

EARS-Net EQA webtool Guideline

⇒ Browser requirements

IMPORTANT: The system works with the following browsers

Browser	Oldest supported version*
Google Chrome	44.0

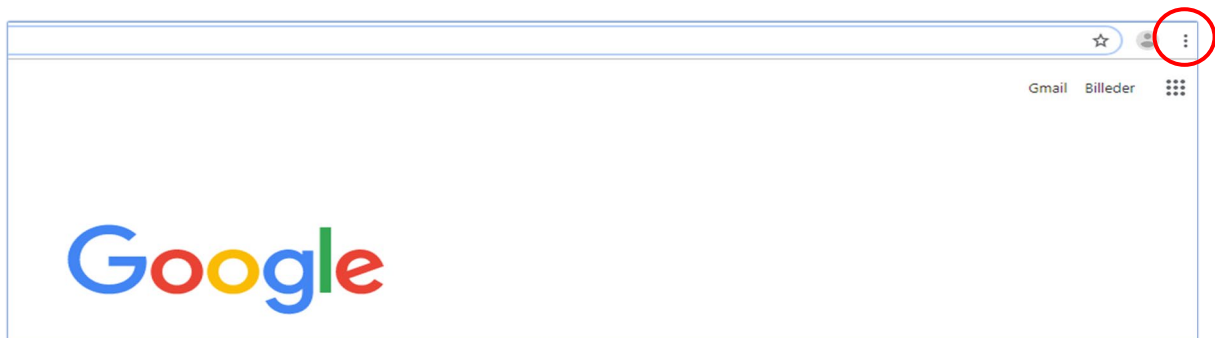
* latest version is recommended

⇒ Access the webtool

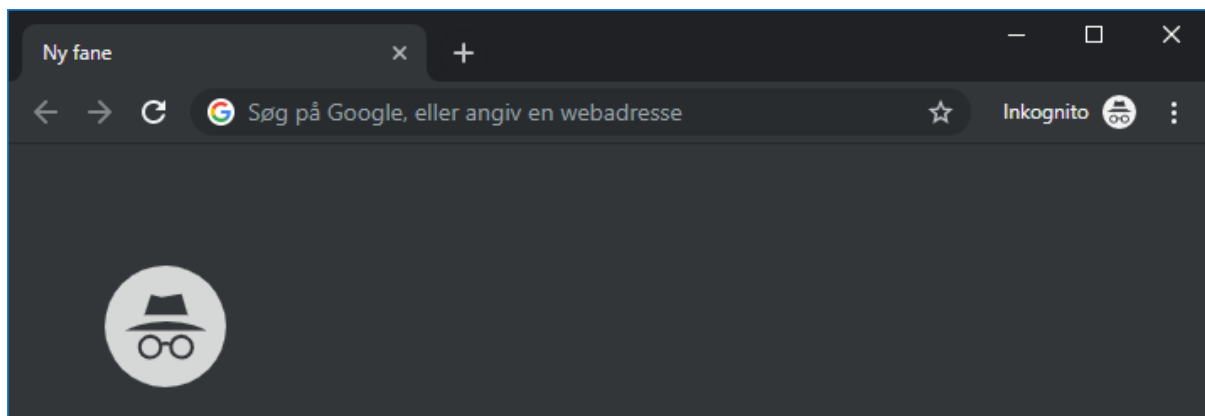
IMPORTANT: To access the webtool, you must use an **incognito** window.

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

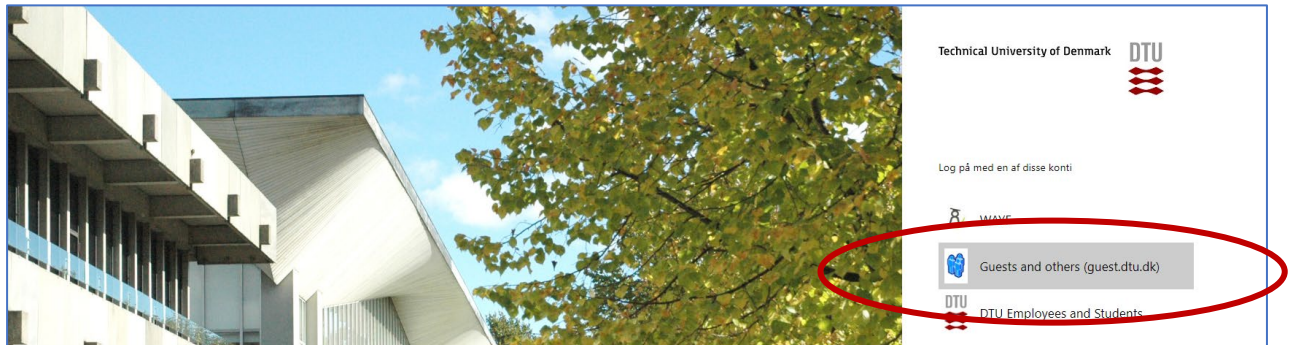
Open a browser window using Google Chrome and click on the three dots (see red circle below) and select: 'New incognito window'.



