



Entering EMO Results in the New PT Lab Center

Please note: Instructions specific to EMO results begin on Page 4.

Browser Information:

Please access the PT Lab Center using the preferred browsers - Google Chrome or Firefox. Using Internet Explorer or other outdated browsers may cause technical difficulties.

1. Login through the ASHI website. Go to www.ashi-hla.org and click Sign in securely.



Enter your personal username and password. PT results are not accessible through Lab accounts.

- ◆ If you are an ASHI member, use your membership username and password to login. If you are unsure of your username and password, please contact Mandi Cruz at mcruz@ashi-hla.org.

Expired, lapsed, or unpaid ASHI membership accounts will have to be renewed or switched to a Non-member account prior to gaining access. To renew and make a payment, please visit the ASHI website. To have your account switched to a Non-member account, contact the PT Coordinator at chartman@ashi-hla.org. Otherwise, you will not be able to access the new PT Lab Center to enter, view, or submit PT results.

- ◆ If you need to establish an account (member or non-member), please see the “Login and Account Procedures Manual” on the ASHI PT page before continuing.

When using a new Non-Member account, you may be directed to the following page during login. If you see this page, click Continue with Current Membership to proceed.



Select Lab Programs tab and select Proficiency Testing Program.



On the Proficiency Testing page, click the “New PT Lab Center” link in blue to access the new PT Lab Center.

THE NEW 2018 PT LAB CENTER IS NOW OPEN!

ACCESS THE **NEW PT LAB CENTER** TO:

- Place PT Orders
- Enter PT Results (coming soon)
- View Archived Performance and Summary Reports

Enter your personal username and password then Sign In.

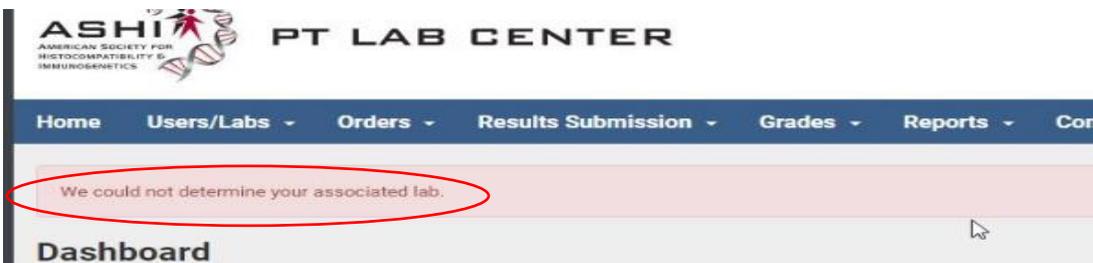
A screenshot of the ASHI website's login form. At the top, there are two buttons: "Become a Member" and "Non-Member Registration". Below these are two input fields: "Username" and "Password". Both fields are circled in red. Under the "Password" field is a checkbox labeled "Remember Me". At the bottom of the form is a "Sign In" button with a lock icon.

2. Log into the Lab Center.

On the Lab Center Homepage, click “Log In” to proceed to the PT Lab Center Dashboard.

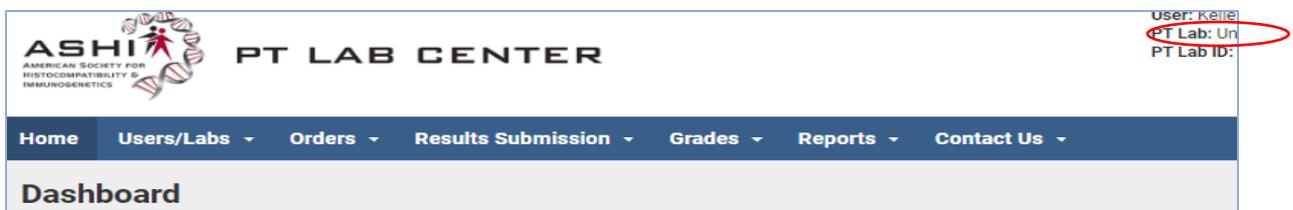


If you receive the following message: “We could not determine your associated lab...”, there are a few instances when this error appears:



