EURGen-Net EQA webtool user guide

⇨ Browser requirements

IMPORTANT: The system works with the following browsers

Browser	Oldest supported version*
Google Chrome	44.0

* latest version is recommended

⇨ Access the webtool

Access the webtool using this address: https://earsnet.eqa.dtu.dk



Select: DTU Employees Students and guest

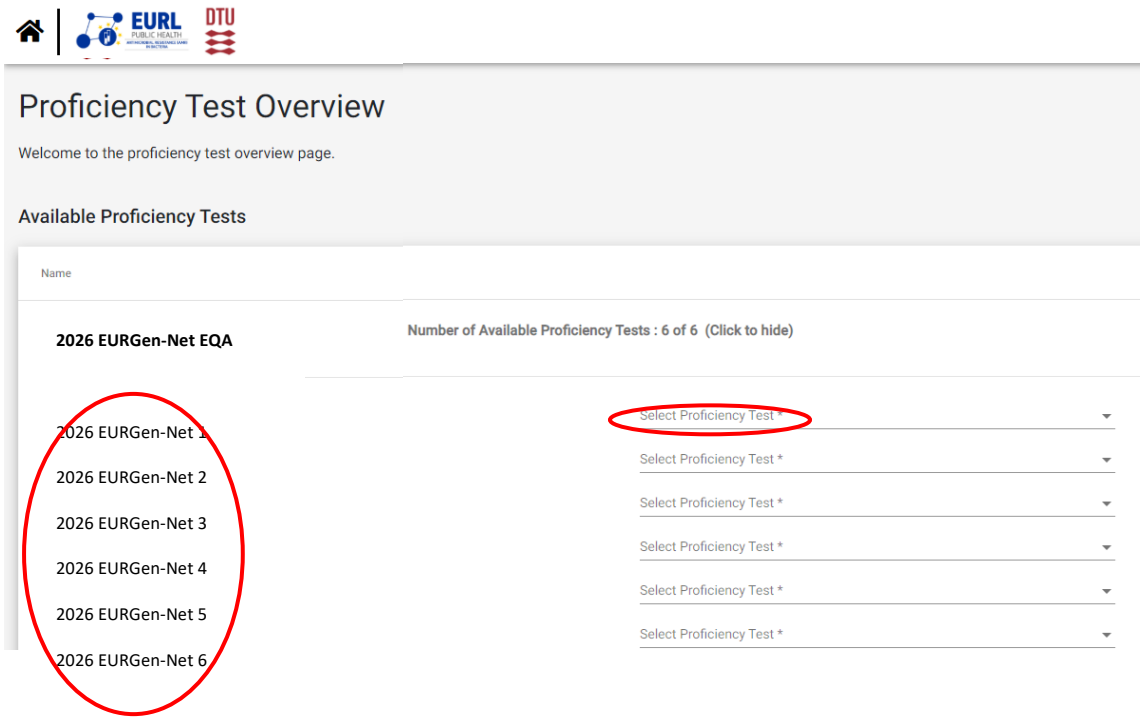
Login to the system by using the username sent to you by e-mail for participation in the EURGen-Net EQA, and the password you have created following the instructions in the welcome email.

After signing in you will get to the *Proficiency Test Overview* page.

