

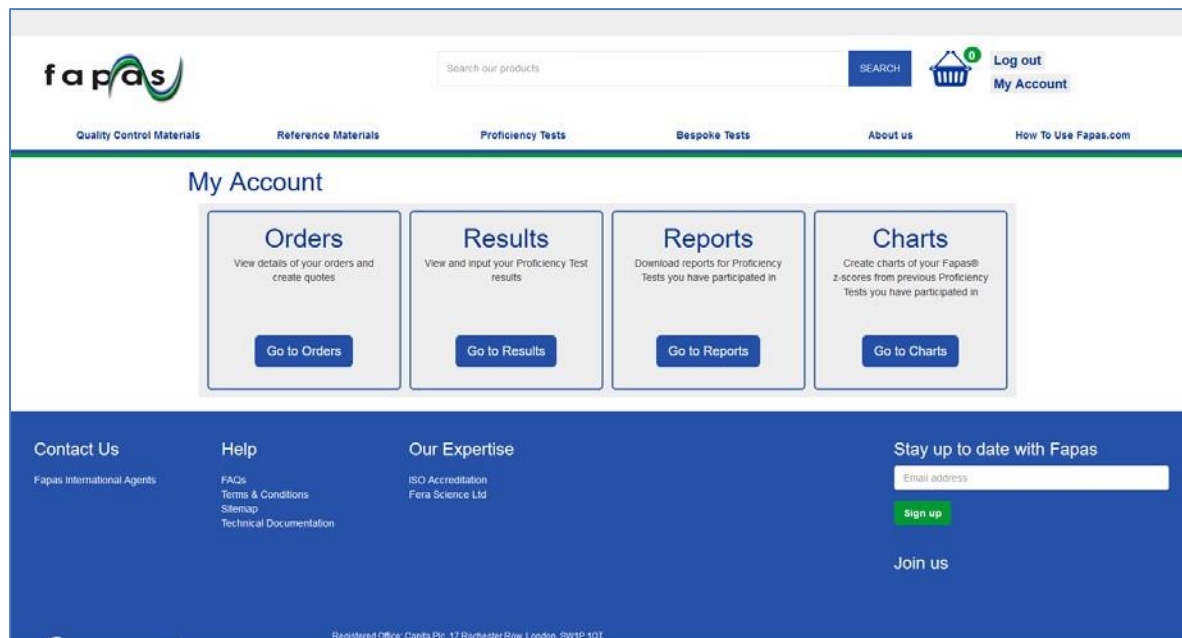
How to Submit Results with the New Multiple Results Facility.

＜複数結果入力機能で結果入力する方法＞

一つの技能試験申込に対して、複数の結果セットを提出することができます。ただし、レポートに掲載されて評価を受けられる結果セットは1つ分のみです。追加で提出した結果セットについてはFeraから評価を受けることはできません。レポートが発行された後にチャート機能を使うことで、追加で提出した結果セットのz-スコアをご確認いただけます。また、ご自身でz-スコアを算出する等してご自身で評価していただくことも可能です。別の分析方法を用いた場合の比較等にお使いいただける機能です。また、同じ会社の方であれば、技能試験申込者以外の方のアカウントでも追加の結果を提出できます。ここでは複数の結果を提出する機能を中心に、結果提出方法について説明します。

