EURL proficiency test webtool guideline

Version: 2019-01
Date: 11-01-2019
Init: MPOU

MAJOR CHANGES COMPARED TO THE FORMER WEBTOOL:

- You cannot use Internet explorer. See below the list of browsers you can use.

- You data are automatically saved when you move from one row to the next. Consequently, you will not find a save button on most of the pages.

- You can still enter the webtool as many times as you need. However, before deadline you **must submit** you final results and method information. If not, your result will not be evaluated.

Please, read this guideline carefully so you are familiar with the webtool before you start entering your data.

IMPORTANT: Browser requirements: The system works with the following browsers

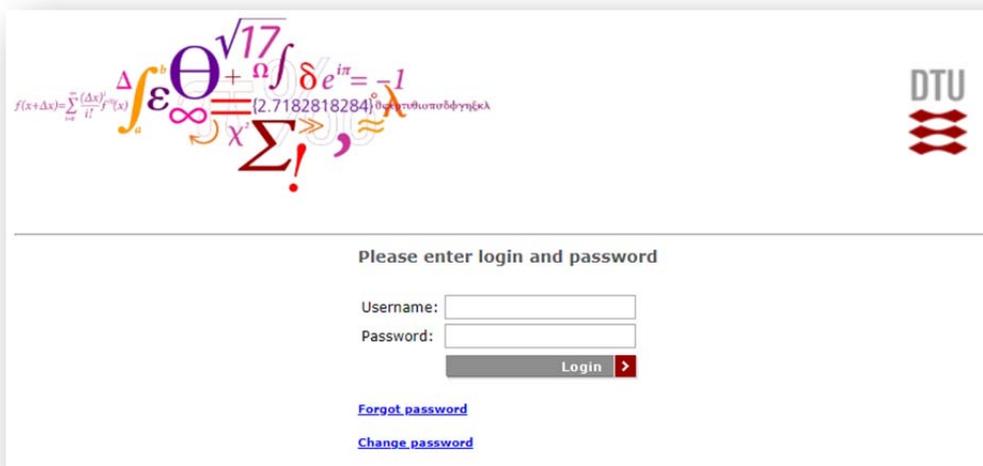| Browser	Oldest supported version*
Google Chrome	44.0
Microsoft Edge	20.1
Safari (Mac)	9.0
Firefox	39.0
Opera	30.0

* latest version is recommended

Don't use Internet Explorer.

Link to website: www.eurl.dtu.dk

Choose Guest and others

Login to the system by using the Username and password sent to you by email.

After signing in you will be guided to the *Proficiency Test Overview* page

On the *Proficiency Test Overview* page, you will on the top see the PTs that are available for compound selection (*Available proficiency for compound selection*) and below the PTs you have selected compounds for (in future) and eventually a list of the PTs you have participated in (*My proficiency tests*).

Click on the PTs name you would like to select compound for and you will then see a list of analytes included in the PT. The mandatory compounds are listed first, in alphabetic order. After that the voluntary compounds are listed, also in alphabetic order.

As default all compounds are selected. Deselect the compounds you will not include in your PT scope. Insert your Reporting Limits for each pesticide. As default the MRRL is listed. The Reporting Limit will be saved for the next EUPT-CF.

Mark that you accept that the selected compounds will be included in this EUPT and click on *Save*. Be aware that you can only do this once.

On the screen you will get a confirmation that the selection of scope was successful.
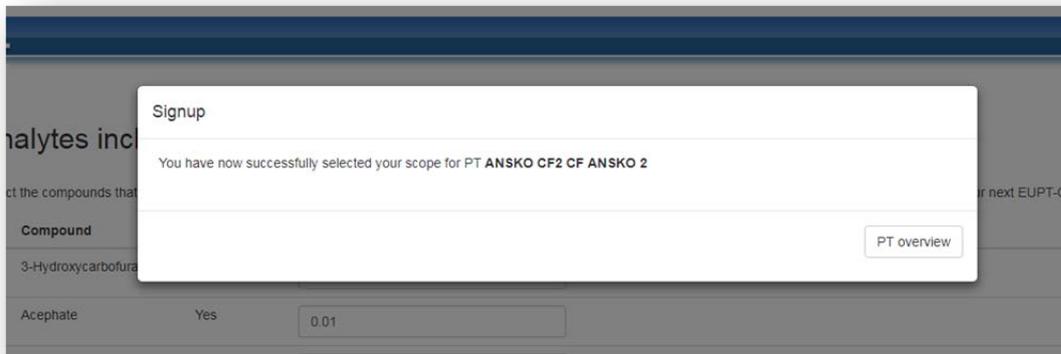
Click on *PT overview* and you will be guided to the *Proficiency Test Overview* page. The PT you selected compound for, will now appear under *My proficiency tests* and a Lab code has been assigned.

