

2024 EARS-Net EQA webtool user guide

⇒ Browser requirements

IMPORTANT: The system works with the following browsers

Browser	Oldest supported version*
Google Chrome	44.0

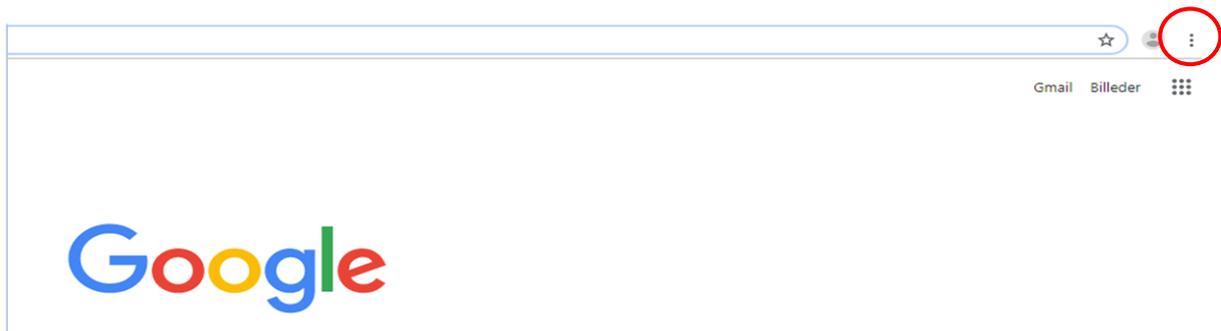
* latest version is recommended

⇒ Access the webtool

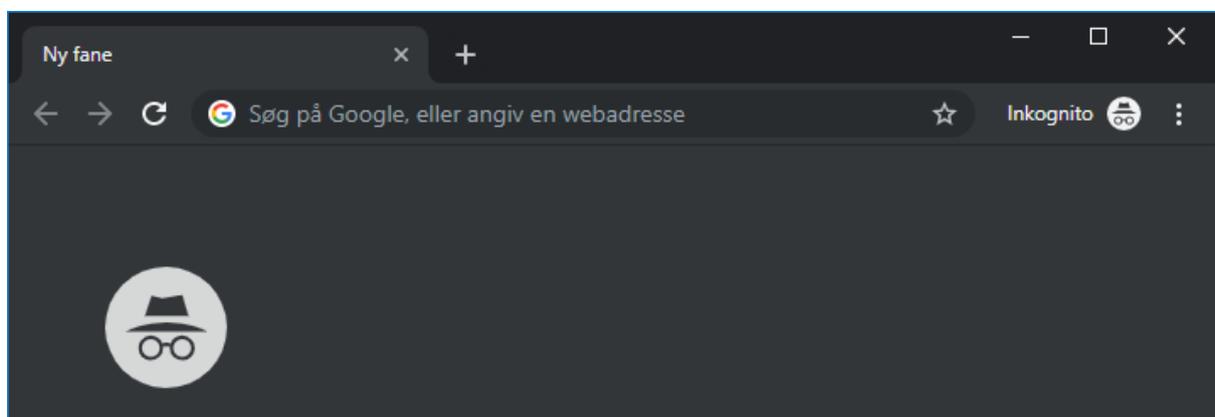
IMPORTANT: To access the webtool, you must use an **incognito** window.

NOTE: Should you have issues with requesting an incognito window, please contact the EARS-Net EQA Coordinator (earsnet-eqa@food.dtu.dk).

Open a browser window using Google Chrome and click on the three dots (see red circle below) and select: 'New incognito window'.



Continue in the black window that looks like this (beware that you can only have ONE incognito window open at the time).



