User Guide for Eurofins Miljø Proficiency Testing Portal

User guide content
Version 1.2 – updated in November 2023

Guides

Register your laboratory

To access the page, your laboratory must first be created, together with the initial laboratory administration account.

Participants needs to register as a user, before entering the Proficiency Testing Portal. To register you enter our website: **www.eurofins.dk/proficiencytest**

Scroll down the page and click on "Register for Proficiency Testing Portal" (English page) or "Opret en bruger til Portalen" (Danish page).
You then enter a registration form where you fill in all your details and press "Submit".

You will receive confirmation on your registration along with the username and password within 1 working day.

To become a registered user, you can also send an e-mail to **proficiencytest@eurofins.dk**
Copy the template below into the e-mail and fill in all your details.

Laboratory General Details	
Laboratory Name	
VAT/CVR Number	
Contact Name	
Contact Email	
Contact Phone (Optional)	
Laboratory Address (Street, number, postal, city)	
Laboratory Country	
Laboratory Billing Details	
Company Name	
VAT/CVR Number	
E-Invoicing No. (optional)	
Personal Reference (optional)	
Invoice Email	
Billing Address (Street, number, postal, city)	
Billing Country	
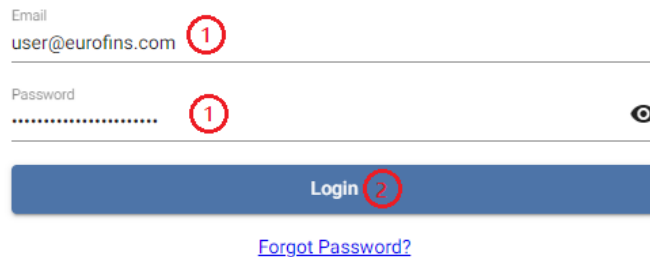
Administration Account Details	
First name	
Last name	
Email (Will be used as login as well)	
Phone (Optional)	
Delivery Address (X if same as Laboratory)	

When the filled-out template has been sent, we will register the laboratory and initial account, and you will within 1 working day receive confirmation by e-mail with your login credentials.

Logging in

To log in, start by accessing the site at: https://proficiencytesting.azurewebsites.net/

1. Enter your credentials sent to your email in the two fields.
2. Press log in.

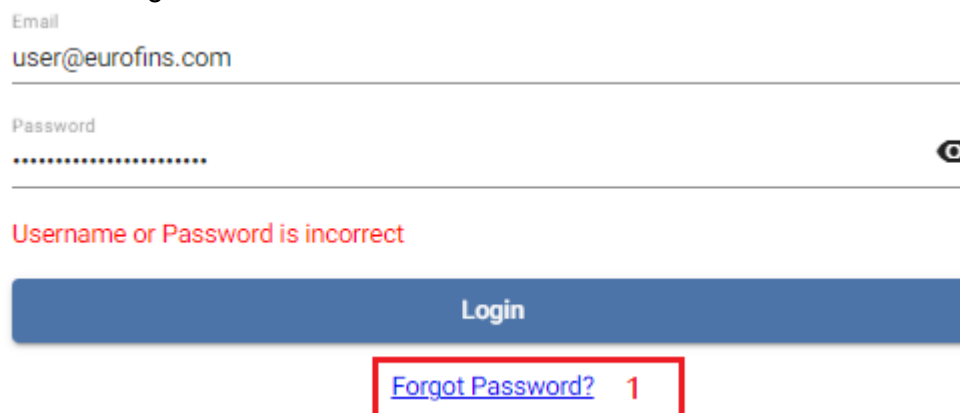## If you've forgotten your password/Reset your password

In case that you've forgotten your password - or would like to change your password, you can request a password reset.

To do this you enter the log-in page and:
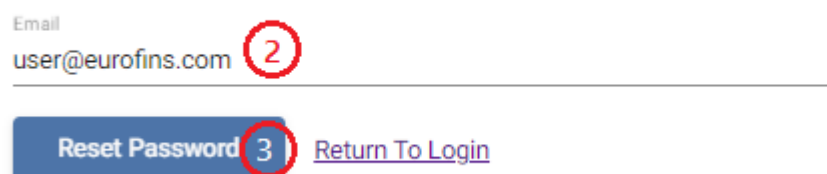
1. Press "Forgot Password".

2. Enter your email in the field.
3. Press "Reset Password".

4. An email should now be sent to your inbox. This may take a few minutes.
5. Press the link in the mail, which will send you to a webpage.

6. Your email should already be filled out, if not enter the email you requested a password change for.
7. Enter your new password, that follows the requirements on the left.
8. Press "Set Password".

9. You should now be able to log in with the newly assigned password.

Available proficiency tests

To see the available proficiency tests, you must be logged in to the proficiency testing portal.

