

## DEQAS SOFTWARE

### Instructions for entering results

1. Go to [www.deqas.org](http://www.deqas.org)  
*This will open up the 'Participant Portal'*
2. In 'Lab Number' enter your numerical DEQAS lab code and the same number in 'Identity'.
3. Enter your password.
4. Click on 'Log in'
5. If you wish to check or change your contact details please click on 'Contact Detail'. Ensure that your name, postal address and e-mail address to which samples and reports should be sent are correct and click on 'Save'.
6. Click on 'Select a program' and select the scheme (25-OHD or 1,25(OH)<sub>2</sub>D) for which you wish to enter results (or to view a report if you have already entered results).
7. To enter results, select the current distribution date from the list  
*This will be at the top or bottom of the distribution list*
8. Enter requested dates, lot number of kit and 'Method Used'. If the method displayed is incorrect, select the correct method from the dropdown.
9. For the 25-OHD scheme, **all** participants should enter results for Total 25 Hydroxyvitamin D. HPLC and LC-MS/MS users should also enter results for the individual metabolites if available.  
Click on 'Save'. Click on 'Print' if you wish to retain a hardcopy.
10. Carefully check that results are in the right units (**nmol/L for 25-OHD and pmol/L for 1,25(OH)<sub>2</sub>D**) and are numerically correct.
11. Click on 'Submit' to mark your results as complete. **YOU WILL NOT BE ABLE TO CHANGE YOUR RESULTS AFTER YOU HAVE CLICKED SUBMIT.**

### Instructions for viewing a report

1. Login to the 'participant portal' as above (steps 1-5).
2. Click on 'Select a program' and select the metabolite (25-OHD or 1,25(OH)<sub>2</sub>D).
3. Select the distribution date for which you want a report. For the current distribution click on 'Interim report (Short)' or 'Interim Report' if you want to view the complete listing of results.  
***Be patient, this may take some time!***
4. If you want a hardcopy click on 'Print'.
5. To return to the home page click on 'Back'. **NB. Do NOT use the back arrow on your browser.**
6. If you want to view archived data from previous distributions repeat from step 2 above.

### Forgotten Password

Entering an incorrect password will open a window which will enable your password to be emailed to you.

If you encounter any difficulties in submitting your results, please send them by email to [administrator@deqas.org](mailto:administrator@deqas.org) or [deqasresults@nhs.net](mailto:deqasresults@nhs.net), and we will be happy to enter them on your behalf.

We would like to receive notice of any other problems you encounter. Please give full details and, if possible, attach a copy of any error messages that appear on the screen.