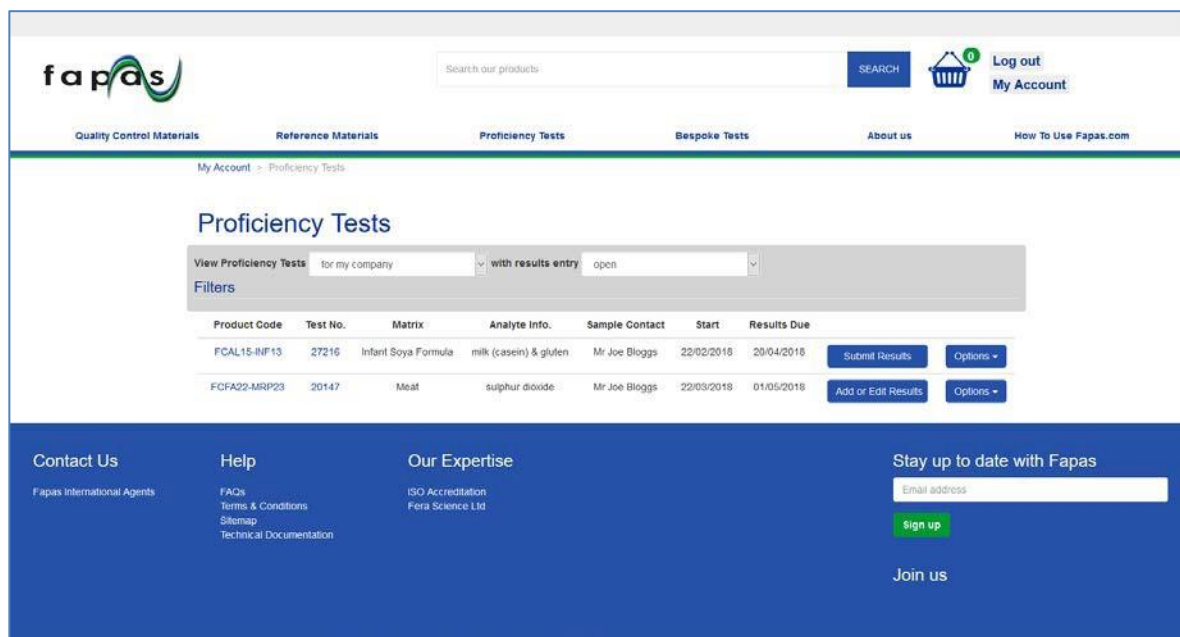
1) Log in to view the new 'My Accounts' page.

< ログインした後の'My Accounts'ページです。 >



2) Clicking on 'Results' will take you to this page. Here you can see a list of all of the proficiency tests that you are currently registered for.

<'Result'をクリックすると下記のページへ移ります。ここで、現在申し込みしている技能試験のリストが表示されます。 >



- 3) There is an option to view either the tests for a company, tests associated to the user logged in as well as tests that are open, closed or not yet opened. A new feature on this screen is the option to filter through the proficiency tests listed on screen by test number, matrix or analyte.

<登録している技能試験数が多い場合は、フィルター機能を使って表示する技能試験を絞ることができます。会社全体の技能試験／自分が申し込み者になっている技能試験、現在行われている技能試験／未だ始まっていない技能試験／終了した技能試験でフィルタリングできます。将来的には技能試験番号、マトリックス、分析項目でもフィルタリングができる予定です。>

The screenshot displays the Fapas website's 'Proficiency Tests' section. At the top, there is a search bar and navigation links. The main content area features a 'View Proficiency Tests' section with filters for 'for my company' and 'with results entry' set to 'open'. Below this, there are three dropdown filters for 'Test', 'Matrix', and 'Analyte'. A table lists two proficiency tests:

| Product Code | Test No. | Matrix | Analyte Info. | Sample Contact | Start | Results Due | |
|--------------|----------|---------------------|------------------------|----------------|------------|-------------|---|
| FCAL15-INF13 | 27216 | Infant Soya Formula | milk (casein) & gluten | Mr Joe Bloggs | 22/02/2018 | 20/04/2018 | Submit Results Options - |
| FCFA22-MRP23 | 20147 | Meat | sulphur dioxide | Mr Joe Bloggs | 22/03/2018 | 01/05/2018 | Add or Edit Results Options - |

The footer contains contact information, help links, and a newsletter sign-up form.

- 4) On the right-hand side of the screen there are two options, 'Submit Results' and 'Add or Edit Results'. Submit results mean that there are no results submitted by your company for this test. 'Add or Edit Results' mean that somebody has already entered a set of results but as testing is still open you are able to enter additional results.

<画面の右側に'Submit Results'と'Add or Edit Results'の二つオプションがあります。

'Submit Results'と表示されているのは、まだこの技能試験の結果が提出されていないことを表しています。'Add or Edit Results'と表示されているのは、すでに結果が提出されているが、提出期限前で、追加の結果を入力したり、提出した結果の編集をすることができることを表しています。>

