Instructions for using the UKGTN PT Portal

Version 2.1	Issued 08.04.2019

Changes to previous version:

- Addition of new “Individual Report” type.
- Additional information to clarify procedure for printing of reports.
- Clarification of procedure for results < LOD

We strongly recommend using Google Chrome when using the portal and cannot guarantee that all features will work properly if using other browsers. Please contact paul.allison@sciantec.uk.com if you experience any issues while using the portal.

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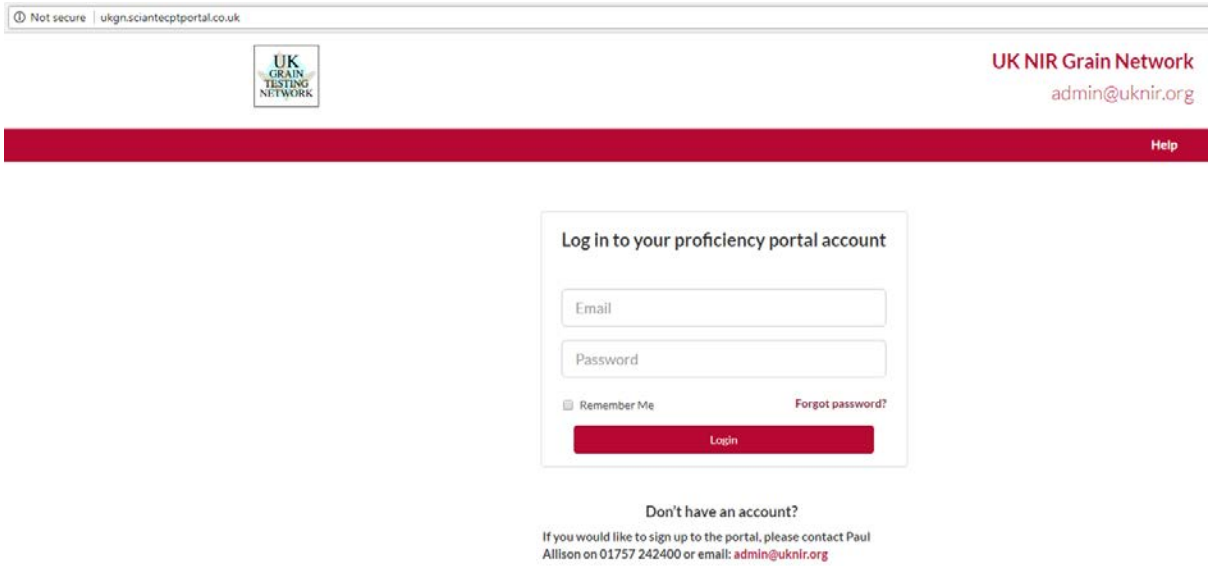
Login to the PT Portal

Go to http://ukgn.sciantecptportal.co.uk where you will find the login screen.



Enter your email address and password, then click the Login button.

When your user account is initially set up your password will be set to abc123. You can change this once you have logged in.

You can reset your password by using the Forgot Password ? link. This is an automated process which asks for your email address and emails you a password reset email. You should receive the email within a few minutes of clicking on the link.

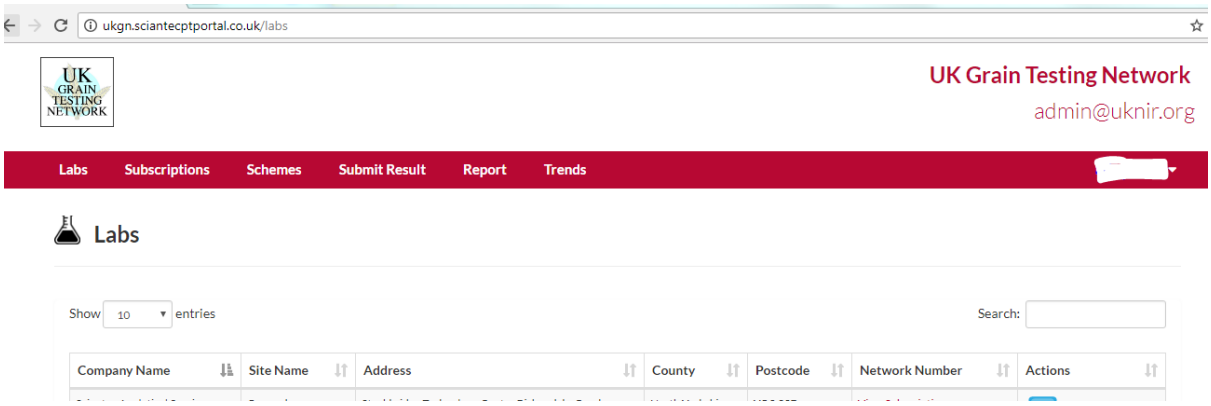
Ticking the "Remember Me" box will allow your browser to retain your login details the next time you visit this page.

Accounts have been set up for all primary contacts that we have for the participant laboratories. If you need additional user accounts setting up please email paul.allison@sciantec.uk.com with details of

1. First name of the new user
2. Surname of the new user
3. Email address of the new user
4. Company name and sites that the new user requires access to

Adding user accounts is a manual process so there may be a delay while this is carried out. Users will be removed from the system if they do not log in at least once every 12 months.

Once you have logged in you will see the following page.



The Labs tab brings up details of any laboratories linked to your user account. 'Labs' are the physical locations where your instruments are located. A user can be linked to more than one Lab.

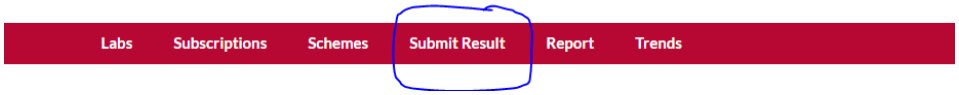
The Subscriptions tab brings up details of any subscriptions linked to any of the labs that you are linked to. 'Subscriptions' are the individual instruments that you have in the network.

The Schemes tab brings up details of which schemes your subscriptions are signed up to. 'Schemes' are the Barley, Barley Extras, Barley Reference etc. that you sign up for on your annual renewal.

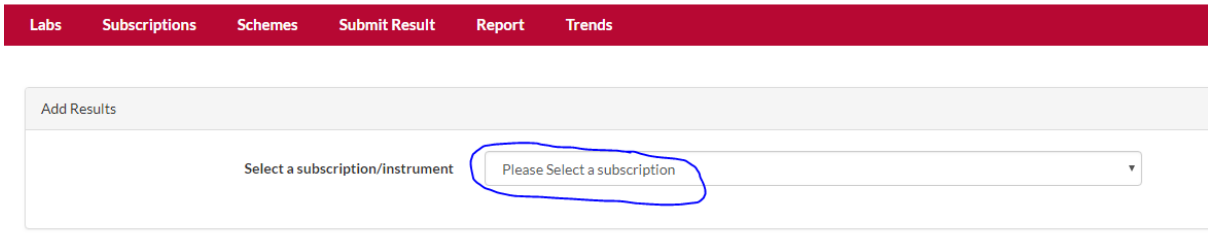
If any details are incorrect, the edit icon, under "Actions" can be used to edit them.

Submitting Results

To submit results, click on the Submit Results tab

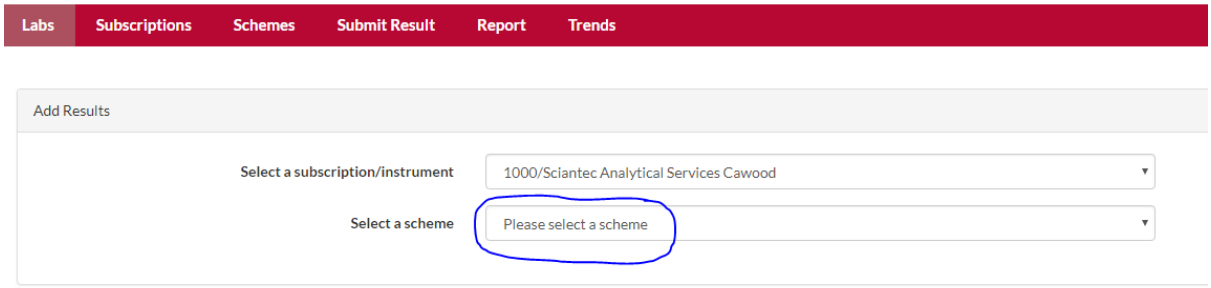


Then select the subscription you wish to submit results for by clicking on the box and selecting from the list which appears. Only subscriptions that your user account is linked to will appear.