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



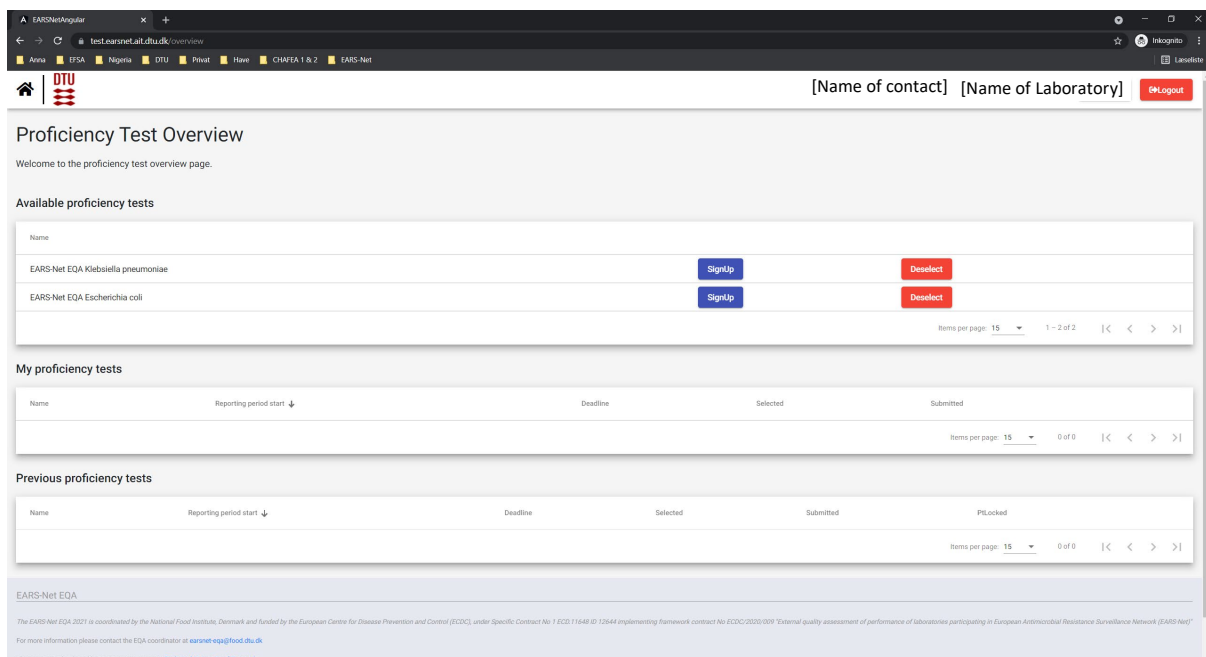
Access the webtool using this address: <https://earsnet.eqa.dtu.dk>



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.

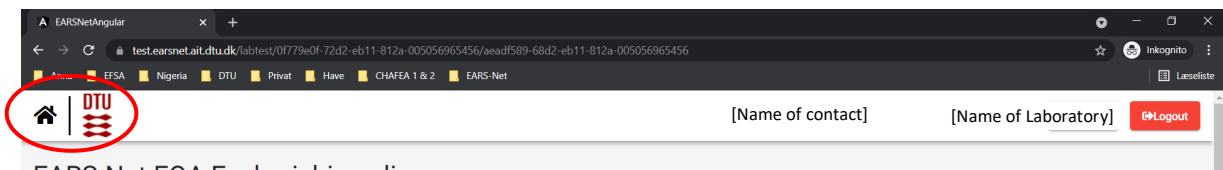
The screenshot shows the 'Proficiency Test Overview' page. At the top right, there are fields for '[Name of contact]' and '[Name of Laboratory]' and a red 'Logout' button. The main content area is divided into three sections: 'Available proficiency tests', 'My proficiency tests', and 'Previous proficiency tests'. The 'Available proficiency tests' section contains a table with two rows. The first row is for 'EARS-Net EQA Klebsiella pneumoniae' and the second is for 'EARS-Net EQA Escherichia coli'. Each row has a blue 'SignUp' button and a red 'Deselect' button. A red oval highlights these buttons. The 'My proficiency tests' and 'Previous proficiency tests' sections are currently empty. The page footer contains the following text: 'EARS-Net EQA', 'The EARS-Net EQA 2021 is coordinated by the National Food Institute, Denmark and funded by the European Centre for Disease Prevention and Control (ECDC) under Specific Contract No. 1 ECDC11648 ID: 12644 implementing framework contract No. ECDC-2020/009 "External quality assessment of performance of laboratories participating in European Antimicrobial Resistance Surveillance Network (EARS-Net)". For more information please contact the EQA coordinator at earsnet.eqa@food.dtu.dk. This system is developed by DTU ANT KIT - © 2021 - Technical University of Denmark

