

RfB-Web-Manual - **Surveys**

Overview about range of functions
and handling

www.rfb.bio



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This manual is intended to serve as a practical guide to the website of the Reference Institute for Bioanalytics and how to use it. Its key features are the presentation of results for various analysed surveys as well as the online communication between the RfB and ring trial participants. The range for participants is extended to include the whole ring trial process.

The following options are on offer:

- * Orders
- * Entry of measured values
- * Individual evaluation/ certificates.
- * Reminder and evaluation e-mails
- * Profile administration (e-mail addresses, group administration, printing and shipping preferences)



Welcome to the RfB

This website provides all information concerning the accredited EQA schemes of the RfB:

- [our accredited ring trial program 2017/2018 >](#)
- [survey evaluations >](#)
- [our calibration labs >](#)
- [IFCC RELA Surveys >](#)
- [our haemolysis database >](#)



Our online supply for your lab

Data logging & logs

News

Now available: [Purchase orders for 2018](#) 07.09.17
 From now on, we take purchase orders for 2018. Please be aware that all orders of the contract type A are already copied to 2018. ... [read more](#)

Latest evaluations

HS2/17 Urinary calculus	18.09.17
OH3/17 Oxyhemoglobins	18.09.17
SA2/17 Thyroid antibodies	18.09.17

Take advantage of our website

- Data logging & logs
- Free-of-charge orders
- Order summaries
- Multilingualism
- Certificates and analyses plus e-mail notification
- Summary of the ring trial results
- Annual overviews
- Administration of multi-participant numbers
- E-Mail notification about the approaching end of a ring trial
- Convenient e-mail address management
- Options for avoiding paper
- Direct access to ring trial instructions
- Virtual ring trials

This link takes you to brief explanations of the key features of our website.

Surveys About us Support Survey program

Surveys Clinical chemical analytes in serum "wet chemistry" 2017

survey	order deadline	sample dispatch	receiving before	survey period	state	test instructions
KS1/17	28.11.16	14.12.16	03.01.17	02.01.17 - 07.01.17	evaluated	KS1/17
KS2/17	23.01.17	08.02.17	14.02.17	13.02.17 - 18.02.17	evaluated	KS2/17
KS3/17	06.03.17	22.03.17	28.03.17	27.03.17 - 01.04.17	evaluated	KS3/17
KS4/17	24.04.17	10.05.17	16.05.17	15.05.17 - 20.05.17	evaluated	KS4/17
KS5/17	06.06.17	21.06.17	27.06.17	26.06.17 - 01.07.17	evaluated	KS5/17
KS6/17	17.07.17	02.08.17	08.08.17	07.08.17 - 12.08.17	evaluated	KS6/17
KS7/17	11.09.17	27.09.17	03.10.17	02.10.17 - 07.10.17	in preparation	-
KS8/17	16.10.17	31.10.17	07.11.17	06.11.17 - 11.11.17	orderable	-

KS5/17: Clinical chemical analytes in serum "wet chemistry"

material	serum, lyophilized, 2 samples each 5 ml	Analyte
fees	Net prices plus VAT, evaluation pair analytical results 1 -	<ul style="list-style-type: none"> ■ bilirubin, total ♦ ■ bilirubin, direct
	9 - 12	45 €
	13 - 16	48 €
	each additional 4 pairs analytical results	3 €
	each additional pair of samples	23 €
comments		<ul style="list-style-type: none"> ■ glucose ♦ ■ uric acid ♦ ■ urea ♦ ■ creatinine ♦ ■ lactate ♦ ■ triglycerides ♦



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Survey for clinical chemical analytes in serum (wet chemistry) KS5/17

Survey directors:
Prof. Dr. med. C. Knabbe, Prof. Dr. Dr. K. P. Kohse, Prof. Dr. M. Neumaier

Organization:
Dr. W.-J. Gellenkeuser, Ms. Dr. A. Kessler

Reference laboratory:
Dr. D. Grote-Koska, Medizinische Hochschule Hannover
Dr. C. Ritter-Sköt, Referenzinstitut für Bioanalytik, BioCampus Köln

Test instructions

Please note and control your code numbers according our actual code key!

Dates
Test Period
For the examination of the samples one week is available.

Deadline for Remittance
The exact date can be found at the upper right of the result sheet.

Test material

Sample A + B:
lyophilized human serum

The test material is stable to a certain degree until dissolution. The quality of the material is not impaired if it is stored at room temperature for several days.