When the webtool is open for result submission, click on the name of the PT and enter the following information in the dialog box:

- Sample Number (number of the unit of the sample you received)
- Blank Sample Number
- Material Accepted (enter yes)
- Sample received (enter the date of receipt of the sample)
- Enter comments if necessary

Click *Save and close*

You will now be guided to the results and method information submission page.

At the top of the page to the let you find your Lab code, report download and a text field where you can enter any comments you want to pass to the organizer in relation to your result.

To the right you find important dates and support.

At the bottom of the page, you find the pages for Scope, Detected, Edit result, Edit method and Addition info.

Scope: cannot be edited. It is only displayed for informative purposes.

Click on the *Detected* tab and choose the pesticides that you detect in the Test Items

Click on the *Edit result* tab and enter the results for the pesticides you have detected. You will only see the pesticides that are marked as detected on the *Detected* page.

NOTE: the system will automatically save your input when moving from one row to another.

IMPORTANT:

Please find further information about the results submission in the table below.

Edit results fields:

Field(s)	Unit	Explanation
Concentration mg/kg	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected)
Concentration blank (mg/kg)	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected)
Expanded measurement uncertainty	%	Enter the expanded measurement. Syntax "123"
Recovery corrected?		Choose how you recovery correct the result in your method. Drop down menu
Recovery %	%	Enter your recovery. Syntax "123"
Recovery Obtained		Enter the matrix used for your recovery experiment. Drop down menu
Recovery details		Enter the details for your recovery experiment. Text.
Recovery individuals		Enter how many individual results you recovery figure is based on
Comments		Enter any comment you think is necessary for the organiser to know

Click on the *Edit methods* tab to start the method information submission.

Please find further information about the method details submission in the table below.

NOTE: the system will automatically save your input when moving from one row to another.

Use the rule function to scroll to the other part of the page. Or use the edit function ✎ to view all method fields for one pesticide at the screen


Use copy function 📋 to copy the information from one pesticide to another-

Edit method fields:

Field(s)	Unit	Explanation
Reference method		Choose your method from the drop down menu
Method details		Describe you method if it is not on the drop down menu
Sample Weight (g)	g	Enter the sample weight used. Syntax "3". Mandatory
Extraction/partitioning solvent 1		Choose the solvent from the drop down menu
Extraction/partitioning solvent 2		Choose the solvent from the drop down menu - if you use more than one solvent
Extraction/partitioning solvent 3		Choose the solvent from the drop down menu - if you use more than two solvent
Extraction solvent details		Enter details if the solvent is not in the drop down menu
Soaking time	minutes	Choose the soaking time from the drop down list
Extration Time	minutes	Choose the extraction time from the drop down list
Water Addition		Mark if you add water to the samples before you proceed with adding solvent
Water Addition details		Describe the way you add water if necessary
Clean up 1		Choose the clean-up approach from the drop down menu
Clean up 2		Choose the clean-up approach from the drop down menu - if you use more than two clean up step
Clean up 3		Choose the clean-up approach from the drop down menu - if you use more than one clean up step
Clean up details		Describe the way you clean up if it is not listed in the drop down menu
Calibration		Choose the way you calibrate your instrument from the drop down menu
Determination technique		Choose the instrument you have used for the detection from the drop down menu
Milling		Choose the mill you have used for milling the kernels from the drop down menu
Milling details, e.g sieve size		Enter details about the milling, e.g. the mesh size of the sieve
Additional comments to results and method information		Add any detail about the analysis of the compound

