

Instructions for Participants

OELM-IN-PAR_EN.v2[06-2015]

1. **Login**

Go to www.trace-elements.eu
 Select "Login" from the menu.
 Enter username and password and click "Log in". Please note that the password is Case Sensitive.

If you enter the wrong password for 3 times, the system will be "Locked". If this happens an email is sent automatically to your administrator who will unlock you, activate you again and send you an email. You will NOT be able to login until your administrator has unlocked your account. Your administrator may also propose additional communication methods (see 8. National Information)

2. **Registration of your participant profile**

This information has to be submitted when you register for the first time, to set up your account, and when any amendments are necessary.

Click on "My Account" (in the upper right corner)
 Fill in (or change) the input fields and click: "Save".

Fill as completely as possible. Your Name and E-mail address **MUST** be entered. If there are more than one user, please provide one e-mail (use grouped e-mail).

At this page you can also change your password. Type in the old and new passwords and click "Save password".

3. **Define your method(s)**

You **MUST** define your method(s) for each of the tests you have chosen at the beginning of each cycle and if you change it (e.g. change of instrument or procedure) during the year.

Click on "Scheme Year".
 Click on the Scheme
 Click on "Methods"

Note: Method Set refers to instrument or technique or location. It may be the name/model of your atomic absorption spectrometer, it may be your location within the department e.g. 'Toxicology'. The Method Set facility allows you to enter more than one set of results, you may have two atomic absorption instruments or you have both AAS and ICP-MS etc.

Within each Method Set you define the analytes, the methods and your preferred units.

Note that performance is evaluated separately for each Method Set. So if you analyse 14 samples using Method Set 1 and 10 with Method Set 2, you will get two separate assessments and the cumulative scoring in one or both annual report(s) may not be representative of your performance due to low number of results.

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A: At the start of each new cycle

1. If the Method Set field is blank -

- Click on "New Set".
- Enter a typical name for your method set in the field "Name" (maximum of 10 characters)
- If you intend to use more than one method set, tick the box "Default" for the method set that you want to be shown as default.
- Click on "Save".
- The next screen has a list of elements included in the scheme. For each element that you analyse: scroll in the field "Select Method" and select the method you use. Then scroll in the field "Select Unit" and select the units you use.
- Click on "Save".
- Click on "Cancel" if you want to undo the entries, before saving.

If you wish to add a second Method Set click again on "New method set" and follow the instructions as above. Make a clear difference between names, to avoid mistakes when reporting results.

2. If there are details already entered into Method Set:

Click on any of the following options

- M = Methods; for changing the methods used and units (per analyte).
- X = Delete; for deleting the Method Set, only possible when you have not yet saved any results for this scheme year
- E = Edit; for changing the name of the Method Set.

B: Changes during a cycle:

If you need to change any details during a scheme-year you must make a new Method Set.

- Add a new Method Set (for this analyte) as above
- Enter the required information

Note: The cumulative performances in the annual report will be falsely low as it is based on 24 sample results.

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4. **Submitting Results**

Click on "Scheme Year".

Click on the scheme for which you want to submit results.

Click on "Results".

Choose the sample for which you want to submit result(s). Scroll, select and wait until the screen has been refreshed. (In case of more than one method set, choose the right Method Set, box at the right of the sample number).

Enter your results and click on "Save".

Remarks:

- On top of the page you can also enter "performed by" and "date" (this is optional and is for your own reference only).
- Use a "." for the decimal point ("," will be changed into "." after saving)
- You can only save quantitative results, thus <x or negative is not accepted. If your result is <x please enter "0" (zero). If you have no result, do not enter anything. For results that would be reported by the laboratory in its routine practice as ">y", do not enter anything but inform your administrator by email.
- You can enter comments that will be seen by the scheme organizer. To save the comment click on "Save".
- Reset-button = if you made changes before saving and you want the originally saved results instead of this alteration.
- Delete All-button = to delete all your saved results.
- You can change an entered result: just overwrite and click "Save".
- Submission or change of results is not possible once the deadline has passed (the buttons "Save", "Reset" and "Delete all" will not work any more after the deadline).
- "PDF for Printing" button allows to save and/or print the submitted results. Please note that the "PDF for Printing" and "Save" buttons are independent. Consequently, you must ensure that your results have been saved

5. **Requesting Reports**

Explanations of the reports including the statistical approach are described in the General Information/Website

Each report is identified by the participant number and the period to which it refers.

The date of issuing of each report is shown at the bottom of the page.

Click on "Scheme Year".

Click on the scheme for which you want to see the reports.

Click on "Reports".

5.1 Monthly Review Report

Choose the Sample and Method Set for which you want to see the report. Scroll, select and wait until the screen has been refreshed.

Click at "PDF for Printing" to save and/or print the report.

5.2 Monthly Detailed Report

Choose the Sample, Method Set and Analyte for which you want to see the report. Scroll, select and wait until the screen has been refreshed.

Click at "PDF for Printing" to save and/or print the report.

5.3 Annual Report

The Annual report is available 30 days after the last deadline of a scheme year once the annual cycle is completed. Choose, if necessary, the Method Set.

Click at "PDF for Printing" to save and/or print the report.

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5.4 Report reissuing

Should it be necessary to modify a report after its releasing, an e-mail will be sent by your national administrator providing the reason for that and the date of the report reissuing. You would then have to reprint or re-save the reissued report.

6. Previous Years

Reports from previous years may be viewed (and printed as PDF) from this site. You can only request the reports for which you have subscribed.
Find the appropriate explanation of the reports at General Information/Website and then choose the particular report.

Click on "Previous Years".

Choose the year / scheme / method set / 3 kinds of reports as described above.

7. General information

The section "General Information" is freely accessible.
There are 3 buttons on the left, each of which will lead you to detailed information.

7.1. Schemes

Information about all the available Schemes.

7.2. Website

Instructions for using the website and explanations of the reports and the certificate.

7.3. Key Persons

All Key Persons in OELM.

8. National Information

Information from your national organiser

9. Collaborative Work

Details of collaborative work (e.g. publications) of the Network of EQA organisers.

10. Contact

In the upper right corner of the screen:

To send an e-mail to your national organiser.