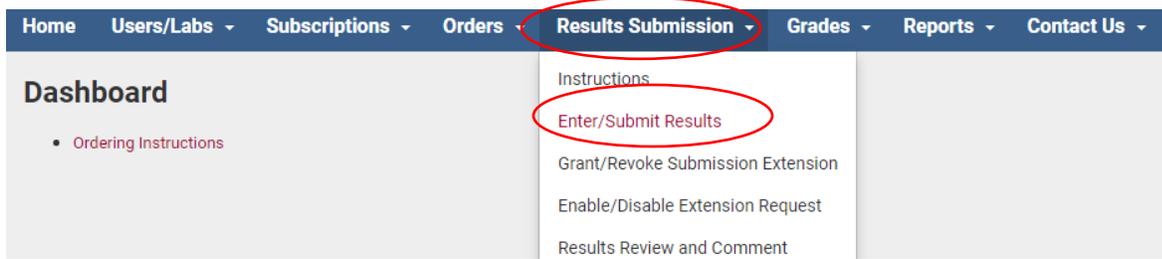
- ◆ **If your ASHI member account is inactive, you must renew the account or have it switched to a non-member account.** To renew your account or pay your balance, sign into the ASHI site and proceed with the steps to renew. Email mcruz@ashi-hla.org if you have any issues renewing. If you do not wish to renew, please contact the PT Coordinator at chartman@ashi-hla.org to have your account switched to a Non-member account.
- ◆ **If the computer remembers you from your last session in the lab account, you must logout of your last session completely before proceeding.** Please access the “Login and Account Procedures Manual” (Full Logout section) on the ASHI PT page for further instructions.
- ◆ **If your personal account is not properly linked to your lab account.** See the “Login and Account Procedures Manual” (Linking a Personal Account section) on the ASHI PT page for further instruction.

The Dashboard includes the following tabs for the new PT Lab Center. Please be sure you are in the correct Lab record. Check the PT Lab name - upper right corner.

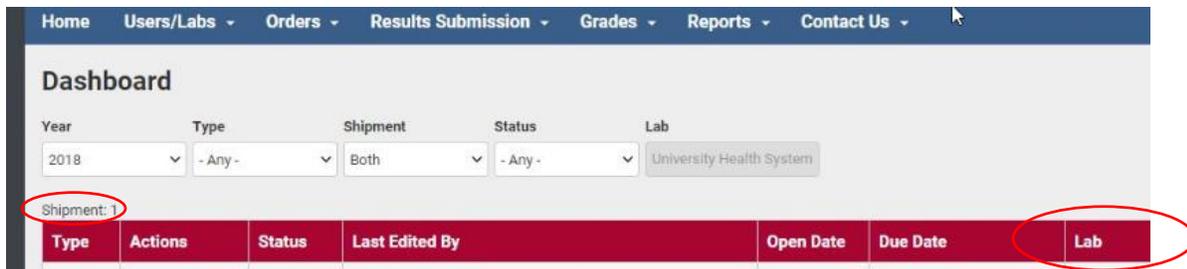


3. Enter EMO Results.

Select Results Submission, then Enter/Submit Results.



Please be sure you are in the correct Lab record (see Lab column), correct Shipment (2 for 2nd shipment of the year), and correct Survey Type (EMO) before continuing.

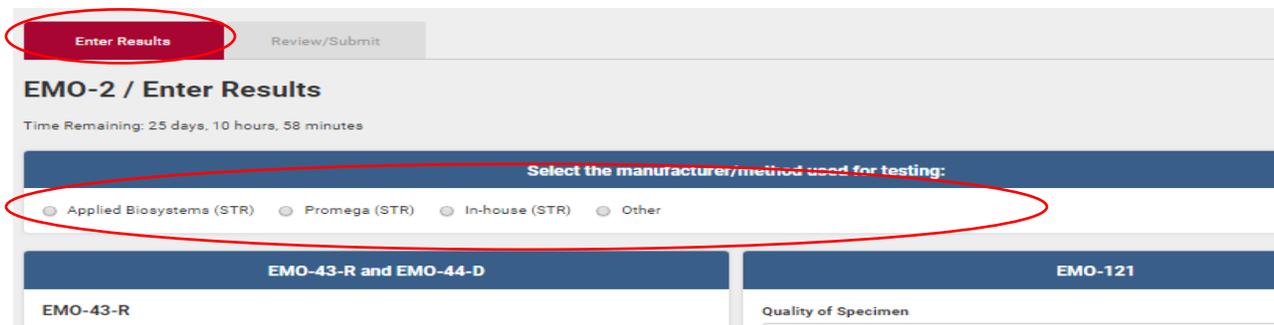


HT	Entry closed	New	Lab Adminis Division
EMO	Enter Results	New	Lab Adminis

To enter results for the second EMO shipment of the year, click "Enter Results" next to EMO under Shipment 2.