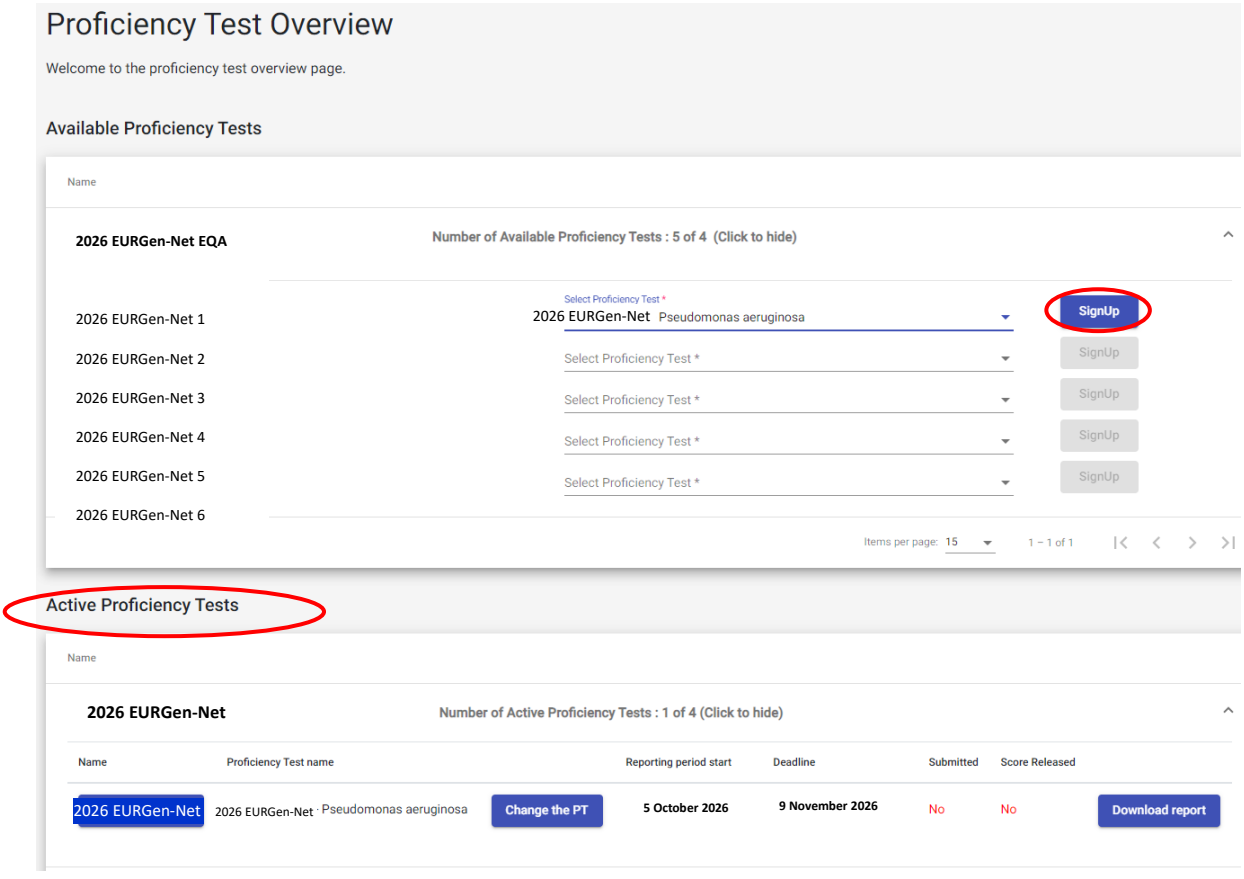
⇨ Signup

Under 'Available Proficiency Tests', you can see the six ID numbers for the strains you have received.

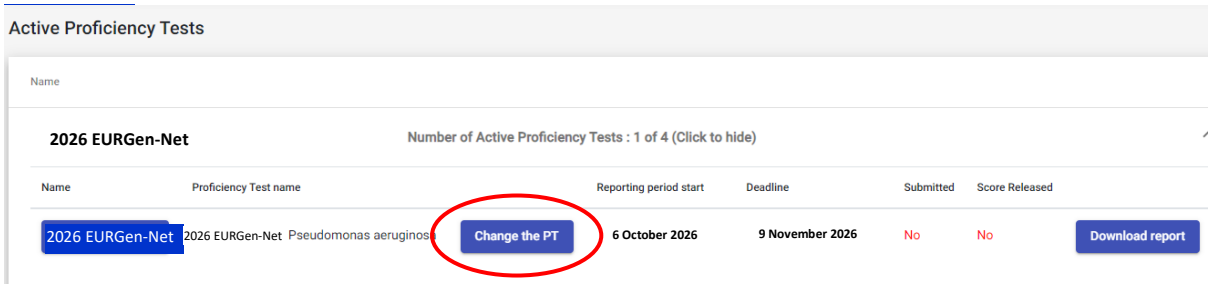
For each strain, select the proficiency test with the species identification.