Recommended storage temperature: + 4 °C.

The homogeneity of the samples was tested.

If you receive the samples not in a flawless state we ask for an immediate call or e-mail to send new specimens.

Dissolving

1. After carefully opening the sample container, pour exactly the amount of distilled water prescribed into the small glass. The amount - 5 ml - is stated on the label.

For an optimum reconstitution of the enzymes the

2. Close the container again and let it stand for about 15 minutes at room temperature, protected from light.

3. Dissolve the serum completely and homogeneously by carefully shaking - avoid foaming! A slight cloudiness, also after the dissolving process is finished, is normal.

4. After dissolving the keeping quality of most of the components corresponds to that in native sera. For a short storage of the dissolved sera a temperature of about 4 °C is recommended. Storage during the survey period is possible by a one-time freezing at about -20 °C.

Investigation

After dissolving the sera have to be treated like patient sera
- the sera should be stored at low temperature
- protected against light
- treated according the corresponding test instruction.

AP

The alkaline phosphatase should be measured within the period of 1 - 2 hours after dissolving, because the activity may increase depending on the storage time and storage temperature.

Further instructions

Ionized Calcium (14)

Please enter results of the really measured concentration of ionized calcium. Do not correct your values to pH 7.4.

KS5/17	06.06.17	21.06.17	27.06.17	26.06.17 - 01.07.17	evaluated	KS5/17
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KS1/17 KS2/17 KS3/17 KS4/17 **KS5/17** KS6/17 KS7/17 KS8/17

Summary evaluation KS5/17

- 1 bilirubin, total
- 2 bilirubin, direct
- 3 cholesterol
- 4 glucose
- 5 uric acid
- 6 urea
- 7 creatinine
- 8 lactate
- 9 triglycerides

Commentary on Evaluation KS5/17 Summary evaluation KS5/17 Youdenplots KS5/17



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Survey for clinical chemistry analytes in serum KS5/17

Survey director:
Prof. Dr. med. C. Knabbe, Prof. Dr. Dr. K. P. Kienes, Prof. Dr. M. Neumaier
Organization:
Dr. W. C. Gellerauer, M. Dr. A. Kessler
Reference laboratories:
Dr. U. Grottel, Medizinische Hochschule Hannover
Dr. C. Riller-Diet, Referenzinstitut für Bioanalytik, BioCampus Köln

Comments on the evaluation

Registered online-users can find their individual pdf-evaluations on our website.
(If you are interested please register free of charge for future surveys under www.rfb.de)

Validity of certificates

According to the guideline for the external quality control in Germany certificates will have a validity of six months, beginning from the date of issue. This date corresponds to the return date of the survey and is printed on the certificate.
Our printing and mailing date is independent from this date of issue.

Individual evaluation

Your certificate lists all quantities for which the requirements correspond to the survey are fulfilled. These requirements are stated by - or correspond to - the guideline of the German Medical Association (BfI, Dr. Asteiselt, 10.11.11, Heft 38, 19.09.2014).
An additional participation certificate is only printed if at least for one of the analytes the requirements are not fulfilled (or 3).

Target values

For the quantities glucose, ure, acid, urea, cholesterol, creatinine, triglycerides, calcium, chloride, potassium, iron, uric, magnesium, sodium, phosphorus and the enzymes CK, AST, ALT, LDH and GOT the reference method values are used, determined by the corresponding reference methods. A list of the reference methods can be found on our website at www.rfb.de. The uncertainties of the values are documented. For all other quantities, the medians of the result of all participants in a sub-collective using the same method-ik-combination were used as target values (system-specific target values). These medians were only used if the corresponding subcollective contained at least 4 results, otherwise the medians of the corresponding method (same method) were used. In the case of large system specific differences between re-

