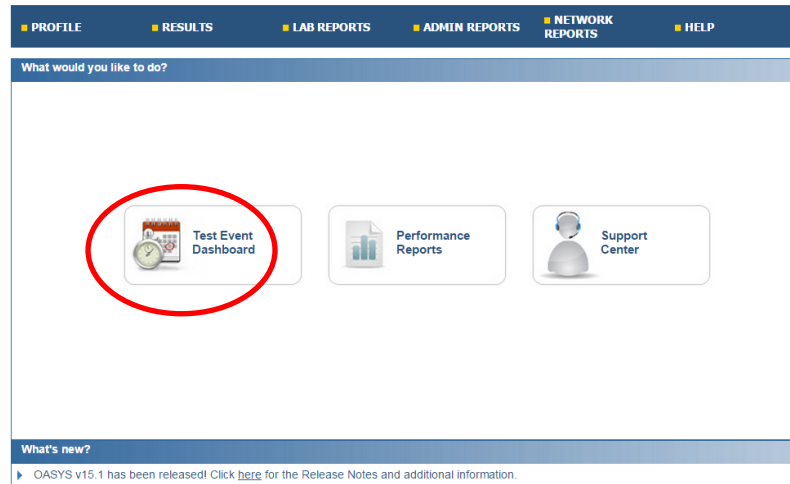


# Navigating the Test Event Dashboard (TED)

## Obtaining Instructions and Worksheets

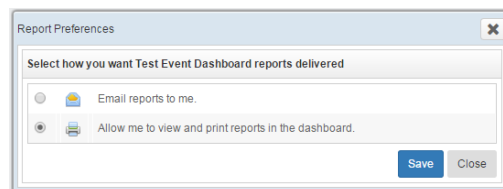
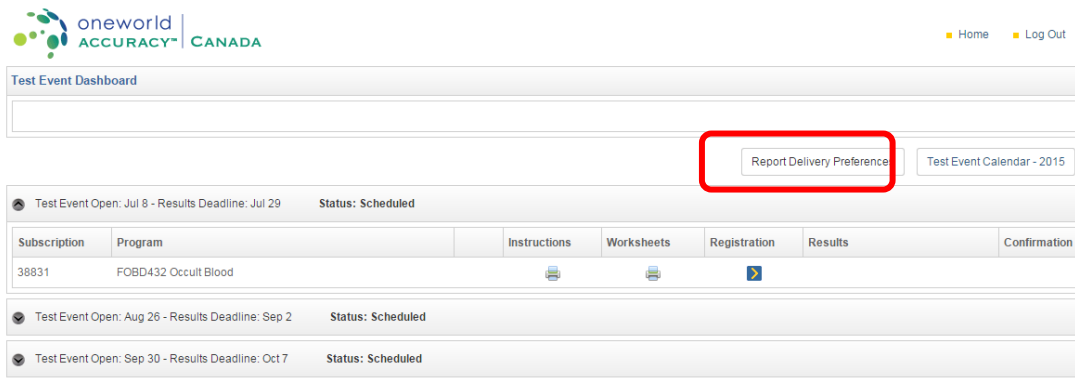
Instructions (Storage and Handling) and Worksheets for subscribed programs can be downloaded and found on the Test Event Dashboard at any time. Here is how you can get access:

1. Login to your OASYS Account at [www.oneworldaccuracy.org](http://www.oneworldaccuracy.org).
2. Click Test Event Dashboard on the home page.




## Selecting Report Delivery Preference















1. Click "Report Delivery Preferences" to select how you want the Test Event Dashboard reports delivered: Email or Direct Download.




2. Click Save.


## “Email reports to me” option

1. If you selected “Email reports to me”, the Instructions and Worksheets columns will consist of envelop icons . Click the icon, of the report you want, to request for a report. All reports can be generated if you select the printer in the “ALL” row of the panel.

