

USER MANUAL





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1.0. Logging In

To access the RIQAS Point of Care software, navigate to qc.randox.com. You will be presented with the log in screen.



Enter the username and password provided by RIQAS POC in the relevant fields and select the 'Log In' button. After logging into the software, you will be presented with the RIQAS Point of Care home screen.

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Please Note: The first time you login into the software you will be prompted to set your password. Your password may be changed at any time. Please refer to section 6 for more information on changing your password.

2.0. Set Up

Before you can begin to enter EQA results each site must first setup the instrument(s) and panels in use. The initial setup step must be completed by the site administrator.

2.1. Instrument set up

From the RIQAS Point of Care home screen select the setup icon. You will be presented with the Site Details screen.

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€	Site Name:	Randox Serum Laboratory				
A	Country:	United Kingdom +				
¢ ا	Postal/Zip Code:	BT41 2QY				
٩	Address:	Randox Science Park				
5		Antrim				
		Address				
		Address				
	Marketing:	Please indicate if you would like to receive a	marketing information from Randox			
		Save				

To add/setup a new instrument, using the setup menu in the blue section on the left hand side select 'instrument setup'. A list of previously added instruments will be displayed.

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3	Serial	Instrument Manufacturer Name	Instrument Model Name	
•	Q65011181	Roche	b101	ŵ
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•	Add New			

To add a new instrument, select the 'Add New' button. You will be presented with the following screen.

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1	Instrur	nent Model:	Select an I	Instrument model		,								
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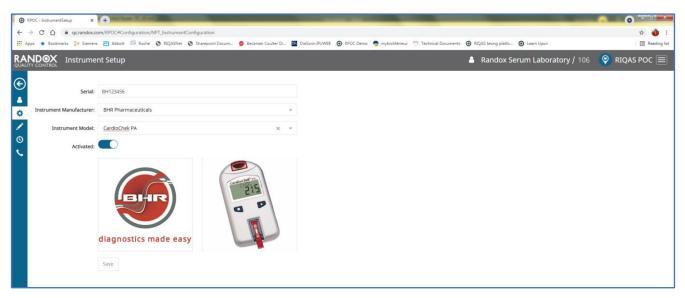
Enter the instruments unique serial number in the 'Serial' field. If the serial number is not known, a unique name may be assigned instead.

From the 'instrument manufacturer' drop down menu select the manufacturer of your instrument from the list provided. Alternatively, you can search for the instrument manufacturer by typing the name.

From the 'instrument model' drop down menu select the model of your instrument from the list provided. Alternatively, you can search for the instrument model simply by typing the model name.

Please Note: The deactivated slider should only be selected if you wish to deactivate an instrument that is no longer in use.

Based on your selections the logo of the instrument manufacturer and a picture of the instrument model will be displayed. Please check these images relate to the instrument currently in use.



Select the save button to complete the instrument set up.

2.2. Panel Setup

Once the instrument(s) in use have been set up, the next step is to set up the panel(s) in use. To access the panel set up screen click on the setup icon on the home screen.

To add/setup a new panel, using the setup menu in the blue section on the left, select 'Panel Setup'. A list of previously added panels will be displayed.

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\$	> RLQAS POC - Standard		î Î
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To add a new panel, select the 'Add New' button. You will be presented with the following screen.

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€	Instrument Name:	Select an instrument			¥				
A	Panel Name:	Select Panel Name			Ŧ				
¢ /									
	Analyte		Un	nits		Activated			
© ر				Select a valid pan	el and instrument setup				<u>^</u>
	Save								*

From the 'panel name' drop down menu select the panel in use from the list provided. Alternatively, you can search for the panel by typing the name.

From the 'instrument name' drop down menu select the serial number of the instrument used to test this panel from the list provided.

Please Note: Only instruments that have been previously setup will be displayed in this drop-down menu.

Based on your selections the table below will be populated with a list of analytes associated with the panel in use. Activate each of the tests in use at your site, using the slider next to the analyte name. If a panel is activated the colour will change to blue.

Select the save button to complete the panel set up.

OOX Panel S	etup			🛔 Randox Serum I	aboratory / 106 🛛 🥎 RIQAS PO
Instrument Name:	Q65011181		×		
Panel Name:	RIQAS POC - Standard		x *		
Analyte		Units		Activated	
Cholesterol Total		mmol/l			8
CRP		mg/l			8
HbA1c - IFCC standard	dised	mmol/mol			8
HDL Cholesterol		mmol/l			

3.0. Result Entry

The result entry window will open upon receipt of your EQA sample each month.

