## September 2023

# Instructions for reporting results in DEKSonline

You must be logged in at www.deksonline.dk to report results.

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## Reporting results for the first time

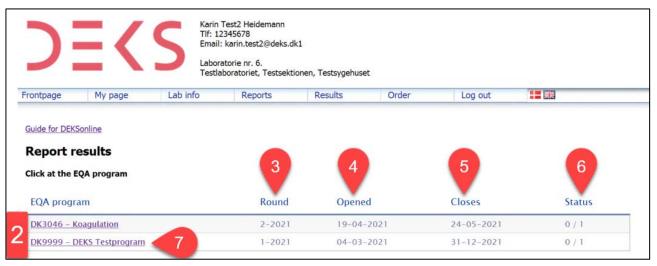
You cannot report result until your method information is specified.

You can see how to specify method information here: <a href="https://deks.dk/en/laboratories/deksonline-guides/">https://deks.dk/en/laboratories/deksonline-guides/</a>

# Reporting results



1. When reporting has been opened, it says "Open for reporting" below [Result and method]. Click on [Result and method]



- 2. Here you can see the EQA-programs, which are open for reporting of results.
- **3.** Here you can see, which round is open e.g., 2-2021 = 2nd round in 2021.
- 4. Here you can see when reporting was opened.
- **5.** Here you can see when reporting is closing.
- **6.** Here you can see the status for your reporting of results. E.g., 0 / 1, which indicates that 0 results set have been reported and 1 result set can be reported.
- 7. Click on the EQA-program for which you want to report results.

## Extra result IDs

If you have purchased extra result IDs, this box will appear.



8. Click on the result ID for which you want to report results.

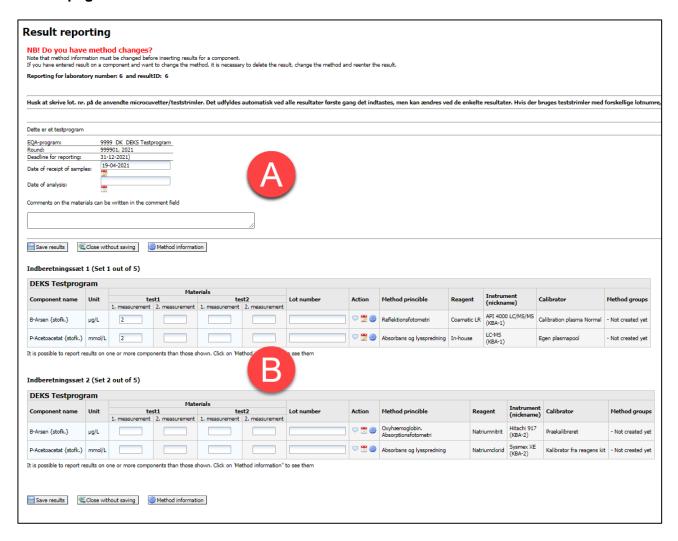
NOTE: For some EQA-programs it is possible to get extra result id's, which means that you can report multiple result sets on the same EQA-material.

You can purchase extra result IDs via a product code associated with the EQA program.

It is stated in the EQA program whether it is possible to purchase more result IDs.



## Result page



The result page consists of two parts:

- Entering of basic information (A)
- Reporting results (B)

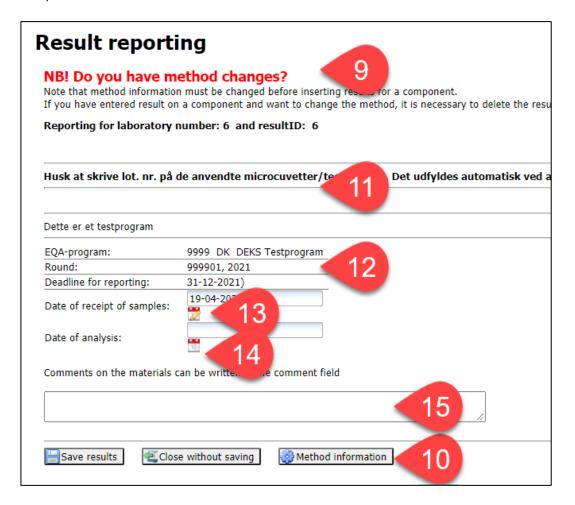
Detailed explanations can be seen in the following pages.



### **Entering basic information**

Not all basic information is required for all EQA-programs.

The possible basic information is reviewed below.

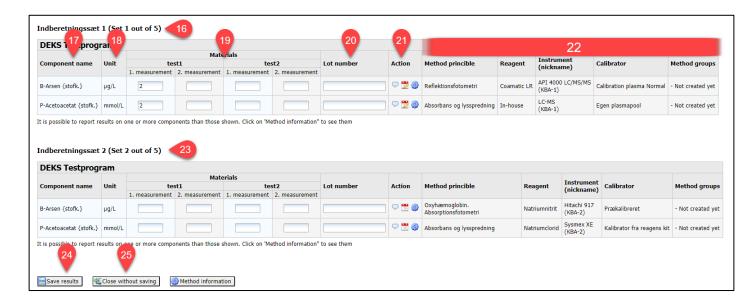


- **9.** If you have any changes in your method information, you must change them before the reporting of results.
- 10. Click at [Method information] to get to the page, where you can change the method information.
- 11. If there is anything special you need to be aware of, it is stated here.
- 12. Here you can see the name of the EQA-program, the round number, and the deadline for reporting.
- **13.** Here you enter the date of receipt of the EQA-materials. Click at the calendar icon and pick the date.
- **14.** Here you enter the date for analysis of the EQA-materials. Click at the calendar icon and pick the date.
- **15.** If you have any comments for DEKS, please write them in the field.



### Result reporting

The reporting page for the individual EQA-programs may look different, here are 2 examples.



- **16.** Result set number 1 of x will be shown if it is possible to enter results for x result sets.
- 17. Components with kind-of-property.
- 18. Measurement unit.
- 19. You report the results below the EQA-material names.
  In this example it is possible to report results of double determination.
  For other EQA-programs, only the result of a single determination can be entered here
  Be aware that validations rules may be in effect e.g., that you cannot use the signs > and <.</p>
- **20.** Lot number can be entered here NOTE lot numbers starting with 0x0 cannot be used as it is perceived by the database as a hexadecimal number. Use the letter O instead of the number 0.
- 21. Here you can:
  - enter a comment on the result for the component
  - pick the date of analysis, if it is different from the date you entered at basic information
  - 🤵 go to the page with method information if you want to change them.
- 22. Here you see your method information.
- 23. Result set number 2 of x if it is possible to enter results for several result sets.
- 24. Save your entries.
- 25. Close without saving.

