

EQAfrica Informatics System User Guide

Login to <https://equafricapt.org/>

Guidelines for Each PT Cycle

Thank you for joining the EQAfrica AMR Program supported by the Fleming Fund and ASLM.

In order for each EQA cycle to operate efficiently we ask that you follow these guidelines:

1. Read and store the handling instructions for the samples that will be emailed to you before the shipment and store the samples in the appropriate environment.
2. Record the date samples were received, the condition of the samples upon receipt (were they received at the recommended temperature and expected date?), the date you started testing and the date you completed testing. You will be asked to submit this information each cycle.
3. Submit all results online. You will have two weeks to enter the results on the website. If you happen to not have internet access for the entire two weeks, please let your EQA provider know. However, we expect that all results can be entered through the website.
4. For any questions that you should happen to answer “No” or “Other”, please provide as much detail in the free text box as possible to explain your situation.
5. If extenuating circumstances prevent you from being able to participate in the current cycle or prevent you from being able to submit results for a sample or parameter, all reasoning must be reported in the informatics system. You will see instructions in the User Guide on how to do so.
6. If you realize that you will not be able to participate in the cycle before the samples are shipped, contact your EQA provider as soon as possible.

Login

When your laboratory was enrolled, the email address you provided was used to create your username and provide you with a password. This information was emailed to you. If this email was not received, ensure to check your Junk / Spam mail. If you are still unable to locate the email, please contact your EQA Provider to ensure the correct email address was entered.

Initial Email

New EQA Africa [Test Lab 5] Participant Account Created for

Inbox x

EQAfrica Admin <ept@eptaslm.org>

3:14 PM (15 minutes ago)


to me ▾

Dear

A new [Test Lab 5] Participant account has been created for you on the EQAfrica Informatics System. In order to access the system, you will need to reset your password. Please find details below:

Email Address: [@gmail.com](#)

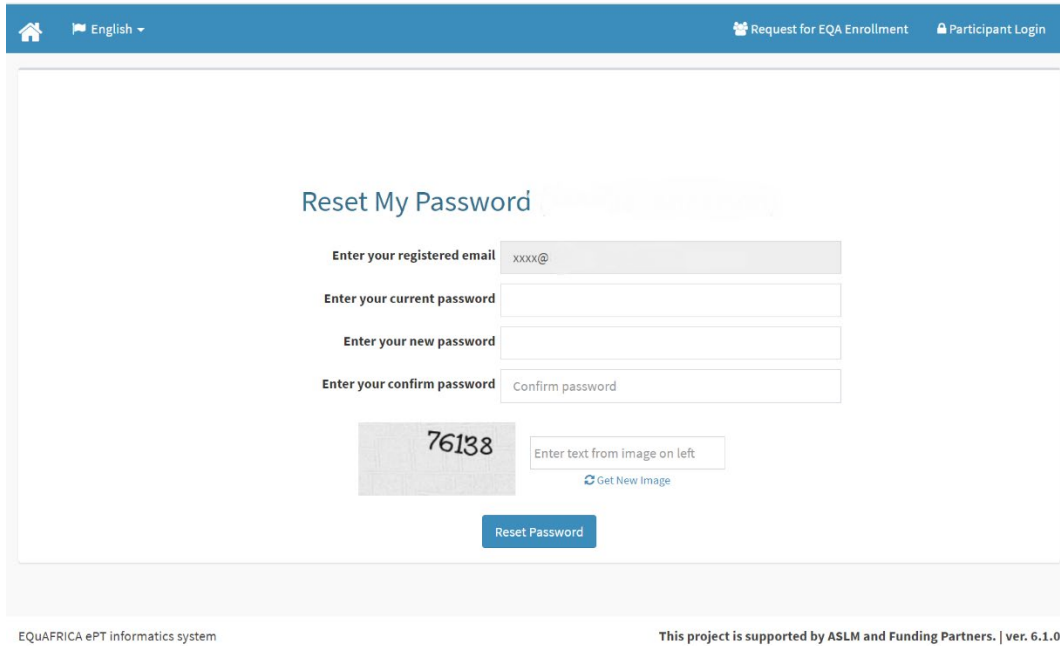
Temporary Password: n9wFsT6kFC

Click on the link to reset your password, [Click Here](#) 