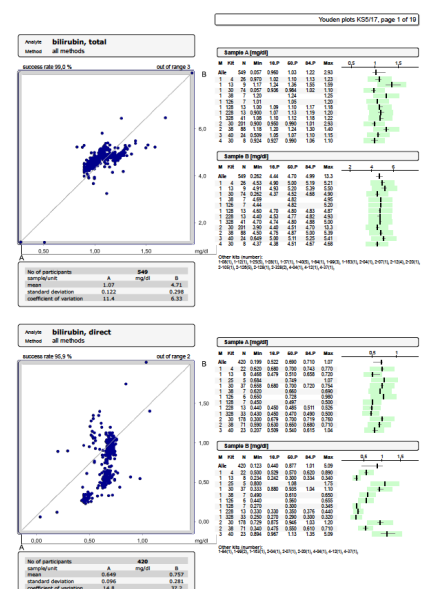
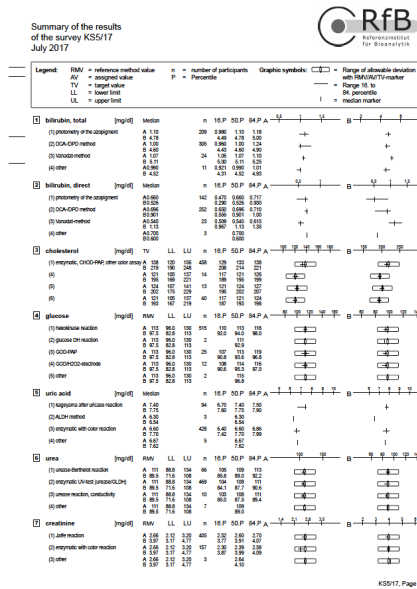
sults this can lead to a not appropriate, negative evaluation (C) in some cases. In these cases the results up to the collective number and were not evaluated (C in the list of results) and a participation certificate was issued. To give you the possibility to compare your results with the target values, these data are printed in gray in the list of results.
Alk. Phosphatase
For alk. phosphatase reference method values have been determined (sample A: 507 U/L, sample B: 215 U/L). In our Youden-diagrams the corresponding limits are marked with a grey rectangle. The evaluation, however, was done on a basis of the method-dependent target values.
Alpha-amylase
For alpha-amylase reference method values have been determined (sample A: 275 U/L, sample B: 541 U/L). In our Youden-diagrams the corresponding limits are marked with a grey rectangle. The evaluation, however, was done on a basis of the method-dependent target values.
AST (1-30Roche)
Some participants found very low values which differ from the other values of this group 1-30 and from the reference method values. The reason might be that no pyridoxal-phosphate was used as described in the reference method (IFCC).

Chloride

For chlorid, reference method values have been determined (sample A: 97 mmol/L, sample B: 128 mmol/L). In our Youden-diagrams the corresponding limits are marked with a grey rectangle. The evaluation was done on a basis of the method-dependent target values.

Cholesterol

Values determined with systems of Siemens (28, 128, 228, 328) did show larger differences from the reference method value (target) for sample B. The reason is current-



3 cholesterol

Summary evaluation KS5/17

cholesterol Samp. A [mg/dl]		Kits by name Kits by number						
split	Meth.	Manuf.	Number	min	16.P	median	84.P	max
1	0 all methods	0	525	6.24	126.16	132	137	169
1	1 enzymatic, CHOD-PAP, other color assay	0	458	6.24	129	133	138	169
1	1 Kit 4	4	26	127	132	133.9	135.172	136
1	1 Kit 12	12	6	129	-	138	-	140
1	1 Kit 13	13	9	125	127.375	129.344	149.2	169
1	1 Kit 25	25	5	115.83	-	135.135	-	162.934
1	1 Kit 30	30	268	6.24	128	131.274	135	143.243
1	1 Kit 38	38	89	124	133.46	137	140	143
1	1 Kit 40	40	25	128.571	134.016	136	139	145
1	1 Kit 99	99	6	115.83	-	127.5	-	140

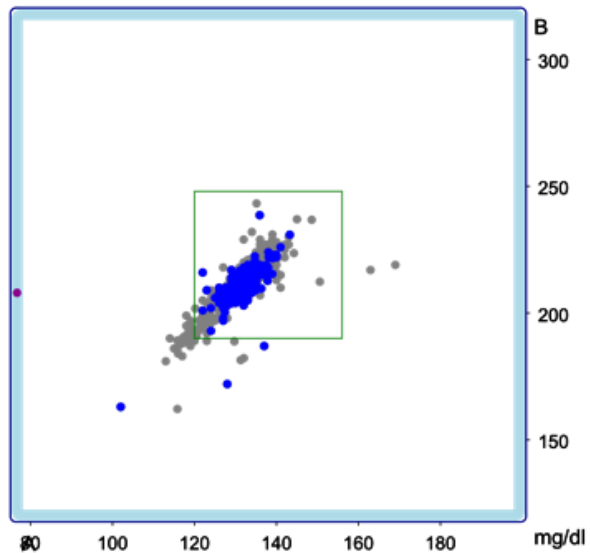
KS5/17

Cholesterin

Enzym., CHOD-PAP, anderer Farb - Kit 30

R f B

Split 1



Anzahl Teilnehmer	268	
Zielwert	138	219
Grenzen	120 - 156	190 - 248
Mittelwert	131.075	211.146
Standardabweichung	8.573	6.697
Variationskoeffizient	6.541	3.172