Please sign up for each of the proficiency tests. Proficiency tests you signed up for will then be listed under 'Active Proficiency Tests'.

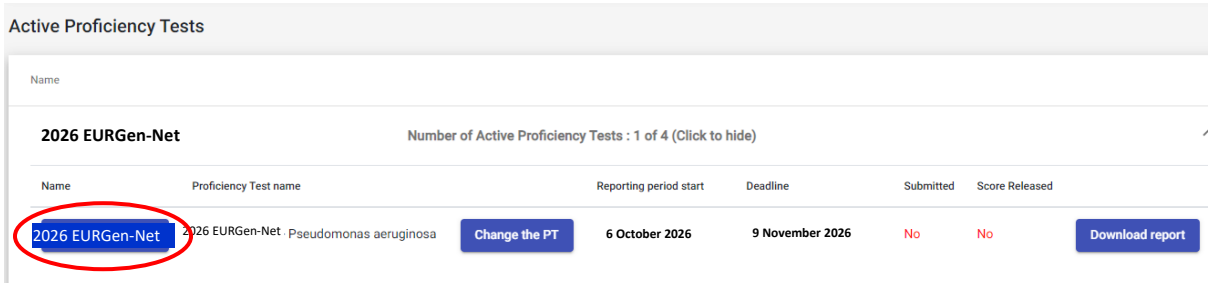


You can change the species identification for a strain by clicking ‘change the PT’. You must accept that all data will be reset before you can change the species identification.

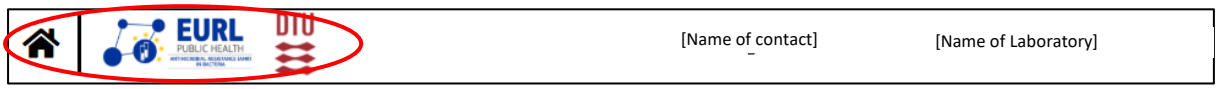


⇨ Navigate in the database

Click on the strain ID of the proficiency test to enter the test form for reporting of data.



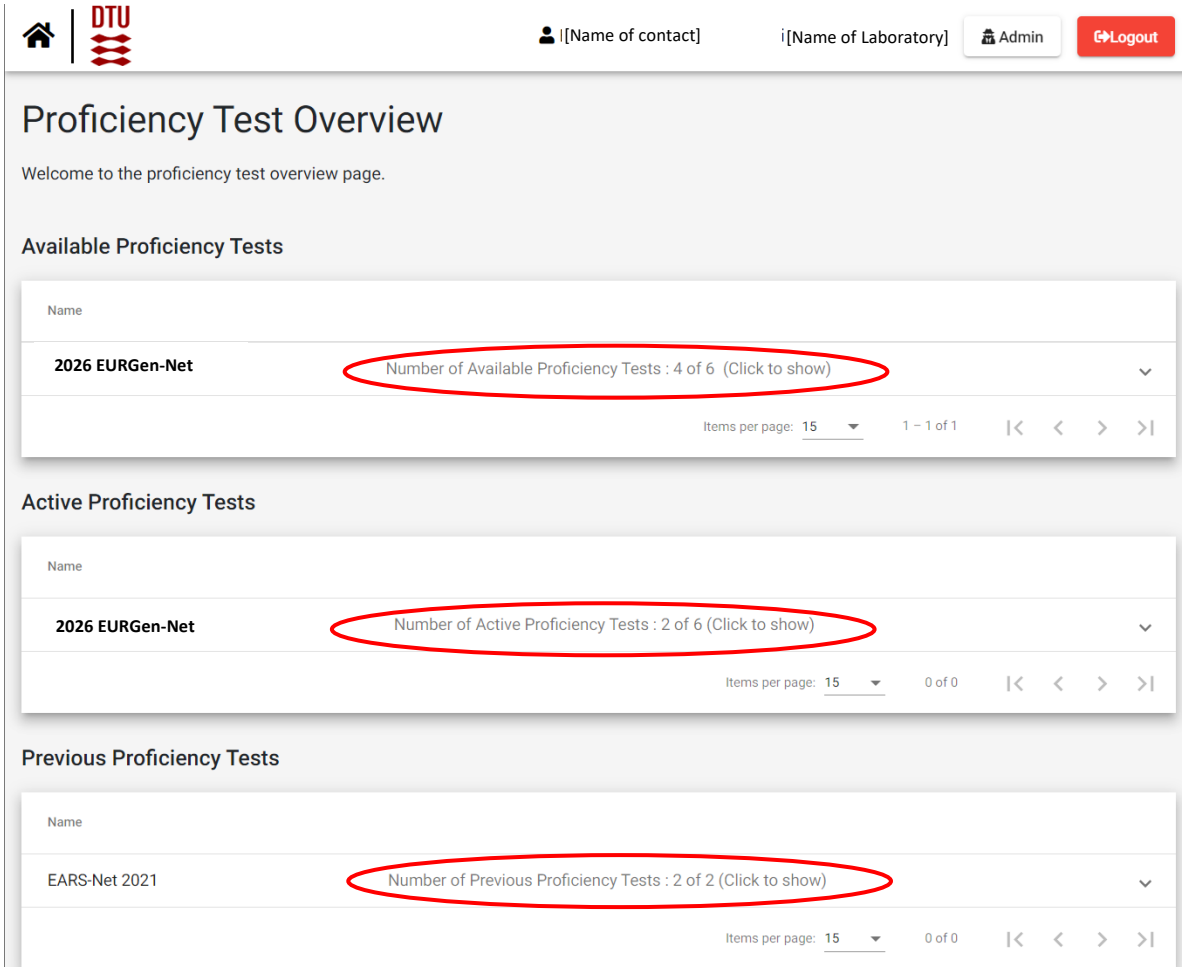
To return to the *Proficiency Test Overview* page click on the DTU logo in the upper left corner.