Sincerely,

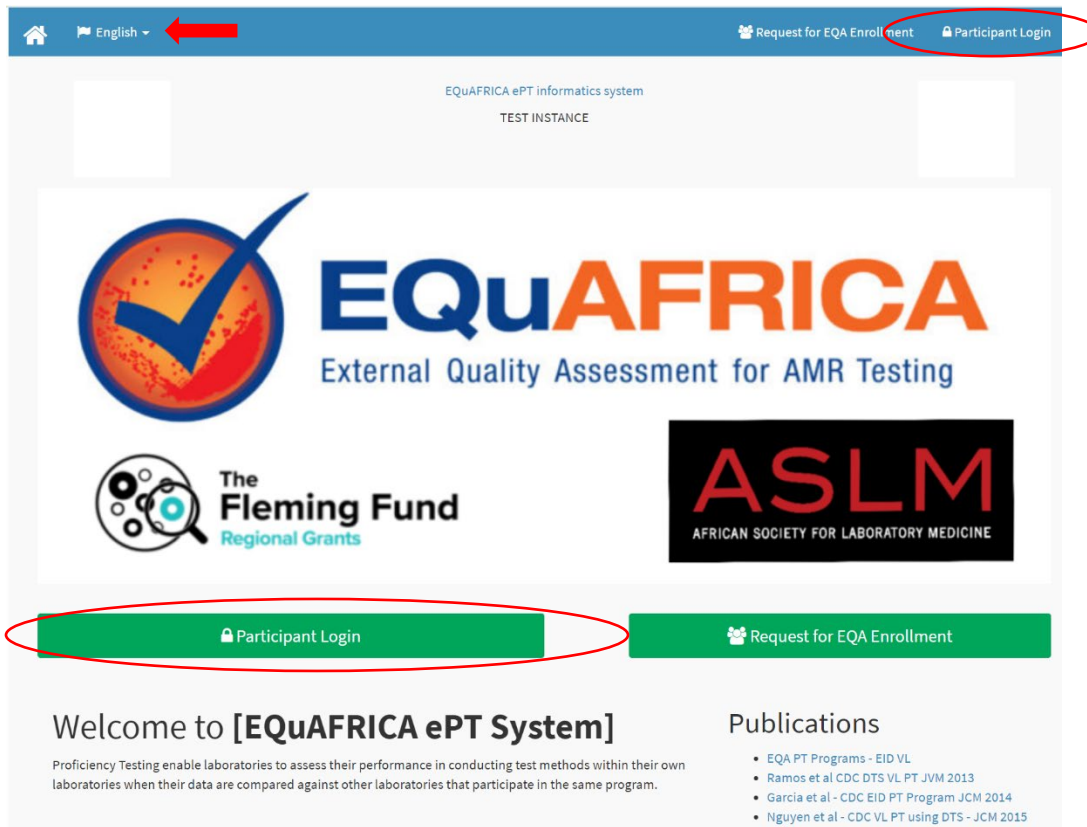
Test Provider

The first time you login will be through the link in your 'New Account' email. Click on the link 'Click here' and enter your email address as the username and the temporary password.