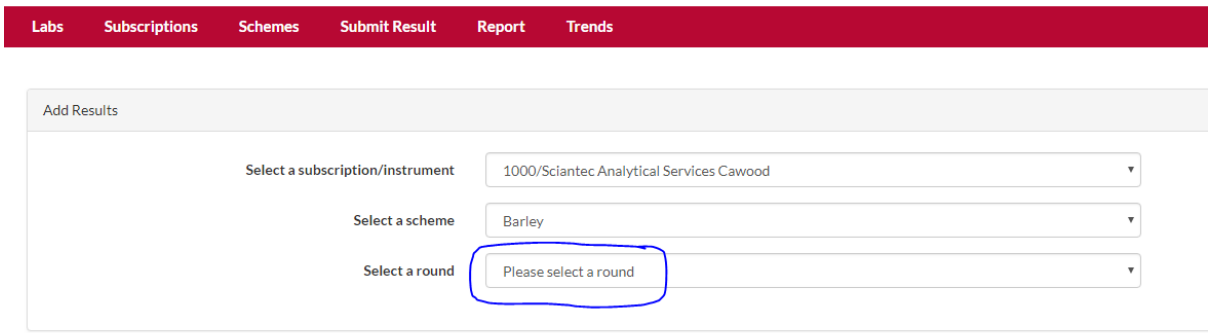


If you have one of the manufacturers' spare instruments then you need to email results to admin@uknir.org and Vic will enter them for you.

Next – select the scheme you wish to submit results for. Only schemes linked to the subscription you selected will appear.

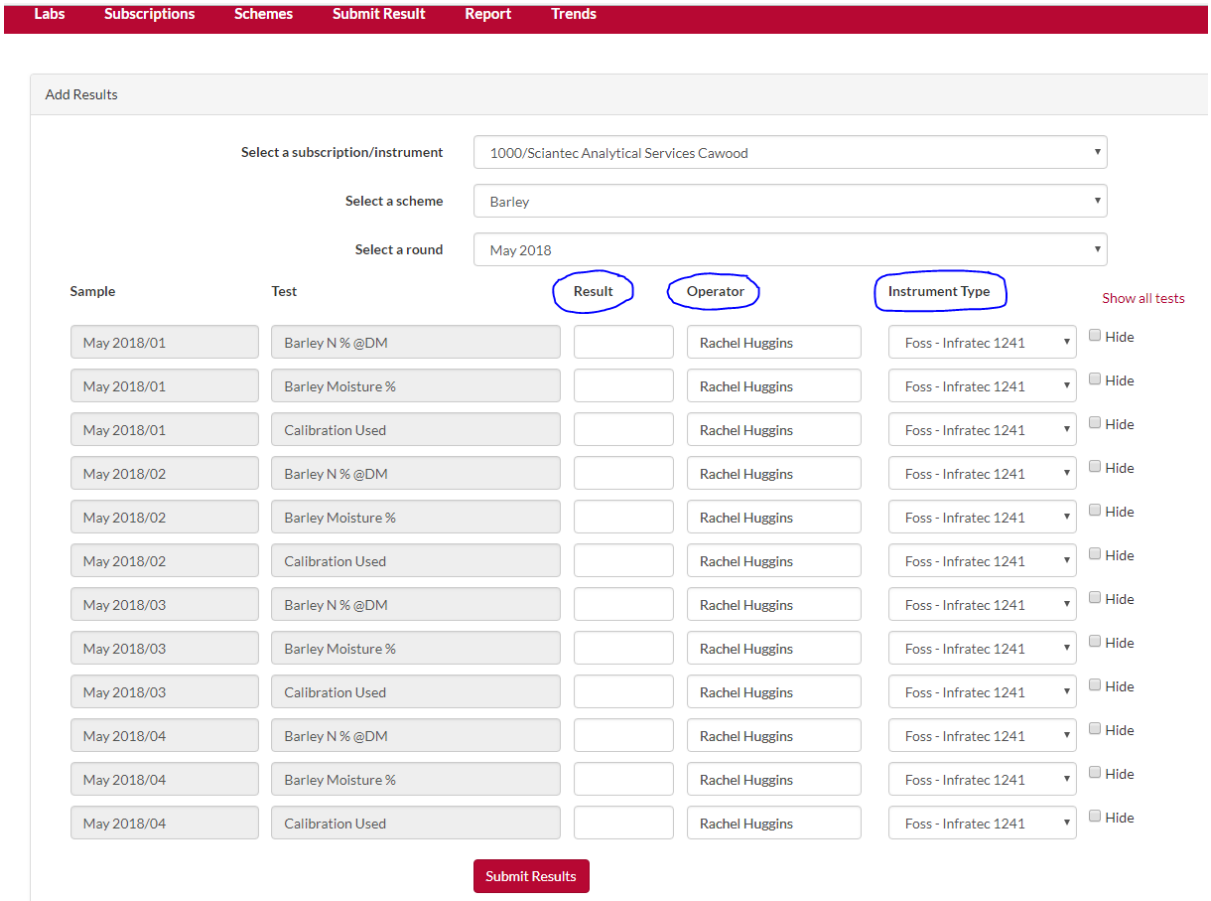


Finally, select the round you wish to submit results for. Only 'Open' rounds will appear.



If the drop down list is empty then there are currently no open rounds for that scheme.

The following screen will then be displayed



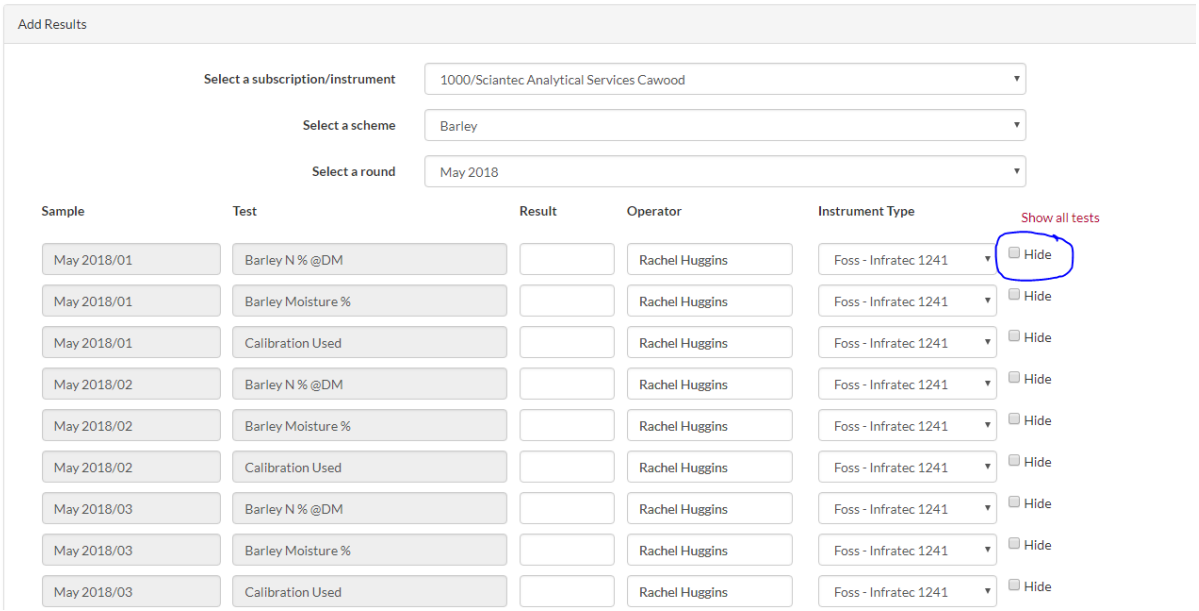
You need to fill in all 3 columns for each test you are submitting results for. Operator and Instrument Type are carried over from the last time you submitted results so you do not need to enter them again unless they have changed.