The screenshot shows the Fapas website's 'Proficiency Tests' section. At the top, there is a navigation bar with the Fapas logo, a search bar, and links for 'Log out' and 'My Account'. Below the navigation bar, there are tabs for 'Quality Control Materials', 'Reference Materials', 'Proficiency Tests' (which is active), 'Bespoke Tests', 'About us', and 'How To Use Fapas.com'. The main content area is titled 'Proficiency Tests' and includes a filter section with dropdowns for 'View Proficiency Tests' (set to 'for my company') and 'with results entry' (set to 'open'). Below the filters is a table with columns: Product Code, Test No., Matrix, Analyte Info., Sample Contact, Start, and Results Due. The table lists two tests: FCAL15-INF13 and FCFA22-MRP23. For each test, there are buttons for 'Submit Results' and 'Add or Edit Results'. The bottom of the page features a dark blue footer with sections for 'Contact Us', 'Help', 'Our Expertise', and a 'Stay up to date with Fapas' section with an email sign-up form.

| Product Code | Test No. | Matrix | Analyte Info. | Sample Contact | Start | Results Due | Submit Results | Options - |
|--------------|----------|---------------------|------------------------|----------------|------------|-------------|---------------------|-----------|
| FCAL15-INF13 | 27216 | Infant Soya Formula | milk (casein) & gluten | Mr Joe Bloggs | 22/02/2018 | 20/04/2018 | Submit Results | Options - |
| FCFA22-MRP23 | 20147 | Meat | sulphur dioxide | Mr Joe Bloggs | 22/03/2018 | 01/05/2018 | Add or Edit Results | Options - |

- 5) This is the intermediary screen you will reach after clicking on ‘Submit Results’ for a semi-blind test. For these tests there is now a select all option at the top of each column, so you can mark all analytes as ‘Not Detected’, ‘Not Tested’, or ‘Provide Results’ before making individual selections. After selecting which analytes you would like to provide a result for, you will move forward to the usual results entry screen.

<semi-blind テスト（何が含まれているか事前にわからないテスト）では、‘Submit Results’ボタンをクリックすると最初に出てくるのが以下の画面です。これらの試験ではまず最初に全ての分析項目について以下の三つから選択してください。‘Not Detected’(非検出)、‘Not Tested’(試験未実施)、‘Provide Results’(結果を提出する)。ここで結果を提出する分析項目を選択してから個々の報告画面に移ります。>

Results Submission - Analyte Selection

Proficiency Test: 27216
Product Code: TCA15-REF13
Test Dates: 22/02/2018 to 19/04/2018
Test Material(s): T27216A - Infant Soya Formula, T27216B - Infant Soya Formula

[View Results Submissions](#)

T27216A - Infant Soya Formula

| Analyte / Organism | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
|--|---|----------------------------------|--------------------------------------|
| Gluten | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Bio-Check (UK) - Gluten-Check R5 (R6098/R6099) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by BioFront - MonoTrace Gluten (GLU-EK) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Biomedical Diagnostics - GlutenTox ELISA Competitive G12 (KT-4758) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Biomedical Diagnostics - GlutenTox ELISA Sandwich A1-G12 (KT-5196) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by ELISA Systems - Gliadin (ESGLUSS-48) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by EuroProxima - Gluten-tec ELISA (5171GT) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Ingenasa - Ingezim Gluten (30 GLU K2) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Ingenasa - Ingezim Gluten Quick (30 GL2 K2) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Morinaga - Wheat/Gluten ELISA (M2103) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Morinaga - Wheat/Gluten ELISA II (M2114) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |
| Gluten by Neogen - BioKits Gluten Assay Kit (802002Y) | <input checked="" type="radio"/> Not Detected | <input type="radio"/> Not Tested | <input type="radio"/> Provide Result |

- 6) This is the results entry screen which acts in the same way as previously.

＜ここからは報告画面リニューアル前と同じ画面になります。＞

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of **analyte** present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that the you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?

We cannot be held responsible for errors arising from incorrect data entry.

Your Reference for these results

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|---------------|---------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Please select | Please select | Detected/Not Detected | | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6096/R6099) | Please select | | mg/kg | | |

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|---------------|---------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Please select | Please select | Detected/Not Detected | | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6096/R6099) | Please select | | mg/kg | | |

Comments

Submit Results

- 7) It is mandatory to provide a reference for this result entry, this needs to be unique for each set of results entered for a proficiency test. The same reference can be used across different proficiency tests.

＜これから提出する結果セットの参照名を入力してください。ここを入力しないと結果提出できません。参照名は自由形式です。（例：分析者名（yamada-1）、分析方法名（method-1）等）＞

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of **analyte** present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that the you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?

We cannot be held responsible for errors arising from incorrect data entry.