To access the result entry screen, click on the result entry icon on the homepage. A table displaying the panel name, sample number, instrument serial number, test/analyte and return date will be displayed.

If a result has been entered the submission status will state 'result present' in green. If a result is yet to be entered the result status will state 'No Result Submitted'.

To enter a result, click in the result column next to the desired test and type in the obtained result for the EQA sample. Repeat this step for all tests. To save the results click on the save button. Upon clicking the save button the submission status will change to result present and the analysis date will populate automatically with the current date.

Please Note: in the event of a transcription error saved results can be amended up to the final return date. Saved results will automatically be submitted on the final return date.

	t Entry					Randox Serun	n Laboratory / 106	🧐 RIQAS POO
	e amended up to the return date itomatically submitted on sample return							
Filter all fields	nomatically submitted on sample return	o date						
Return Date	Panel Name	Sample	Instrument Name †	Test †	Result	Unit	Submission Status	Analysis Date
15-Sep-2021	RIQAS POC – Standard	Sept21	Q65011181	Cholesterol Total	2.3	mmol/l	Result Present	13-Sep-2021
15-Sep-2021	RIQAS POC – Standard	Sept21	Q65011181	CRP		mg/l	No Result Submitted	
15-Sep-2021	RIQAS POC – Standard	Sept21	Q65011181	HbA1c - IFCC standardised	112.5	mmol/mol	Result Present	13-Sep-2021
15-Sep-2021	RIQAS POC – Standard	Sept21	Q65011181	HDL Cholesterol		mmol/l	No Result Submitted	
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4.0. Result History

EQA reports will be automatically generated after the result entry window has closed. The result entry window will close at midnight on the deadline date.

To access your EQA results click on the Result History icon on the home screen. An overview of results for the current sample will be displayed. Satisfactory performance is highlighted in green and Unsatisfactory Performance in red or if there are not enough results to make a peer group (Not Enough Peer Data). The status field will also indicate if a result hasn't been submitted or if a </>

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Filter all fields		Include Deactivated					
Panel	Instrument †	Instrument State	Sample	Test †	Result	Unit	Status
RIQAS POC Glucose/Ketones	A159632F	Active	6	Glucose	5.5	mmol/I	Not Enough Peer Data
RIQAS POC Glucose/Ketones	A159632F	Active	6	Ketones	apples	mmol/I	Invalid result
RIQAS POC Glucose/Ketones	AN2345741	Active	6	Glucose		mmol/I	No Result Submitted
RIQAS POC Glucose/Ketones	AN2345741	Active	6	Ketones		mmol/I	No Result Submitted
RIQAS POC – Standard	B544	Active	Sample 9	Cholesterol Total		mmol/I	No Result Submitted
RIQAS POC - Standard	B544	Active	Sample 9	HDL Cholesterol	2.59	mmol/I	Satisfactory Performance
RIQAS POC – Standard	BHR1	Active	Sample 9	Cholesterol Total	3.59	mmol/I	Unsatisfactory Performance
RIQAS POC – Standard	BHR1	Active	Sample 9	HDL Cholesterol	2.8	mmol/I	Satisfactory Performance
RIQAS POC – Standard	Limerick01	Active	Sample 9	Cholesterol Total		mmol/I	No Result Submitted
RIQAS POC – Standard	Limerick01	Active	Sample 9	HbA1c - IFCC standardised		mmol/mol	No Result Submitted

4.1. Levey-Jennings Charts / Scatter Graphs

The Levey-Jennings chart or scatter graph provides an instant visual representation of instrument and test performance over time.

To view the Levey-Jennings chart or scatter graph for a test or instrument, double click on the test or instrument of interest.

The chart will automatically generate displaying the sample number on the X axis and the SDI on the Y axis. An SDI of ≤ 2 is considered satisfactory and an SDI >2 is considered unsatisfactory. Satisfactory results are plotted in green on the chart and unsatisfactory results in red.

By hovering over any of the points on the Levey-Jennings chart more information is displayed including the SDI, the operator's initials and the result status.

