

IBBL Proficiency Testing 2017 Program

Online Results Submission Guidelines

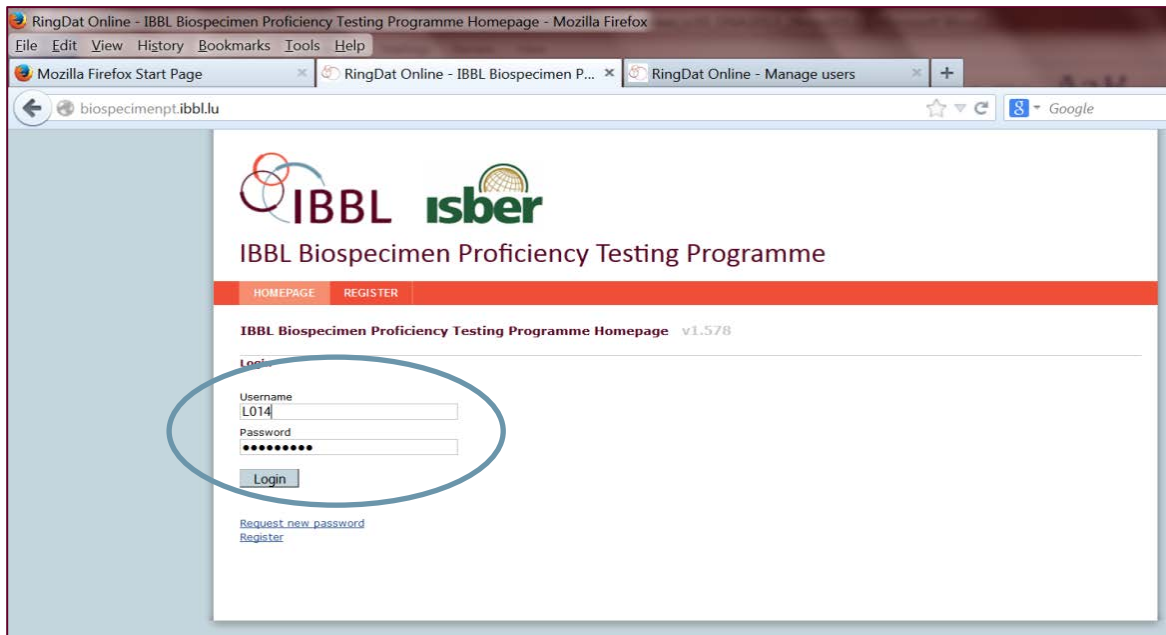
Tissue Histology Scheme

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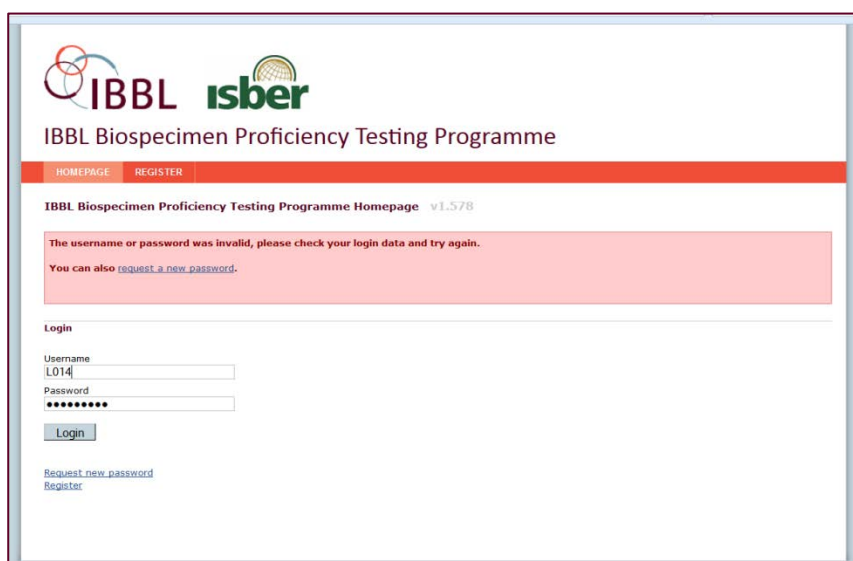
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1. Log in on the Website

Please go to the website <http://biospecimenpt.ibbl.lu> and enter your registration details. You will be asked to enter the **User id** (Lnnn) and **Password** that were sent to you via email during your registration (circled in **blue**).



If you enter an incorrect **Password** and/or you have forgotten it, you will see the message here below (in pink):



Please click on the message "[Request a new password](#)" so that your Password will be automatically re-sent to you. If you have forgotten your User id, please contact IBBL at isberpt@ibbl.lu.

2. Select the Tissue Histology Scheme

The Schemes you have subscribed to, will all appear in the scroll down list for **PT Rounds** in the **DATA ENTRY** tab (circled in blue).

Select the Tissue Histology Scheme from the list.