Test Event Open: Sep 30 - Results Deadline: Oct 7      Status: Scheduled						
Subscription	Program	Instructions	Worksheets	Registration	Results	Confirmation
ALL						
28835	GFRM733 eGFR Monitoring					
29130	GFRM733 eGFR Monitoring					
542	GHGB733 Hemoglobin A1c Monitoring					
544	NEOB435 Neonatal Bilirubin					

2. Once the envelop icon has been clicked a processing message will appear at the top of your screen . Once it finishes processing, an email confirmation message will appear and you will receive an email to the address you have associated with the account you are logged into. Note “ALL” reports generation will take a longer time to generate than single reports.
3. The email you will receive will look similar to this:

### Oneworld Accuracy Reports - Worksheets are ready

 Oneworld Accuracy Support <support@oneworldaccuracy.com>

Sent: Thu 2015-06-25 10:19

To:



### Oneworld Accuracy Reports - Worksheets are ready

A Oneworld Accuracy Report was generated for you. Please click on the following link to retrieve the report:

• [Worksheets](#)


If you cannot click on the link(s) listed above, please contact your system administrator and ask them to enable HTML messages in your email client.















Copies of the reports may be printed or stored electronically. If the report was generated by your Organization, the report above can also be viewed from the Report Log page at <http://www.oneworldaccuracy.com>, within the next 5 days. Please log on using your username and password, and select 'Report Log' from the Profile tab on the menu. If you have forgotten your username/password, please use the "Lost your username/password?" function on the Login page.



Oneworld Accuracy Support  
[support@oneworldaccuracy.com](mailto:support@oneworldaccuracy.com)  
tel +800.665.2575  
fax +800.665.5949  
[www.oneworldaccuracy.com](http://www.oneworldaccuracy.com)

4. Depending on which report you selected, click “Instructions” or “Worksheet” link to begin the download. Once it's downloaded you can view or print the PDF file.

## “Allow me to view and print reports in the dashboard” option

If you selected “Allow me to view and print reports in the dashboard”, the Instructions and Worksheets columns will consist of printer icons . Click the icon, of the report you want, to request for a report. All reports can be generated if you select the printer in the ALL row of the panel.

Test Event Open: Sep 30 - Results Deadline: Oct 7      Status: Scheduled							
Subscription	Program	Instructions	Worksheets	Registration	Results	Confirmation	
ALL							
28835	GFRM733 eGFR Monitoring						
29130	GFRM733 eGFR Monitoring						
542	GHGB733 Hemoglobin A1c Monitoring						
544	NEOB435 Neonatal Bilirubin						

1. Once the printer icon has been clicked a processing icon  will appear then a download icon  will follow once the report generation is completed. Click the download icon to begin download. Note “ALL” reports generation will take a longer time to generate than single reports.

## 1. Registration

For new subscriptions, for which no registration has yet been entered (the registration tab is red):

- a. Analytes are displayed on the “Analytes Requiring Action” panel.
- b. Remove all the analytes that are not being tested in the laboratory by selecting appropriate analytes and clicking on the “Do Not Test Selected Analytes” button.

1 Registration2 Sample Conditions3 Background Info4 Results

Analytes Requiring Action [12 Analytes]

Choose Instrument for Selected AnalytesDo Not Test Selected Analytes

#	<input type="checkbox"/>	Analyte
1	<input type="checkbox"/>	CD19 (B Cells)
2	<input type="checkbox"/>	CD3 (T Cells)
3	<input type="checkbox"/>	CD4 (T Helper)
4	<input checked="" type="checkbox"/>	CD45 (Leukocytes)
5	<input checked="" type="checkbox"/>	CD56/CD16+56 (NK Cells)
6	<input checked="" type="checkbox"/>	CD8 (T Cytotoxic)
7	<input type="checkbox"/>	Lymphocytes
8	<input checked="" type="checkbox"/>	White Blood Cell Count
9	<input checked="" type="checkbox"/>	CD4+ (T Helper) - Counts
10	<input checked="" type="checkbox"/>	CD8+ (T Cytotoxic) - Counts
11	<input checked="" type="checkbox"/>	CD3+ (T Cells) - Counts
12	<input type="checkbox"/>	CD45+ (Leukocytes) - Counts

Choose Instrument for Selected AnalytesDo Not Test Selected Analytes

Open Next Instrument

- c. Assign analytes that are tested with the same instrument by selecting appropriate analytes and clicking on the “Choose Instruments for Selected Analytes” button.

If the instrument that is used for the test has already been registered, click on the “Select” button next to the instrument.

If the instrument has not yet been registered, enter the instrument manufacturer, instrument model, and optionally the nickname, and serial number, and then click on the “Add & Select” button.

If the instrument manufacturer or instrument model does not appear on the list, select the “Manufacturer not listed” or “Model not listed” item to send a request. You will be notified once the instrument model has been added to the system.

You may retire instruments that are no longer being used in the laboratory by clicking on the “Retire” button.