Result is the analytical result that you obtain **OR** the answer to the question in the test field. Foss Infratec 1241 and Nova, and Perten Inframatic 9500 users should always key the calibration code used into the calibration used result box rather than hiding this field as the result of this 'test' is used to colour code the reports.

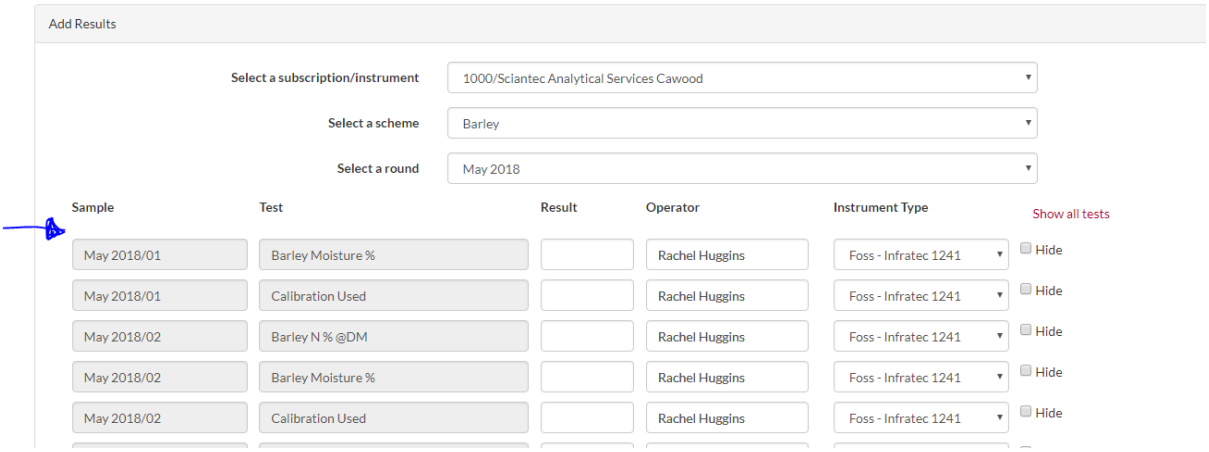
Operator is the name of the person who carried out the test. Once you have entered an operator name for the first time it will be available to use again as soon as you start typing.

Instrument Type is the type of instrument used to carry out the test. This should be selected from the drop down list. If the instrument type you have used is not on the list please email paul.allison@sciantec.uk.com with details of the instrument type you need adding. I will add it to the list at the earliest opportunity. Selecting the correct instrument type will ensure that your instrument will be colour coded properly on reports.

If there is an analyte that you do not wish to report results for, you can remove it from the list by putting a tick in the 'hide' box



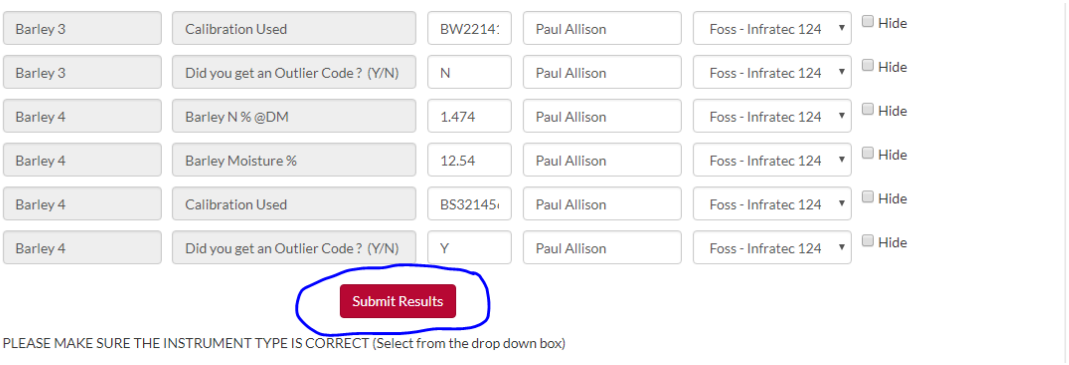
Putting a tick in this box will hide the row.



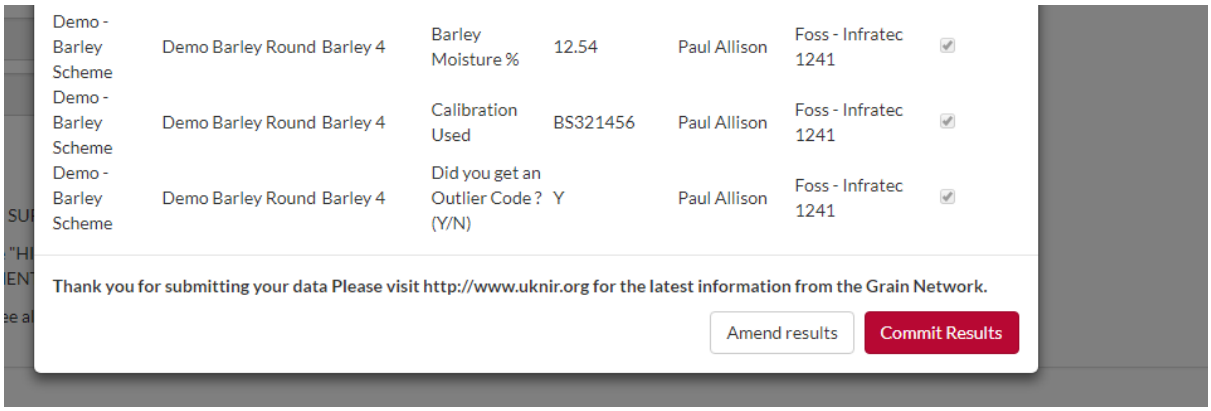
DO NOT enter results of zero unless you actually tested the sample and got a result of zero. The portal will take your zero result and calculate a z score for it. If you do not want to submit a result – hide the field.

The portal cannot process results entered as < or > a value. If you tested a sample and obtained a result of < LOD then please report a value of half of the LOD. If values of Zero or LOD are entered then the statistics are skewed. Half of the LOD is the most statistically appropriate value to submit in these cases.

Once all columns in all visible rows are filled you will be able to use the submit results button to submit your data to the portal.



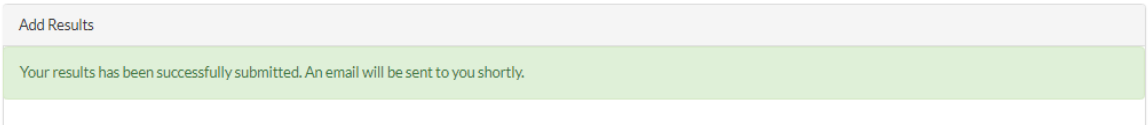
A pop up window will appear asking to check and commit your results



If you spot any errors you can click on "Amend results" and go back and correct them before clicking on 'submit Results' again.