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[MY ACCOUNT](#)
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Data entry

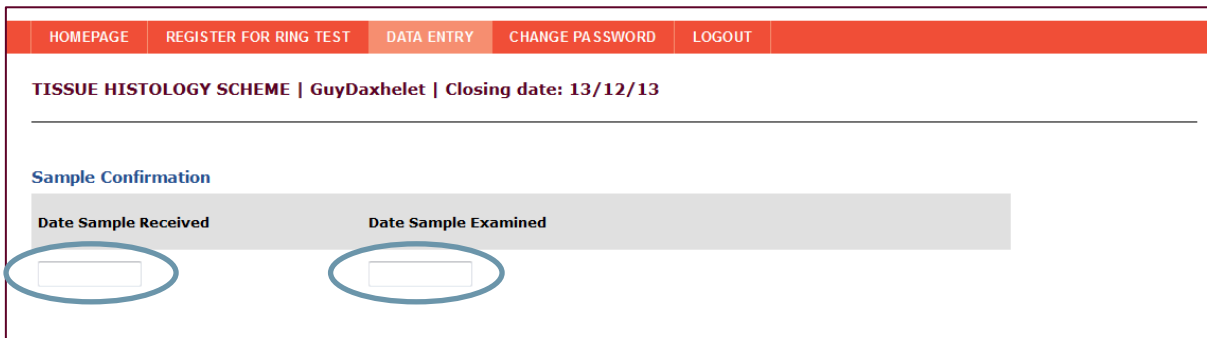
PT round	Lab name	Lab code	Closing date
CSF Aliquoting	Data entry example	Data entry example	18/12/2015
DNA Quantification and Purity	Data entry example	Data entry example	18/12/2015
RNA Integrity	Data entry example	Data entry example	18/12/2015
Tissue Histology	Data entry example	Data entry example	18/12/2015
Cell Viability	Data entry example	Data entry example	18/12/2015
DNA Extraction from Whole Blood	Data entry example	Data entry example	18/12/2015
DNA Extraction from FFPE Cells	Data entry example	Data entry example	18/12/2015
RNA Extraction from Whole Blood	Data entry example	Data entry example	18/12/2015
CD40L Quantification in Serum	Data entry example	Data entry example	18/12/2015
Haemoglobin Quantification in CSF	Data entry example	Data entry example	18/12/2015
Haemoglobin Quantification in Plasma	Data entry example	Data entry example	18/12/2015
Viable PBMC Isolation	Data entry example	Data entry example	18/12/2015
RNA Extraction from FFPE Cells	Data entry example	Data entry example	18/12/2015
RNA Quantification and Purity	Data entry example	Data entry example	18/12/2015

The scheme details will appear.

Sample Confirmation	
Date Sample Received	Date Sample Examined
<input type="text"/>	<input type="text"/>
Sample Status and Storage	
Please indicate the sample status at arrival	<input type="text" value="*****"/> <input type="text" value="Comments"/>
Method	
Please describe the method used (including material)	<input type="text"/> <input type="radio"/> MANUAL <input type="radio"/> AUTOMATED
Test Item A (Photo) - Tissue Characterization/Mapping	
Viable tumor tissue [Information]	<input type="text"/> %
Uninvolved tissue [Information]	<input type="text"/> %
Tumor stroma and/or mucin and/or necrosis	<input type="text"/> %
	<input type="text" value="0"/> <i>Warning: total should equal 100%</i>
Test Item B (Photo) - Tissue Characterization/Mapping	
Viable tumor tissue [Information]	<input type="text"/> %
Uninvolved tissue [Information]	<input type="text"/> %
Tumor stroma and/or mucin and/or necrosis	<input type="text"/> %
	<input type="text" value="0"/> <i>Warning: total should equal 100%</i>
Test Item C (Photo) - Tissue Characterization/Mapping	
Viable tumor tissue [Information]	<input type="text"/> %
Uninvolved tissue [Information]	<input type="text"/> %
Tumor stroma and/or mucin and/or necrosis	<input type="text"/> %
	<input type="text" value="0"/> <i>Warning: total should equal 100%</i>

3. Sample Confirmation

The first thing you need to do is confirm the date of arrival of the pictures, and the date the pictures were examined (circled in **blue**).



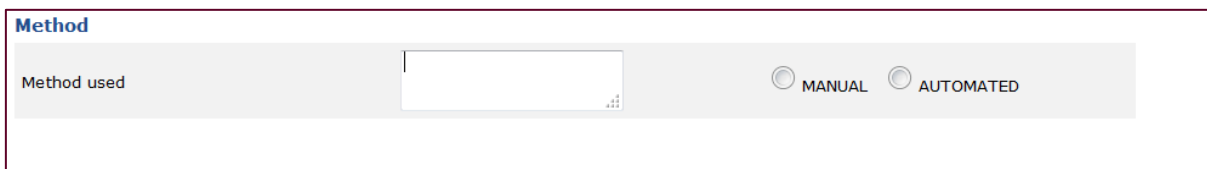
You can select the date using the calendar function by clicking on [Click here to use calendar](#). A window will appear with the calendar. You can select the date using the calendar function by clicking in one of both entry fields (circled in blue). A window will appear with the calendar.