Once you click on “Add & Select” or “Select”, all selected analytes are assigned to the instrument.

#	Analyte	Unit	Reagent Manufacturer	Reagent Catalog Number	Reagent Submethod
1	CD19 (B Cells)	% positive c	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
2	CD3 (T Cells)	% positive c	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
3	CD4 (T Helper)	% positive c	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
4	CD45+ (Leukocytes) - Counts	/μL	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--

Enter the unit, the reagent catalog number, the reagent submethod and the calibrator catalog number (for certification programs). This information is directly related to the peer group designation of results and has an impact on the evaluation.

#	Analyte	Unit	Reagent Manufacturer	Reagent Catalog Number	Reagent Submethod
1	CD19 (B Cells)	% positive cells	Beckman Coulter (Coulter Products)	Coultter EPICS CAT# Not applicable	OpticLaser
2	CD3 (T Cells)	% positive cells	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
3	CD4 (T Helper)	% positive cells	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
4	CD45+ (Leukocytes) - Counts	/μL	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--

If the reagent manufacturer or reagent catalog number does not appear on the list, select the “Manufacturer not listed” or “Catalog number not listed” item to send a request. You will be notified once the reagent catalog number has been added to the system.

If other analytes can be tested with the same reagent, the system displays the following window in which you can select the applicable analytes and their reagent submethod:

Analyte	Reagent Submethod
CD3 (T Cells)	OpticLaser
CD4 (T Helper)	OpticLaser
CD45+ (Leukocytes) - Counts	OpticLaser

Submit Results > Participant: AB1046 - Alberta Health Services - Red Deer | Subscription: 106187 - QAS1432 Lymphocyte Immunophenotyping | Results Deadline: 2015/Apr/15 23:59 PDT [1/3]

Exit Sample Conditions ▶

1 Registration 2 Sample Conditions 3 Background Info 4 Results Help

🔍 Analytes Requiring Action [1 Analyte] ?

🔍 Coulter LH500 [4 Analytes] ?

Change Instrument for Selected Analytes Do Not Test Selected Analytes

#	<input type="checkbox"/> Analyte	Unit	Reagent Manufacturer	Reagent Catalog Number	Reagent Submethod
1	<input type="checkbox"/> CD19 (B Cells)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
2	<input type="checkbox"/> CD3 (T Cells)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
3	<input type="checkbox"/> CD4 (T Helper)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
4	<input type="checkbox"/> CD45+ (Leukocytes) - Counts	/μL	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser

Change Instrument for Selected Analytes Do Not Test Selected Analytes

Open Next Instrument

🔍 Analytes Not Being Tested [7 Analytes] ?

Keep on selecting analytes and clicking on “Choose Instrument for Selected Analytes”, until there are no more analytes requiring action.

1 Registration 2 Sample Conditions 3 Background Info 4 Results

🔍 Analytes Requiring Action [1 Analyte] ?

Choose Instrument for Selected Analytes Do Not Test Selected Analytes

#	<input type="checkbox"/> Analyte
1	<input type="checkbox"/> Lymphocytes

Choose Instrument for Selected Analytes Do Not Test Selected Analytes

Open Next Instrument

🔍 Analytes Not Being Tested [7 Analytes] ?

🔍 Coulter LH500 [4 Analytes] ?

Exit Sample Conditions ▶

- Once the registration is complete for all analytes, the Registration tab turns blue.
- If the test event is *Open*, click on the next available tab (Sample Conditions, Background Info or Results) to continue the process of submitting results.
- Press Exit if you want to finish the process at another time and go back to the Test Event Dashboard. If the registration is not complete or there are missing results, the Registration / Results icon remains red ➡ on the Test Event Dashboard.

## Review Registration (when the Registration tab is blue)

- For your convenience, analytes are grouped by instrument.
- Review that the instrument, the unit, the reagent catalog number, the reagent submethod and the calibrator catalog number (for certification programs) are accurate. This information is directly related to the peer group designation of results and has an impact on the evaluation.

The screenshot shows the 'Registration' tab selected, with a sub-tab for 'Abbott Cell Dyn 3700 [1 Analyte]'. Below this, there is a section for 'Coulter LH500 [4 Analytes]'. A table lists four analytes: CD19 (B Cells), CD3 (T Cells), CD4 (T Helper), and CD45+ (Leukocytes) - Counts. Each row has columns for Unit, Reagent Manufacturer, Reagent Catalog Number, and Reagent Submethod. Below the table are buttons for 'Change Instrument for Selected Analytes', 'Do Not Test Selected Analytes', and 'Open Next Instrument'. At the bottom, there is a section for 'Analytes Not Being Tested [7 Analytes]'.