If the test strains under available proficiency tests cannot be seen on the screen, please click on the 'Number of available Proficiency Tests (Click to show)' to expand the information.

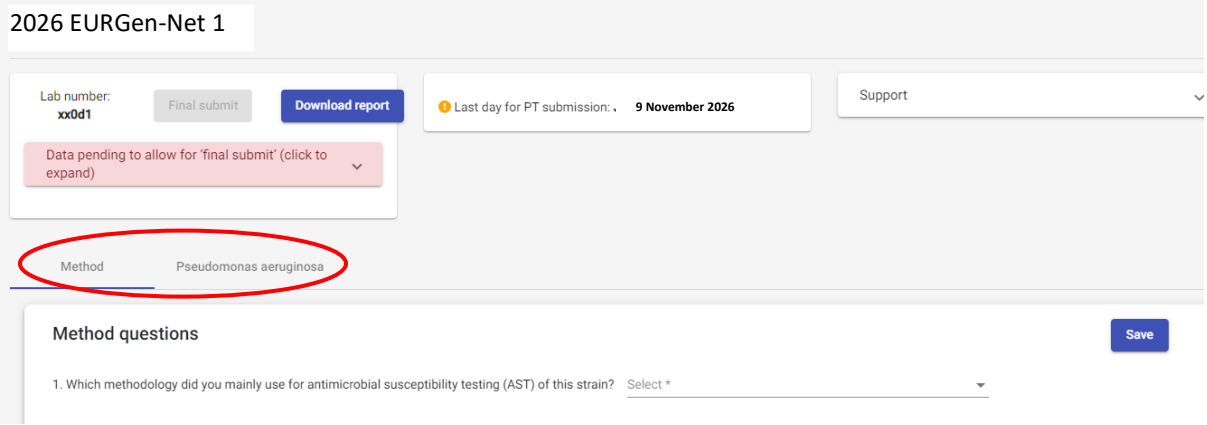
If the test strains under active proficiency tests cannot be seen on the screen, please click on the 'Number of Active Proficiency Tests (Click to show)' to expand the information.

If the test strains under previous proficiency tests cannot be seen on the screen, please click on 'Number of Previous Proficiency Tests (Click to show)' to expand the information.



