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PT LIMS User Manual

(Proficiency Testing Laboratory Information Management System)

How to log in

Click [here](#) to log into PT LIMS. Use the username and password that were emailed to your registered email address, when your account was first set up.

What to do if you have forgotten your details

If you have forgotten your username please email vetqas@apha.gov.uk

If you have forgotten your password enter your username and click the [Reset Password](#) button on the log in page. A new password will be sent to your registered email address.

How to change your login details

Once logged in to your account, you can change your login details by clicking on the [Main Menu](#) button on the toolbar. Click on the [Change Password](#) link at the bottom of the main menu page to change your password.

Please note that your confidential Lab ID number cannot be changed.

How to unlock your account

Your account will be locked if there are five failed login attempts. To unlock your account please email APHAServiceDesk@apha.gov.uk

VETQAS®, Animal and Plant Health Agency, College Road,
Sutton Bonington, Loughborough, Leicestershire, LE12 5RB, UK

03000 600003 | vetqas@apha.gov.uk | www.aphascientific.com

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.





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Logging in as a Participant

If you login using Participant details [PT_Pxxxxxx] from the home page you will see several options:

1. Submit results for a current distribution.
2. View your results from a previous distribution.
3. View published tabulations of results.
4. Link to schemes.

Eligible customers will be able to see a selection of the following options:

5. Request to update customer/invoice details
6. Request to update participant details
7. Request creation of new order for current year
8. Request creation of new order for next year



1. To submit results for a current distribution – click on **Enter Results**.

This takes you to the Current Distributions page. Select the available distribution you want to enter or edit results for, by clicking on **View**.

This takes you to the Results Entry page. Enter your results then click on **Save** to submit your results (this is very important).

If your results have been saved successfully you will be able to see them when you log back into PT LIMS and click on **View** on the Current Distributions page. There will also be a Yes in the Results Entered column.

This screen shot shows an example of an error message you will get if you try to save a result in an incorrect format. You will not be able to save your results successfully until all corrections have been made. There is a brief note next to each entry field with the required format – more details are available by clicking on the **Help** button at the top of the page.



Results can be changed or added to up until 23:00hrs (GMT) on the deadline date after this time the distribution will be locked and you will not be able to edit your results. If you need to submit additional data sheets or blot images please email these to vetqas@apha.gov.uk. Make sure that your Lab ID number is quoted on the email and on the attachments.

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2. To view your results from a previous distribution – click on View Results.

This takes you to the Previous Distributions Page. You can use the Search button to find a particular distribution or select Show All.

Click on View to see those results.

This is a 'read-only' page – you cannot edit results shown.



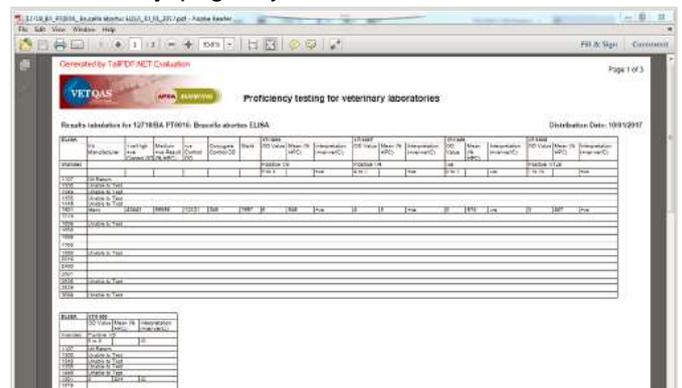
3. View published tabulations of results – click on View Tabulations.

This takes you to the Tabulations Page.

You can use the Search button to find a particular tabulation or select Show All.

Click on View to see those results.

This is a 'read-only' page – you cannot edit results shown.



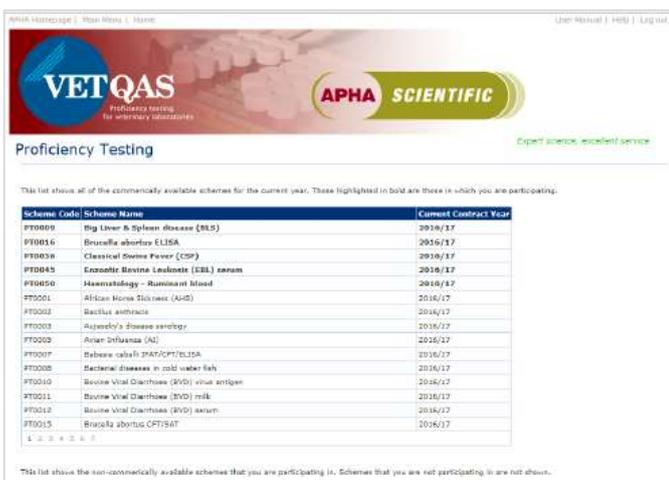
You can generate a pdf of the Tabulation Report click **Generate PDF.**

The report can then be saved and printed.

