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EQA LEGIONELLA PROGRAM

Web interface user manual Bioinformatics – Urine – Simulated Sputum – Water – DNA control - Strains

<< <https://labeqa.net/> >>

(The web interface was developed and optimized to be used with
Google Chrome browsers)

Version 4

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1. Survey introduction

You have been provided with this user manual, because you registered to participate in a proficiency testing (PT) on Legionella diagnosis and detection, which will be organized by EURL-PH-LEGI.

We are pleased, therefore, to briefly introduce the web interface for the EURL-PH-LEGI Proficiency Testing for Bioinformatics – Environmental – Clinical Schemes.

Each survey will consist of either whole genome sequencing data, environmental water samples or clinical samples. The surveys are identical for all participating laboratories, and the specimens simulate real-life situations. One survey is organized for each scheme yearly.

Upon receipt of the survey material, you are requested to investigate each survey material according to your routine laboratory procedures and report results back to the organizer, through a web interface (<https://labeqa.net/>). The organizer will evaluate the results, assign scores to each participating laboratory, and communicate the scores and explanatory comments.

The survey materials will be provided to you together with documents (enclosed or via a secure weblink), giving you further instructions and providing you with more details on the EQA scheme.

2. Web interface connection

2.1. Browser to be used

The following interface platform was developed and optimized to be used with Mozilla Firefox or Chrome browsers.

Internet Explorer, as it exists with a broad range of versions/ updates and differences depending on the system being used, may experience strong limitations as the interface is a secure and interactive website. As a result, **please use Mozilla Firefox or Chrome to enter your results.**

Mozilla Firefox free download: <http://www.mozilla.org/en-US/firefox/new/>

Chrome free download: <https://www.google.com/intl/en/chrome/browser/>

2.2. Connection to web interface

2.2.1 Go to the following address: <https://labeqa.net/>

2.2.2 Immediately after your credentials have been created by the EQA admin, you will receive an automatic email with your login email address and password. Enter your identifiers in the dedicated spaces as a participant, as seen below (the default language is English, and is the only language available for the moment).

2.2.3 Verify your credentials by re-entering the capture code displayed. You will receive an email containing a One-Time-Password (OTP). Correctly enter that OTP to access the portal.

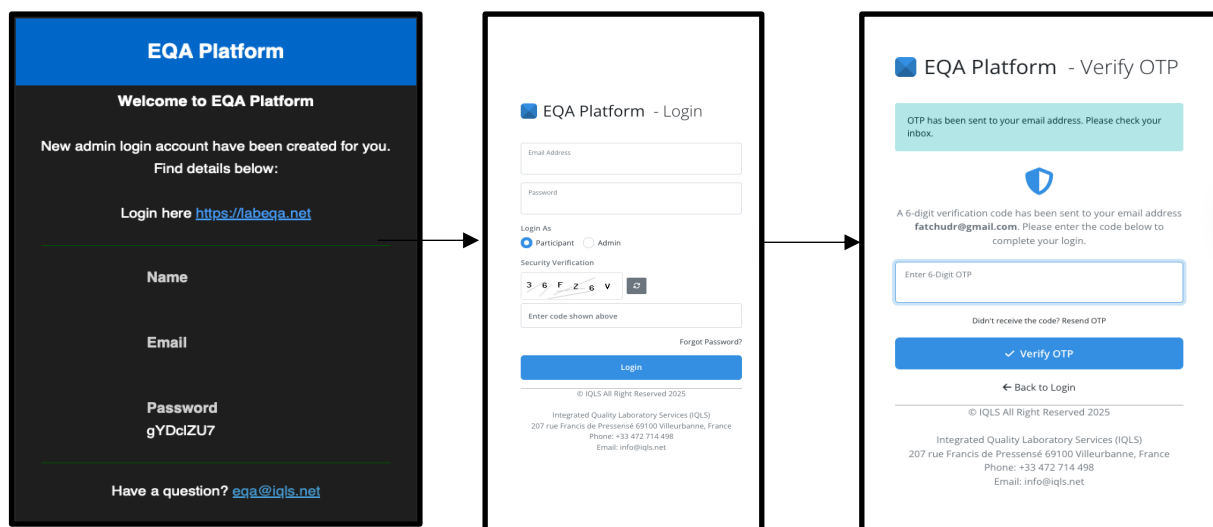


Figure 1: Login panel

- Your password is securely stored and remains unknown to all parties, including the EQA administrator. However, you may change your password once you gain access to the platform.

