EQAsia EQA Informatics Module Guideline

⇨ Browser requirements

IMPORTANT: The system works with the following browsers

| Browser	Oldest supported version*
Google Chrome	44.0
Firefox	39.0

* latest version is recommended

⇨ Access the Informatics Module

IMPORTANT: To access the Informatics Module, you must use an **incognito** window.
NOTE: Should you have issues with opening an incognito window, please contact
eqasia@food.dtu.dk directly.

Open a browser window, click on the three dots (see red circle below) and select: 'New incognito window'.
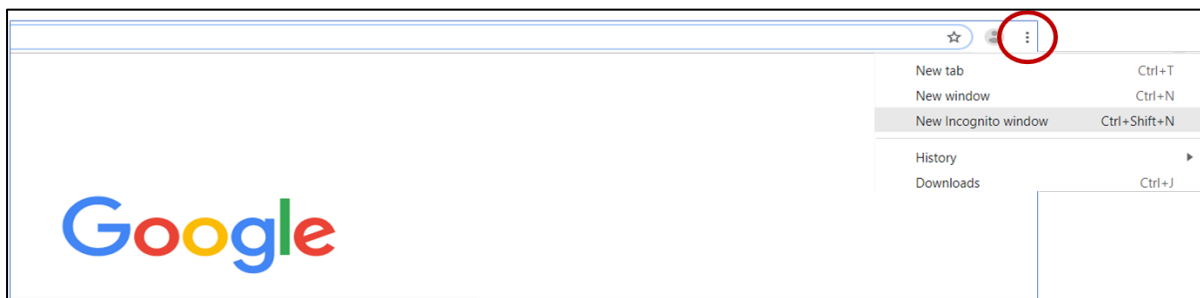
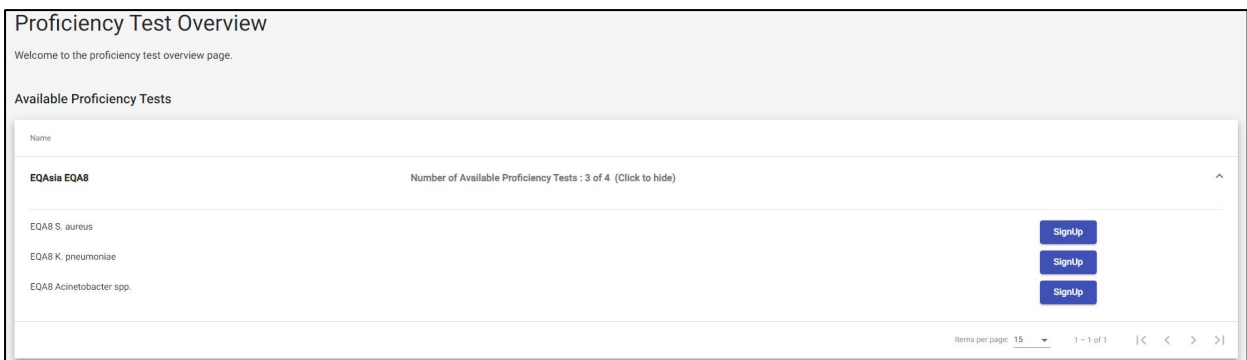Continue in the black window that looks like this (for Google chrome):
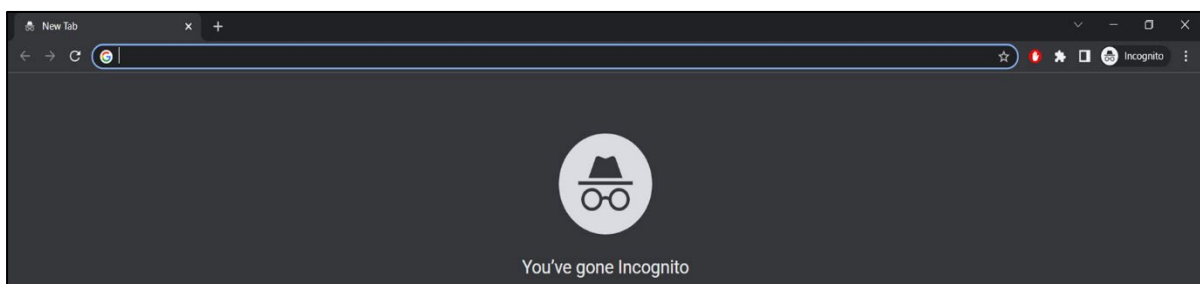
Access the Informatics Module using this address: https://EQASIA-pt.dtu.dk

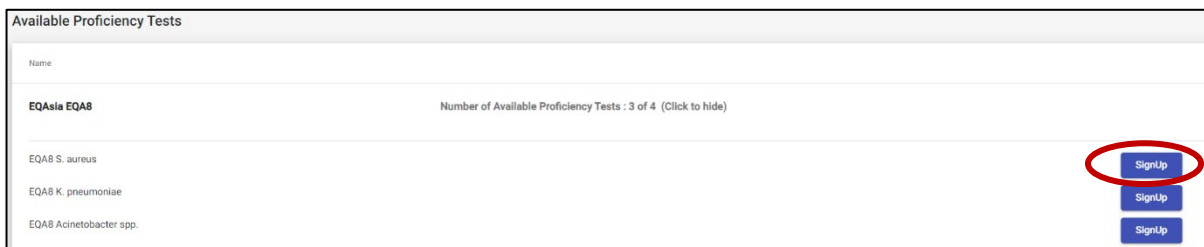Select: DTU Employees Students and Guests.