⇒ Navigate in the database

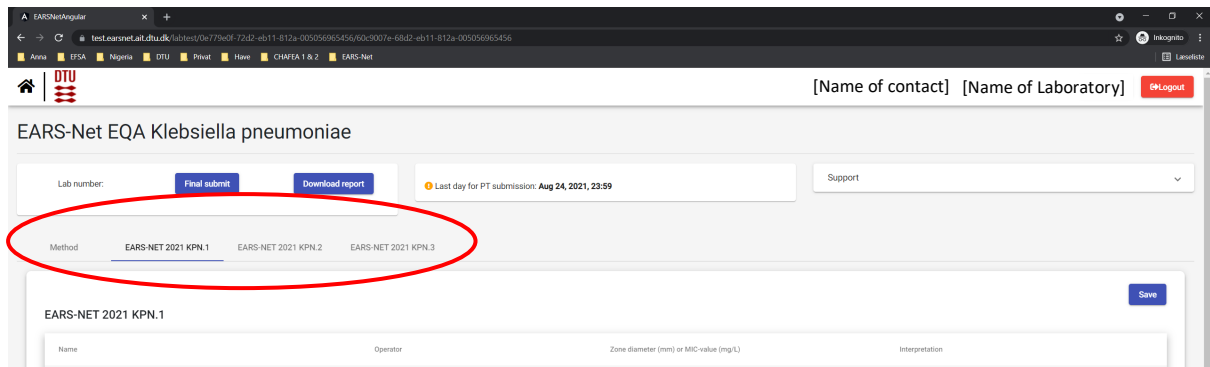
Results from antimicrobial susceptibility testing (AST) of the three *E. coli* strains and the three *K. pneumoniae* strains are submitted into the same webtool by clicking on the species specific proficiency test.

This screenshot is identical to the one above, showing the 'Proficiency Test Overview' page. The 'Available proficiency tests' section is highlighted with a red oval around the two test rows. The rest of the page content is the same as in the previous screenshot.

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



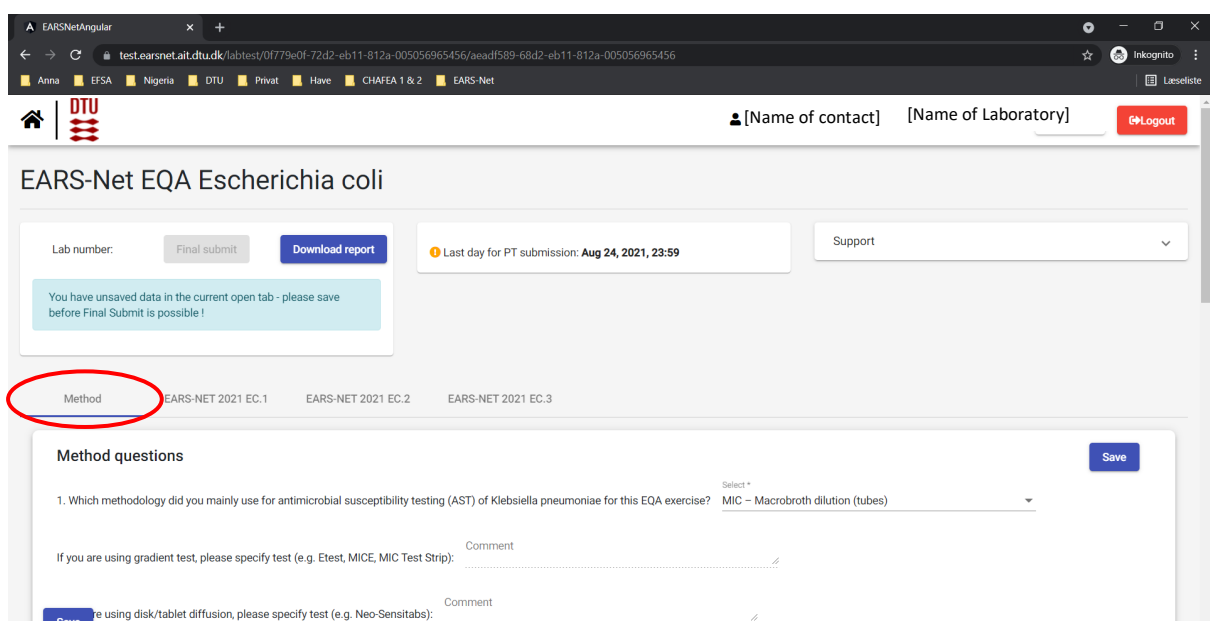
To navigate between test forms for a specific proficiency test use the tabs with the test strain codes.