When you've signed in with the proper user, follow these steps:

1. Press the "Proficiency Tests" menu at the top of the page and select 'Available PTs'.
   a. Alternatively, go to this link
      https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=available
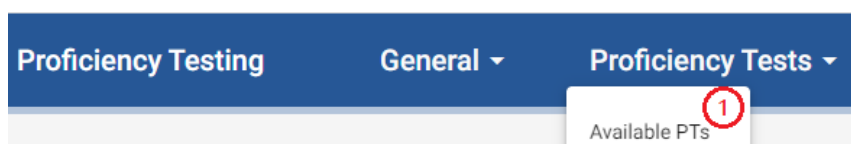
2. Here you will be presented with all the available proficiency tests at the moment. All the proficiency tests available are open to registration.

3. Press 'Details' for more information on a specific proficiency test.
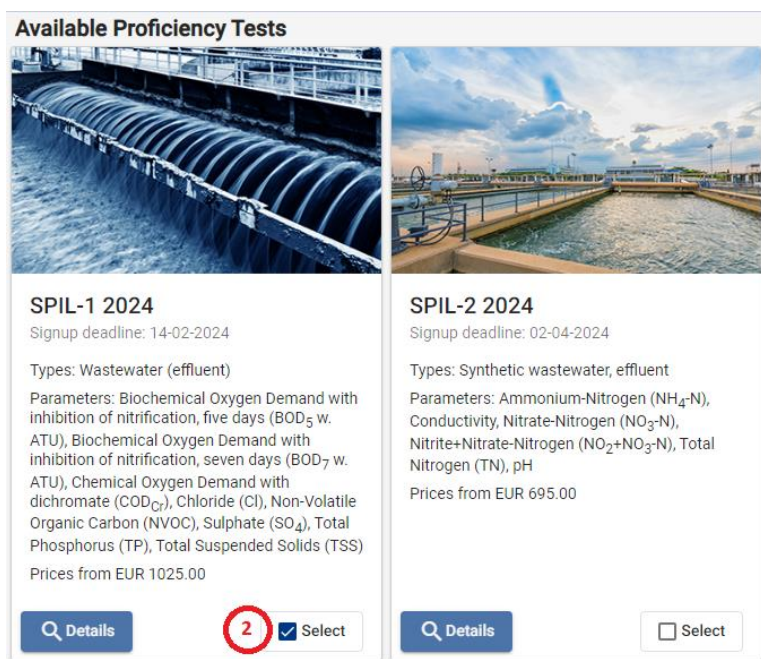
Sign up for a proficiency test

To sign up for a proficiency test, you must be logged in to the account that you wish to participate with.

When you've signed in with the proper user, follow these steps:

1. Press the "Proficiency Tests" menu at the top of the page and select 'Available PTs'.
   a. Alternatively, go to this link
      https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=available
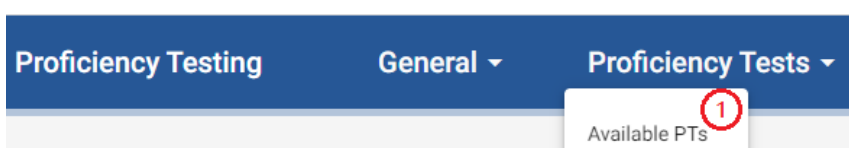
2. Select the proficiency tests you wish to sign up for by ticking the "Select" box.

3. Press 'Sign up for selected'.

(continues on next page)

4. Select the packages (if applicable) for each individual proficiency test that you wish to sign up for and press 'Next' to proceed. Be aware that some of the PTs have multiple packages to choose from.

5. If not automatically applied, fill in your delivery information and press 'Next'.

6. If not automatically applied, enter your contact information and press 'Next'.

7. Enter missing billing information and then press 'Next'.

8. Review that all the selected and entered values are correct and enter your comments if any, then press 'submit'.

9. The proficiency tests that you have signed up for, are now moved from the category 'Available PTs' to 'Registered PTs'.
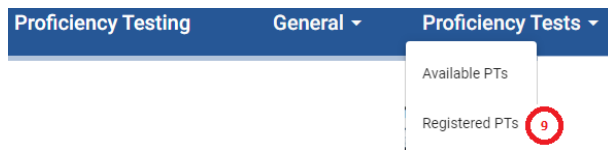
Enter your results

To enter results, you must be signed in with your laboratory administration user, or the signed-up user.
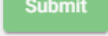
When you've signed in with the proper user, follow these steps:

1. Press the "Proficiency Tests" menu at the top of the page and select 'Registered PTs'.
   a. Alternatively, go to this link
      https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=active

   b. If entering results on behalf of another user, select the user in the dropdown menu on the new page

2. Enter your results in the respective fields 'A' and 'B' values
   a. **If you have no results for a parameter, select the 'Do Not Report' checkbox. You will not be able to submit your results if you have parameters with no results and the checkbox is not ticked.**
3. Select the method from the dropdown menu
   a. For a list of available methods, press the button.