The screenshot shows the 'Reset My Password' form. At the top, there is a navigation bar with a home icon, 'English' dropdown, 'Request for EQA Enrollment' link, and 'Participant Login' link. The form itself has the title 'Reset My Password' and a 'Request for EQA Enrollment' link. It contains four input fields: 'Enter your registered email' (with a placeholder 'xxxx@'), 'Enter your current password', 'Enter your new password', and 'Enter your confirm password' (with a placeholder 'Confirm password'). Below these is a CAPTCHA image showing the number '76138' and a text input field 'Enter text from image on left' with a 'Get New Image' link. A 'Reset Password' button is at the bottom of the form. At the very bottom of the page, there is a footer with 'EQUAFRICA ePT informatics system' on the left and 'This project is supported by ASLM and Funding Partners. | ver. 6.1.0' on the right.

Once your password has been reset, you will be brought to the public website to login.



The screenshot shows the EQUAFRICA public website home page. The navigation bar at the top has a home icon, 'English' dropdown (with a red arrow pointing to it), 'Request for EQA Enrollment' link, and 'Participant Login' link (circled in red). The main content area features the EQUAFRICA logo and tagline, logos for 'The Fleming Fund Regional Grants' and 'ASLM AFRICAN SOCIETY FOR LABORATORY MEDICINE'. At the bottom, there are two green buttons: 'Participant Login' (circled in red) and 'Request for EQA Enrollment'. Below the buttons, there is a 'Welcome to [EQUAFRICA ePT System]' section with a brief description of the system and a 'Publications' section with a list of links to various publications.

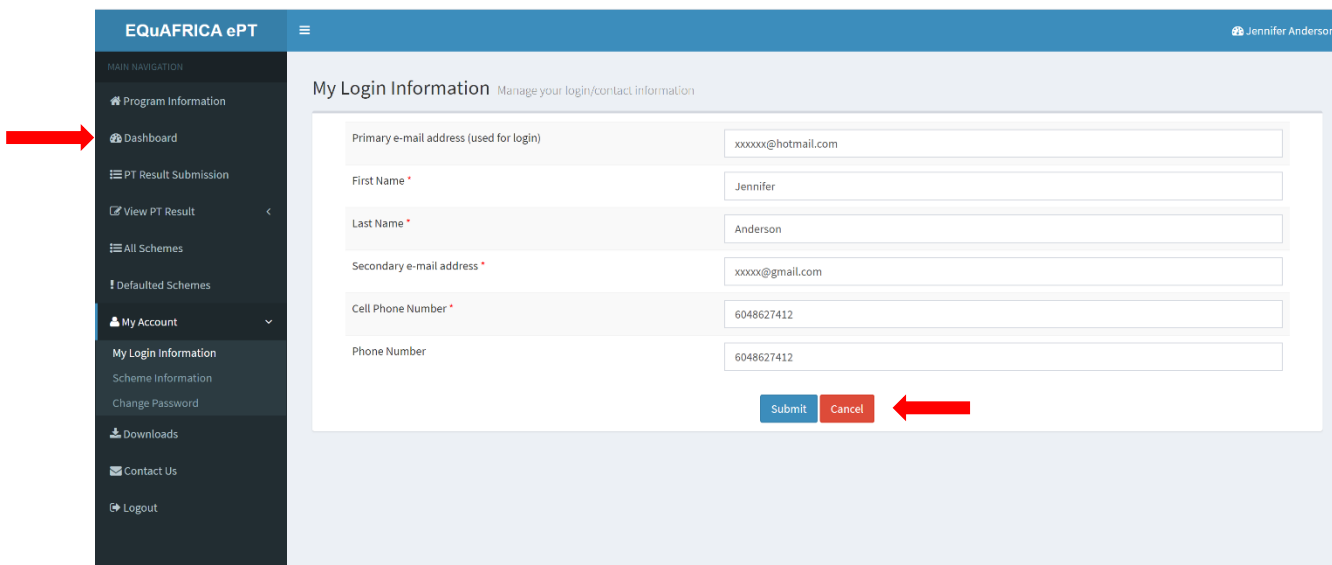
The system is available in French and English. To change the language, select the language from the drop-down menu on the left.

