distinct web pages: Antibiotic Sensitivity and Organism Identification.

Antibiotics

Test Name	Results
(Reporting Unit)	

Result Area:
Enter test results and related information in this section. Each test row consists of 4 fields. These are listed below.

Test Name and Reporting Unit (READ ONLY)
The name of the test to be undertaken and the required units in which the result is to be reported.
Click to view note on Reporting Units

Method
The basic test method being utilised. Select required value from the dropdown menu.

Results
Click to view Results Section

Confirmation/Comment (optional)
Click to view Confirmation/Comment Section

Identification

Test Name	Results
(Reporting Unit)	

01 — 01. Organism Identification
Result: Campylobacter spp
Comment/Confirmation: Skirrow and Preston Selective Agar were used to presumptive confirmation.

02 — 02. Clerical errors identified
Result: Owner name & Animal ID
Comment/Confirmation:

03 — 03. Significance of organism
Result:
Comment/Confirmation:

Result Area:

Enter test results and related information in this section. Each test row consists of only 3 fields. These are listed below.

Test Name and Reporting Unit (READ ONLY)
The name of the test to be undertaken and the required units in which the result is to be reported.
Click to view note on Reporting Units

Results
Click to view Results Section

Confirmation/Comment (optional)
Click to view Confirmation/Comment Section

Electrical Safety/Performance

Results for all electrical programs are entered via the page shown below.

Test Name	Results
(Reporting Unit)	

01 E1 Ball diameter mm	Sample A [_____]
	Comment: [_____]
02 E2 Apparatus mass kg	Sample A [_____]
	Comment: [_____]
03 E3 Specimen support mass kg	Sample A [_____]
	Comment: [_____]

Result Area:

Enter test results and related information in this section. Each test row consists of only 3 fields. These are listed below.

Test Name and Reporting Unit (READ ONLY)

The name of the test to be undertaken and the required units in which the result is to be reported.
Click to view note on Reporting Units

Results

Click to view Results Section

Confirmation/Comment (optional)

Click to view Confirmation/Comment Section

For further information please email or phone IFM Quality Services
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