If you are happy with the results, click on 'Commit Results'

You will receive an on screen confirmation that your results have been submitted



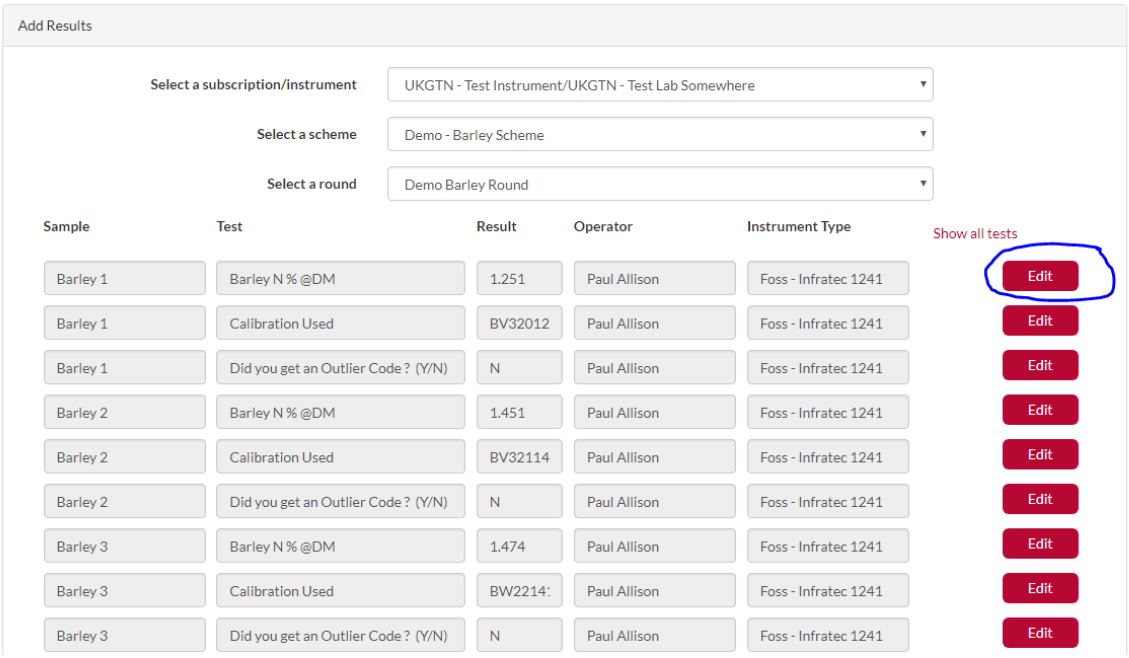
Within a few minutes you should also receive an email confirmation containing a copy of the data you submitted.

Amending results after submission

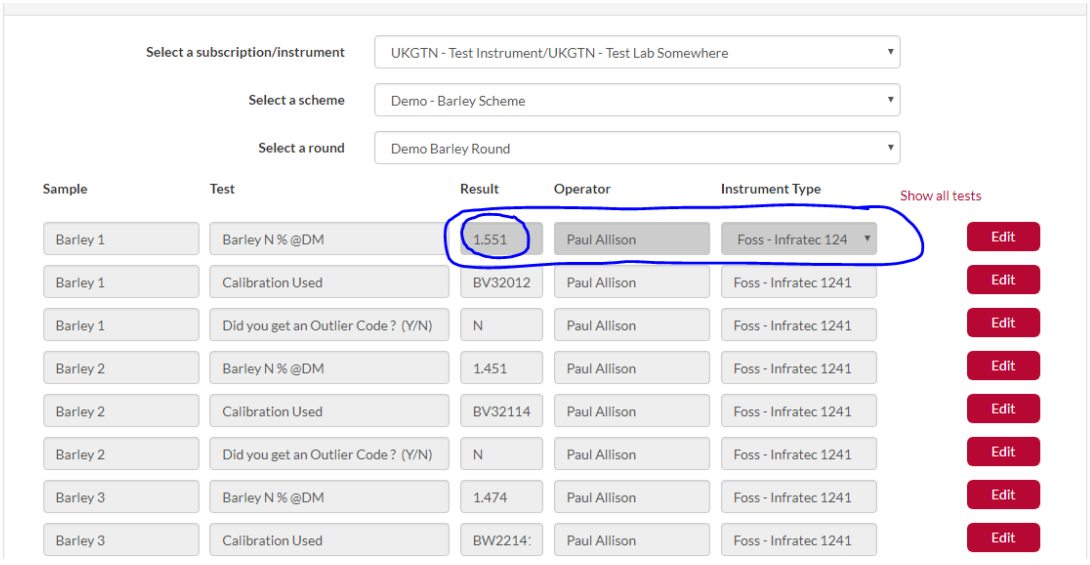
If, at any point between committing data and the closing date of the round, you decide that you need to amend your data you can do this by logging in and navigating back to the Submit results page for the laboratory / scheme / round you need to change.

This time you will see a screen with the results you have already entered and a series of edit buttons.

Click the edit button on the row you wish to amend.

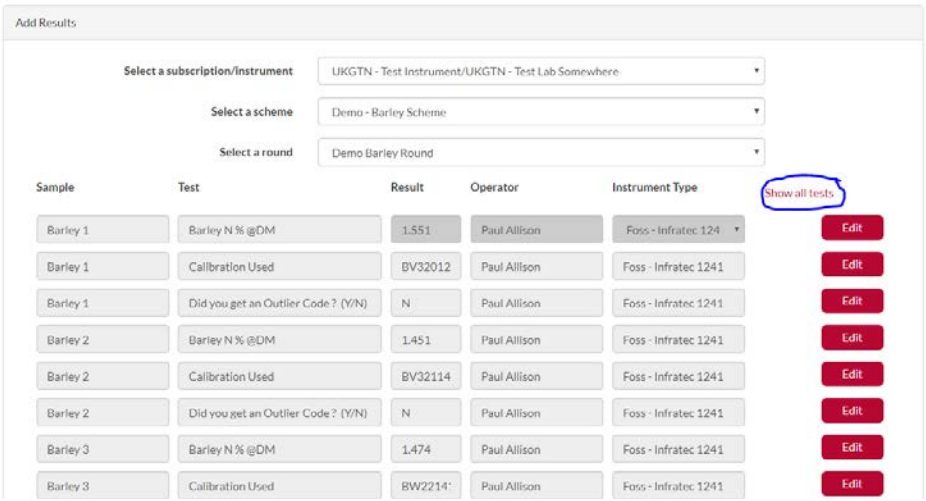


Enter your new data and click “Save”

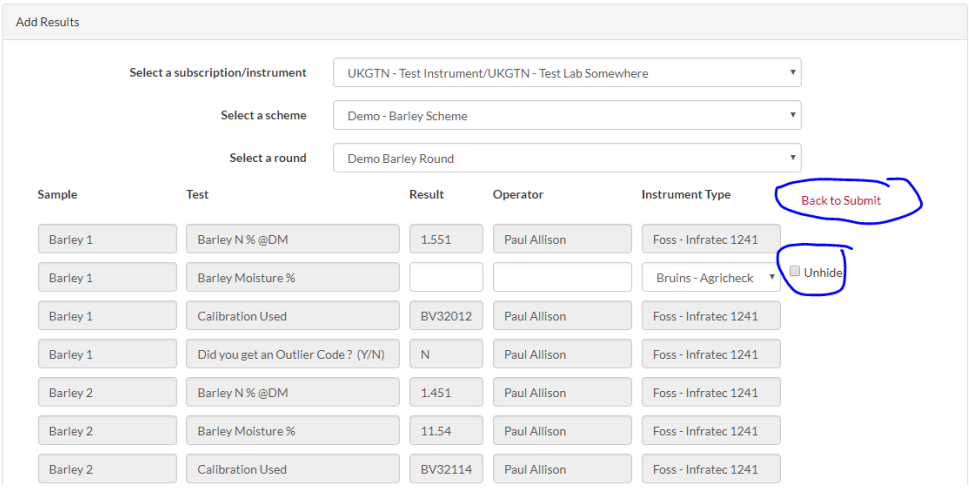


This time you do not get the submit and commit screens but the row changes colour to show that the change has been made

If you had previously hidden a test and later decided you wanted to submit results for it you can un-hide it by using the “show all tests” button.