⇨ Enter data

To navigate between taps for a specific proficiency test click on the tabs.



Under the 'Method' tab answer all the questions. You will not be able to submit data unless all questions have been answered.

Under the tap with the species name select operator, type the MIC value or zone diameter and select interpretation (R, I or S).

- R: Resistant (considering the breakpoint indicated in the EUCAST breakpoint tables)
- I: Susceptible, increased exposure (considering the breakpoint indicated in EUCAST breakpoint tables)
- S: Susceptible, standard dosing regimen (considering the breakpoint indicated in the EUCAST breakpoint tables)
- Leave the field blank or choose N/A if you have no result for the given antimicrobial/test strain combination (this option should be used if you for example did not test for an antimicrobial).

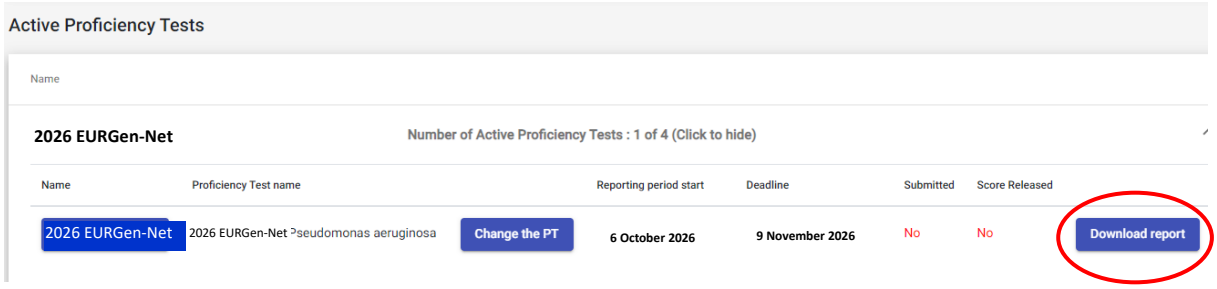
⇨ Save data

Data are saved when you click the *save* button placed at the bottom left side of the screen or the top right side of the page.

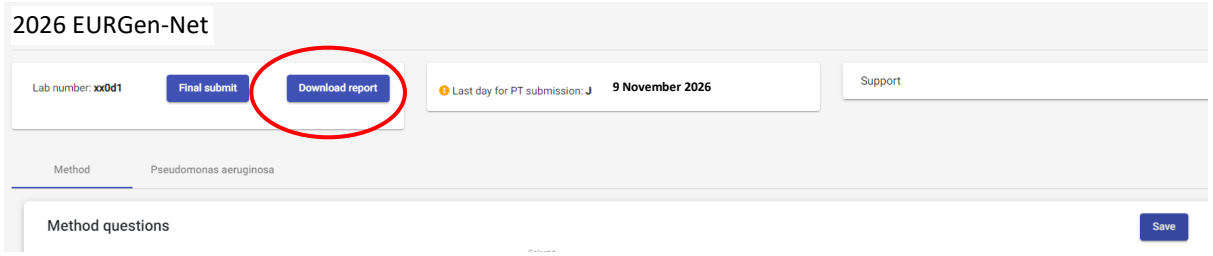
Moreover, data are saved when you navigate between the tabs.

⇨ Review and revise data

On the *Proficiency Test Overview* page click 'Download report' for each proficiency test to download a report with your entered results.



The report can also be downloaded if you are on a specific proficiency test page. Click on the 'Download report' at the top of the page.