Note: Your account will be locked if the maximum number of unsuccessful attempts is exceeded. An indication of the number of valid attempts remaining will be displayed when an incorrect login is attempted

2.2.4 Change password:

2.2.4.1 Click on the drop-down arrow next to the profile name to display options

2.2.4.2 Select <<change password>>

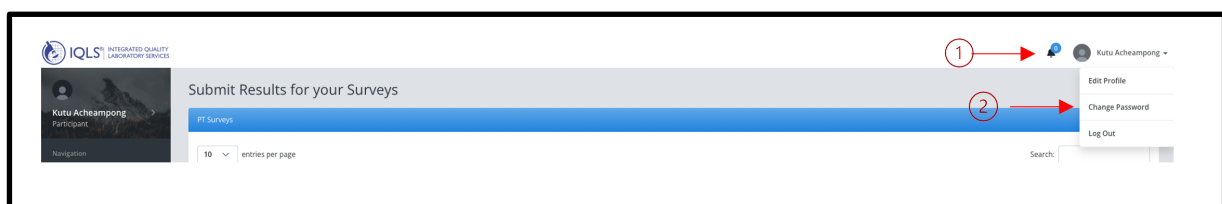


Figure 2: Password change

- 2.2.4.3 Enter new password and select **<<change password>>**. Password requirements are specified in the image below.

Figure 3: Password details

- A notification will be sent to the email address provided as notification of a password reset.

2.3. The participant homepage

- On the main participant page, there are five main areas:
 - Participant identification: displays the name of the logged-in participant
 - Summary status: displays the extent of participation
 - Edit profile menu: pop-up menu for editing profile and for logging out
 - Switch participant: switch between different providers
 - Navigation: provides accessibility to
 - a. Dashboard**
 - b. EQA activities**
 - i. PT surveys
 - c. Help and support**
 - i. Help desk
 - ii. Manual

iii. FAQs

Figure 4: Participant dashboard summary

- d. **Quick access:** Rapidly navigate to:
- e. **Discover programs:** see other PT programs you can enroll in. **My enrollments:** see what PT programs you have enrolled in. Click **<<view details>>** to see details of the program enrolled in. You may filter by status or provider using the filter feature provided
 - For new enrollment, click **<<enter results>>** under the quick actions on the enrollment details page to submit survey results
- f. **My PT surveys:** see what surveys you are participating in. Each PT event can be expanded further for more details
- g. **Support tickets:** see the tickets you have raised for support

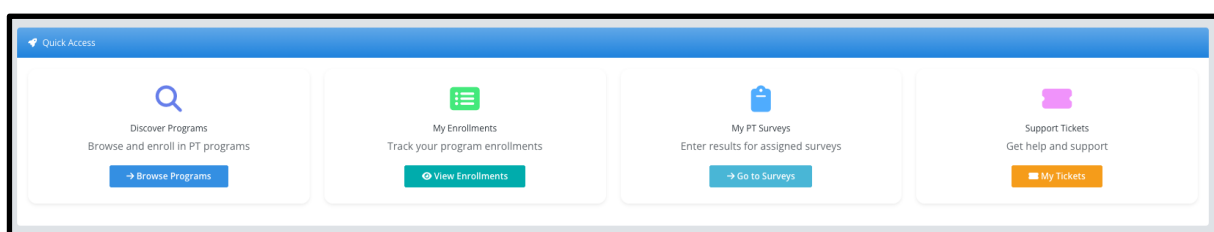


Figure 5: Quick access navigation

2.4. Recent enrollment

- Lists all surveys and the status of those surveys. To view details of each program/scheme, click the **<<view details>>** button. See figure 3 below.