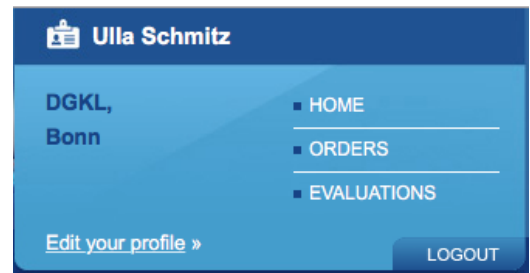


The password concept has now been tailored to a commonly used approach. The functionality needed for changing the password and the procedure to be followed if you forget a password is now as follows:

Passwortlink anfordern

Teilnehmernummer E-Mail-Adresse

An e-mail is then sent to the specified address. This e-mail contains a link enabling you to assign a new password to your account. The e-mail address must be stored in the account.



Participant: schmitz

News

Now available: Purchase orders for 2018	07.09.17
From now on, we take purchase orders for 2018. Please be aware that all orders of the contract type A are already copied to 2018. ... read more	
New comment feature on our website	06.07.17
We have created the possibility to insert comments into the evaluation overview. ... read more	
New surveys for resistant bacteria	18.01.17
In the last few years the resistance development against antibiotics increased. ... read more	
Survey newborn screening	27.06.16
<u>In the surveys for newborn screening the analytes IRT and PAP were added, which are determined in the context of early</u>	

Your surveys

past surveys	current surveys	upcoming surveys
AI2/17 (until 23.09.17)	Antinucl. Ab	nothing entered
B-Stscrc2/17 (until 22.09.17)	B-Strep. screening	nothing entered
CMVimm2/17 (until 16.09.17)	CMV Serology	nothing entered
DI2/17 (bis 29.09.17)	DNA-Isolation	nothing entered Protocol-E-Mail
EJ2/17 (bis 04.10.17)	-	data submission via QuaDeGA
HAVimm2/17 (until 16.09.17)	HAV Serology	nothing entered
HBVimm12/17 (until 16.09.17)	HBV Serology Minor	nothing entered
HBVimm22/17 (until 16.09.17)	HBV Serology Major	nothing entered
HCVimm2/17 (until 16.09.17)	HCV Serology	nothing entered

On this page, you can change your account settings to allow you to work and communicate with our system in line with your own specific needs. Changes to the following areas can be made; you will find detailed information for each area under the respective help button.
 Important: changes will only become active after >Save changes< .

E-mail address administration

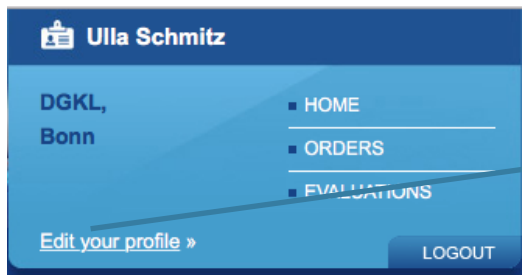
You can store as many e-mail addresses as you want. Simply using Drag-and-Drop, the module enables e-mail addresses to be assigned to individual ring trials or to all ring trial systems.

Group administration

Several participant e-mail addresses can be saved in one group and collectively administered. Only a >Click< on the number in the group selection field is needed to switch from one participant in the group to another.

Shipping preferences

Participants have expressed the wish that they would like to be able to cut down on the number of analysis pages that they have to print off. With the new shipping preferences, you have the option of dispensing with printed analysis pages and obtaining them merely via web downloads (and certificates at a later stage, as the case may be). In addition, you can also decide at this point whether you generally want to be notified whenever there is a new analysis available on the web.



Your Profile ?

participant-no. schmitz ?

name * Ulla Schmitz

lab/institute * DGKL

town Bonn

language German

* required fields

Passwort ändern

Altes Passwort

Neues Passwort

Neues Passwort wiederholen

Passwort ändern

You are registered in our web system with the data displayed here. You can change this data (but not your participant number) here. You need to inform us separately of any changes to your delivery and/or invoice address (see form in our range booklet, by fax, e-mail to info@rfb.bio. or over the phone (0228/926895-0)).