Click Participant Login in the top right corner of the screen or the green icon. Your username will be your email address and the password is the one you created when your “Username and Password” email was received.

Enter your username and password and click Sign In.

First Time Login

The first time you login, you will come to “My Account”. You will be asked to enter a secondary email address.



After you click on submit, you will be taken to the Dashboard. It is this screen that you will return to from now on, after login.

Forgot Password?


If you have forgotten your password, it can be retrieved by clicking on the link “Forgot Password?”


EQUAFRICA ePT informatics system
DEMO Instance

Login - Proficiency Testing

Your email or username

Your password

 Enter text from image
[Get New Image](#)

[Sign in](#) [Forgot Password ?](#) 


Don't have a login ? [Click here to contact us](#)

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Enter your email address and click on “Reset Password”.

Reset My Password

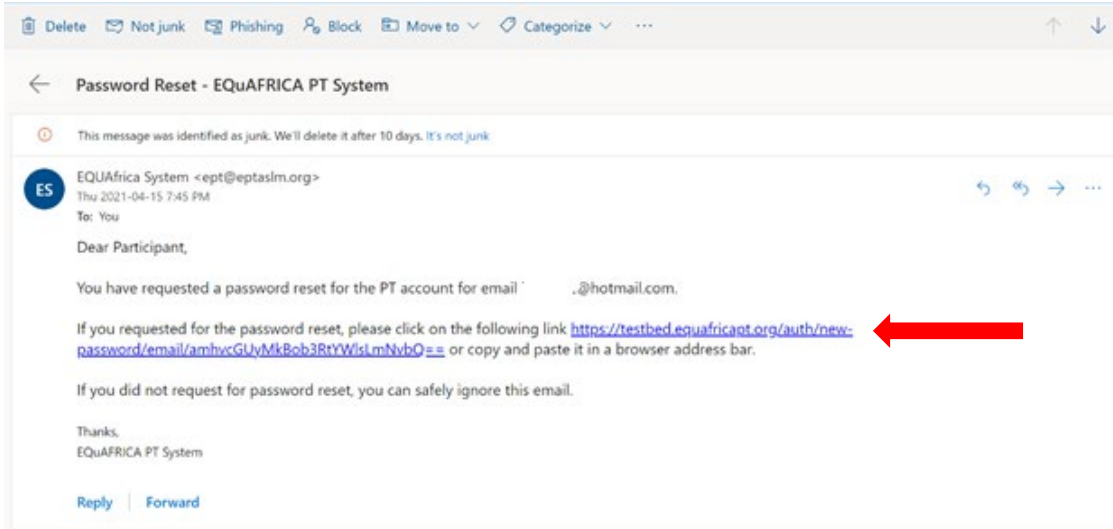
Enter your registered email

 Enter text from image on left
[Get New Image](#)

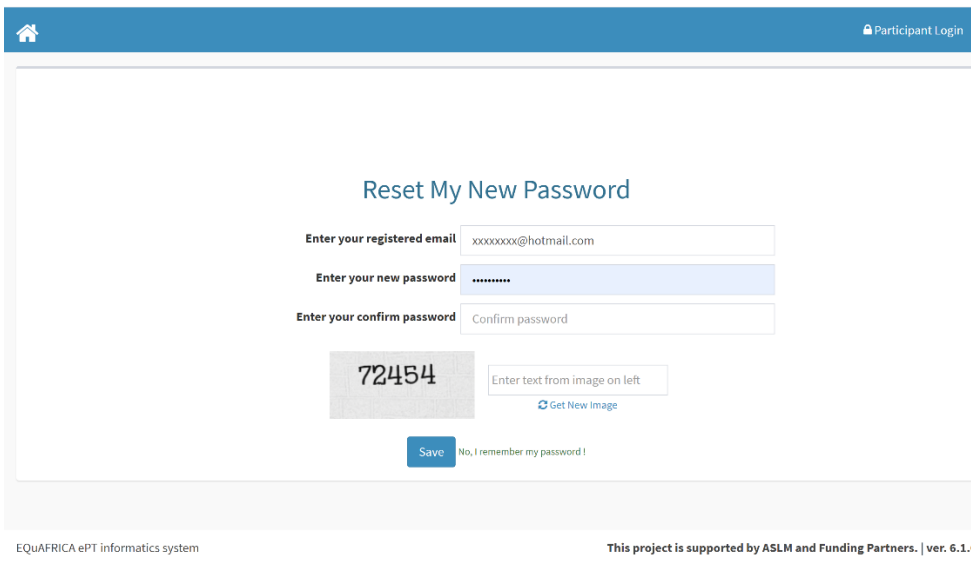
[Reset Password](#) [No, I remember my password !](#)

