EARS-Net EQA webtool Guideline

⇨ 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).
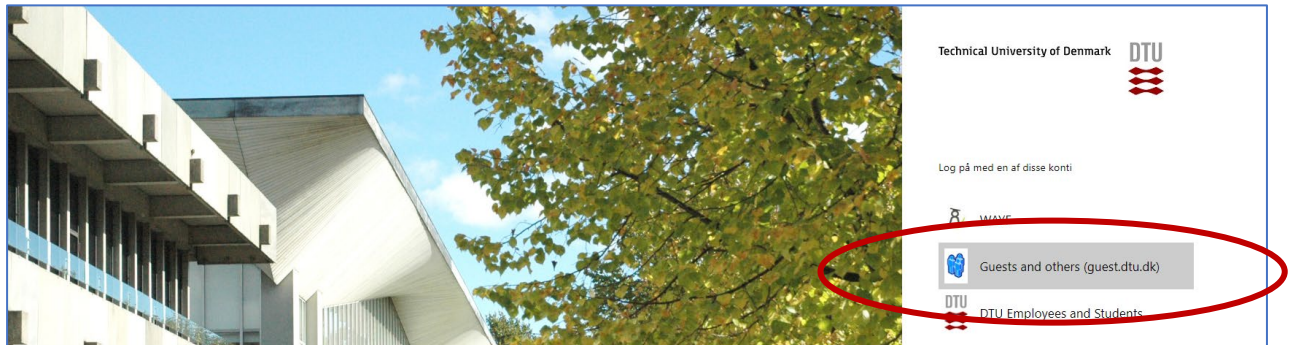
Open a browser window using Google Chrome and click on the three dots (see red circle below) and select: 'New incognito window'.
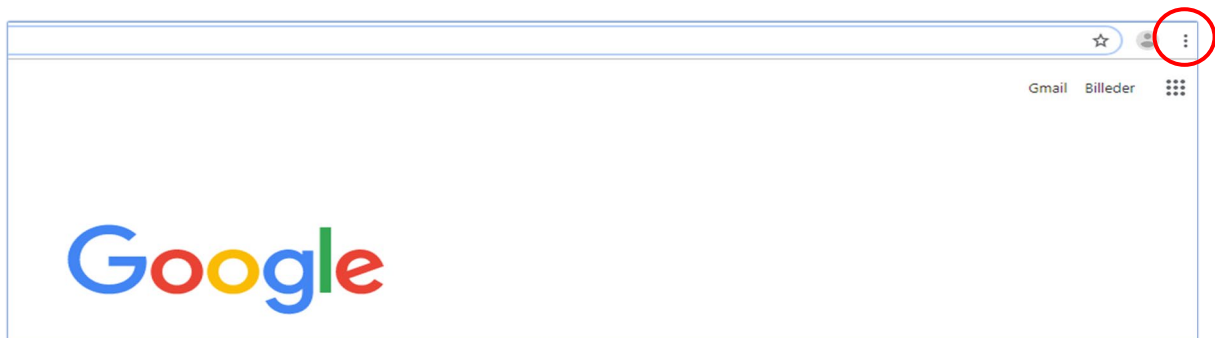
Continue in the black window that looks like this (beware that you can only have ONE incognito window open at the time).
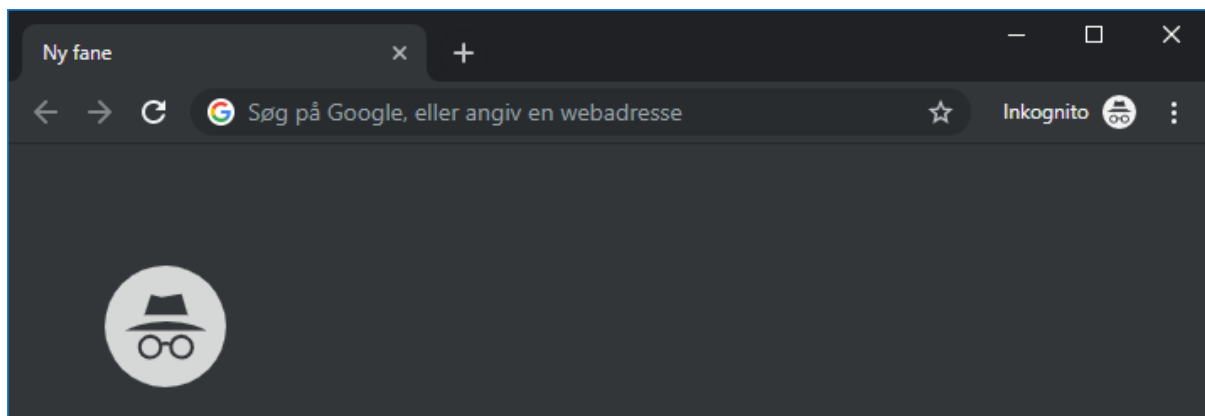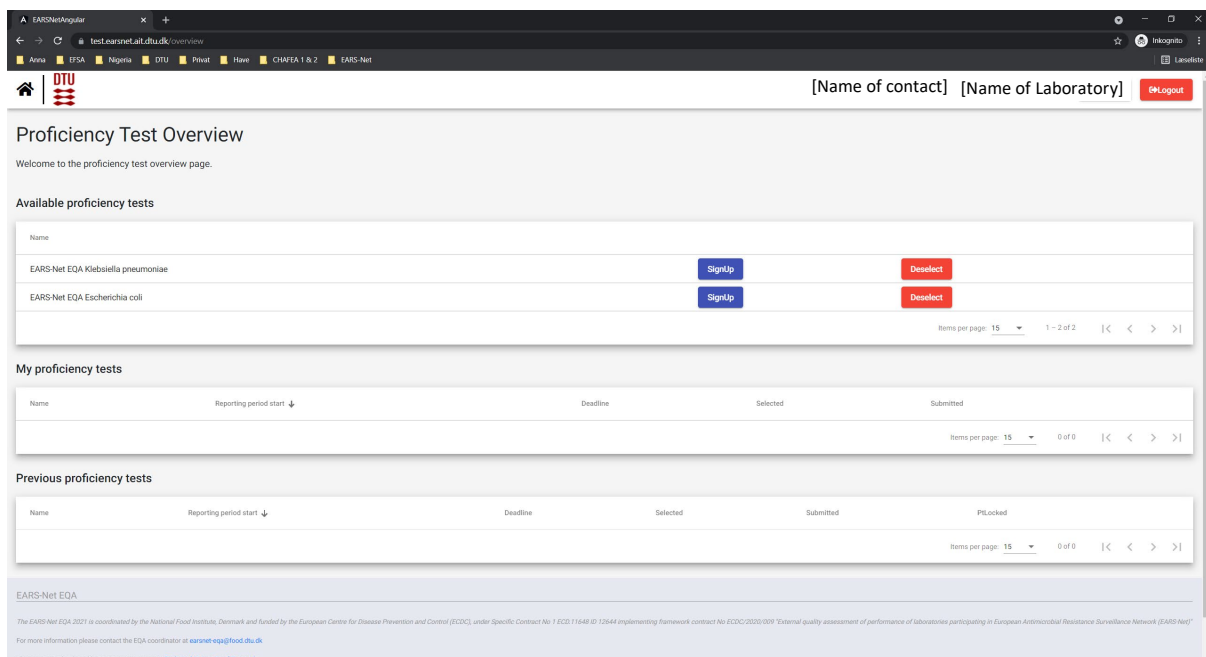
Access the webtool using this address: https://earsnet.eqa.dtu.dk