Your Reference for these results

Method 1

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|---------------|---------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Please select | Please select | Detected/Not Detected | | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6096/R6099) | Please select | | mg/kg | | |

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|---------------|---------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Please select | Please select | Detected/Not Detected | | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6096/R6099) | Please select | | mg/kg | | |

Comments

Submit Results

- 8) You can now submit the results as normal for the test. Once completed please click on the ‘Submit Results’ button. From here you will be prompted to fill in the method sections.

<結果報告が完了しましたら必ず‘Submit Results’ボタンをクリックしてください。その後、自動で分析方法入力画面に移ります。>

Submission Notes

Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator.

QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the level of **analyte** present in the test materials in mg/kg as received, as reported by your ELISA kit.

It is ESSENTIAL that you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.

If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (nq).

Accredited?

Is the method you used to determine the result accredited to ISO 17025?

We cannot be held responsible for errors arising from incorrect data entry

Your Reference for these results

Method 1

Material: T27216A - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|------------------------------|-----------------------------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Yes <input type="checkbox"/> | Detected <input type="checkbox"/> | Detected/Not Detected | 1 | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099) | Yes <input type="checkbox"/> | 123 | mg/kg | | 1 |

Material: T27216B - Infant Soya Formula

If there were any analytes which you did not test for, please tick the "not tested" box.

| Analyte/Organism | Accredited? | Result | Units | Limit of detection (mg/kg) | Limit of quantification (mg/kg) |
|--|------------------------------|-----------------------------------|-----------------------|----------------------------|---------------------------------|
| Gluten | Yes <input type="checkbox"/> | Detected <input type="checkbox"/> | Detected/Not Detected | 1 | |
| Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099) | Yes <input type="checkbox"/> | 321 | mg/kg | | 1 |

Comments

9) The method sections have also been updated. After entering results, you will automatically be taken to this screen. There is the option to skip individual questions as well as the whole section. Questions will now appear one at a time, with a progress bar to say how far through you are.

You will also have the option to auto-fill the method if you have answered the same method questions previously. Please note that when we update a method this option will not be available.

＜結果入力後、この画面に自動的に移ります。分析方法の提出は任意です。また個々の質問をスキップすることも可能です。質問は1つずつ表示され、現在、全体の質問の内どのくらい回答したかが分かります。以前に同じ内容の技能試験に参加したことがある場合は、自動で分析方法を入力できるオプションがあります。但し、Feraが分析方法の質問を変更した場合はこのオプションは使えなくなりますのでご注意ください。＞

The screenshot shows the Fapas website interface for the 'Method Submission for Proficiency Test 20147'. The header includes the Fapas logo, a search bar, and links for 'Log out' and 'My Account'. The main navigation bar lists 'Quality Control Materials', 'Reference Materials', 'Proficiency Tests', 'Bespoke Tests', 'About us', and 'How To Use Fapas.com'. The breadcrumb trail indicates the user is in 'My Account > Proficiency Tests > Results Submissions for Proficiency Test 20147 > Method Submission'. The page title is 'Method Submission for Proficiency Test 20147', with a 'Skip General Method' button. The section is 'General Questions', showing 'Question 1 of 12' with a progress bar. A 'Next' button is visible. The question is '1) Is the Method Used Accredited?' with radio button options for 'yes' and 'no'. The footer contains links for 'Contact Us', 'Help', and 'Our Expertise', along with a 'Stay up to date with Fapas' email subscription form and social media icons.

10) After completing (or skipping) the methods section, you will be taken to the results submission summary page. Here you can see all of the entries, but it is only the **sample contact** that can see the results.

＜分析方法の入力を終えた（もしくはスキップした）後、結果提出のサマリーページへ移ります。ここには提出した全ての結果セットがリスト表示されます。ただし、申込者だけが入力した結果の詳細を見ることができます。もし、提出済みの結果を修正したい場合はこの画面の‘Options’から‘Edit/View’を選択してください。左下にある‘Add Additional Results’は提出した結果の編集を行うボタンではなく、レポートには掲載されない追加の結果セット新しく入力していくボタンになりますのでご注意ください。＞

Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

| Submitted by | Submitted on | Your Reference | Laboratory Number | Options |
|---------------|--------------|----------------|---|---------|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 | Options |
| Mrs Jane Doe | 22/03/2018 | HCI used | These results will not appear in the report | Options |

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Options menu:
Edit / View
Set as Report Results
Add General Method Questions
Add Analyte Method Questions
Export to CSV

11) This is the screen a **non-sample contact** will see.