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Go to your email and you will see an email from “EQUAfrica System”. If you do not see this email, check your Spam or Junk box. Within the email you will see a link to click on to set up your password.



Click on the link in the email. You will be asked to enter your new password and confirm the password.



Participant Login

Reset My New Password

Enter your registered email

Enter your new password

Enter your confirm password

72454

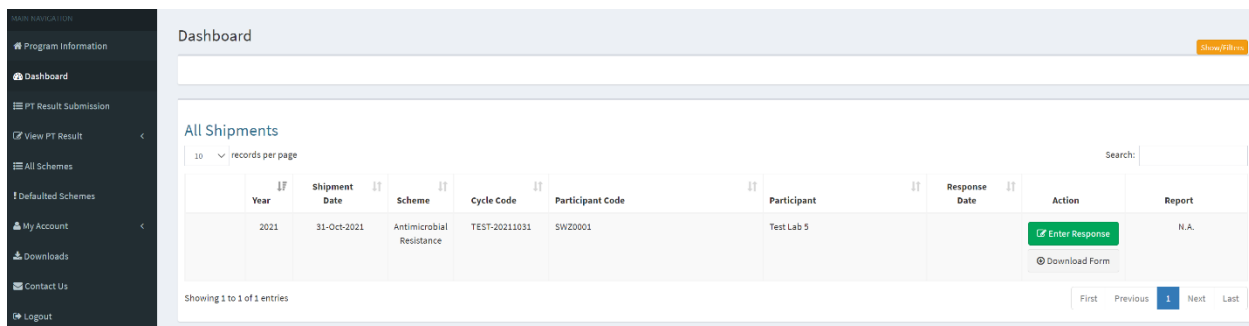
[Get New Image](#)

No, I remember my password!

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You will then enter the system and come to the Dashboard.

Dashboard



Dashboard

All Shipments

Year	Shipment Date	Scheme	Cycle Code	Participant Code	Participant	Response Date	Action	Report
2021	31-Oct-2021	Antimicrobial Resistance	TEST-20211031	SWZ0001	Test Lab 5		<input type="button" value="Enter Response"/> <input type="button" value="Download Form"/>	N.A.

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

You will be able to access the shipments you are enrolled in and submit results for all programs and shipments that are open from the Dashboard or from the “PT Result Submission” tab on the left-hand menu.