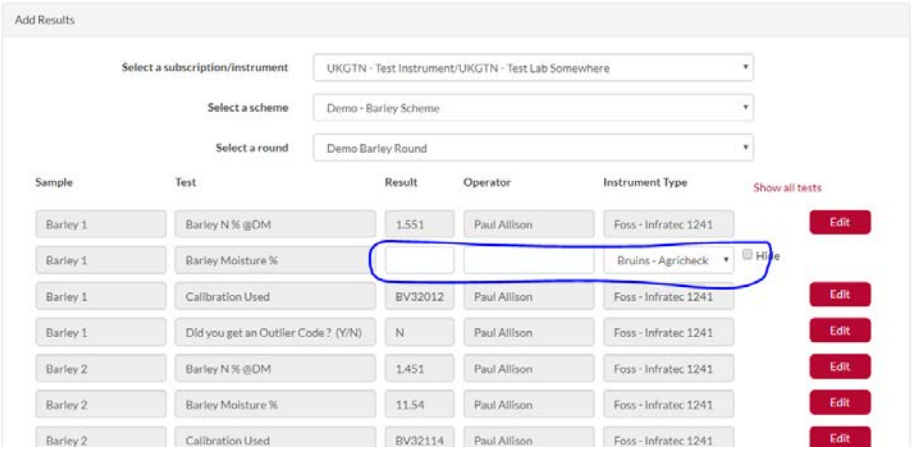


Clicking on it shows all tests, including those which were previously hidden. Show/Hide choices are remembered on a user by user basis and will remain in place across future rounds unless you go back and change them so, for example, if you never report Hagberg but always report SPW, you can hide the Hagberg field once and it will remain hidden for future rounds.



Click unhide for those you wish to submit data for. Then click – ‘Back to submit’

..and the previously hidden row is now available to populate



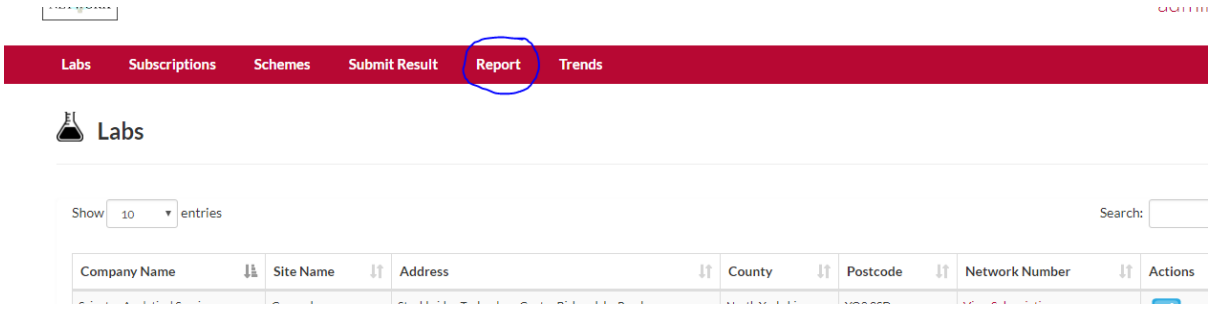
Fill in the details for all 3 columns and submit your data as before, the Submit button will be present again.

If you have followed these procedures then your data will be in the portal and available to us to use for report production. There should be no need to ask for additional confirmation that results are saved, the on screen messages and receipt email should provide sufficient evidence.

One final reminder: It is <u>your</u> responsibility to ensure that the results you report are the ones that you obtained on your instruments and that they are reported in the correct order. Use the commit screen and the email receipt to make absolutely sure of this as we cannot swap data around once the round is closed and reports are produced.

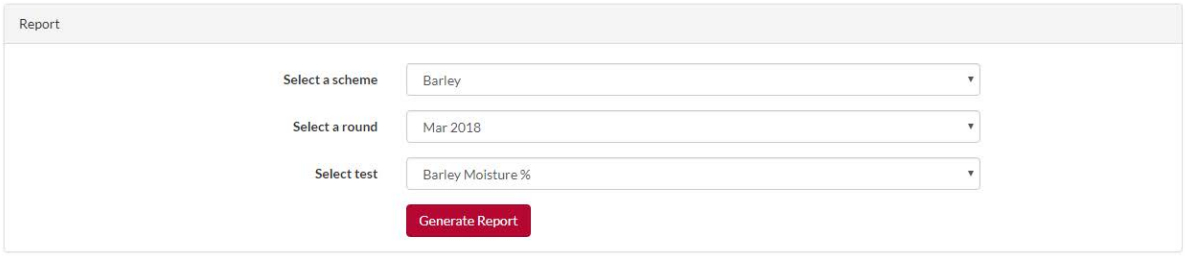
Monthly Ring Check reports

Once you have logged in you will see the following page.



To view reports, click on the Report tab.

Select the Scheme, Round and Test you wish to view the report for by clicking on the boxes and selecting from the lists which appear. Only Schemes which include subscriptions that your user account is linked to will appear.



Next – click on 'Generate Report' and wait a few seconds while the report is produced for you.

A report will appear on screen.

At the top of each column you will see details of the samples used in this round

	Mar 2018/01 Eng. Winter - Venture
Robust Mean	14.500
Assigned Value	14.550
Difference	-0.050
Actual SD	0.200
Assigned SD	0.200

Lab	Result	Diff From Assigned	Z Score	Calibration Used	Result	D Fr A:

1) Unique sample ID plus group and variety if known. This is the information provided on the sample label which you should have used to determine which calibration to use when you tested the sample.
2) The robust mean (median) of the data in the table below.
3) The assigned value – determined from available reference data with outliers excluded.
4) The difference between the robust mean and the assigned value. The lower the absolute value here the better the calibrations have performed vs reference on this sample. High values can arise if the sample is unusual in some way and underrepresented in the calibration set. Consistently high values across multiple samples indicate calibration bias.
5) The actual SD of the data in the table below. The lower the value here the closer all the participants in the scheme agree. High values can indicate poor sample homogeneity, poor calibration performance, participants mixing up samples before testing or reporting values with decimal points in the wrong place. The actual SD should be similar to and preferably lower than the assigned SD.
6) The assigned SD is the Standard deviation used to calculate z scores for this commodity / analyte. The value is chosen to reflect industry standards and reviewed annually by the UKGTN Committee.

Below this are the results from each participant in that round.