4. Optionally you can add a comment to each individual parameter.
5. Fill in your sample numbers in their respective fields.
6. Optionally you can add an overall comment as well.
7. To save midways, and not lock in your answers, press the button.

8. To finalize and lock and submit your results, press the **Submit** button.

9. The proficiency test that you have entered results for, are now moved from the category 'Registered PTs' to 'Submitted PTs'.
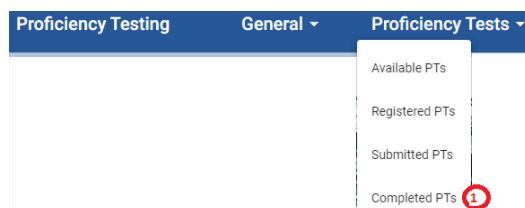
Access results and reports from a proficiency test

When the PT provider have finalized the data processing and calculations and the participant reports and/or quality reports are uploaded in the portal, the participants are notified by e-mail. Once the reports have been uploaded, the specific proficiency test changes category from 'Submitted PTs' to 'Completed PTs'.

To access the results from a proficiency test, you must be signed in with your laboratory administration user, or the signed-up user.

When you've signed in with the proper user, follow these steps:

1. Press the "Proficiency Tests" menu at the top of the page and select 'Completed PTs'.

    a. Alternatively, go to this link
    https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=completed

    b. If accessing results on behalf of another user, select the user in the dropdown menu on the new page
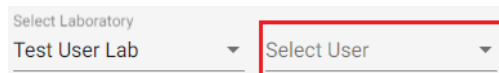
2. Click on "View Results" for the proficiency test you would like to see reports and results from.

3. You can now see your participants number (lab number), the overall comments for homogeneity, stability and determination of the nominal value, and the score and calculations for your results.

4. You can view and download the Participants report and Quality report for the proficiency test by pressing "Quality report" and "Participant Report".

Edit your user details

1. On the toolbar at the top, select the user icon.
2. Select the **Edit Profile** button .
3. Change your user information.
    a. **NOTE** changing your "Email/Login" in user information, will also change the email you must log in with!
    b. The entered "Delivery Address" and "Default Contact Information" will automatically be applied to the Proficiency Test signup form, if filled out.
4. Once you've made your changes, press **Save Changes**

Request a password change

1. On the toolbar at the top, select the user icon .
2. Select the **Profile** button.
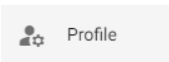3. At the bottom of the screen, press the **Request Password Change** button.

Alternative contact(s)

In case you wish your notifications and alike are also sent to other people, you may want to add an alternative contact. They will receive common information such as reminders, results etc.

Add Alternative Contact
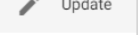
1. On the toolbar at the top, select the user icon.
2. Select the **Profile** button.
3. Almost at the bottom of the screen, select **Add Alt. Contact**, this will open a dialog box.
4. Fill in the user details in the pop-up, and press **Create Alt. Contact**
5. The dialog will now close, and the user should be shown in a table above the 'Add Alt. Contact' button.

Update Alternative Contact

1. In the alternative contact overview, select the ⋮ for the contact you wish to update.

2. Select [✏ Update] and a dialog box will appear.
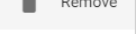
3. Change the relevant information and press [+👤Update Alt. Contact]

Remove Alternative Contact

1. In the alternative contact overview, select the ⋮ for the contact you wish to remove.

2. Select [🗑 Remove] and a dialog box will appear.
3. Press "OK" to remove the alternative contact.

Laboratory administration

As a laboratory administrator, you will have a few extra rights such as creation of additional users for your laboratory and entering results on behalf of them.

Creating a new user

1. Press "Administration" on the toolbar at the top to enter the administration view.
2. In the "User Management" section, press "Create User".

3. Fill in the users' information in the form.
4. Select a role for the new user
   a. "Laboratory Admin" has the same rights as your current user.
   b. "Laboratory User" only has the basic rights to see/sign up and fill in their own data.
5. Once all data is filled in, press [Create] and the user credentials will be sent to their mail.

Enter results on behalf of your users

1. Press "Administration" on the toolbar at the top to enter the administration view.
2. In the "Proficiency Tests" section, press "Search Proficiency Tests".

3. Find the proficiency test you wish to enter data for and press ⋮
4. In the menu, select ✓ Results Entry .
5. Follow the Enter your results section of the guide.