Recent Program Enrollments 5 Enrollments					
PROGRAM DETAILS	PROVIDER	TYPE	ENROLLED DATE	STATUS	ACTION
FBC PT FBC-PT-01	IQLS - Default Provider	FREE PROGRAM	Apr 18, 2026 1 week ago	Approved	View Details
ITBC Survey ITBC Survey#002	IQLS - Default Provider	PAID PROGRAM	Apr 18, 2026 1 week ago	Approved	View Details
ITBC ITBC Survey#001	IQLS - Default Provider	FREE PROGRAM	Apr 16, 2026 2 weeks ago	Approved	View Details
ITBC ITBC Survey#000	IQLS - Default Provider	PAID PROGRAM	Apr 16, 2026 2 weeks ago	Approved	View Details
COVID 19 Survey SARS-COV2001	Nuguchi Memorial Institute	FREE PROGRAM	Apr 12, 2026 2 weeks ago	Approved	View Details

Figure 6: Recent enrollment navigation

Note: Where the survey is closed, this will be displayed as “ended”. No further responses can be submitted

2.5. Updating participant profile

- 2.5.1 Select the drop-down menu on the participant menu on the top right corner of the platform screen. This will display the options allowing the participant to select the **<<edit profile>>** option.

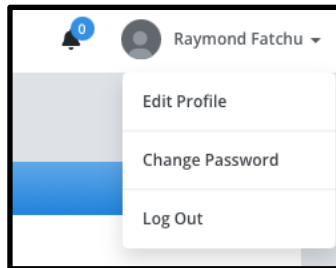


Figure 7: Participant menu

- 2.5.2 Update participant details and select **<<update details>>**

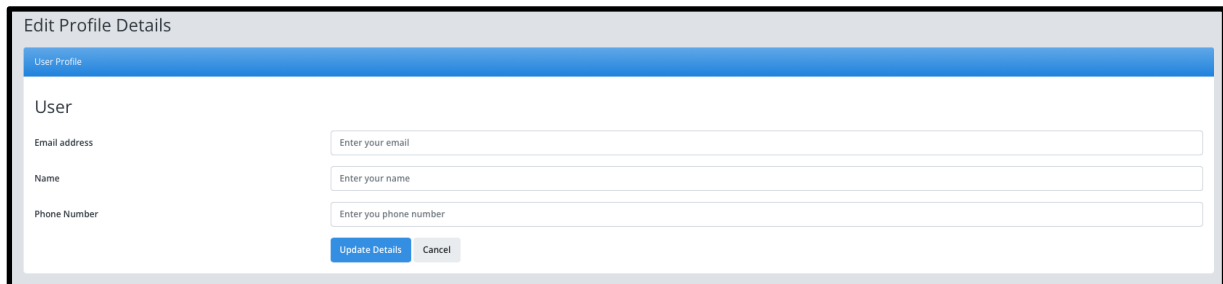
A screenshot of a web form titled 'Edit Profile Details'. The form has a blue header bar with the text 'User Profile'. Below the header, the word 'User' is displayed. There are three input fields: 'Email address' with the placeholder text 'Enter your email', 'Name' with the placeholder text 'Enter your name', and 'Phone Number' with the placeholder text 'Enter you phone number'. At the bottom of the form, there are two buttons: 'Update Details' (in blue) and 'Cancel' (in grey).

Figure 8: Participant profile update

- 2.5.3 Select **<<cancel>>** if no updates are intended to be made

3. Submitting & reviewing results

- To submit results, select the **<<Go to Surveys>>** on the dashboard.
- Scroll or use the filter to navigate to the intended survey
- Select the survey to expand its corresponding details
- Click **<<show/hide samples>>** and select **<<enter results>>** for each sample for which results are to be entered

