QualcoDuna Proficiency Testing Hungary Nonprofit Ltd. Anonymus utca 6. H-1045 BUDAPEST, Hungary

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E-mail: info@qualcopt.eu Web: www.qualcoduna.hu



Guide to online services of QualcoDuna Proficiency Testing Scheme

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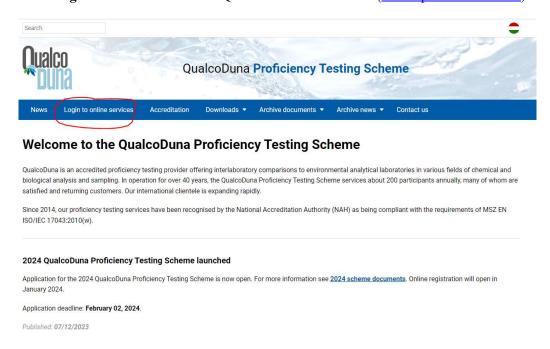
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First steps

Choose Login to online services on QualcoDuna PTS website (www.qualcoduna.hu/en).



Enter your username and password.

QuakoDuna Proficiency Tes Hungary Nonprofit Ltd. Proficiency Tes		on Management System Qualco	
Welcome Please enter your username and password.	to QualcoDuna Prof	iciency Testing Scheme online services!	
	Username:	test	
	Password:		
		Login	
	Registration	Forgot my password	
Based on @RACULUM LIMS® WEB: www.oraculumlims.com			

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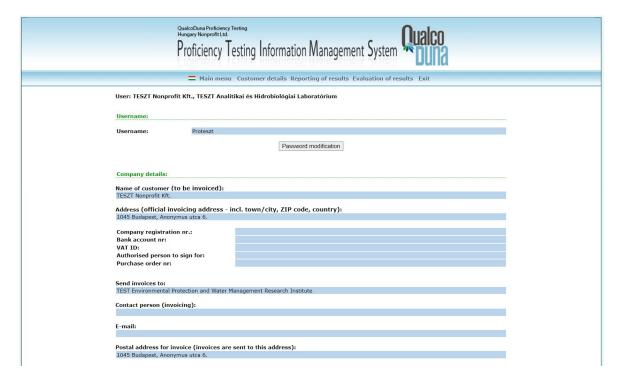
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You have reached the Main menu. Here you can add or modify your customer details, fill out the application form, report your results, and download evaluation of results.



Click Customer details to see information currently available in QualcoDuna PTS database.



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If any additions or changes are necessary, click Modify, make the appropriate additions/modifications, then click Apply.

Hu	roficiency Testing Information Management System Duna Duna			
	Main menu Customer details Reporting of results Evaluation of results Exit			
User: TESZT Nonprofit i Participant details: Name of participant: TESZT Analitikai és Hidrot Address: Send invoices to: Postcode: City/Town: Street address:	Magyarország Budapest Anonymus			
Арріу				
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The online application form

On the main screen, select the **topic** you are interested **from the list** under the header QualcoDuna Proficiency Testing Scheme (Groundwater testing in the example below).



A table appears, listing all the available samples for the selected topic. First, choose a **contact person** from the drop-down menu on the left (you may add or delete contact persons in **Customer details**, as described earlier). Then tick the **checkbox** for samples that you wish to order.

When finished, click **Preview** at the bottom of the page to preview your selection.



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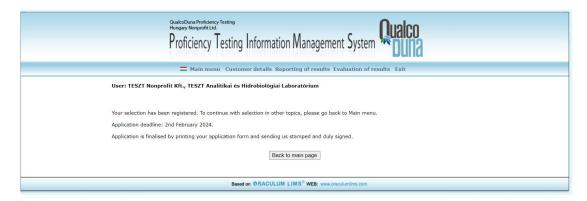
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You may overview your selection here. If you wish to make modifications, click **Back** to go back to the previous screen. Otherwise, click **Register** at the bottom of the page to save your selection. ATTENTION! After this sample selection cannot be modified online. If you wish to make modifications, please contact us.



Sample selection is acknowledged on the next screen. Click on the button under the message to go back to Main menu.