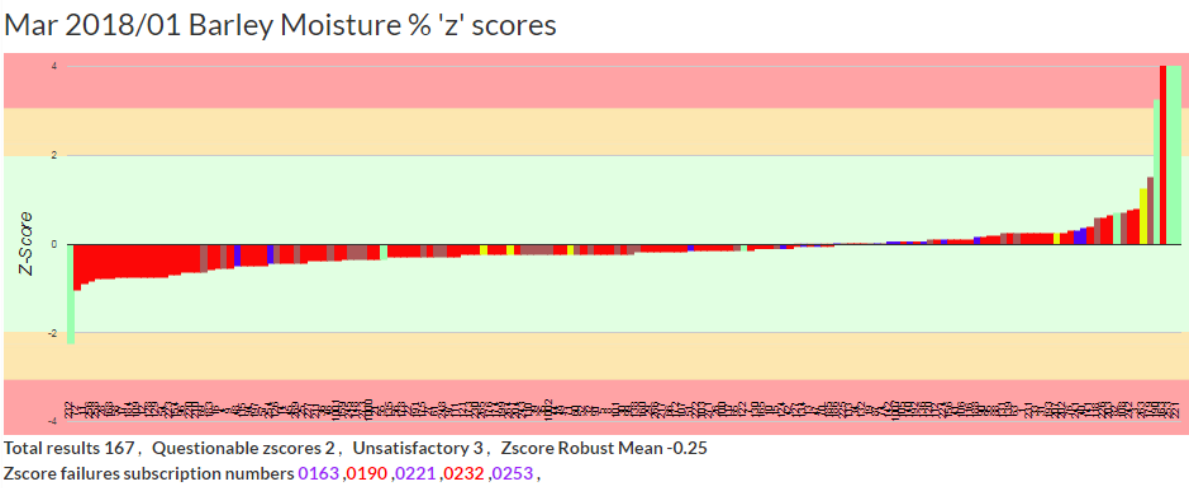
Lab	Result	Diff From Assigned	Z Score	Calibration Used	Result	Diff From Assigned	Z Score	Calibration Used	Result	Diff From Assigned	Z Score	Calibration Used	Result	Diff From Assigned	Z Score	Calibration Used
0001	14.6	0.05	0.2	BV323901	14.1	0.29	1.5	BS323901	13.8	0.01	0.1	BW323901	16.4	0.15	0.7	BE323901
0003	14.71	0.16	0.8	BV323901	13.86	0.05	0.2	BS323981	13.64	-0.15	-0.7	BW323981	16.14	-0.11	-0.5	BE323981
0004	14.44	-0.11	-0.6	BV323901	13.95	0.14	0.7	BS323901	13.61	-0.18	-0.9	BW323901	16.03	-0.22	-1.1	BE323901
0005	14.5	-0.05	-0.3	BV323901	13.9	0.09	0.4	BS323901	13.7	-0.09	-0.4	BW323901	16.4	0.15	0.7	BE323901
0006	No Data			No Data	No Data			No Data	No Data			No Data	No Data			No Data
0007	14.52	-0.03	-0.2	BV323901	13.98	0.17	0.9	BS323901	13.67	-0.12	-0.6	BW323901	16.36	0.11	0.5	BE323901
0008	14.5	-0.05	-0.3	BV723901	13.9	0.09	0.4	BS723901	13.7	-0.09	-0.4	BW723901	16.3	0.05	0.3	BE723901
0009	14.44	-0.11	-0.6	BV323901	13.83	0.02	0.1	BS323901	13.55	-0.24	-1.2	BW323901	16.18	-0.07	-0.4	BE323901
0010	14.53	-0.02	-0.1	BV323901	14.01	0.20	1.0	BS323901	13.78	-0.01	-0.0	BW323901	16.49	0.24	1.2	BE323901
0011	14.37	-0.18	-0.9	BV323901	13.78	-0.03	-0.2	BS323901	13.60	-0.19	-0.9	BW323901	16.29	0.04	0.2	BE323901
0012	14.4	-0.15	-0.8	BV323901	14.1	0.29	1.5	BS323901	13.6	-0.19	-0.9	BW323901	16.3	0.05	0.3	BE3239.1
0013	14.54	-0.01	-0.1	BV323901	13.85	0.04	0.2	BS323901	16.48	2.69	13.5	BE323901	13.82	-2.43	-12.2	BW323901
0014	14.46	-0.09	-0.4	BV323901	13.84	0.03	0.1	BS323901	13.67	-0.12	-0.6	BW323901	16.19	-0.06	-0.3	BE323901
0015	14.53	-0.02	-0.1	BV323901	13.88	0.07	0.4	BS323901	13.77	-0.02	-0.1	BW323901	16.66	0.41	2.1	BE323901

1) Here, we expected data on which calibration was used but this data was not supplied so the cell is highlighted in green.
2) This data has resulted in a z score of 13.5 due to the results of samples 3 and 4 being transposed by the user when submitting their results. Results with z scores outside +/- 4 are excluded from the calculation of the robust mean. If you see a pair of samples in a single round with one very high z score and one very low this is usually the cause.
3) These cells are highlighted in blue as the reported calibration is not on the list of 'current' calibrations for the sample type in question. Here user 0012 has reported BE3239.1 instead of BE323901. User 0013 has used BW323901 (which is a current calibration but is not appropriate for this sample) instead of BE323901.
4) If your reported test result is exactly the same as the assigned value then your z score will be zero. The further away it is from the assigned value the higher the absolute value of the z score will be. Z scores outside of +/- 2 but inside of +/- 4 are highlighted in red. Statistically 1 in 20 'real' results will fall into this category so a small number of z scores just outside +/- 2 is not an issue. If a large number of participants get either very low or very high z scores on a single sample then that sample is not predicting well on the calibrations. It is not a problem with your individual instrument. If you get a large number of either very low or very high z scores across multiple samples and especially across multiple rounds then your instrument may have a bias.

For users who have reported results close to the assigned value and used the correct calibration there will be no shading on the report.

For 'Ring Check Only' members we still ask for your calibration code but do not colour code based on it.

Further down the report you will see z score charts based on the data in the table above.



These allow you to see where on the spectrum of results your instrument sits and whether the group as a whole have a bias against the reference value.

In an ideal world there would be the same number of instruments with z scores below zero as there were with z scores above. Most of the results would be in the 'green' -2 to +2 zone with a few between +2 & +3 and -2 & -3.

The bars in the chart are colour coded by instrument type (key at the end of the report). This allows an at-a-glance look to see if one instrument type is performing differently to the rest.

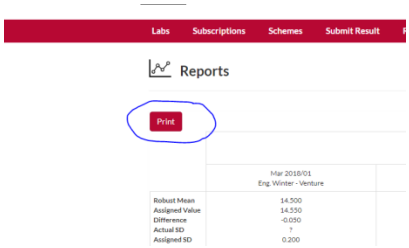
The small number of extreme values at either end are usually due to sample mix-ups, wrong calibration selected or data transcription by users rather than poor instrument performance.

The data bar below the z score chart gives a little more information on the number of participants returning results and the number of questionable (outside +/-2) and unsatisfactory (outside +/-3) z scores.

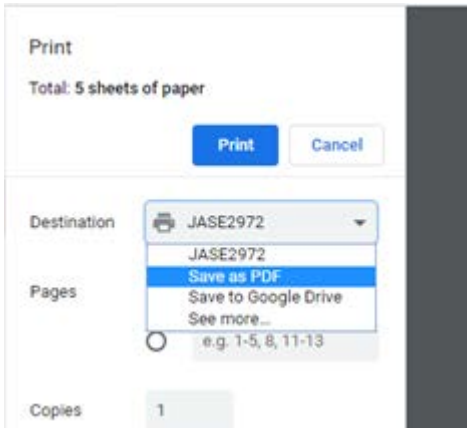
The z score of the robust mean value should be close to zero if the mean value and assigned value agree.

The list of z score failures replaces the list which previously appeared on the front page of the reports I produced. Failures shown in Blue are outliers with z scores outside +/-4. Those in Red have z scores outside +/- 2.

You can generate these reports on demand as soon as a portal administrator has approved them. This usually happens within a day or so of the submission deadline for the round. If you wish to keep a copy ‘offline’ you can print a hard copy on your printer or save to PDF by clicking on the ‘print’ button



The options that you will see displayed in the dropdown list on the print preview screen will vary depending on what printers, pdf software etc. you have installed on your PC. Select appropriate printer and press print (or save)

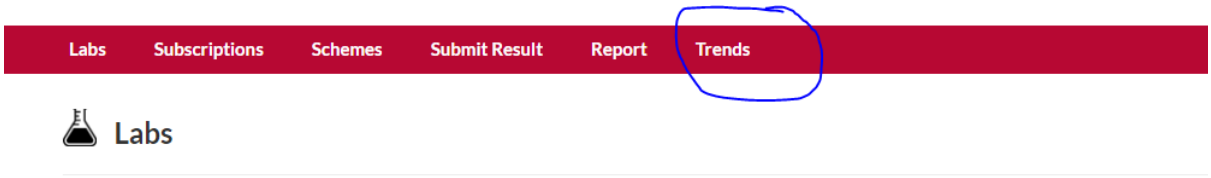


The data in the printed and saved reports will match that on the online report but some of the colour coding features may not transfer across.