HT	Entry closed	New	Lab Adminis Division
EMO	Enter Results	New	Lab Adminis

This will open the "Enter Results" page. Start by selecting the Manufacturer/Method used for testing.

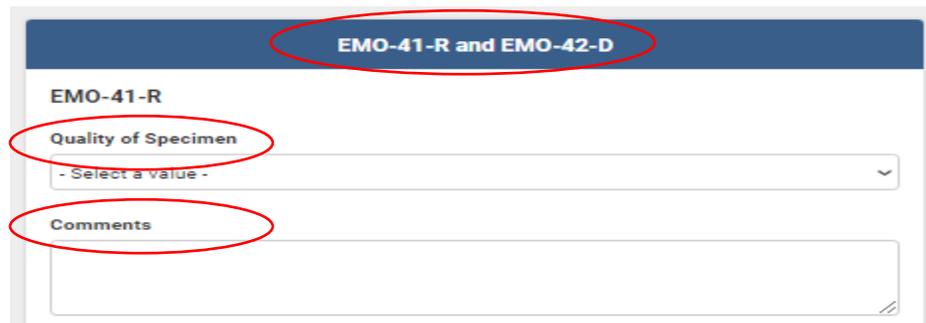


Selecting “Other” will allow you to enter those not already listed.



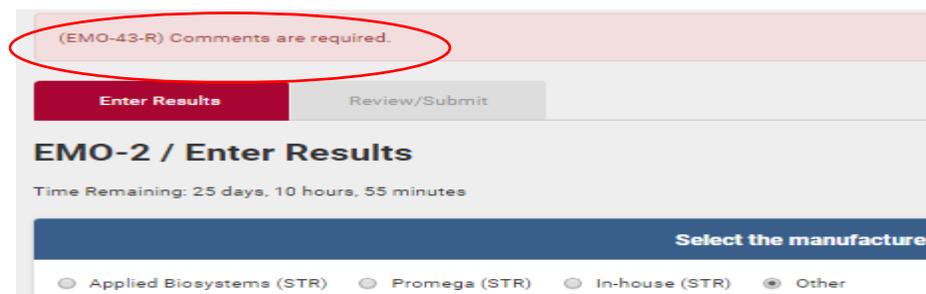
A horizontal row of radio button options for manufacturer selection. The options are: Applied Biosystems (STR), Promega (STR), In-house (STR), and Other. The 'Other' option is selected and circled in red. Below this row, the text 'If other, please specify' is circled in red.

The Recipient & Donor samples (R-Recipient; D-Donor) are at the top of the first page. First, enter the Quality for the Recipient & Donor samples and enter any related comments in the Comments section.



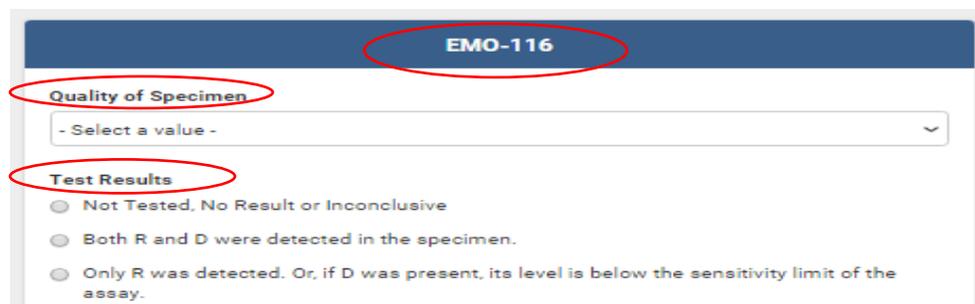
A form section for specimen entry. At the top, the header 'EMO-41-R and EMO-42-D' is circled in red. Below it, the section is titled 'EMO-41-R'. There are two fields: 'Quality of Specimen' with a dropdown menu showing '- Select a value -' (circled in red), and 'Comments' with a text input area (circled in red).