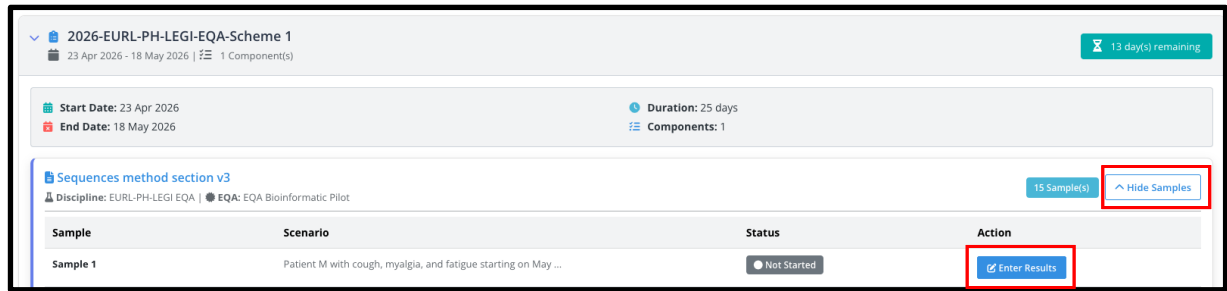


Figure 9: Results entry and viewing

- Click <<save as draft>> if results are intended to be submitted later. **Draft results will, however, be automatically submitted when the survey end date is due**
- Click <<submit results>> for the final submission of results. Results can be reviewed any time before the survey end date. PDF copies of the resubmission can be downloaded

3.1. Bioinformatics results entry

a. Methods

Make entries about the method used in executing the tests. Note: To reduce instances of having to repeat similar entries, such similar entries are identified with Same for all samples. The participant therefore makes the entry once and this is repeated for the total number of samples. You can still modify those entries if they differ from sample to sample.

b. Quality control

- Use the drop-down button to select the “**sequence quality**” (pass, fail, not effectuated/not applicable)
- If the quality control failed, you don’t have to fill the other sections.

c. Species identification

- Select from the options provided. Single or multiple entries may apply

d. Cluster analysis

- Input the value of the “**number of AD with the reference**”
- Input the value of the “**number of SNP with the reference**”
- Select from the options the “**part of the cluster**”. The part of the cluster may be yes, no, probable or not effectuated/not applicable. Even if you have not performed SNP or cgMLST analyses, you can still conclude if the sample is part of the cluster based on different species or different sequence types.

e. Antimicrobial resistance

- Use the drop-down button to select the “**resistance**” (sensitive, resistant, intermediate, not effectuated/not applicable)
 - Provide any comment which may be relevant to the interpretation or review of the results submitted
 - Click submit results once all entries for the sample have been satisfactorily made
 - Click **<<continue to sample 2>>** to proceed to the next sample entry **OR** **<<back to survey list>>** to return to the overall survey list page. This repeats after every sample results entry

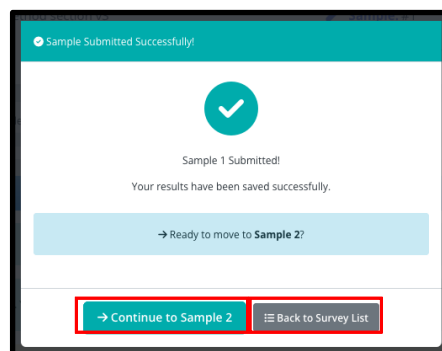


Figure 10: Navigating samples for results entry

3.2. Urine sample results entry

- Make entries about the method used in executing the test.

Note: To reduce instances of having to repeat similar entries, such similar entries are identified with

 Same for all samples *

. The participant therefore makes the entry once and this is repeated for the total number of samples. You can still modify those entries if they differ from sample to sample.

- Use the drop-down button to select the “results” (positive, negative, uninterpretable) of the urine antigen
 - Click submit results once all entries for the sample have been satisfactorily made
 - Click **<<continue to sample 2>>** to proceed to the next sample entry **OR** **<<back to survey list>>** to return to the overall survey list page. This repeats after every sample results entry

3.3. Sputum sample results entry

a. Methods

- Make entries about the method used in executing the test.

Note: To reduce instances of having to repeat similar entries, such similar entries are identified with

 Same for all samples *

. The participant therefore makes the entry once and this is repeated for the total number of samples. You can still modify those entries if they differ from sample to sample.

b. Polymerase Chain Reaction (PCR):

- Select the applicability of the PCR test in your laboratory. This entry indicates whether or not you were able or had the opportunity to carry out the PCR test
- Select the appropriate “interpretation” (detected Lp, detected Lspp, not detected, not effectuated, not applicable) of the results.

c. Culture

- Select from the drop-down list, the appropriate “**isolation**” result (growth, no growth) realized
- Select from the drop-down list the “**pathogen name**” identified. Multiple entries are applicable

d. Serogroup

- Select the applicability of serogrouping in your laboratory. This entry indicates whether or not you were able or had the opportunity to serogroup the identified pathogen
- Input the numeric value of the “**serogroup**” identified. The up/down arrow can also be used to set the input. This should be a numeric entry. If you have not determined the serogroup, enter 0.