IMPORTANT Fill in all required fields, otherwise the system will not save your data. Check carefully that no *red rings* are found indicating missing entries and fill in the missing information – see example below
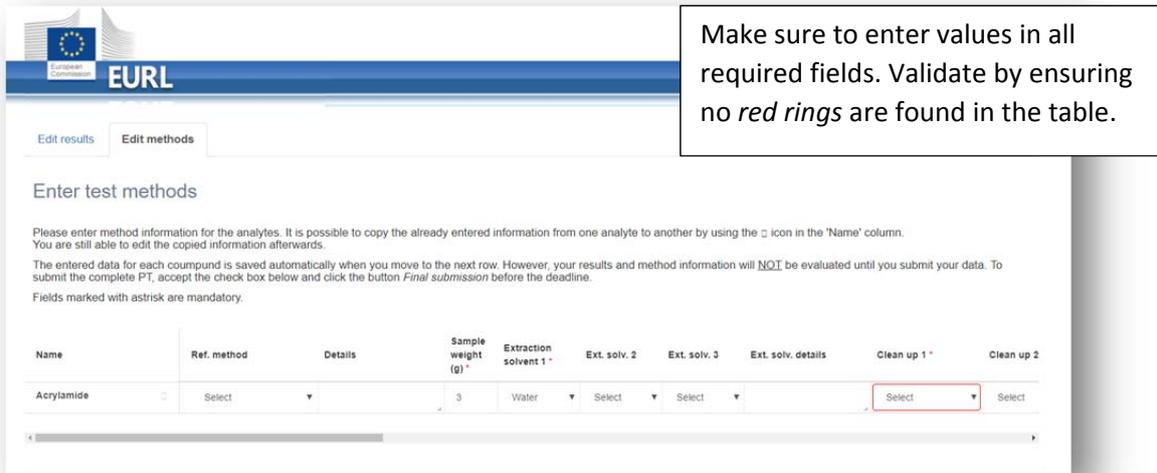
> Make sure to enter values in all required fields. Validate by ensuring no *red rings* are found in the table.

When all fields are filled out you are ready to submit your results. Accept and submit you final results by clicking the check box and then click on *Final submission*.
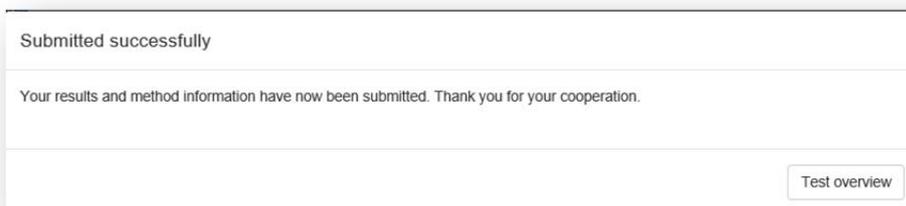
IMPORTANT: You will NOT be able to edit your data after the final submission!
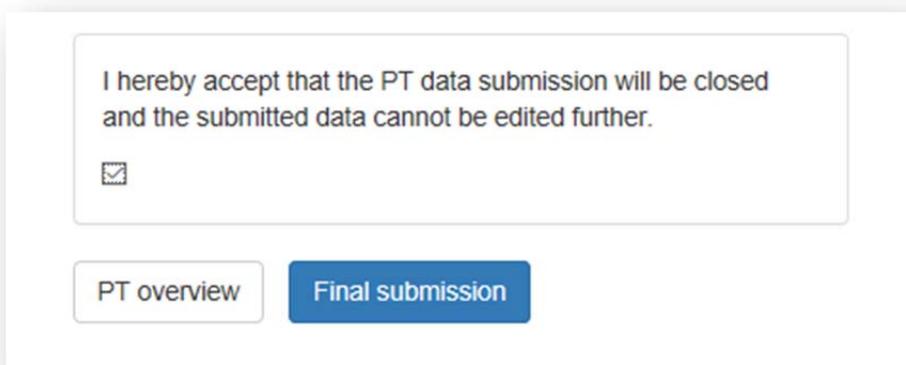
On the screen you will get a confirmation of the submission

You will furthermore receive an email confirming the submission and with an attached excel file with your submitted data.

By clicking on the *Test overview* button you return to the *Proficiency test overview* page. The status of the PT will now be *Submitted: yes*

If you have submitted false(s) negative results the PT on the PT overview page will be marked yellow.

Click on the PT and submit the method information for your false negative result(s). Pesticides without method information is entered are false negative results. Pesticides marked with red colour could be false positive results. However, the final conclusion cannot be drawn before all results are evaluated.