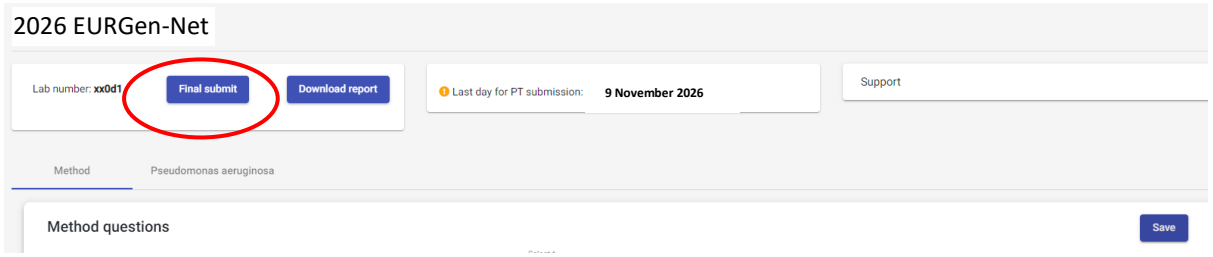
Before you have finally submitted your results (and before deadline), the database allows you to return to any test form and revise values.

⇨ Submit data

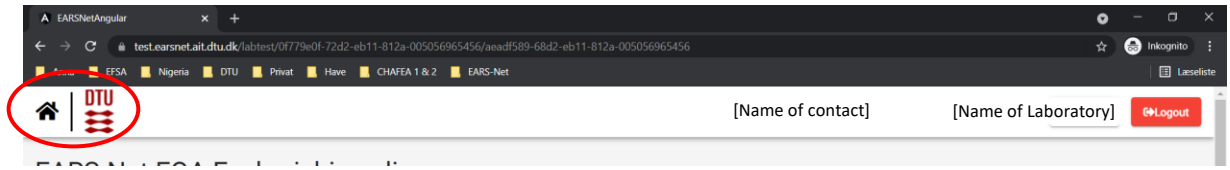
<u>Data must be submitted for each proficiency test individually.</u>

When all information and data have been entered and revised, please click on "final submit" and you will be asked to confirm the final submission of data.

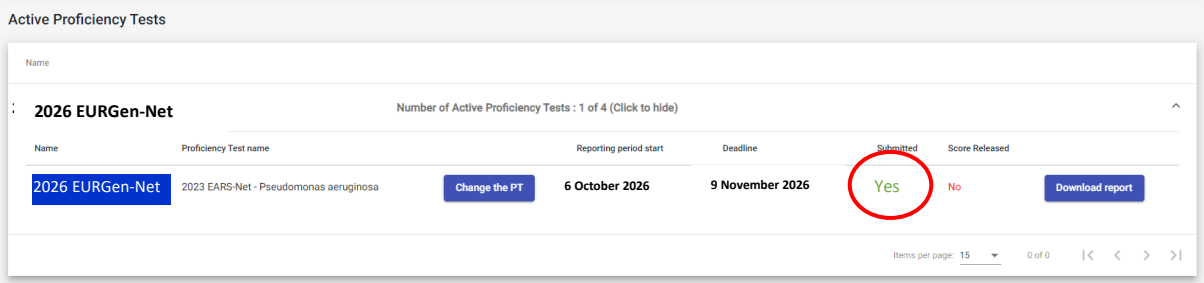
IMPORTANT! You will **NOT** be able to edit your data after final submission.



To get an overview of the submission status of your proficiency tests, return to the *Proficiency Test Overview* page by click on the DTU logo in the upper left corner



The submission status of your Proficiency Test will now be Yes



Upon final submission of data for a proficiency test, the contact person(s) of the laboratory will receive an e-mail confirming the submission, and a report with the submitted results and method information will be attached. The report can also be downloaded from the webtool. Please wait a few minutes before you download the report to allow for the database to make the updates. Should the downloaded report not contain all expected results, please wait 10 minutes before you download it again. If you still cannot see all the expected results, please contact the EURGen-Net EQA coordinator at earsnet-eqa@food.dtu.dk

⇨ Evaluation and score

After the submission deadline, results submitted to the webtool are evaluated and the contact person(s) for your laboratory will receive an email with information how to download the evaluation reports from the EURGen-Net EQA webtool when the scores are released.

⇨ Support

Should you need support in using the webtool, please do not hesitate to contact the EURGen-Net EQA Coordinator (earsnet-eqa@food.dtu.dk).

Under 'support' in the top right corner of the webtool find contact information for the EURGen-Net EQA organizer, a link to the EURGen-Net EQA website where you can find the protocol and test forms, and the guideline to the webtool.