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



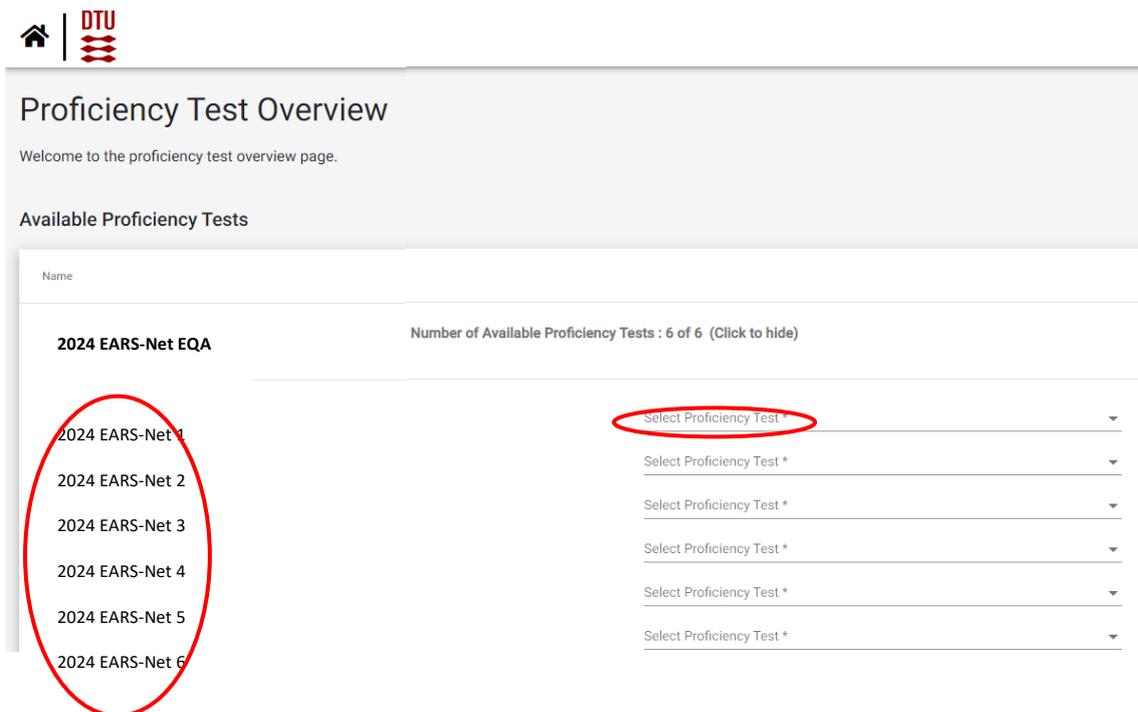
Select: DTU Employees Students and guest

Login to the system by using the username sent to you by e-mail for participation in the EARS-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'.

Proficiency Test Overview

Welcome to the proficiency test overview page.

Available Proficiency Tests

Name

2024 EARS-Net EQA Number of Available Proficiency Tests : 5 of 4 (Click to hide)

Name	Proficiency Test	Sign Up
2024 EARS-Net 1	Select Proficiency Test * 2024 EARS-Net - Pseudomonas aeruginosa	SignUp
2024 EARS-Net 2	Select Proficiency Test *	SignUp
2024 EARS-Net 3	Select Proficiency Test *	SignUp
2024 EARS-Net 4	Select Proficiency Test *	SignUp
2024 EARS-Net 5	Select Proficiency Test *	SignUp
2024 EARS-Net 6	Select Proficiency Test *	SignUp

Items per page: 15 1 - 1 of 1

Active Proficiency Tests

Name

2024 EARS-Net EQA Number of Active Proficiency Tests : 1 of 4 (Click to hide)

Name	Proficiency Test name	Reporting period start	Deadline	Submitted	Score Released	
2024 EARS-Net 1	2023 EARS-Net - Pseudomonas aeruginosa Change the PT	Monday, May 15, 2023	Saturday, June 10, 2023	No	No	Download report

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.

Active Proficiency Tests

Name

2024 EARS-Net EQA Number of Active Proficiency Tests : 1 of 4 (Click to hide)

Name	Proficiency Test name	Reporting period start	Deadline	Submitted	Score Released	
2024 EARS-Net 1	2023 EARS-Net - Pseudomonas aeruginosa Change the PT	Monday, May 15, 2023	Saturday, June 10, 2023	No	No	Download report

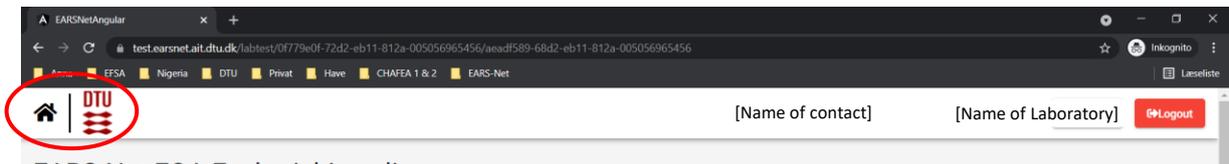
⇒ Navigate in the database

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

Active Proficiency Tests

Name	Proficiency Test name	Reporting period start	Deadline	Submitted	Score Released
2024 EARS-Net 1	2023 EARS-Net - Pseudomonas aeruginosa	Monday, May 15, 2023	Saturday, June 10, 2023	No	No

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.