e. Sequence type

- Select the applicability of sequence in your laboratory. This entry indicates whether or not you were able or had the opportunity to sequence the identified pathogen
- Input the numeric value of the “**sequence type**” identified. The up/down arrow can also be used to set the input. This should be a numeric entry. If you have not determined the ST, enter 0.

f. Outbreak detection

- Select from the drop-down list (yes, no, probable, not effectuated/not applicable) if the sequence is “part of a cluster”. Even if you have not performed SNP or cgMLST analyses, you can still conclude if the sample is part of the cluster based on different species, serogroups or different sequence types.

g. Antimicrobial resistance

- Select from the drop-down list (susceptible, intermediate, resistance, not effectuated/not applicable) the resistance status of the isolate
- Click submit results once all entries for the sample have been satisfactorily made
- Click **<<continue to sample 2>>** to proceed to the next sample entry **OR <<back to survey list>>** to return to the overall survey list page. This repeats after every sample results entry

3.4. Water sample results entry

a. Methods

- Make entries about the method used in executing the test.

Note: To reduce instances of having to repeat similar entries, such similar entries are identified with

 Same for all samples *

. The participant therefore makes the entry once and this is repeated for the total number of samples. You can still modify those entries if they differ from sample to sample.

b. Polymerase Chain Reaction (PCR):

- Select the applicability of the PCR test in your laboratory. This entry indicates whether or not you were able or had the opportunity to carry out the PCR test
- Select the appropriate “interpretation” (detected Lp, detected Lspp, not detected) of the results.
- Input the identified titre in Genomic Units/L

c. Culture

- Select from the drop-down list, the appropriate “**isolation**” result (growth, no growth) realized

- Select from the drop-down list the “**pathogen name**” identified. Multiple entries are applicable
- Input your results of enumeration for Lspp and Lp in CFU/L

d. Serogroup

- Select the applicability of serogrouping in your laboratory. This entry indicates whether or not you were able or had the opportunity to serogroup the identified pathogen
- Input the numeric value of the “**serogroup**” identified. The up/down arrow can also be used to set the input. This should be a numeric entry. If you have not determined the serogroup, enter 0.

e. Sequence type

- Select the applicability of sequence in your laboratory. This entry indicates whether or not you were able or had the opportunity to sequence the identified pathogen
- Input the numeric value of the “**sequence type**” identified. The up/down arrow can also be used to set the input. This should be a numeric entry. If you have not determined the ST, enter 0.

f. Source attribution

- Select from the drop-down list (yes, no, probable, not effectuated/not applicable) the source of attribution of the isolated pathogen. Even if you have not performed SNP or cgMLST analyses, you can still conclude if the sample is part of the cluster based on different species, serogroups or different sequence types.

g. Antimicrobial resistance

- Select from the drop-down list (susceptible, intermediate, resistance, not effectuated/not applicable) the resistance status of the isolate
- If the pathogen is “resistant”, select the associated antibiotic class. Multiple selection may apply
- Click submit results once all entries for the sample have been satisfactorily made
- Click <<**continue to sample 2**>> to proceed to the next sample entry **OR** <<**back to survey list**>> to return to the overall survey list page. This repeats after every sample results entry

3.5. DNA Standard results entry

- Input the “PCR kit” used for analysis
- Input the numeric value of the “calibration slope”. This should be a numeric entry. (e.g. 41.15). Note not to use a comma (,) as a separator.

3.6. DNA Control results entry

- Input the “kit provider” for the type of DNA control kit used and the “Kit PCR” for the PCR platform used
- If testing is “not effectuated” select the checkbox to block all the Ct replicate field underneath
- Where testing is performed, input the Ct value(s) for the corresponding “Legionella spp”, “Legionella pneumophilla” and/or “Lp serogroup 1” fields. This should be a numeric entry. (e.g. 41.15). Note not to use a comma (,) as a separator.
- Provide quantification of the target if performed (optional).