E-mail address administration

This is where you enter all e-mail addresses via which you wish to receive information (protocol e-mails, notifications, as the case may be) in our system. You can then select e-mails from this pool of addresses and assign them to individual ring trials or to all ring trials. Individual addresses can be deleted by dragging them to the recycle bin.

e-mail address management ?

Your e-mail addresses

c.klein@dgkl-rfb.de

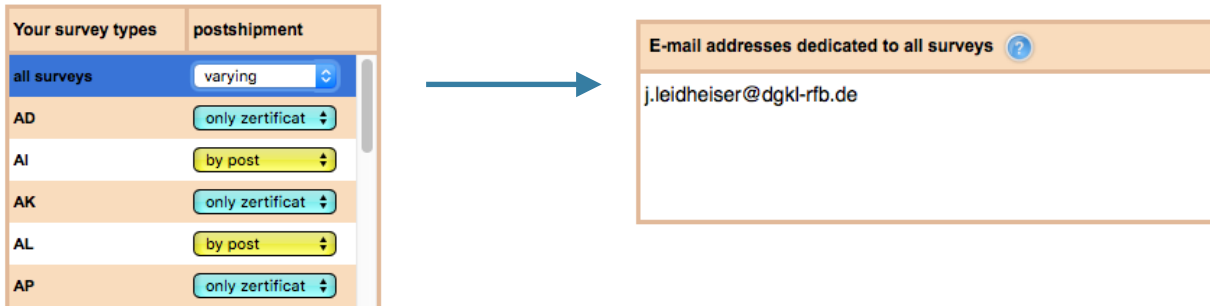
j.leidheiser@dgkl-rfb.de

u.schmitz@dgkl-rfb.de

new mail address

add

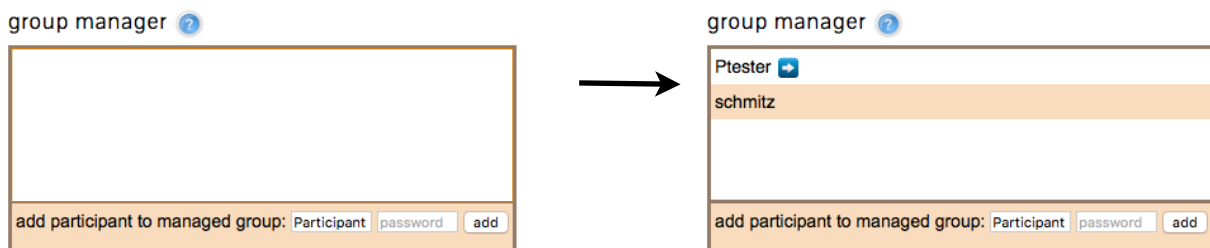
Correlate e-mail addresses to surveys



Clicking "All surveys" (highlighted blue) in Shipping preferences displays the email addresses that are assigned to all surveys. The preference that you set under "All surveys" resets all specific preferences. Individual addresses can be deleted by dragging the email address onto the recycle bin.

group administration

Multiple participant numbers can be managed under the Group administration menu item. When the participant number and password are entered, the additional participant number available for administration is displayed in this field.

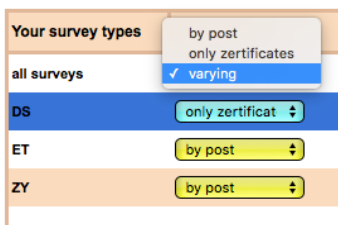


If the number has been added to Group administration, you can switch directly to the area for this participant by clicking the participant number. Thus, it is no longer necessary to log out and log in again with another participant number.

If you want to remove a participant number from the group, drag the participant number onto the recycle bin.

Shipping preferences

You can specify the shipping preferences for all surveys or also in a survey-specific manner for individual survey systems.



The following applies:

Everything by post: You will receive the entire evaluation by post as usual

only certificates: you will receive only certificates by post

survey specific: You can select a shipping preference for each survey with this

The entire evaluation is offered for download independent of the preferences selected via our web portal.

Email notification of missing results

You can now specify in your profile under „Managing shipment of certificates" whether you would like to receive a notification email if your results for a certain survey are not yet available **online**. To do so, enter into your profile how many days before the official closing date you would like to receive this reminder email. **Thus, this functionality is only useful for participants who send their results online, as we only know in "real-time" from such participants whether results are available or not.**

Managing shipment of certificates ?