#	Analyte	Unit	Reagent Manufacturer	Reagent Catalog Number	Reagent Submethod
1	CD19 (B Cells)	% positive c	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
2	CD3 (T Cells)	% positive c	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
3	CD4 (T Helper)	% positive c	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser
4	CD45+ (Leukocytes) - Counts	/μL	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OpticLaser

- You may assign analytes to a different instrument by selecting appropriate analytes and clicking on the “Change Instrument for Selected Analytes” button.

The screenshot shows the 'Change Instrument for Selected Analytes' dialog box. It has three sections: 'Register New Instrument', 'Instruments Currently Registered for This Subscription', and 'Other Instruments'. The 'Register New Instrument' section has fields for Manufacturer, Instrument Model, Nickname, and Serial Number, with an 'Add & Select' button. The 'Instruments Currently Registered for This Subscription' section has a table with columns for Instrument Model, Nickname, Serial Number, and Action. The 'Other Instruments' section has a table with columns for Instrument Model, Nickname, Serial Number, and Action. A 'Close' button is at the bottom.

Instrument Model*	Nickname	Serial Number	Action
Abbott Cell Dyn 3700			Select
Coulter LH500			Selected

- You may enter/change the unit, the reagent catalog number, the reagent submethod and the calibrator catalog by selecting from the corresponding dropdown. Changes are saved as soon as you leave a cell.

If other analytes can be tested with the same reagent, the system displays the following window in which you can select the applicable analytes and their reagent submethod:

Submit Results > Participant: AB1046 - Alberta Health Services - Red Deer | Subscription: 106187 - QASI432 Lymphocyte Immunophenotyping | Results Deadline: 2015/Apr/15 23:59 PDT [1/3]

Exit Sample Conditions

1 Registration 2 Sample Conditions 3 Background Info 4 Results

Abbott Cell Dyn 3700 [1 Analyte]

Coulters LH500 [4 Analytes]


Change Instrument for Selected Analytes

#	Analyte	Reagent Submethod
1	CD19 (B Cells)	
2	CD3 (T Cells)	OpticLaser
3	CD4 (T Helper)	OpticLaser
4	CD45+ (Leukocytes) - Counts	OpticLaser

Change Instrument for Selected Analytes Do Not Test Selected Analytes


Open Next Instrument

Analytes Not Being Tested [7 Analytes]

- g. Once the registration is complete for all analytes, the Registration tab turns blue.
- h. If the test event is *Open*, click on the next available tab (Sample Conditions, Background Info or Results) to continue the process of submitting results.
- i. Press Exit if you want to finish the process at another time and go back to the Test Event Dashboard. If the registration is not complete or there are missing results, the Registration / Results icon remains red  on the Test Event Dashboard.



## Add Analytes

- Expand the “Analytes Not Being Tested” panel by clicking on the icon .
- Select all the analytes that are now being tested in your laboratory and use the same instrument. Click on the “Test Selected Analytes” button.

1 Registration

2 Sample Conditions

3 Background Info

4 Results

Abbott Cell Dyn 3700 [1 Analyte] ?

Coulter LH500 [4 Analytes] ?

^ Analytes Not Being Tested [7 Analytes] ?

Test Selected Analytes

#	<input type="checkbox"/>	Analyte
1	<input type="checkbox"/>	CD45 (Leukocytes)
2	<input type="checkbox"/>	CD56/CD16+56 (NK Cells)
3	<input type="checkbox"/>	CD8 (T Cytotoxic)
4	<input type="checkbox"/>	White Blood Cell Count
5	<input type="checkbox"/>	CD4+ (T Helper) - Counts
6	<input type="checkbox"/>	CD8+ (T Cytotoxic) - Counts
7	<input type="checkbox"/>	CD3+ (T Cells) - Counts

Test Selected Analytes

Open Next Instrument

c. Select the Instrument

**Choose Instrument for Selected Analytes**

☐ Register New Instrument

Manufacturer*	Instrument Model*	Nickname	Serial Number	Action
--Select Manufacturer--	--Select Model--			Add & Select

☐ Instruments Currently Registered for This Subscription

Instrument Model*	Nickname	Serial Number	Action
Abbott Cell Dyn 3700			Select
Coulter LH500			Select

☐ Other Instruments

Instrument Model*	Nickname	Serial Number	Action

Close

d. The analytes are moved to the corresponding Instrument panel, where you can enter the unit, the reagent catalog number and the reagent submethod.