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Result History					RIQAS POC Account 1	/ 78 😁 <table-cell> RIQAS POC</table-cell>
Instrument: B544	Test: HDL Ch	nolesterol	Unit: mmol/l			
		Le	evey-Jennings Graph to Show SD	I Per Sample		
 Cycle: 1W Sample: Sample 1 Result: 0.99 						
2 SDI: 0 Peer Group Mean: 0.99 Initials: R D					·	
Status: Satisfactory			•			
-1						
-2						
s-3 Sample 1	Sample 2	Sample 3 Sar	mple 4 Sample 5	Sample 6	Sample 7 Sample 8	Sample 9
s-3 Sample 1	Sample 2	Sample 3 Sar	mple 4 Sample 5	Sample 6	Sample 7 Sample 8	
Sample 1						🗋 Export to PDF
Sample 1	Return Date	Result	SDI	Peer Group Mean	Status	Export to PDF
Sample 1						🗋 Export to PDF
Sample 1	Return Date	Result	SDI	Peer Group Mean	Status	Export to PDF
Sample 9	Return Date 31-Aug-2021	Result 2.59	SDI -0.15	Peer Group Mean	Status Satisfactory Performance	Export to PDF
Sample 9 Sample 8	Return Date 31-Aug 2021 18-Mar-2021	Result 2.59 1.52	5DI -0.15 1.2	Peer Group Mean 2.62 1.46	Status Satisfactory Performance Satisfactory Performance	C Export to PDF
Sample 9 Sample 8 Sample 7	Return Date 31-Aug-2021 18-Mar-2021 18-Feb-2021	Result 2.59 1.52 2.1	SDI -0.15 1.2 -0.92	Peer Group Mean 2.62 1.46 2.54	Status Satisfactory Performance Satisfactory Performance Satisfactory Performance	User R.D R.D R.D
Sample 1 Sample 9 Sample 8 Sample 7 Sample 6	Return Date 31-Aug-2021 18-Mar-2021 18-feb-2021 18-jan-2021	Result 2.59 1.52 2.1 2.4	SDI -0.15 1.2 -0.92 -0.59	Peer Group Mean 2.62 1.46 2.54 2.5	Status Satisfactory Performance Satisfactory Performance Satisfactory Performance Satisfactory Performance Satisfactory Performance	User RD RD RD RD RD
Sample 9 Sample 9 Sample 8 Sample 7 Sample 6 Sample 5	Return Date 31-Aug 2021 18-Mar-2021 18-feb-2021 18-jan-2021 18-Dec-2020	Result 2.59 1.52 2.1 2.4 0.55	SDI -0.15 1.2 -0.92 -0.59 -1	Peer Group Mean 2.62 1.46 2.54 2.5 0.69	Status Satisfactory Performance Satisfactory Performance Satisfactory Performance Satisfactory Performance Satisfactory Performance Satisfactory Performance	User RD RD RD RD RD RD

The information displayed on the Levey-Jennings chart is also presented in tabular format below the chart. The sample number, return date, result, SDI, peer group mean, result status and operator initials are displayed.

Satisfactory performance is highlighted in green and unsatisfactory performance in red. The status field will also indicate if a result hasn't been submitted or if a </> result has been entered.

This report may be exported to PDF and kept on file by clicking on the Export to PDF button.

4.2. Histogram Chart

The Histogram chart provides a visual representation of how your result compared to other sites using the same instrument model.

To view the Histogram chart for a particular sample double click on the sample of interest from the table below the Levey-Jennings Chart / Scatter graph.

The Histogram chart will automatically generate. The result obtained is displayed on the X axis and the number of results that fall within that bar on the Y axis. The bar your result falls within is indicated by the dark blue colour. By hovering over any of the bars on the chart, the number of results within that bracket will be displayed.



To the right of the Histogram chart more information is displayed in tabular format including; instrument serial number, instrument model, test, unit, sample number, date, result, peer group mean, peer group SD, result status and operator initials. Satisfactory performance is highlighted in green and unsatisfactory performance in red.

5.0. Changing Your Password

To change your password, click on the profile icon at the top left of the home screen and select Change Password from the drop-down menu.

Enter your current password followed by your new password in the required fields and select the Change button

6.0. Adding New Users

The account administrator or lead operator is responsible for adding new users.

To add a new user, click on the profile icon at the top left of the screen and select User Access Control from the drop-down menu.