The screenshot shows the 'Proficiency Test Overview' page. At the top, there is a navigation bar with the DTU logo, a home icon, and user information: '[Name of contact]', '[Name of Laboratory]', an 'Admin' button, and a 'Logout' button. Below the navigation bar, the main heading is 'Proficiency Test Overview' with a sub-heading 'Welcome to the proficiency test overview page.' The page is divided into three sections, each with a table of proficiency tests. In each table, the first row is circled in red, highlighting the 'Click to show' link.

Available Proficiency Tests

Name
2024 EARS-Net EQA

Number of Available Proficiency Tests : 4 of 6 (Click to show)

Items per page: 15 1 - 1 of 1

Active Proficiency Tests

Name
2024 EARS-Net EQA

Number of Active Proficiency Tests : 2 of 6 (Click to show)

Items per page: 15 0 of 0

Previous Proficiency Tests

Name
EARS-Net 2021

Number of Previous Proficiency Tests : 2 of 2 (Click to show)

Items per page: 15 0 of 0

⇒ Enter data

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

The screenshot shows the '2024 EARS-Net 1' interface. At the top, there is a header with the lab number 'xx0d1', a 'Final submit' button, a 'Download report' button, and a notification: 'Last day for PT submission: Jun 10, 2023, 08:00'. A 'Support' dropdown menu is also visible. Below this, a pink box contains the text 'Data pending to allow for final submit (click to expand)'. The 'Method' tab is selected and circled in red, showing the species name 'Pseudomonas aeruginosa'. Below the tabs, there is a 'Method questions' section with a 'Save' button. The first question is: '1. Which methodology did you mainly use for antimicrobial susceptibility testing (AST) of this strain?' with a 'Select *' dropdown menu.

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.

Active Proficiency Tests

Name	Proficiency Test name	Reporting period start	Deadline	Submitted	Score Released	
2024 EARS-Net 1	2023 EARS-Net - Pseudomonas aeruginosa	Monday, May 15, 2023	Saturday, June 10, 2023	No	No	Download report

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.

2024 EARS-Net 1

Lab number: xx0d1 [Final submit](#) [Download report](#) Last day for PT submission: Jun 10, 2023, 08:00 Support

Method Pseudomonas aeruginosa

Method questions [Save](#)

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

Data must be submitted for each proficiency test individually.

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.

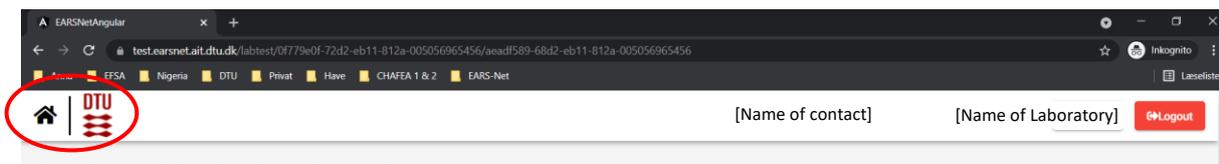
2024 EARS-Net 1

Lab number: xx0d1 [Final submit](#) [Download report](#) Last day for PT submission: Jun 10, 2023, 08:00 Support

Method Pseudomonas aeruginosa

Method questions [Save](#)

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**

Active Proficiency Tests

Name	Proficiency Test name	Reporting period start	Deadline	Submitted	Score Released
2024 EARS-Net 1	2023 EARS-Net - Pseudomonas aeruginosa	Monday, May 15, 2023	Saturday, June 10, 2023	Yes	No

Number of Active Proficiency Tests : 1 of 4 (Click to hide)

Items per page: 15 0 of 0

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 EARS-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 EARS-Net EQA webtool when the scores are released.

⇒ Support

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

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