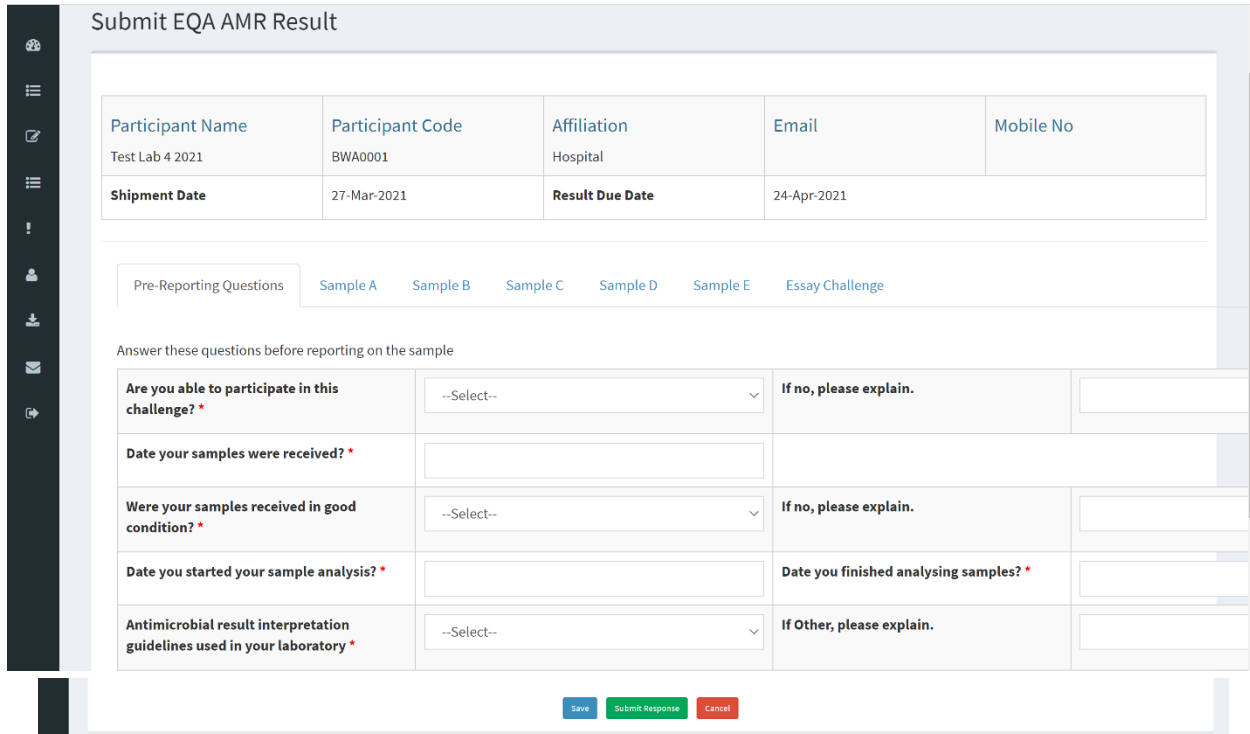
To submit results, click on the green icon “Enter Response”. If you require a worksheet to record your results on, click on “Download Form”.

Submit Results

Pre-Reporting Questions

The first screen for submitting results will be the Pre-Reporting questions. You will be asked to submit a result for each question. If you select, “No” or “Other” you will be requested to explain the reason for your response. Please provide details to help the EQA provider investigate the issue.

If you answer “No” to the first question, “Are you able to participate in this challenge?”, all of the remaining results entry fields for all samples and parameters will be inactivated. You must then click on “Submit”.



Submit EQA AMR Result

Participant Name	Participant Code	Affiliation	Email	Mobile No
Test Lab 4 2021	BWA0001	Hospital		
Shipment Date	27-Mar-2021	Result Due Date	24-Apr-2021	

Pre-Reporting Questions | Sample A | Sample B | Sample C | Sample D | Sample E | Essay Challenge

Answer these questions before reporting on the sample

Are you able to participate in this challenge? *	--Select--	If no, please explain.	
Date your samples were received? *			
Were your samples received in good condition? *	--Select--	If no, please explain.	
Date you started your sample analysis? *		Date you finished analysing samples? *	
Antimicrobial result interpretation guidelines used in your laboratory *	--Select--	If Other, please explain.	

Save Submit Response Cancel

All mandatory results are indicated with a red star.

You will not be able to Submit until all mandatory results on all tabs have been entered. If you click Submit without entering a result for all mandatory analytes, an error message will appear and the parameters with missing results will be highlighted in yellow.

You may save your results and continue entering results at a later date if necessary.