Select: Guests and others (guest.dtu.dk).

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

After signing in you will get to the *Proficiency Test Overview* page.

⇨ **Signup or deselect**

Under 'Available proficiency tests', there are two proficiency tests; one for *Escherichia coli* strains and one for *Klebsiella pneumoniae* strains. Please sign up for both of them. Proficiency tests you signed up for will then be listed under 'My proficiency tests'.

Click on 'Deselect' if you do not wish to submit data for a specific proficiency test.
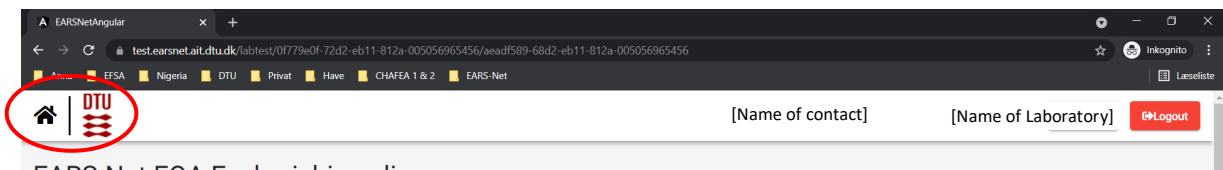

## ⇨ **Navigate in the database**

Results from antimicrobial susceptibility testing (AST) of the three *E. coli* strains and the three *K. pneumoniae* strains are submitted into the same webtool by clicking on the species specific proficiency test.