If you choose Unacceptable, a Comment is required before you can proceed. If you do not enter a comment, you will receive a Warning message:



A screenshot of a warning message and a result entry page. A red banner at the top contains the text '(EMO-43-R) Comments are required.' (circled in red). Below the banner are two buttons: 'Enter Results' (highlighted in red) and 'Review/Submit'. The main heading is 'EMO-2 / Enter Results'. Below the heading, it says 'Time Remaining: 25 days, 10 hours, 55 minutes'. At the bottom, there is a section titled 'Select the manufacturer' with radio button options: Applied Biosystems (STR), Promega (STR), In-house (STR), and Other.

Next, go to the first specimen and enter the Quality of the first specimen. If you choose Unacceptable, you will still be able to enter results. Then, select Test Results for that specimen.



A form section for specimen entry. At the top, the header 'EMO-116' is circled in red. Below it, the section is titled 'EMO-116'. There are two fields: 'Quality of Specimen' with a dropdown menu showing '- Select a value -' (circled in red), and 'Test Results' with three radio button options (circled in red):

- Not Tested, No Result or Inconclusive
- Both R and D were detected in the specimen.
- Only R was detected. Or, if D was present, its level is below the sensitivity limit of the assay.

If you choose:

...Not Tested - Please explain why the sample was not tested in the Comments section.

...Both R & D - **Two entry fields will appear allowing you to enter the percentage of R and D.**

...If only R - Relevant comments can be added to the Comments section.

...If only D - Relevant comments can be added to the Comments section.

Test Results

Not Tested, No Result or Inconclusive

Both R and D were detected in the specimen.

Only R was detected. Or, if D was present, its level is below the sensitivity limit of the assay.

Only D was detected. Or, if R was present, its level is below the sensitivity limit of the assay.

Enter the percentage of the specimen that is

R: %

D: %

Please note: You can enter comments in the Comment section that would mimic the comments placed in a patient's report, but please remember Comments are not graded.

Only R was detected. Or, if D was present, its level is below the sensitivity limit of the assay.

Only D was detected. Or, if R was present, its level is below the sensitivity limit of the assay.

Comments

Once all the results have been entered, click Save to save your results before moving to another tab.

EMO-119

Quality of Specimen: Unacceptable

Test Results

Not Tested, No Result or Inconclusive

Both R and D were detected in the specimen.

Only R was detected. Or, if D was present, its level is below the sensitivity limit of the assay.

Only D was detected. Or, if R was present, its level is below the sensitivity limit of the assay.

Comments

EMO-120

Quality of Specimen: Acceptable

Test Results

Not Tested, No Result or Inconclusive

Both R and D were detected in the specimen.

Only R was detected. Or, if D was present, its level is below the sensitivity limit of the assay.

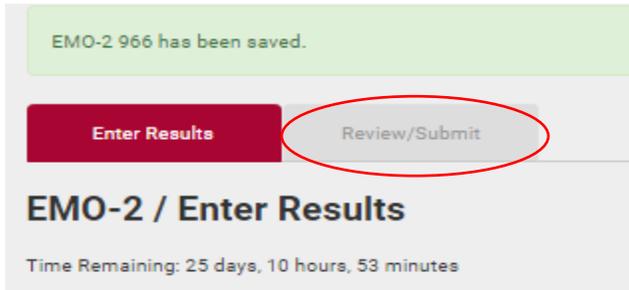
Only D was detected. Or, if R was present, its level is below the sensitivity limit of the assay.