If you click cancel, all results entered will be lost.

Missing Results

Participant Name	Participant Code	Affiliation	Email	Mobile No
Test Lab 4 2021	BWA0001	Hospital		
Shipment Date	27-Mar-2021	Result Due Date	24-Apr-2021	

Pre-Reporting Questions **Sample A** Sample B Sample C Sample D Sample E Essay Challenge

Answer these questions before reporting on the sample

Are you able to participate in this challenge? *	Yes	If no, please explain.	
Date your samples were received? *	05-Apr-2021		
Were your samples received in good condition? *	--Select--	If no, please explain.	
Date you started your sample analysis? *		Date you finished analysing samples? *	
Antimicrobial result interpretation guidelines used in your laboratory *	--Select--	If Other, please explain.	

Samples A though E

Results will need to be submitted on each of the tabs, Sample A-E and the Essay Challenge. You can move through the tabs by just clicking on the tab.

Each sample will have a paragraph at the top of the screen, providing the “Clinical History”. The information provided will also inform you as to what parameters must be reported and what antibiotics should be tested for the AST.

Participant Name	Participant Code	Affiliation	Email	Mobile No
Test Lab 4 2021	BWA0001	Hospital		
Shipment Date	27-Mar-2021	Result Due Date	24-Apr-2021	

Pre-Reporting Questions **Sample A** Sample B Sample C Sample D Sample E Essay Challenge

Clinical History	<p>A cerebrospinal fluid sample was collected from an 8-day-old male baby with meningitis. Specimen type: Cerebrospinal fluid Report the following on the pathogen isolated:</p> <p>Microscopy Identification Antimicrobial susceptibility testing</p> <p>Report the following antimicrobial agents: Ampicillin, Ceftriaxone, Imipenem, Amoxicillin/clavulanate, Amikacin, Meropenem, Cefepime, Gentamicin, Piperacillin/Tazobactam, Cefotaxime, Tobramycin, Trimethoprim/sulfamethoxazole, Cefoxitin, Ciprofloxacin, Ceftazidime, Ertapenem.</p>
Unable to report a result for this sample?	--Select--

Most of the result reporting options are drop down menus. Select the correct response from the drop-down menu for all parameters that you would typically report for this type of sample.

Microscopy
Select your result from the drop down menu.

Gram Stain Reaction *	--Select--	Unable to Report Result?	--Select--
Gram Stain Morphology *	<ul style="list-style-type: none"> --Select-- Gram-positive Gram-negative Gram-variable No bacteria seen Not requested Nothing of significance 	Unable to Report Result?	--Select--

Identification Tests
Select your result from the drop down menu. If other methods were used, select additional methods.

Basic Biochemical Reaction			
Oxidase	--Select--	Unable to Report Result?	--Select--
Indole	--Select--	Unable to Report Result?	--Select--
DNase	--Select--	Unable to Report Result?	--Select--
Coagulase	--Select--	Unable to Report Result?	--Select--
Catalase	--Select--	Unable to Report Result?	--Select--
Haemolysis on blood agar	--Select--	If Other, please explain	Unable to Report Result? --Select--
Final Identification Method *	None selected	If Other, please explain	Unable to Report Result? --Select--

The Final Identification Method allows for multiple options to be selected. Select all that apply.

Final Identification Method *	Molecular method, MALDI-TOF mass spectrometry	If Other, please explain	Unable to Report Result?	--Select--
Yeast Identification - Conventional	<ul style="list-style-type: none"> <input type="checkbox"/> Select all --Select-- <input type="checkbox"/> Conventional methods <input type="checkbox"/> Microscan (Automated system) <input checked="" type="checkbox"/> Molecular method <input type="checkbox"/> API <input type="checkbox"/> Phoenix (Automated system) <input type="checkbox"/> Bacterial latex antigen detection method <input type="checkbox"/> Vitek systems <input checked="" type="checkbox"/> MALDI-TOF mass spectrometry <input type="checkbox"/> Chromogenic agar <input type="checkbox"/> Other 		Unable to Report Result?	--Select--
Colonial characteristics			Unable to Report Result?	--Select--
Germ tube test			Unable to Report Result?	--Select--
Urease production			Unable to Report Result?	--Select--
Serotyping / Serogrouping			Unable to Report Result?	--Select--

Select your result from the drop down menu.

