

WHO Measles and Rubella Proficiency Test –

Instructions for submission of results

PLEASE NOTE: - YOU MUST LOG ON TO SUBMIT RESULTS

- YOU MUST INCLUDE DETAILS IN ALL FIELDS WITH AN ASTERISK (*)

1. In CLIENT AREA, select '**Update your profile**' to check that your details are correct. Please ensure that the contact person and email address are accurate.
2. If required, make relevant changes and select '**Submit**'.
3. If no changes are required and you are ready to enter your test results, under **Client Area** toolbar select '**Measles reporting**' to enter results.
4. You will be directed to your contact details. Check that your details are correct and select '**Next**'.
5. Enter relevant dates and kit details in '**Measles kit details**' section.

6. There are 2 options available for reporting results:

Option 1: Upload your completed csv file. Depending on the kit used, it will be a Siemens file or Non-Siemens file. **Ensure the uploaded file is a csv file (xls file will not work).**

In '**CSV Upload**', select '**Browse**' to locate and choose the completed file containing sample codes and results. The file name will appear in the blank field below 'csv upload'. Select '**Next**'. The results table will automatically populate with your results. Please check that the data uploaded correctly and ensure data for kit controls, in-house controls (if applicable) and kit validation criteria have been entered. Make any necessary additions or changes, if required. When complete select '**Next**' for step 7.

Option 2: Enter results manually.

In '**CSV Upload**' leave blank and select '**Next**'.

You will be directed to the '**Measles results**' section. Enter manually all test data and result interpretations. *Please note barcode is case-sensitive.* Navigate the cursor for data entry using the **Tab** key. Provide data for kit controls as well as in-house control (if applicable). Also, kit validation criteria must be completed in order to proceed with the submission process. When complete select '**Next**' for step 7.

7. Enter any additional comments in the '**Final Notes**' field.

8. In '**Data File**' field attach the raw data of measles and rubella tests by dragging and dropping file into the '**Drop files here**' or '**Select file**' and upload the relevant files located on your PC. When complete select 'Next'.
9. It is recommended that you '**Print**' the data entered and check before you select '**Submit**'.
10. To enter the rubella results, close the browser window which will return to the '**Client Area**' window and select '**Rubella reporting**'. Repeat steps 4-9.
11. When finished reporting and to log out, please close the browser window which will return to the '**Client Area**' window and select '**Logout**'.

At the bottom of each page, you have the option to select 'Next', or 'Previous'.

You can also choose to save the data entered so far until you are ready to finalise the results by selecting 'Save and continue later' and providing your email address where prompted. By doing this, you will receive an email with a link that will allow you to return to your reporting page when you are ready to resume the results submission process. The link will remain valid for 90 days.

ALL RESULTS MUST BE PROVIDED WITHIN 14 DAYS FROM PANEL RECEIPT