Send e-mail notifications for evaluations. ?

Measurement Reminder E-Mails ?

Your survey types	postshipment
all surveys	varying
AD	only zertificat
AI	only zertificat
AK	by post
AL	only zertificat

Managing shipment of certificates ?

Send e-mail notifications for evaluations. ?

Measurement Reminder E-Mails ?

Web surveys only

All surveys

Your survey types	postshipment	before Deadline
all surveys	varying	varying
AD	only zertificat	3 days
AI	only zertificat	3 days
AK	by post	2 days
AL	only zertificat	3 days

If you click the "Results reminder emails" button, the section expands to allow you to set your specific preferences. You can request reminder emails for "all surveys" or just for online surveys (= "only web surveys", e.g. urine sediment, virtual microscopy). You can specify how many days before the closing date for each survey type that you would like to be reminded.

We have activated the results reminder emails for web surveys for all our participants with the default setting that these emails will be sent 3 days before the survey closing date. If you also want to receive the notification for all other surveys, click the appropriate checkbox; 3 days is also the default value, which you can change of course.

You can find an overview of the surveys you ordered for the selected year under Overview.

The total number, contract type and individual orders are listed for each survey type.

- 0: Not ordered
- 1: Normal order with a set of sample material
- 2: Order with two sets of sample material, etc., (max. 9 sample sets)

V-Type A: Subscription: The order also applies to the following year (can be changed/ deleted with regard to the individual registration deadlines)

V-Type B: Individual order: The order is valid only for the year displayed

"Copy to ..." copies the order for this survey type to the next year. Switch to the corresponding year to display these orders

"Change" opens the order so that it can be changed

year

2017

additional surveys 2017

AB - Antibiotics

order new

order summary

calendar

list

fees

survey type	survey name	number	RV 1	RV 2	RV 3	RV 4	RV 5	RV 6	RV 7	RV 8	change	copy to
AD	automated WBC	4	1	1	1	1						change
AI	Antinucl. Ab	2	1	1								change
AK	TDM	4	1	1	1	1						change
AL	Allergology	4	1	1	1	1						change
AM	Ammonia	4	1	1	1	1						change
BA	Bakteriologie M...	2	1	1								change
BakNAT1	Bakteriologie G	2	1	1								change

surveys 2017

ordered surveys 2017

RV	V-Typ	1	2	3	4	5	6	7	8	RV	V-Ty
AD	B	X		
AL	A	X	..	X		
BG	B	..	X		
CM	A	X	X	X	X		
CS	A	..	X1	X1		
DF	B	X		
DS	A	X	X		
ET	A	X	X	X	X		
HA	B	X		
HBVmm2	B	..	X		
HCVmm	B	..	X		
HIVmm	B	..	X		
HMI	B	..	X	..	X		
HP	B	X	X		
KL	A	X	X	X	X		

Non-committal overview about the ordered surveys in 2018 for participant-
[Name]

Prices are including shipping (receptors possible) and without VAT. The true fees maybe higher due to additional information security not available.

AK	2 RV	160,00 €
AM	2 RV	64,00 €
BG	3 RV	120,00 €
CS	2 RV	80,00 €
ET	2 RV	80,00 €
SC	2 RV	80,00 €
SP	1 RV	48,00 €
ST	2 RV	82,00 €

Total: 890,00 €
incl. 7% USt

entering results

[participant area]

On your RfB homepage, the enterable surveys are listed

Your surveys

past surveys	current surveys	upcoming surveys
AI2/17 (until 23.09.17)	Antinucl. Ab	19 results entered Protocol-E-Mail
GL4/17 (until 07.10.17)	Glucose (wet, dry)	nothing entered
HM4/17 (until 07.10.17)	Hormones Group 1	7 findings entered Protocol-E-Mail
HP4/17 (until 07.10.17)	Hormones Group 2	10 findings entered Protocol-E-Mail
KL4/17 (until 07.10.17)	Clin chem in CSF	nothing entered

For a specific entry you receive a list with the measurement parameters offered. Methods and kits used to date are already entered. Enter your results and confirm them with "Send results" (you may need to scroll down if there is a long list of measurement parameters). If there are no errors, the page above is displayed again, but now with information on the number of results recorded.