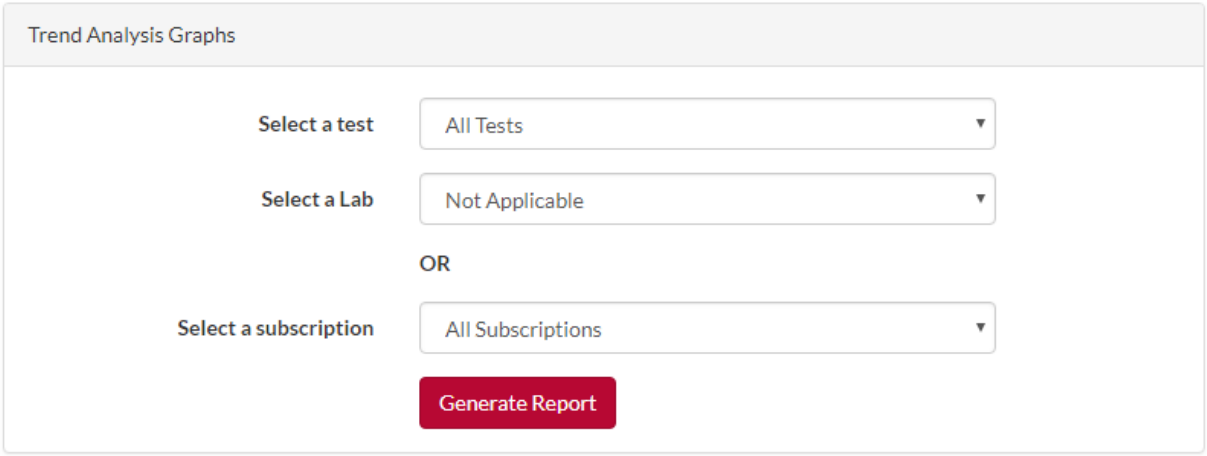
Please consider the environment before printing out paper copies of these reports.

Trend reports

Once you have logged in you will see the following page.



To view the Trend Reports, click on the Trends tab.



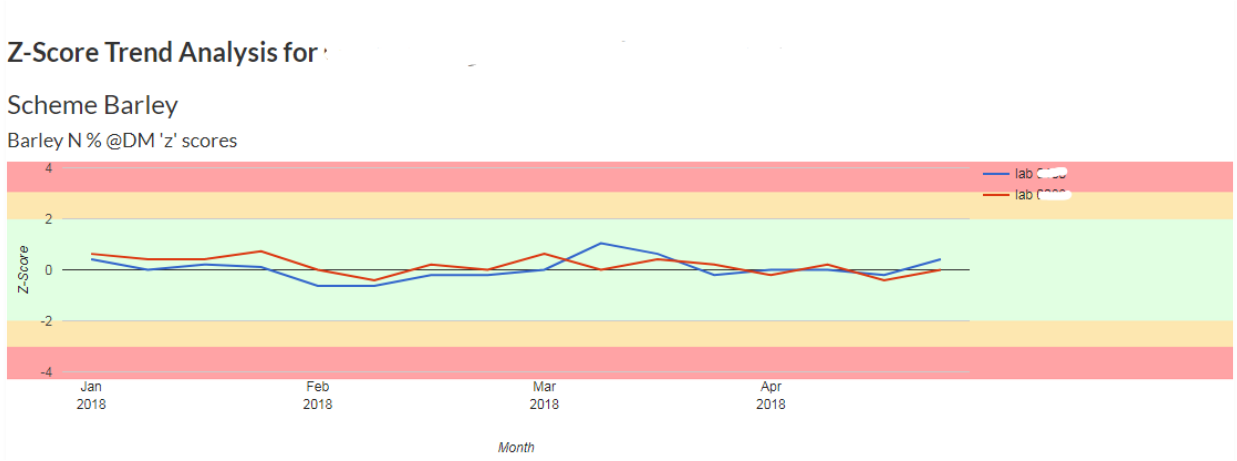
Select the test that you wish to view the report for from the drop down list. You can select 'all tests' if you want to see all tests at once.

Then either select a Lab to see reports for all subscriptions linked to that lab on a single chart per test or select a subscription to just see reports for a single subscription.

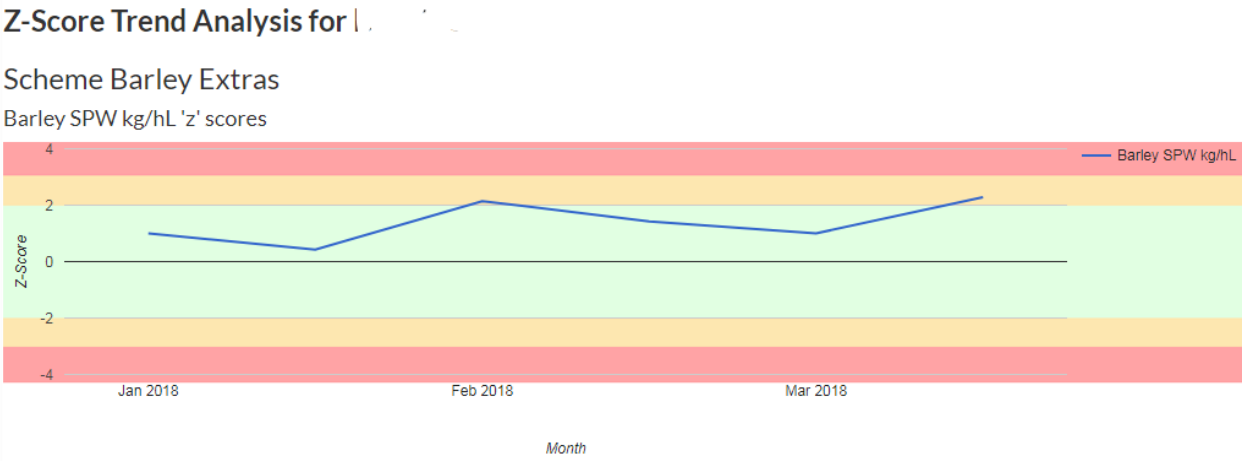
Only subscriptions that your user account is linked to will appear.

Next – click on 'Generate Report' and wait a few seconds while the report is produced for you.

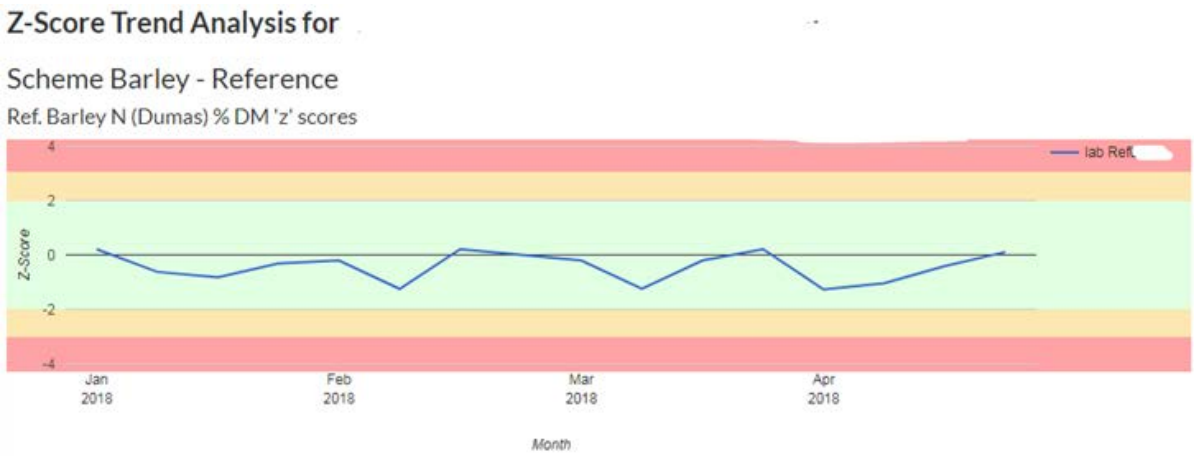
A report will appear on screen.