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A tick appears next to the topic that you registered samples for. You may **continue with other topics** or click **Price calculation** to see an approximation for the participation fee

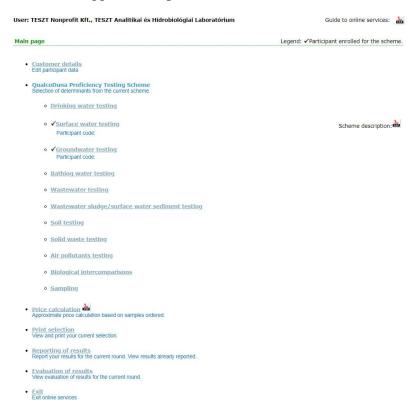


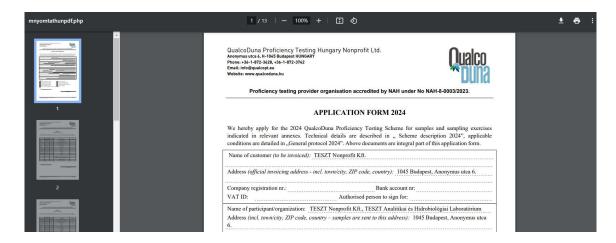
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Go back to the main page and click **Print selection** to view and print your completed application form which appears as a **pdf file** in a new window.





Please sign and stamp the printed application form where indicated, then send us by post or e-mail as a scanned document. Please note that application is not finalised until a stamped and signed copy of the application form is received.

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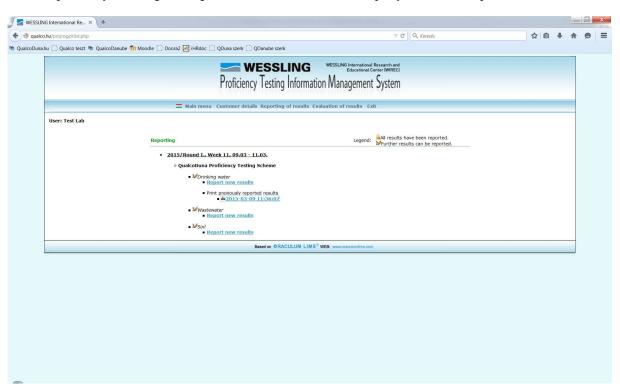
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Reporting your results

Go to the QualcoDuna Proficiency Testing Scheme website and login to online services with your personal username and password as described above.

On the main menu, choose **Reporting of results** to report your measurement data. Data report forms can be opened by clicking on **Report new results** under the topic you wish to report results for.



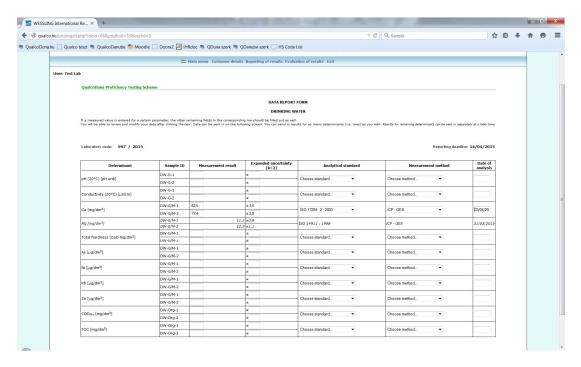
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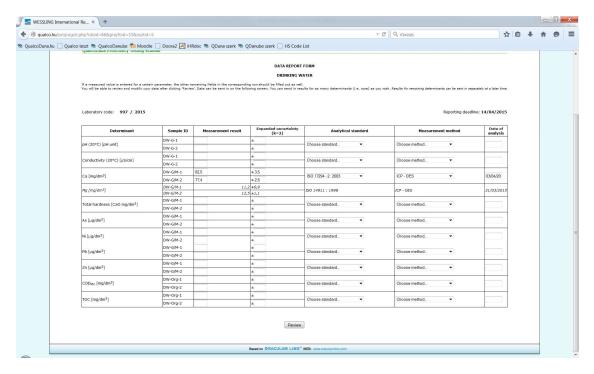


For each parameter you can report the measurement result and its expanded uncertainty for both samples and date of analysis in dd/mm/yyyy format. Analytical standard and measurement method used can be chosen from the drop-down menu.

You may choose to report for certain parameters only (in the example below, Ca only), and come back later for the rest. Data reported previously (in the example below, for Mg) is displayed in italics and cannot be modified.



When finished, scroll down and click **Review** to review your data before sending.

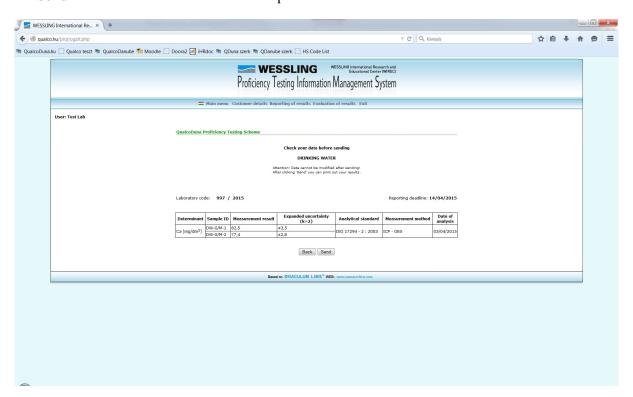


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On the next screen you can see data to be sent currently. If you wish to modify your data, click **Back** to go back to the previous screen and make the appropriate modifications. If your data are correct, click **Send**. After this data modification is not possible.