Login to the system by using the username and password sent to you by e-mail for participation in the EQAs.

After signing in you will be able to see the *Proficiency Test Overview* page.

⇨ **SignUp**

Under 'Available Proficiency Tests', click 'sign up' to subscribe for the relevant proficiency test (hereafter called EQA). Sign up **only** for the panels that you requested and received from EQAsia.

Proficiency tests you signed up for are listed under 'Active Proficiency Tests'.

⇨ **Navigate in the database**

Results from identification, beta-lactamase production (if relevant), and antimicrobial susceptibility testing (AST) of test strains must be submitted into the same Informatics Module.

Navigate between test forms using the tabs with the test strain codes.

Click the logos in the upper left corner to go to back to the *Proficiency Test Overview* page
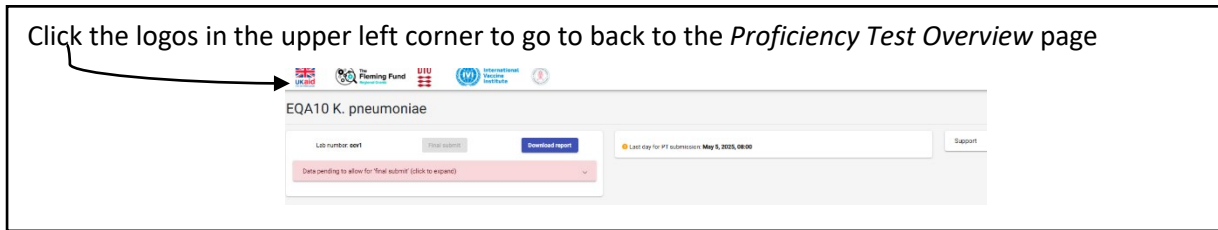
⇨ **Enter data**

Click on the name of the EQA you wish to enter data for, and enter information under each tab.

Under the 'Method' tab, indicate the method primarily used for performing AST. When selecting a method for AST, information on the standard(s)/guideline(s) used when performing AST, as well as incubation conditions used are required. <u>If you have used other methods for some antibiotics, you can manually change the method in the last section on the page.</u>

In the test strain tabs (i.e. Kp EQAsia 25.1, etc.) for each target strain: select an operator (=, <=, >), type the MIC value OR disk diffusion zone diameter and select interpretation (R, I, S or Not tested).

- R: Resistant (considering the breakpoint indicated in the guideline you are following)
- I: Intermediate (considering the breakpoint indicated in the guideline you are following)
- S: Susceptible (considering the breakpoint indicated in the guideline you are following)
- Not tested: 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)
- For the combination drugs, cefotaxime-clavulanic acid (F/C) and ceftazidime-clavulanic acid (T/C), type only the concentration of cefotaxime and ceftazidime, respectively

If relevant, indicate if ESBL-, AmpC-, or carbapenemase testing has been performed and if so, select the relevant categorization (ESBL/AmpC/carbapenemase).

For each test strain: Add a comment if needed.

For reference strain(s): select the right reference strain (if more than one option), for each antibiotic tested select an operator (=, <=, >) and add MIC value or disk diffusion zone diameter.

⇨ Save data

Data is saved when you click the *Save* button on each page. Moreover, data are saved when you navigate to another tab.

Please remember to always save your data entries.

⇨ Review and revise data

On the *Proficiency Test Overview* page as well as in the *Test overview page*, click 'Download report' to see the overview of your results and method input for this EQA trial.

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

Please make sure you have entered all necessary data before proceeding to submit. 'Final submit' will only be possible if there is no pending/missing data.

⇨ **Submit data**

For each EQA, all uploaded data are submitted in one go. This means that the submission is final and <u>cannot be undone</u>.

When all information and data have been entered and revised for i) the method, ii) all test strains (AST-results and resistant phenotype), and iii) the reference strain (relevant for AST) for a given EQA, click on 'Final Submit'.

Please confirm your acceptance that the uploaded data is ready for submission.

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

At the *Proficiency Test Overview* page, the submission status of your Proficiency Test will now be Yes

EQA8 E. coli	Monday, March 25, 2024	Friday, June 7, 2024	Yes	No	Download report
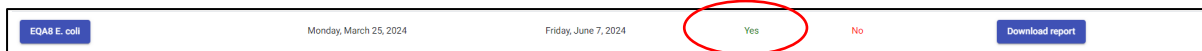
Upon final submission, the contact person of the laboratory will receive an email confirming the submission. The submitted results will be attached to the email.

⇨ **Evaluation and score**

Identification:

- The entered identification of the test strains will be evaluated and scored, unless 'Not tested' or 'No growth' was chosen.

Antimicrobial susceptibility testing:

- Each antimicrobial/test strain combination, interpretations as R, I and S will be evaluated and scored.
- For each antimicrobial/test strain combination, blank/Not tested fields will not be evaluated and will not be scored.
- Any submitted ESBL/AmpC/carbapenemase categorizations will be evaluated and scored.

For the ATCC reference strains:

- Obtained MIC value or disk diffusion zone diameter will be evaluated and scored.
- Blank fields will not be evaluated and will not be scored.

Upon final submission of your results, you may download a report that gives you an overview of what you have just submitted. After final submission, please wait a few minutes before you download the report to allow for the database to make the updates.

When the scores are released, you will be informed by email. You can login into the Informatics Module and download the report with all submitted and expected results, as well as the evaluation/score.

⇨ **Support**

Should you need support in using the Informatics Module, please do not hesitate to contact eqasia@food.dtu.dk

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