This link triggers an email with a result protocol as PDF document

Data entry HM4/17

Participant: 0000000000

No	Analyte	Meth.	Manuf.	Sample A	Sample B	Unit
1	Aldosterone	0				
2	Cortisol	4	44	28,8	9,75	ug/dl
3	Estradiol-17beta	4	30	400	135	ng/l
4	Progesterone	4	44	2,35	8,0	ng/ml

important comments/questions:

Special ciphers

Analyte-No.	Analyte	Producer	Special Case	Cipher of producer
5	Testosterone	Siemens	Centaur, TST II	540
11	TSH	Siemens	Centaur TSH	40
11	TSH	Siemens	Centaur TSH-3-ultra	540

Comments on this survey

[transmit data](#) [cancel, no change](#)

www.rfb.bio

RfB

Online data entry

HM4/17

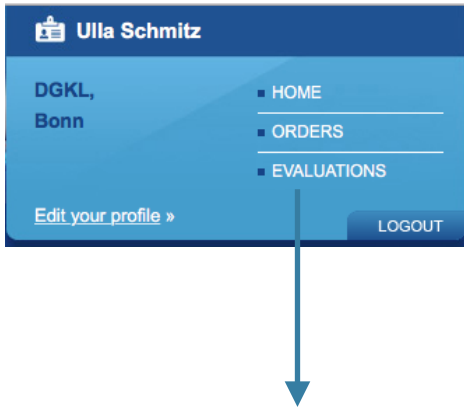
3

20.09.17

Nr.	analyte	meth.	kit	A	B	unit
7	T3, total	4	40	3,700	3,300	nmol/l
9	T4, total	4	40	161,000	110,000	nmol/l
11	TSH	4	228	1,350	14,300	mU/l

Evaluations

[participant area]



This overview displays all your evaluated surveys from the selected year. If there were failed parameters in one survey type, this is indicated with a warning. By expanding (=opening), you can see exactly what the problem was. A print version is available.

In addition, you can select each survey evaluation for email notification by clicking the envelope in the right side of a survey row with the mouse. The colour changes from "grey" to "orange" to show that it is selected. There are also two icons at the left of the screen, and clicking these starts the immediate download of certificate (Z) or entire evaluation (A).

To start the email notification, click the "Email" button in the header bar.

The screenshot shows the evaluation overview interface. At the top, there is a header bar with a 'year' dropdown set to '2017' and several action buttons: 'Open warnings', 'Open all', 'Open comments', 'Close all', and 'Print'. On the right side of the header, there are buttons for 'Evaluations via email (0 selected)', 'e-mail', and 'demo'. Below the header, a list of survey types is shown, including 'Annual reviews 2015 - 2016', 'AD - automated WBC', 'AI - Antinucl. Ab', 'AK - TDM', 'AL - Allergology', and 'AM - Ammonia'. The 'AI - Antinucl. Ab' survey is expanded, showing a table of results. The table has columns for 'Passed', 'Not rated', and 'Not passed'. Annotations with arrows point to specific icons and buttons: 'download certificate' points to a certificate icon; 'download whole evaluation' points to a document icon; 'whole evaluation sent by email' points to an envelope icon; and 'commentary function' points to a comment icon. Below the 'commentary function' annotation, there is an 'Add comment' button.

Annual overview

The **annual overviews**, which so far were only available for interlaboratory tests with reference method values, have been revised and now display graphically the deviations of your results from the respective target value for all quantitative analytes, which we offer at least 4 times a year.

We also display these annual overviews in the "Evaluation" section after creating them as the first entry. You can download them directly as described above or receive them by email.

year

2017

Open warnings

Open all

Open comments

Close all

Print

Evaluations
via email
(0 selected)

e-mail

demo

▼ Annual reviews 2015 - 2016

- ▶ Annual review 2015
- ▶ Annual review 2016
- ▶ **AD - automated WBC** (AD1/17, AD2/17, AD3/17) ⚠
- ▶ **CM - Cardiac markers** (CM1/17, CM2/17, CM3/17) ✔

Legend: RV / M / Kit : survey / method / kit UG / OG : lower / upper limit

The graphics of your deviations is based on reference method values for the analytes printed in black. This allows the assessment of your accuracy. For all the other analytes (printed in grey), the deviations are based on method-dependent target values.

The corresponding histograms show the success rates (= ratio successful determinations/all determinations) of all participants, where your success rate is marked with a small triangle.