3.7. Strains results entry

a. Culture

- Select from the drop-down list, the appropriate “**isolation**” result (growth, no growth) realized
- Select from the drop-down list the “**pathogen name**” identified. Multiple entries are applicable

b. Antimicrobial resistance

- Select from the drop-down list (susceptible, intermediate, resistance, not effectuated/not applicable) the resistance status of the isolate
 - Select from the drop-down list the “**antibiotic class**” for the pathogen isolated. Multiple entries are applicable
-
- Click submit results once all entries for the sample have been satisfactorily made
 - Click <<**continue to sample 2**>> to proceed to the next sample entry **OR** <<**back to survey list**>> to return to the overall survey list page. This repeats after every sample results entry

4. Reviewing reports

- 4.1 Select <<**performance reports**>> under “**EQA activities**” in the navigation pane of the participant homepage

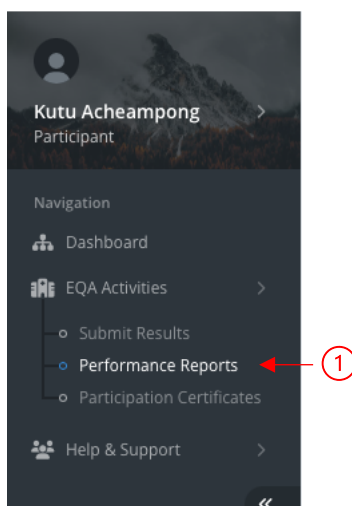


Figure 11: Participant navigation pane

- 4.2 For the survey of interest, select <<**view report**>> under the action column of the “**EQA results**” page opened from step one above. A PDF version of the report is opened in a separate window

EQA Results

PT Surveys

10 entries per page

Search:

Survey Code	Survey Name	Sample Type	Opening Date	Closing Date	Participant Code	Participant Name	Response Date	Actions
BT11001	Suv101	Bioinformatics	2025-04-01	2025-04-25	IQ000001	Korle Bu Med Lab	2025-04-18	View Report
BT11001	Suv101	Simulated Sputum	2025-04-01	2025-04-25	IQ000003	Sekondi PHL	2025-04-18	Report Pending
BT11001	Suv101	Urine	2025-04-01	2025-04-25	IQ000002	Koforidua Lab	2025-04-21	Report Pending
SV001	Legion	Bioinformatics	2025-04-01	2025-05-19	IQ000004	Tamale PHL	2025-05-07	Report Pending
SV001	Legion	Simulated Sputum	2025-04-01	2025-05-19	IQ000003	Sekondi PHL	2025-05-04	Report Pending
SV001	Legion	Urine	2025-04-01	2025-05-19	IQ000002	Koforidua Lab	2025-05-04	Report Pending

Showing 1 to 6 of 6 entries

1

Figure 12: Reviewing participant report

5 Help desk

To submit a help request for assistance

- 5.1 Browse to the navigation pane, select “**Help and Support**”
- 5.2 Select “**help desk**” to display the window below

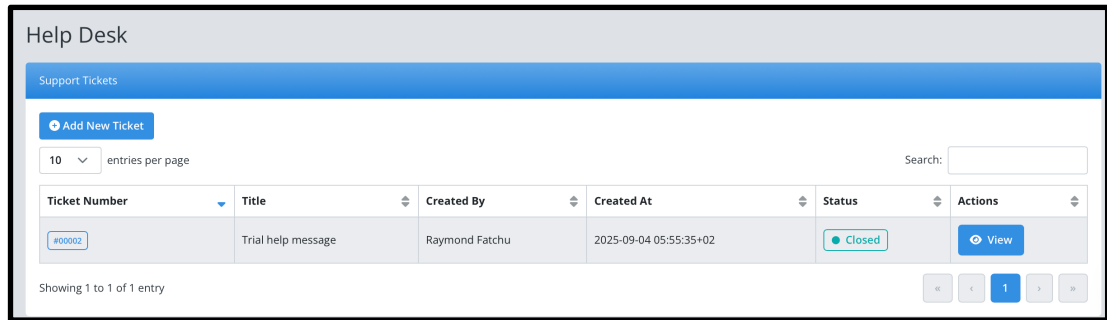


Figure 13: Help desk

5.3 Select <<**Add New Ticket**>> to open a window into which the support request is to be entered

- Once a request is submitted, feedback will be received from a member of the technical team. Continue engagement with the technical team until the ticket is closed by yourself or the member from the technical team.