**Coulter LH500 [6 Analytes]**

Change Instrument for Selected Analytes | Do Not Test Selected Analytes

#	Analyte	Unit	Reagent Manufacturer	Reagent Catalog Number	Reagent Submethod
1	CD19 (B Cells)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OptioLaser
2	CD3 (T Cells)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OptioLaser
3	CD4 (T Helper)	% positive cells	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OptioLaser
4	CD8 (T Cytotoxic)	% positive cells	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
5	CD8+ (T Cytotoxic) - Counts	/μL	--Select Manufacturer--	--Select Catalog Number--	--Select Submethod--
6	CD45+ (Leukocytes) - Counts	/μL	Beckman Coulter (Coulter Products)	Coulter EPICS CAT# Not applicable	OptioLaser

Change Instrument for Selected Analytes | Do Not Test Selected Analytes

Open Next Instrument

e. Repeat steps b. to d. until all the analytes that are now being tested have been added and associated with instruments.

## 2. Enter Sample Conditions

- a. Answer the Sample Conditions mandatory questions (marked with a \*).

The screenshot shows a software interface with four tabs at the top: '1 Registration' (blue), '2 Sample Conditions' (red), '3 Background Info' (red), and '4 Results' (red). The 'Sample Conditions' tab is active. Below the tabs is a form with the following fields:

- 'Date samples were received \*' with a text input field and a calendar icon.
- 'Were the samples received in good condition? \*' with radio buttons for 'Yes' and 'No'.
- 'Comments?' with a large text area.

At the bottom left of the form is a note: '\* mandatory'. Below the form are two buttons: 'Exit' and 'Background Info' with a right-pointing arrow.

- b. Once all mandatory questions have been answered, the Sample Conditions tab turns blue and the next tab becomes enabled.
- c. Press on the Background Info (if available) or the Results tab to continue.
- d. Press Exit to go back to the Test Event Dashboard and continue submitting results at another time. Note that you will be warned if not all the analytes were resulted, in which case the Results icon on the Test Event Dashboard remains red ➡ indicating that there are pending results.

### 3. Enter Background Info

Background Info tab is available for some programs only.

- a. Answer the Background Info mandatory questions (marked with a \*).

The screenshot shows a software interface with four tabs at the top: 1 Registration, 2 Sample Conditions, 3 Background Info (highlighted in blue), and 4 Results. The Background Info tab contains several mandatory questions marked with an asterisk (\*):

- Fluorochrome \*
- Beads \*
- Lysing method \*
- Gating strategy \*
- Pipetting \*

Below these questions is a note: "\* mandatory question." At the bottom of the interface are two buttons: "Exit" and "Results" (with a right-pointing arrow).

- b. Once all mandatory questions have been answered, the Background Info tab turns blue and the Results tab becomes enabled.
- c. Press on the Results tab to continue.
- d. Press Exit to go back to the Test Event Dashboard and continue submitting results at another time. Note that you will be warned if not all the analytes were resulted, in which case the Results icon on the Test Event Dashboard remains red ➡ indicating that there are pending results.

## 4. Enter Results

Results are submitted by Instrument and are saved as soon as you leave a cell.

- If your laboratory is under the jurisdiction of an accreditation body that receives External Quality Assessment results, you have to tick the box to authorize the release of your evaluation.
- Enter results by instrument. Click on "Next Instrument" once you are finished entering results for the current instrument.

A red sample icon indicates that not all results have been entered.

A blue sample icon indicates that all results have been entered.

The instrument name turns blue when all results have been entered for that instrument.

The Results tab turns blue when all results have been entered for all instruments.

The progress made submitting results for an instrument is indicated as a percentage next to the instrument name.

To enter an analytical problem, click on . Note that analytical problems are not available for Certification programs.

To switch back to the result mode click on

If there are more than 20 analytes for an instrument, analytes are grouped in sets of 20. Click on the next "Show Analytes" group to continue submitting results.

Show Analytes: 1..20 21..38

To change the width of a column click and drag it with the mouse.