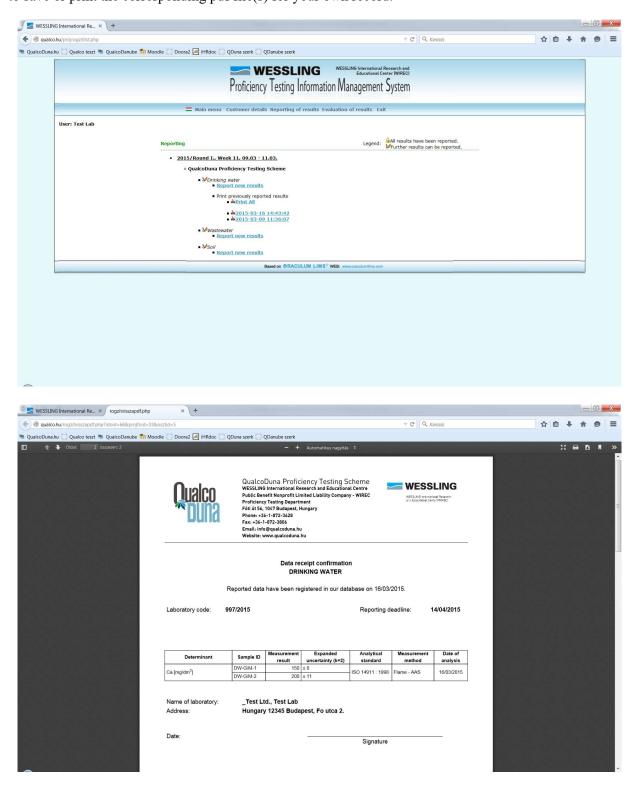


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You are redirected to **Reporting.** Here you can continue with reporting results for other topics or view and print your measurement data already sent by clicking on **Print All** under **Previously reported results** (alternatively, click on a date to print results reported on a specific day only). You may wish to save or print the corresponding pdf file(s) for your own record.



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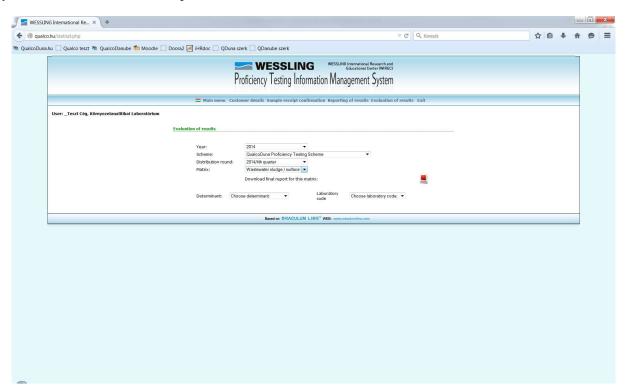
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Downloading evalution of results

Go to the QualcoDuna Proficiency Testing Scheme website and login to online services with your personal username and password as described above.

Evaluation of participant data and final reports can be accessed under **Evaluation of results**. Choose year, distribution round and topic.

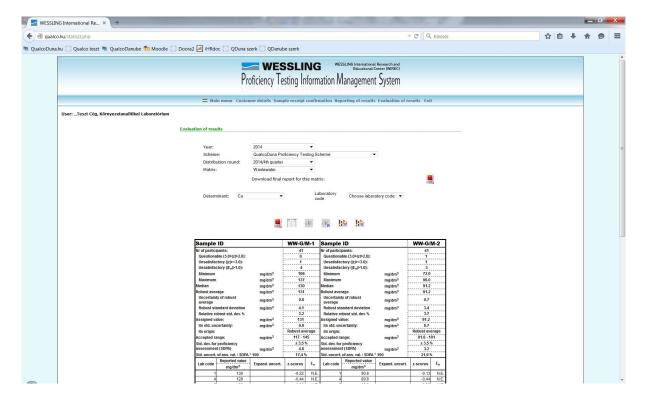


Here you can view detailed evaluation for any given determinant by choosing the name of the determinant from the drop-down menu on the left. Save or print all or part of the evaluation of the determinant by clicking on the relevant icons above the evaluation table.

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Evaluation summary for your results in the current round can be accessed by choosing your laboratory code from the drop-down menu on the right.

The final report of the given round is available in pdf format by clicking on the corresponding icon.

In case you need further help, the project coordinators are glad to help at info@qualcopt.eu.

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