4. Link to schemes – click on View Schemes.

This page shows a list of all currently available PT schemes.

All the schemes that your Lab ID are participating in are in bold at the top of the list.



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Eligible Customers Only

5. To update customer and/or invoice details – click **Edit Customer/Invoice Details**. This takes you through to the Edit Customer Details Page

6. To update your participant details – click **Edit Participant Details**. This takes you through to the Edit Participant Details Page.

Edit each line as necessary and click **Save** to save your changes.

Once all editing is completed click **Submit**. The VETQAS team will then review your changes. You will receive an email notification to confirm that the changes have been processed.

If all the details are correct and no amendments are required - click **Cancel** to exit the page.

Under Participant Details you can now register a primary email address and an optional secondary email address. Both addresses will receive email notifications for examples samples have been issued, reports are available and contact details have been edited. Only the primary email will receive password reset emails.

Select	Scheme	Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Support Permit Required	Postage	Scheme Price	Total
<input checked="" type="checkbox"/>	PT003	APHA Enterobacteriaceae...	330.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£218	£330.00	£246.00											
<input type="checkbox"/>	PT004	APHA Salmonella culture...	385.00	Please select															

7. Request creation of new order for current year - click **Create New Order for current year** This takes you through to the Pending Order Page for the current year

8. Request creation of new order for next year - click **Create New Order for next year** This takes you through to the Pending Order Page for the next year.

Before placing an order for PT schemes please check that we have your correct contact details on file – please see instructions above.

Schemes that you are already participating in will appear at the top of the page. All other commercially available schemes are listed below.

Select	Scheme	Scheme Name	Annual Price	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Support Permit Required	Postage	Scheme Price	Total
<input checked="" type="checkbox"/>	PT003	APHA Enterobacteriaceae...	330.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£218	£330.00	£246.00											
<input type="checkbox"/>	PT004	APHA Salmonella culture...	385.00	Please select															

Tick the **Select** box against the PT scheme/s you want to participate in.

Once selected the available months for that particular scheme will appear. **Tick** the months you want to participate in. The postage, scheme price and total will update according to your selections.

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If you need to supply us with an import permit please [tick](#) the box.

Once you have selected all the schemes you require click [Next](#) at the bottom of the page which takes you to the Pending Order summary page. All the schemes you have selected will be listed.

Enter a [purchase order number](#) (if one is required).

The system will combine costs and update your postage automatically. Distributions that are issued on the same date and by the same delivery method that can be shipped together.

If you want to make any changes click [Previous](#). If you want to return to your order at a later date click [Save](#).

Once you have viewed and accepted our Terms and Conditions you will be able to submit the order. (You will not be able to click submit until you have accepted the T&C's). Once your order is completed please click [Submit](#).

We recommend that you [Print](#) the page before you click [Submit](#) so that you have a copy for your own record.

Your pending order will be reviewed by the VETQAS team. When the team have approved the order you will receive an email notification as confirmation.

If you would like to know more information about our PT schemes such as prices, distributions dates and any news on schemes [please visit this page](#).

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Logging in as a Viewer

If you login using viewer details [PT_Vxxxxxx] from the home page you will only see one option:

1. View published tabulations of results.



1. View published tabulations of results –click on [View Tabulations](#).

This takes you to the Tabulations Page. You can use the [Search](#) button to find a particular tabulation or select [Show All](#).

Click on [View](#) to see those results.

This is a 'read-only' page – you cannot edit results shown.

You can generate a pdf of the Tabulation Report click [Generate PDF](#).

The report can then be saved and printed.

NOTE: Clients who are a participant as well as a registered viewer will have a separate login username and password for each of these functions. Please ensure that you use the correct details to gain access to the right pages. For example - if you access the website using your Viewer login details, you will not be able to enter results.

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If you have any questions regarding your PT schemes or samples, please email us on vetqas@apha.gov.uk

We can only accept results that are submitted on-line. However, if you are occasionally unable to submit on-line, please contact us immediately to discuss.

PT LIMS will routinely send participants two automated emails for each distribution that they participate in –

1. To notify you when your PT samples have been posted/shipped.*
2. To notify you when the final tabulated report has been published on-line and is available to view.

* If you have not received your PT samples within seven days of the issue date please contact us so that we can investigate.

You should routinely check your samples on receipt. Please email vetqas@apha.gov.uk immediately if there are any problems with the PT samples you have received.

If you cancel your contract with us, your APHA Science Services account will be locked. You will be unable to access your tabulated reports/results. We will give you seven days notice before locking your account to give you time to print off any results you may wish to keep for your records.

We value your feedback and comments on any aspect of VETQAS Proficiency Testing (schemes, website etc.) so please do not hesitate to contact us at any time.

Thank you.

Head of Quality Assurance Unit

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