Analyte	Reagent Cat
CD19 (B Cells)	Coulter EPIC

Click on the “Hide Registration” button to hide the reagent information columns.

1 Registration 2 Sample Conditions 3 Background Info 4 Results

Results should comply with the [First Principle](#).

☒ I authorize the release of my evaluation to the following accreditation bodies:

My Accreditation Body

Abbott Cell Dyn 3700 ( ) [1 Analyte] - Resulted: 100 %

Coulter LH500 [4 Analytes] - Resulted: 0 %

Show Registration Result Preferences Help

#	Analyte	Unit	A	B
1	CD19 (B Cells)	% positive cells		
2	CD3 (T Cells)	% positive cells		
3	CD4 (T Helper)	% positive cells		
4	CD45+ (Leukocytes) - Counts	/μL		

The undersigned hereby attest that the above EQA Samples were examined or tested in the same manner as patient specimens.

Individual who tested or examined samples: Individual who oversees testing:

Open Next Instrument

Click on the “Show Registration” button to add back the reagent information columns.

Click  to collapse an Instrument.

Click  to expand an Instrument.

Click on the “Result Preferences” button to update your decimal and digit-grouping separator preferences:

Result Preferences

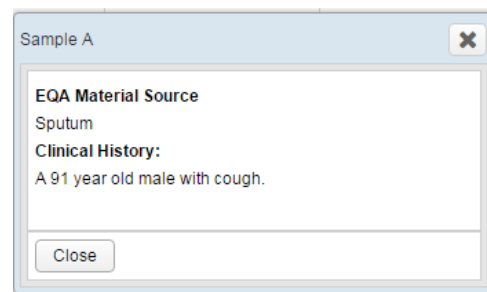
Separator Preferences

Decimal Separator Point (.)


Digit-Grouping Separator Comma (,)

Save Cancel

- c. For programs with clinical histories, click on the “Clinical History” button to review the information:

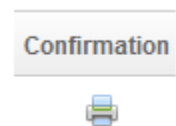


A dialog box titled "Sample A" with a close button (X) in the top right corner. The box contains two sections: "EQA Material Source" with the value "Sputum", and "Clinical History:" with the value "A 91 year old male with cough." At the bottom of the dialog is a "Close" button.

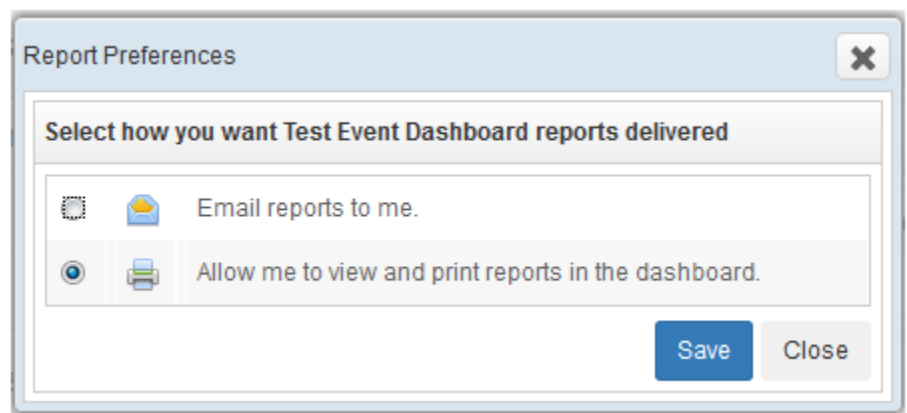
- d. For programs testing antimicrobial susceptibility, click on the “Select Antimicrobial” button to select the antimicrobials and submit results.
- e. Optionally, enter the name of the Individual who tested or examined samples and the Individual who oversees testing.
- f. Press Exit to go back to the Test Event Dashboard and continue submitting results at another time. Note that you will be warned if not all the analytes were resulted, in which case the Results icon on the Test Event Dashboard remains red  indicating that there are pending results.

## Print or Email Results

You may print or email the Results Confirmation report from the Test Event Dashboard:



Click on the Report Delivery Preferences to change your preferences:



A dialog box titled "Report Preferences" with a close button (X) in the top right corner. The box contains a section titled "Select how you want Test Event Dashboard reports delivered". Below this title are two radio button options. The first option is "Email reports to me." with an email icon. The second option is "Allow me to view and print reports in the dashboard." with a printer icon. At the bottom right of the dialog are "Save" and "Close" buttons.