

## **Introduction**

### *Value Assignment*

The assigned value is the mean of all results submitted by all laboratories. The statistical basis will be weak at the very beginning of a new batch (ultimately for the first submission of the first user: then  $n=1$ ) but will soon become more reliable (when  $n$  has increased to e.g. 20) and very robust (when  $n$  exceeds 100). Thus the assigned value is a dynamic value that will change with every submission. Therefore we speak of the “running statistics of all laboratories”: the “running mean”, the “running standard deviation” and the “running number of submissions”.

### *Data Management Internal Control*

The website archives all the submitted data of an individual laboratory and the laboratory can request three kinds of reports, the Review Day Report, the Detail Report and the Cumulative Table

## **1. Make connection**

Go to [www.ERNDIMQA.nl](http://www.ERNDIMQA.nl).

Click on "Login" and fill username and password (the same as you use for the quantitative schemes) and click the button "Log in". Please note that the password is Case Sensitive.

### Remarks:

- If you enter the wrong name and/or password for 3 times, you will be "Locked". If this happens, click on "Contact" and mail (automatically) the website administrator. The website administrator will activate your username and password and give you a message back.

## **2. Create a Dataset**

When using a batch of Control Material for the first time you have to define the acceptance limits for your results. At first these may be provisional limits (options: e.g. your first result plus/minus X%; or the estimated concentration as mentioned on the product certificate plus/minus X%). These limits can be adjusted when more measurements have been done.

Click on "Internal Control"

Click on the Control of interest

Click on the Batch of the respective Control

Click on "Datasets"

Enter a typical name for your Dataset in the field "Name Dataset" and click at the button "Add Dataset"

Fill (or change) your Acceptance Limits (input fields Min/Max per Level) for the analytes you use and click on "Save".

### Remarks:

- When an input field is not filled you will not be able to save a result for this analyte.
- Like with the external quality assessment schemes you may have more than one dataset. If so a second, third etc. dataset can be defined as explained above
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Name Dataset		
for instructions	<a href="#">Edit</a>	<a href="#">X</a> <a href="#">A</a>

Edit: change Name of the Dataset

X: Delete the Dataset (available as long as you did not save results for this dataset)

A: Analytes, change/add acceptance limits

## **3. Submission of Results**

Click on "Internal Control"

Click on the Control of interest

Click on the Batch of the respective Control

Click on "Results"

Click at "Choose a dataset" and click on the dataset of interest

Click at "New Run"

Click at "Results" of this last created Run

Fill the input fields and click at "Save"

Remarks:

- If an input field is grey it means that you cannot enter results because you did not save an acceptance limit for this analyte/level
- Use a "." for the decimal point
- If you have a result with a < or > mark, only enter the result (without < or >).
- Two possibilities after creating a run:

1. Runs for which no results have been submitted yet:

Dataset: for instructions		
RunID	Created On	
181019 ERNXXX	19/10/2018	<a href="#">Results</a> <a href="#">Delete</a>

Results: add and save results as described above

Delete: delete this Run (available as long as you did not save any results)

2. Runs for which results are submitted:

Dataset: for instructions		
RunID	Created On	
181019 ERNXXX	19/10/2018	<a href="#">Edit</a>

Edit: add/change/delete and save results

You can change a filled result: just overwrite and click "Save".

#### 4. **Request of Reports**

Click on "Internal Control"

Click on the Control of interest

Click on the Batch of the respective Control

Click on "Reports"

##### **4.1a Review Day Report**

Click on "Review Day Report"

You can switch between your respective Datasets (if you have more than one): scroll, select and wait until the screen has been refreshed.

Remarks:

- PDF button: Save and/or print the report (date-time are printed on the PDF of this report).

##### **4.1b Detail Report per Analyte**

You can click at an analyte name in the Review Day Report and the Detail Report will appear.

Remark:



- When a chart contains more than 20 results (dots), these will not all appear on the screen. You can move the charts to the right and to the left by using these buttons.
- Save and/or print the report

##### **4.2 Cumulative Table**

Click on "Cumulative Table"

You can switch between Datasets and Levels: scroll, select and wait until the screen has been refreshed.

Remarks:

- PDF button: Save and/or print the report.
- Excel button: Export the report to Excel. On the screen you see a maximum of the 4 latest runs, the Excel file shows you all the Runs you have saved.

#### 5. **History**

This is the starting point to view (and print as PDF) reports of any previous Batches.