You can move back or forth within the calendar using the arrows on the calendar (circled in **blue**). Add the **Date Sample Received** and **Date Sample Examined** (date when you did the testing).

4. Method

Please describe the method used to assess the samples and tick if **Manual** or **Automated**.



6.1. Test Items A, B and C- Tissue Characterisation/Mapping

Please enter the percentage of **viable tumor**, **uninvolved tissue** detected during your assessment.

Test Item A (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

[Add replicate](#)

Test Item B (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

[Add replicate](#)

Test Item C (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

[Add replicate](#)

As mentioned by the **warning message**, the total of all percentages must be equal to 100%. You can add fields to enter **replicates** of your measurements (up to 10 replicates can be captured) by clicking on the **“Add replicate”** button (circled in blue).

6.2. Test Items D, E and F (if applicable) - Tissue characterisation/Mapping

Please enter the percentage of **viable tumor**, **uninvolved tissue** detected during your assessment.

Test Item D (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

Test Item E (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

Test Item F (Photo) - Tissue Characterization/Mapping

Viable tumor tissue [\[Information\]](#)

Uninvolved tissue [\[Information\]](#)

Tumor stroma and/or mucin and/or necrosis

As mentioned by the **warning message**, the total of all percentages must be equal to 100%. You can add fields to enter **replicates** of your measurements (up to 10 replicates can be captured) by clicking on the **“add replicate”** button (circled in blue).

5. Comments

Before you submit your results, please enter any further information or comment you would like to be taken into consideration while assessing your performance.

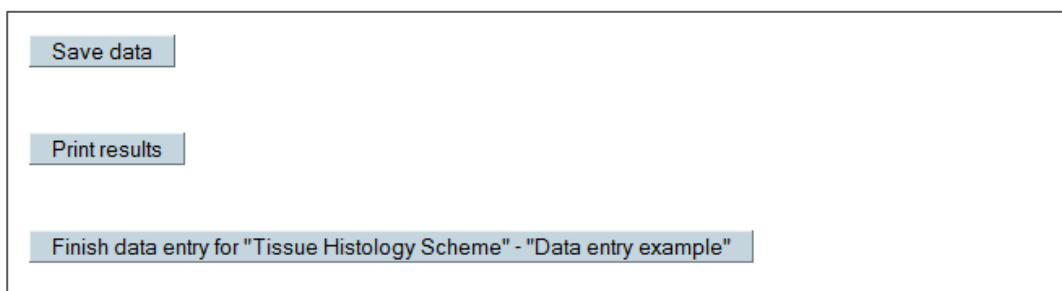
Notes:

6. Saving/Printing/Submitting your results

6.3. Save

Once all sections are completed with the details of your testing and results, please hit the “**save data**” button and review them.

If any corrections or changes are made, click again on “**save data**”.



6.4. Print

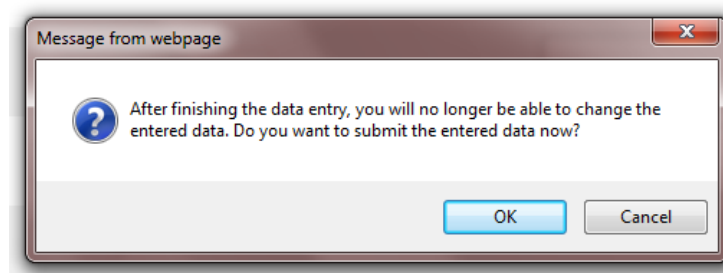
You can also print your results by clicking on the “**print results**” button.

A window with your installed printer by default will open to confirm printing.

6.5. Submit

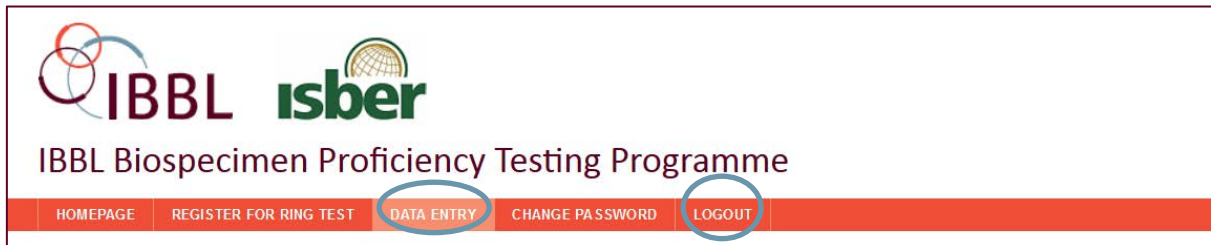
You can now submit your results by clicking on the “**finish data entry for 'Tissue Histology Scheme'**” button. After this step ***you will not be able to change your results.***

You will then get the following message.



If you click “**OK**”, you will have successfully submitted your results and you have the possibility to **print** your results (see 7.2).

If you click on the **DATA ENTRY** tab and you will be directed to the initial page where you can select another Scheme (*if applicable*) or on the **LOGOUT** tab to be logged-out.



Once you are logged-out, you will be directed to the home page.

For any issue during the online submission of your results, please contact IBBL at ISBERPT@ibbl.lu.