Antimicrobial Susceptibility Testing

For the AST section, you will be asked to select your Disk Diffusion Method and MIC Method. If you do not perform Disk Diffusion for a particular sample or do not perform MIC for a particular sample, you must select an option from the drop down menu "Unable to Report Result".

Antimicrobial Susceptibility Testing
Select your result from the drop down menu.

Susceptibility testing method used for this sample

Disk Diffusion Method	--Select--	Unable to Report Result?	--Select--
MIC Method	<ul style="list-style-type: none"> --Select-- Kirby-Bauer Stokes 	Unable to Report Result?	--Select--

Once the method has been selected a table will appear for the selection and reporting of the antibiotics.

Antimicrobial Susceptibility Testing
Select your result from the drop down menu.

Susceptibility testing method used for this sample

Disk Diffusion Method	Kirby-Bauer	Unable to Report Result?	--Select--
Disk Diffusion Antibiotics		Unable to Report Result?	--Select--
Antibiotic Name	Disk Manufacturer	Disk Concentration	Zone Size (mm)
			Interpretation
Add			
MIC Method	--Select--	If Other, please explain	
		Unable to Report Result?	--Select--

Click on the Add icon on the right hand side to add each of the antibiotics that is shown in the “Clinical History”. Select the antibiotic from the drop down menu and complete the table of results for each antibiotic. If there is no drop down menu to select a response, enter your result in the free text box.

--Select--
Amoxicillin-clavulanic acid
Amoxicillin
Ampicillin
Azithromycin
Benzylpenicillin
Cefaclor
Cefepime
Cefixime
Cefotaxime
Cefpodoxime
Ceftaroline
Ceftobiprole
Ceftriaxone
Ceftibuten
Cefuroxime
Chloramphenicol
Ciprofloxacin
Clarithromycin
Clindamycin
Amoxicillin

		Unable to Report Result?	--Select--
	If Other, please explain		Unable to Report Result?
	If Other, please explain		Unable to Report Result?
Disk Manufacturer	Disk Concentration	Zone Size (mm)	Interpretation
--Select--			--Select--
			Remove
Add			

Continue to add antibiotics as required. If one needs to be removed, click on the “Remove” icon.

Once all results have been entered you must click on Submit. You will not be able to ‘Submit’ until all results for all mandatory analytes have been entered. You may save your results and continue entering results at a later time if necessary.

Unreported Parameters

For all parameters that can not be reported for any reason, whether that be an issue within the laboratory preventing a result from being obtained or the test is not typically done in your laboratory, select a reason from the drop-down menu “Unable to Report a Result.”

Microscopy

Select your result from the drop down menu.

Gram Stain Reaction *	--Select--	Unable to Report Result?	--Select--
Gram Stain Morphology *	--Select--	If Other, please explain	--Select--

Reagent or consumables unavailable
Instrument out of service
Refer for testing
Other
Not applicable for this isolate

Identification Tests

Select your result from the drop down menu. For Final Identification Method, select at least one method. If multiple methods were used, select additional methods.

Basic Biochemical Reaction

Performance Reports

To access your performance report once the evaluations are complete you can click on the icon in the “Report” column on the Dashboard or from the “View PT Result” on the left hand menu. If the evaluations have not been completed and the reports are not yet available, you will see “N.A.” under the “Report” heading.

Assistance During the Cycle

Please ensure to report all issues to your EQA Provider. They are also there to assist you in entering your results.

Thank you for your participation.