To return to the *Proficiency Test Overview* page click on the DTU logo in the upper left corner.
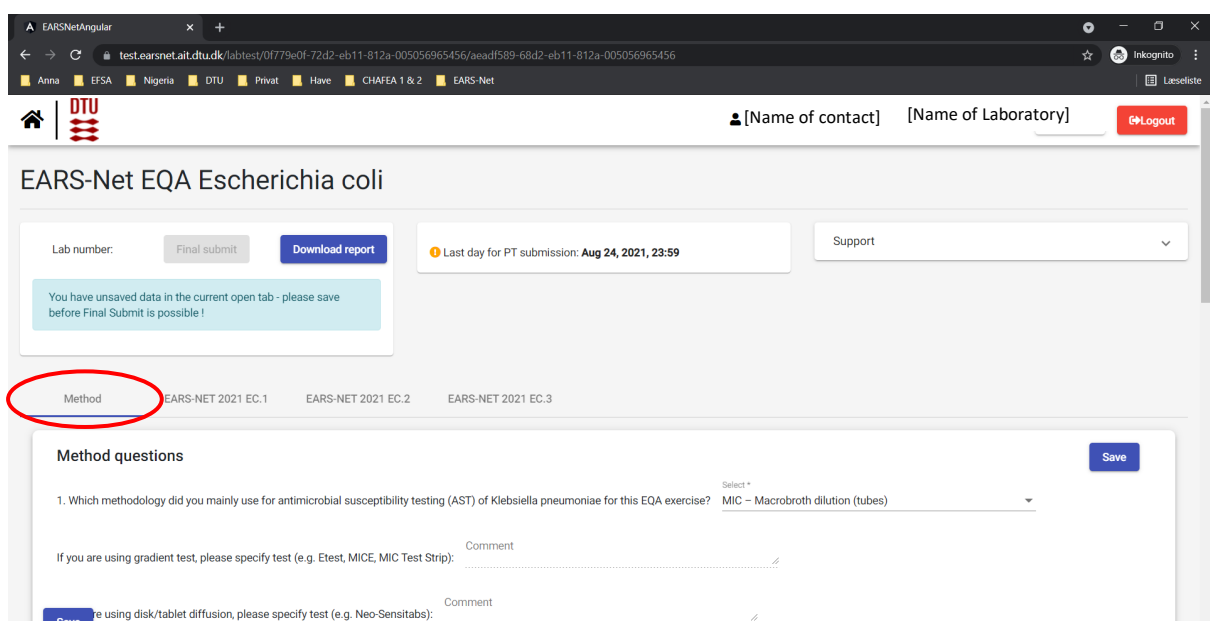

To navigate between test forms for a specific proficiency test use the tabs with the test strain codes.
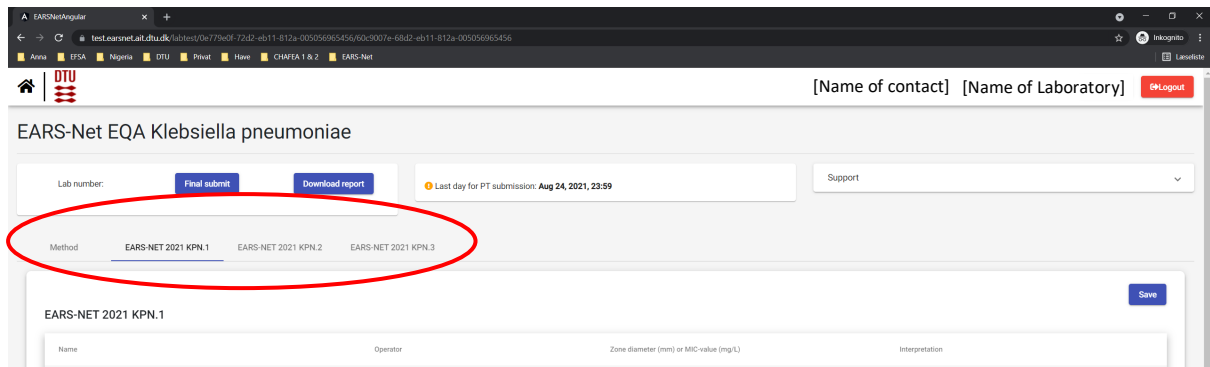
⇨ **Enter data**

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

Under the 'Method' tab answer all the questions. You will not be able to submit data unless all questions have been answered.