＜下記の画面は同じ会社の方で、申込者ではない方のアカウントでログインした場合の画面です。このアカウントではLaboratory Number がついている結果セットの編集は行えません。＞

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

| Submitted by | Submitted on | Your Reference | Laboratory Number |
|---------------|--------------|----------------|-------------------|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 |

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Email address

12) A **non-sample contact** may add an additional result entry and upon doing so will note that instead of a lab number, will be assigned with ‘These results will not appear in the report’.

＜申込者ではない方でも追加の結果を入力することができます。すると、下記の画面のように、結果セットが2つ（2行）表示され、後から提出した追加の結果セットにはlab number部分に‘These results will not appear in the report’（この結果はレポートには掲載されません）と表示されます。＞

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

| Submitted by | Submitted on | Your Reference | Laboratory Number |
|---------------|--------------|----------------|---|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 |
| Mrs Jane Doe | 22/03/2018 | HCl used | These results will not appear in the report |

[View Proficiency Tests](#) [Add Additional Results](#) [Options](#)

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13) Under ‘options’ whoever submitted the result has the option to edit or view their results, and the option to add, or view/edit their method results.

＜試験の申込者でない方の場合、提出した結果セットの‘Option’をクリックすると、次の項目を選択できます。’Edit/View‘（入力した結果を確認したり、編集することができます。）、’Add method‘(分析方法を入力できます。）、’View/Edit methods‘（入力した分析方法を確認したり、編集することができます。）＞

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My Account > Proficiency Tests > Results Submissions for Proficiency Test 20147

Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

| Submitted by | Submitted on | Your Reference | Laboratory Number |
|---------------|--------------|----------------|---|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 |
| Mrs Jane Doe | 22/03/2018 | HCl used | These results will not appear in the report |

[View Proficiency Tests](#) [Add Additional Results](#)

Options

- Edit / View
- Add General Method Questions
- Add Analyte Method Questions
- Export to CSV

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- 14) The **sample contact** has a greater range of options available to them. As you can see they get the same options for all result entries, can choose which result to be set as the report results (those submitted for assessment within the report), and have the option to export all entries as a CSV file.

<13) で記載した非申込者の‘Options’よりも技能試験申込者の‘Options’の方が権限の範囲が広がっています。どの結果セットをレポートに掲載される正式な結果セットとするか選択することができます。初期設定では最初に入力した結果セットが正式な結果セットとなりますが、後から入力した追加の結果セットを正式な結果セットとしたい場合、その結果セットの‘Options’から‘Set as Report Results’をクリックしてください。また、‘Export all results to CSV’をクリックすると入力した結果全てをCSVファイルで出力することができます。>

Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

| Submitted by | Submitted on | Your Reference | Laboratory Number | Options - |
|---------------|--------------|----------------|---|-----------|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 | Options - |
| Mrs Jane Doe | 22/03/2018 | HCl used | These results will not appear in the report | Options - |

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Results Submissions for Proficiency Test 20147

Proficiency Test 20147 details

Sample contact: Mr Joe Bloggs
Proficiency Test: 20147
Product Code: FCFA22-MRP23
Test Dates: 22/03/2018 to 30/04/2018
Test Material(s): T20147 - Meat
[Download Instructions](#)

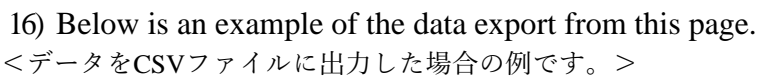
| Submitted by | Submitted on | Your Reference | Laboratory Number | Options - |
|---------------|--------------|----------------|---|-----------|
| Mr Joe Bloggs | 22/03/2018 | H2O2 used | 1 | Options - |
| Mrs Jane Doe | 22/03/2018 | HCl used | These results will not appear in the report | Options - |

[View Proficiency Tests](#) [Add Additional Results](#)

[Export all results to CSV](#)

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＜14＞で後から入力した追加の結果セットの‘Options’から‘Set as Report Results’をクリックすると下記の画面のようになります。後から入力した結果セットの方にラボナンバーが表示され、レポートに掲載されるということを示しています。＞

[illegible]