Comments

trace done DNA detected at 1%. This is below our stated

Save Clear Form

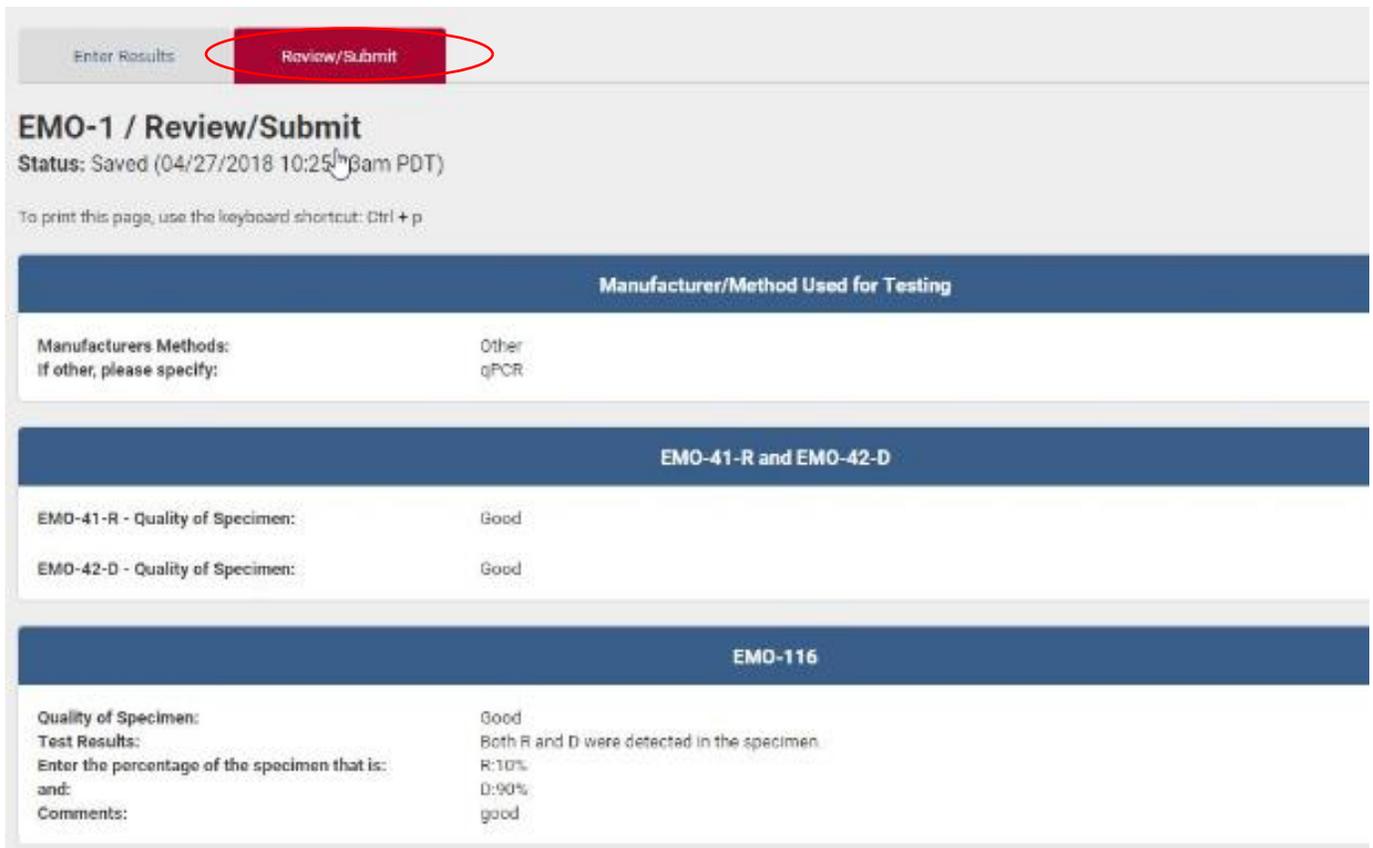
After saving, select the Review/Submit tab.



Review your entries on the Review/Submit tab and print the screen using Control + P.

Each specimen's results can be printed by using "Control + P" in the "Enter Results" tab, or a summary can be printed by using "Control + P" in the Review/Submit" tab.

Before submitting your results, you are strongly encouraged to print a copy of each entry page in the event documentation is requested to confirm what was actually entered and saved by your laboratory.



Once all results for EMO have been entered appropriately and reviewed thoroughly, you can Submit Results. If anyone in your laboratory edits entries prior to the closing of submission for the survey, make sure they both “Save” and “Submit” edited results. Saved results will NOT automatically be submitted once the survey submission closes.

EMO-120	
Quality of Specimen:	Acceptable
Test Results:	Only R was detected. Or, if D was present, its level is below the sensitivity limit of R:100%
Enter the percentage of the specimen that is:	
Status: Saved (05/01/2018 12:49:37pm PDT)	
Submit Results	

Additional information:

Icons in the top right corner of the page can be used to perform a variety of tasks.

The first icon (flag) is the **Report Issues icon**.