Under the "test strains" tabs select operator, type the MIC value or zone diameter and select interpretation (R, I or S).

- R: Resistant (considering the breakpoint indicated in the protocol)
- I: Susceptible, increased exposure (considering the breakpoint indicated in the protocol)
- S: Susceptible, standard dosing regimen (considering the breakpoint indicated in the protocol)
- 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 to another tab.

⇨ **Review and revise data**

On the *Proficiency Test Overview* page click 'Download report' for each proficiency test to see an overview of your results and method input for the EQA.


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.

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**

For each EQA (one for *E. coli* strains and one for *K. pneumoniae* strains), all uploaded data are submitted in one go. This means that the submission is final and cannot be retracted.
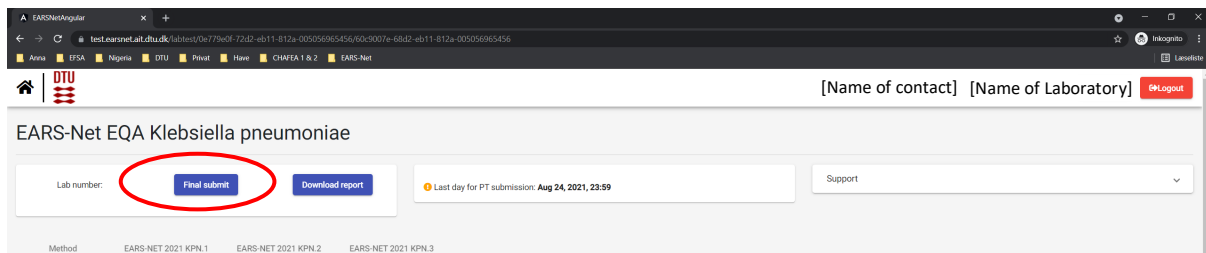
When all information and data have been entered and revised for 1) the method information and 2) AST results for all test strains for a given EQA, please click on "final submit" and you will be asked to confirm the final submission of data.

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

On the *Proficiency Test Overview* page the submission status of your Proficiency Test will now be Yes
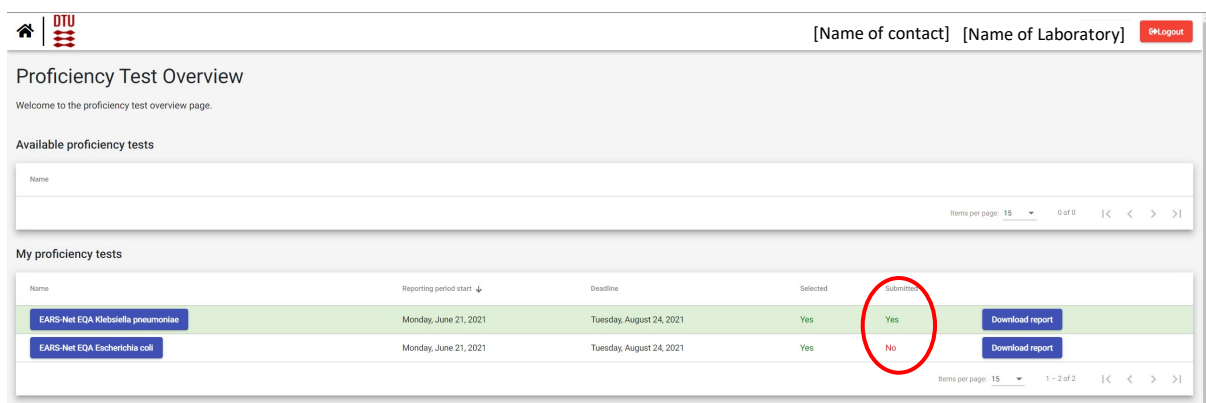
Upon final submission, the contact person(s) of the laboratory will receive an e-mail confirming the submission, and a report with the submitted results and method information will be attached. The report can also be downloaded from the webtool. Please wait a few minutes before you download the report 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**

Antimicrobial susceptibility testing:

- Each antimicrobial/test strain combination interpretation as R, I and S is evaluated and scored.
- For each antimicrobial/test strain combination, blank fields will not be evaluated and will not be scored.

After the submission deadline, results submitted to the webtool are evaluated automatically and the contact person(s) for your laboratory will receive an email with information how to download the evaluation report from the EARS-Net EQA webtool.

⇨ **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.