

INFORMATION SYSTEM FOR BLOOD TRANSFUSION CENTRES
EXTERNAL QUALITY ASSESSMENT (EQA)
FOR NUCLEIC ACID AMPLIFICATION TECHNOLOGY

USER MANUAL FOR PARTICIPANT

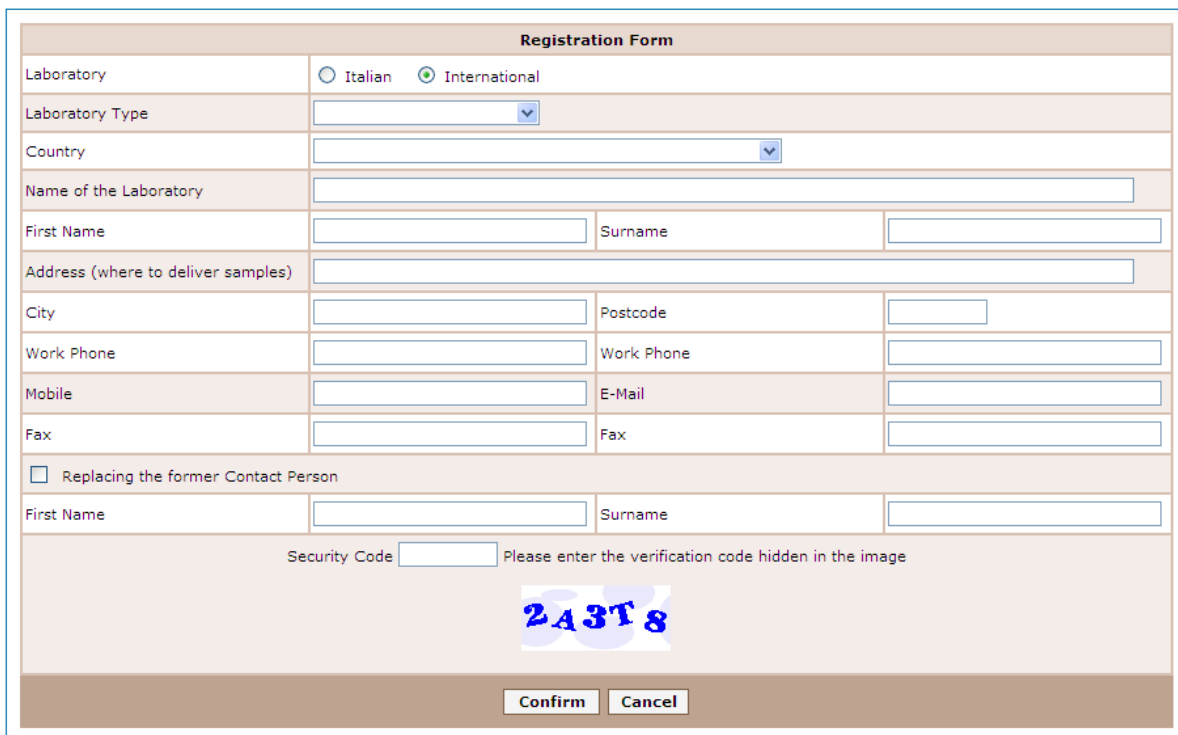
REGISTRATION

To ensure an adequate level of security, the access to the *VEQNAT* website is only permitted registered Users.

Laboratories interested in participating in EQA Program for the NAT assays must identify a Responsible (the final User), who will be assigned a unique ID code and password to access the *VEQNAT* website.

In the case that the registered Responsible would be replaced, the laboratory must register again for the new Responsible.

Laboratories can register online to the *VEQNAT* website completing the following form:



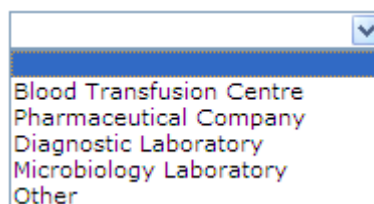
The screenshot shows a registration form titled "Registration Form". It contains the following fields and options:

- Laboratory**: Radio buttons for "Italian" (selected) and "International".
- Laboratory Type**: A dropdown menu.
- Country**: A dropdown menu.
- Name of the Laboratory**: A text input field.
- First Name** and **Surname**: Two text input fields.
- Address (where to deliver samples)**: A text input field.
- City** and **Postcode**: Two text input fields.
- Work Phone**: Two text input fields.
- Mobile** and **E-Mail**: Two text input fields.
- Fax**: Two text input fields.
- Replacing the former Contact Person**: A checkbox.
- First Name** and **Surname**: Two text input fields for the replacement person.
- Security Code**: A text input field with a note: "Please enter the verification code hidden in the image".
- Image**: A CAPTCHA image showing the numbers "243T8".
- Buttons**: "Confirm" and "Cancel" buttons at the bottom.

Fig. 1 - Registration Form

The following information are required:

- **Laboratory** (mandatory): select one of the options "Italian" (default) or international
- **Type of laboratory**(mandatory): select one of the listed options:

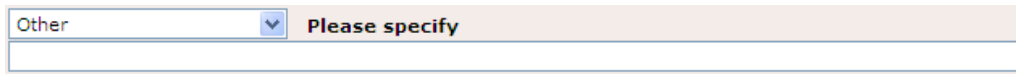


The screenshot shows a dropdown menu with the following options:

- Blood Transfusion Centre
- Pharmaceutical Company
- Diagnostic Laboratory
- Microbiology Laboratory
- Other

Fig. 2 -selection of type of laboratory

If you select “Other” the system will prompt you to provide more details:



The image shows a web form element. On the left, there is a dropdown menu with the word "Other" selected. To the right of the dropdown, the text "Please specify" is displayed in a light blue font. Below these elements is a long, empty text input field.

Fig. 3 - description of the laboratory

- **Country** (mandatory): only for foreign laboratories, it is the country in which the laboratory is located (the list of country is provided)
- **Name of the laboratory** (mandatory);
- **First Name** (mandatory): name of the Responsible in charge of the User account.
- **Surname**: (mandatory): surname of the Responsible.
- **Address**: (mandatory): the address of the laboratory, where to ship the samples to be tested, during the EQA Programs phases.
- **City** (mandatory);
- **Postcode** (mandatory);
- **Work Phone** (mandatory): telephone number of the Responsible. Two telephone numbers can be entered. It is required at least one telephone number.
- **Mobile Phone** (optional);
- **Fax** (mandatory): fax number of the participant. Two fax numbers can be entered. It is required at least one fax number.
- **E-Mail** (mandatory): email address of the Responsible in charge of the User account. Subsequently, any news about the EQA program will be sent to this address.
- **Replacing the former contact person**: it is advisable that each participating laboratory has only one Responsible authorized to access the website. Tick the checkbox only if you are a new Responsible of a laboratory/blood service already registered. In this case you have to specify the name and surname of the Previous Responsible.
- **Security Code**: the sequence of letters and numbers in the image must be entered in the empty field to prevent automated registrations.

After confirmation, it will appear a summary page of the data entered. The User will be asked to accept the processing of the data submitted in accordance with the privacy policy and terms of use of the web site.

After Confirmation, the request of registration will be evaluated and approved by the Coordinator.

After approval, the User will receive an email containing all the information necessary to access to the VEQNAT website, including the ID code (definitive, unchangeable) and a temporary password, to be changed at the first access.