⇒ 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 screenshot shows the 'Proficiency Test Overview' page. At the top right, there are fields for '[Name of contact]' and '[Name of Laboratory]' and a 'Logout' button. The main content area is divided into three sections: 'Available proficiency tests', 'My proficiency tests', and 'Previous proficiency tests'. The 'My proficiency tests' section contains a table with columns for Name, Reporting period start, Deadline, Selected, and Submitted. Two rows are visible, both with 'Download report' buttons circled in red. The first row is for 'EARS-Net EQA Klebsiella pneumoniae' and the second is for 'EARS-Net EQA Escherichia coli'. The 'Previous proficiency tests' section is currently empty.

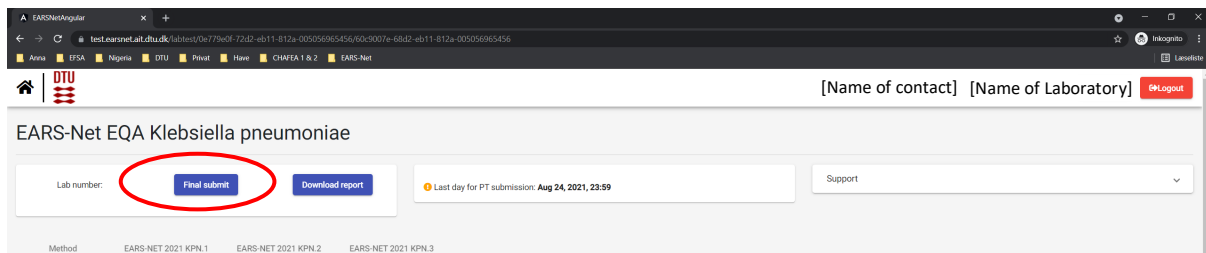
The report can also be downloaded if you are on a specific proficiency test page. Click on the “Download report” at the top of the page.

The screenshot shows the 'EARS-Net EQA Klebsiella pneumoniae' test page. At the top, there is a 'Lab number' field and a 'Support' dropdown menu. A 'Final submit' button and a 'Download report' button are circled in red. Below this, there are tabs for 'Method' and 'EARS-NET 2021 KPN.1', 'EARS-NET 2021 KPN.2', and 'EARS-NET 2021 KPN.3'. The 'Method questions' section contains several questions and text input fields for providing details about the testing methodology used.

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.

Confirm ‘final submit’ for EARS-Net EQA Escherichia coli

Click on confirm to submit your results (after this, no further edits will be possible)

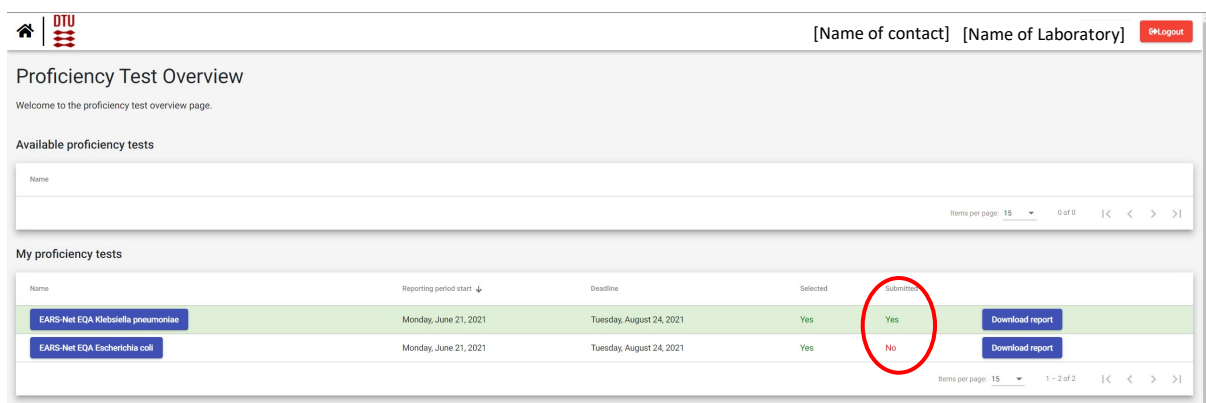
Click on cancel to be able to check/edit your uploaded results before you finally submit.

I hereby accept that the uploaded results and information are ready for submission and that upon clicking ‘Final submit’, data for EARS-Net EQA Escherichia coli cannot be edited further.

Cancel Confirm

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.