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)	Laboratory Name Laboratory C)wner	Expiry Date					
Γ	RPOC_Demo1@randox.com Demo	0 3	01/Dec/2099					
	User Access Control Change Password							
	UserName	FirstName		LastName	Language	RoleName	Deactivated	=
	RPOC_1and2admin@randox.com	Site 1 & 2		Admin	English (United Kingdom)	Admin		â
	RPOC_DemoUser1@randox.com	RPOC User1		Demo	English (United Kingdom)	User		
	RPOC_Demo3@randox.com	RPOC		Demo 3	English (United Kingdom)	Owner		
	RPOC_Demo1@randox.com	RPOC		Demo Account 1	English (United Kingdom)	Admin		đ
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A list of current users will be displayed. To add a new user, select the add new button

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Laboratory Name	Laboratory O	wner	Expiry Date					
RIQAS POC Account 1	RPOC Demo	3	01/Dec/2099					
Filter all fields								
UserName		FirstName		LastName	Language	RoleName	Deactivated	
RPOC_1and2admin@randd	ox.com	Site 1 & 2		Admin	English (United Kingdom)	Admin		
RPOC_DemoUser1@rando	x.com	RPOC User1		Demo	English (United Kingdom)	User		
RPOC_Demo3@randox.com RPO		RPOC		Demo 3	English (United Kingdom)	Owner		
RPOC_Demo1@randox.com RPOC			Demo Account 1	English (United Kingdom)	Admin			
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Enter the user's details including email address, first name, surname and preferred language from the drop-down menu.

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€ ▲	User Detai	S	
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٩.,	Last Name:	Last	
	Language:	English (United Kingdom)	
	User Role		
	Role: Save	v v	

The next step is to set the level of access required for this user. Several pre-configured role-based levels are available. From the Role drop down menu select the most appropriate user level and click the save button.

Admin Level – Each site should assign an administrator; the administrator is responsible for creating and modifying user accounts. In addition, the administrator has the same privileges as Managers.

User Level – Users are responsible for entering EQA results and viewing EQA results.

7.0. Group Co-ordinator Report

The coordinator report allows group co-ordinators to quickly see over a 12 month rolling window how each participant under their remit has performed. The result status is coloured green for satisfactory performance, red for unsatisfactory performance and grey when no result was returned.

RIQAS Point of Care demo group 1 × RIQAS POC – Standard ×		14/Sep/2020		14/Sep/2021 🛱 Generate			Generate					
Select Status:	* Select Site:	Ŧ	Include Deactivate	ed 🕥								
ilte Name	Email	Instrument	Test	Sample 2	Sample 3	Sample 4	Sample 5	Sample 6	Sample 7	Sample 8	Sample 9	
RIQAS POC Account 1	RPOC_Demo1@ra	RCB101 b 101	HbA1c · IFCC stan	34	111	34,6	99	57	13.3	38.2		
RIQAS POC Account 1	RPOC_Demo1@ra	RCB101 b 101	HDL Cholesterol	1.34	1.26	0.99	0.81	2.6	2.03	1.59		
RIQAS POC Account 2	RPOC_Demo2@ra	A123123 Afinion 2	Cholesterol Total	4.2	3.4	4.17	2.59	7.0	7.15	4.0		
RIQAS POC Account 2	RPOC_Demo2@ra	A123123 Afinion 2	CRP	66	49	47.8	26.1	34	47.4	56		
RIQAS POC Account 2	RPOC_Demo2@ra	A123123 Afinion 2	HbA1c · IFCC stan	35	112	35.9	105	57	11.7	37,2	- 	
RIQAS POC Account 2	RPOC_Demo2@ra	A123123 Afinion 2	HDL Cholesterol	1.6	1.36	1.09	0.84	2.7	2.3	1.39		
RIQAS POC Account 2	RPOC_Demo2@ra	A234 Afinion 2	Cholesterol Total	4.5	3.7	3.96	2.67	6.95	7.3	4.1		
RIQAS POC Account 2	RPOC_Demo2@ra	A234 Afinion 2	CRP	62	45	45.22	27.5	35	46.2	56.2	44	
RIQAS POC Account 2	RPOC_Demo2@ra	A234 Afinion 2	HbA1c - IFCC stan	35	104	32	106	56.5	12.7	38.5		
RIQAS POC Account 2	RPOC_Demo2@ra	A234 Afinion 2	HDL Cholesterol	1.66	1.7	0.91	0.91	2.65	2.23	1.46		