Selecting this icon will take you to a form which will allow you to select the type of issue or question from the drop-down menu. Please include your question or request in the Comments section then Save.

Issue Submissions

Name:	Cheryl Hartman
Email:	chartman@ahint.com
Lab:	PT Lab Test B

Request Type

- Issues or questions
- Contest grades
- Issues or questions**
- Order modification request
- Sign up for Virtual Crossmatch Challenge
- Submit Completed CAP Form

The **Revisions icon** will allow you to look at a history of revisions for your lab.



Clicking Compare allows the user to compare two different timeframes of results entered.

Revision	Compare	Operations
Tue, 04/17/2018 - 07:20 by Cheryl Hartman	<input checked="" type="radio"/>	This is the current revision.
Tue, 04/17/2018 - 06:38 by Cheryl Hartman	<input type="radio"/>	Revert
Fri, 01/12/2018 - 12:09 by LabB-First LabB-Last	<input type="radio"/>	Revert

Once on the Compare screen, you can see the previous entries on the left and the new entries on the right. To return to entering results, click “Return to Enter Results”.

Return to Enter Results	
Tue, 04/17/2018 - 06:38 by Cheryl Hartman	Tue, 04/17/2018 - 07:20 by Cheryl Hartman
Changes to Quality	
- Good	+ Unacceptable
Changes to Comments	
	+ Just not good.

After returning to the Results Entry screen, if you wish to revisit the Revisions screen for further Revisions information, you can return by clicking the Revisions icon.

Revision	Compare	Operations
Tue, 04/17/2018 - 07:20 by Cheryl Hartman	<input checked="" type="radio"/>	This is the current revision.
Tue, 04/17/2018 - 06:38 by Cheryl Hartman	<input type="radio"/>	Revert
Fri, 01/12/2018 - 12:09 by LabB-First LabB-Last	<input type="radio"/>	Revert

After selecting a date/time option, you can select how the data is grouped. The Standard option provides all data - deletions and additions - in one text field.

Mon, 02/12/2018 - 12:22 by ssaidman	Mon, 02/12/2018 - 13:30 by ssaidman
Standard	Marked down
Changes to Specimen T	
	+ [{"nid":"976","sid":"1","resolution_to_be_graded":["Both"],"methods":{"methods_used":{"SSP":"SSP","SSO":"SSO","Serology":0,"SBT":0,"RT

The Marked Down option provides all data - deletions and additions - in rows.

Mon, 02/12/2018 - 12:22 by ssaidman	Mon, 02/12/2018 - 13:30 by ssaidman
Standard	Marked down
Changes to Specimen T	
	+ [{"nid":"976","sid":"1","resolution_to_be_graded":["Both"],"methods":{"

On the Revision page, you also have the option to change the entries back to the entries of a previous date/time. When you choose Revert - under Operations - the system will change the results back to the information which was entered on that date and time.

Revision	Compare	Operations
Tue, 04/17/2018 - 07:20 by Cheryl Hartman	<input checked="" type="radio"/>	This is the current revision.
Tue, 04/17/2018 - 06:38 by Cheryl Hartman	<input type="radio"/>	Revert
Fri, 01/12/2018 - 12:09 by LabB-First LabB-Last	<input type="radio"/>	Revert

If you choose Revert, you will receive the following warning message before proceeding: Are you sure you want to revert to the revision from (date/time)?

Are you sure you want to revert to the revision from Tue, 04/17/2018 - 06:38?

Revert Cancel

If you click the Revert button, the system will make the changes, and you will see a message and updates on the Revision page indicating the changes have been made.

AC 200030808-0-0-45-592 has been reverted back to the revision from Tue, 04/17/2018 - 06:38.

AC-1 / Revisions

Revision	Compare	Operations
Tue, 04/17/2018 - 10:51 by Cheryl Hartman Copy of the revision from Tue, 04/17/2018 - 06:38.	<input checked="" type="radio"/>	This is the current revision.
Tue, 04/17/2018 - 07:20 by Cheryl Hartman	<input type="radio"/>	Revert

Click the **Instructions icon** to view a copy of the instructions specific to your survey.



Click the **Print icon** to see the recommended way to print your results (use Control + P). Using Control + P allows you to print at any point during the process - as you enter results or when you viewing a complete list of entries on the Review/Submit screen.