Here we have an example generated by selecting a lab with two subscriptions, both submitting data for Barley Nitrogen. Both instruments are showing excellent performance with the lines close to and centred around zero.



Here is an example of a report generated by selecting a specific test on a specific subscription. We can see that the instrument is showing signs of positive bias. There are few z score failures but all the results are positive.

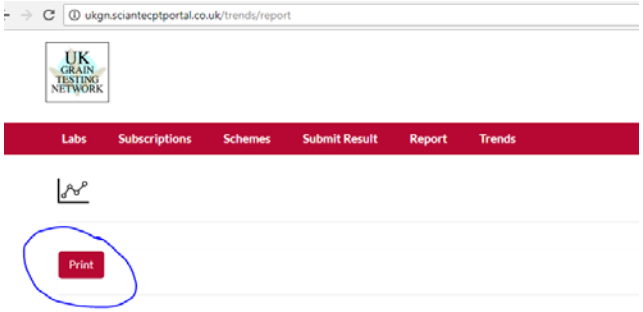


Reference labs can also produce these reports. Here the reference result for Dumas N is slightly low over time vs the assigned value.

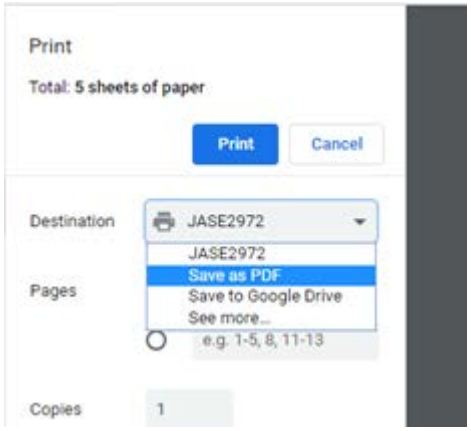
The charts accessible by users contain a running 12 months' worth of data.

These trend reports will enable you to view your long term trends far more effectively than the previous '3 monthly stats' that appeared in the PDF reports and should flag any biases easily, even when you are not seeing any z score failures.

You can generate these reports on demand as soon as a portal administrator has approved them. This usually happens within a day or so of the submission deadline for the round. If you wish to keep a copy 'offline' you can print a hard copy on your printer or save to PDF by clicking on the 'print' button



The options that you will see displayed in the dropdown list will vary depending on what printers, pdf software etc. you have installed on your PC.



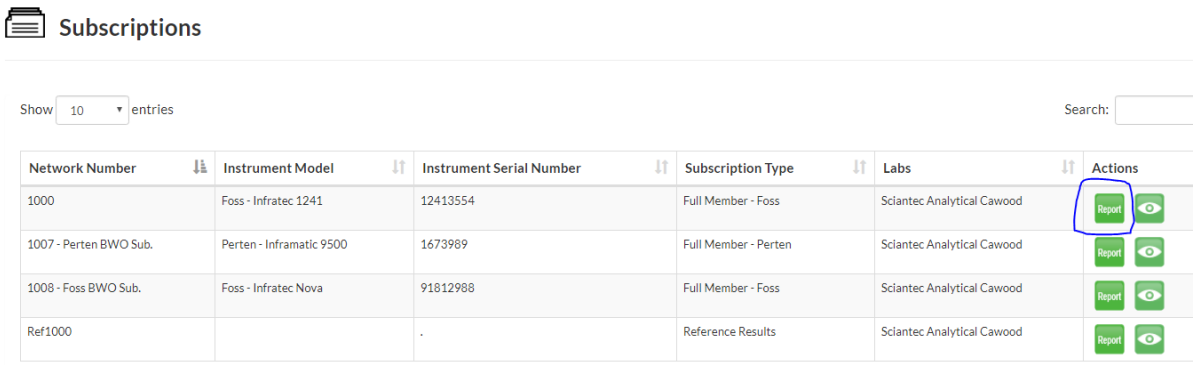
Please consider the environment before printing out paper copies of these reports.

Individual reports

Once you have logged in you will see the following page.

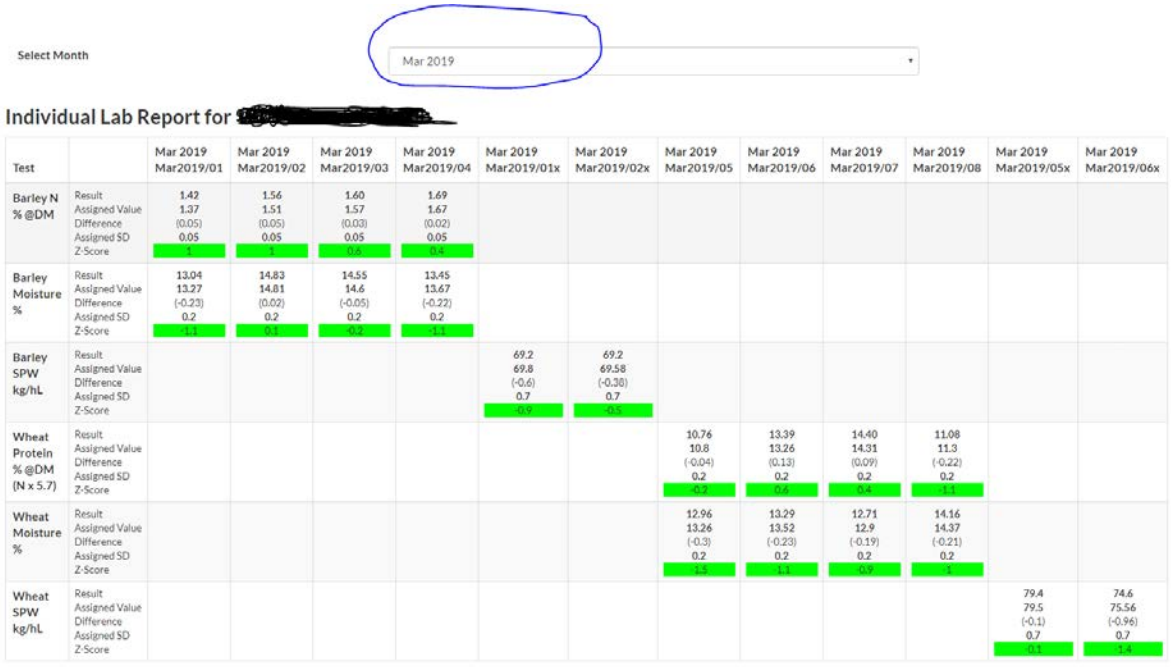
To view the Individual Reports, click on the Subscriptions tab.

You will be presented with a list of subscriptions linked to any labs that your user account is linked to.



Under the 'Actions' heading, click on the 'report' button for the instrument of interest.

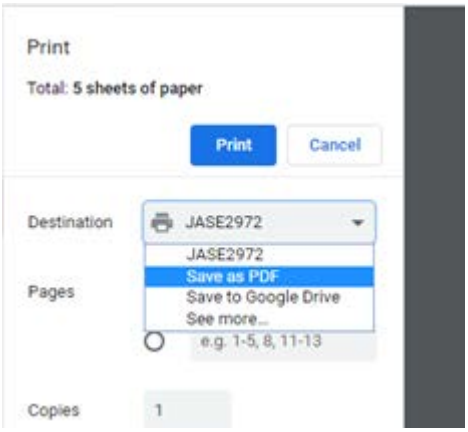
This will bring up the latest report for that subscription. Previous month's reports can be viewed by using the drop down list box.



Unlike the Trend reports which show the performance of each analyte on each commodity over time, this report shows the performance of all commodities and analytes in a specific month.

It is useful as a snapshot to show that all is well. If there are any poor z scores then the monthly and trend reports should be looked at to give additional information.

The options that you will see displayed in the dropdown list will vary depending on what printers, pdf software etc. you have installed on your PC.



Please consider the environment before printing out paper copies of these reports.