



# ALCOR QA Program User Guide

## Logging In

1. Go to the website <https://iqaponline.com/>
2. On the login page, enter the username and password , then select the “Login” button.

The image shows the ALCOR Scientific login page and dashboard. The login page features the ALCOR Scientific logo at the top, followed by input fields for 'Username or Email Address' (containing asterisks) and 'Password' (containing dots and an eye icon). There is a 'Remember Me' checkbox and a blue 'Log In' button. Below the button is a link for 'Lost your password?'. The dashboard, titled 'iQAP', includes navigation links for 'Logout', 'Dashboard', and 'Admin'. It contains six main sections: 'Data Collection' (Submit Data), 'Generate Reports' (Generate a Report), 'Data Review' (Review Data), 'Tutorial' (User Guide, View), 'FAQs' (Frequently asked questions, View), and 'Package Inserts' (Package inserts of various QC lots, View). A footer link says 'Need help? Click Here for support.'

3. The homepage will automatically open. The tiles on the main page will allow the user to perform the following functions.

Tile	Brief Description
<p><b>Data Collection</b> Submit daily and/or summary data to your lab account.</p> <p><a href="#">Submit Data</a></p>	<p>Submit individual daily or summary data to your lab account.</p>
<p><b>Generate Reports</b> Customize and generate reports with filters and peer data.</p> <p><a href="#">Generate a Report</a></p>	<p>Customize and generate reports with filters.</p>
<p><b>Data Review</b> List and review all the historical data submitted to your lab's account.</p> <p><a href="#">Review Data</a></p>	<p>List and review all the historical data submitted to your lab's account.</p>
<p><b>Tutorial</b> User Guide</p> <p><a href="#">View</a></p>	<p>User Guide to navigate the website</p>
<p><b>FAQs</b> Frequently asked questions and answers</p> <p><a href="#">View</a></p>	<p>Frequently asked questions</p>
<p><b>Package Inserts</b></p> <p><a href="#">View</a></p>	<p>Package inserts of various QC lots</p>

## Summary Data Entry

The Summary data is considered the summary values for the specific month selected.

\*\*\*Please ensure all entries are saved by the 5<sup>th</sup> of each month.

1. On the home page, click on the Submit Data Tile. Use the dropdowns on the left-hand side of the screen to enter the correct information. Click on Switch to Summary button to switch to the summary input screen.

The screenshot shows a form with the following fields and values:

Field	Value	Date
Date Range	2021   July	
Lab	ALCOR Scientific Inc.	07/1/2021
Lot Selection	C511   C521	07/2/2021
Instrument	iSED	07/3/2021
Instrument S/N	12345	07/4/2021
Shift	1	07/5/2021
Analyte	Erythrocyte Sedimentation Rate	07/6/2021
Method	Modified Westergren	07/7/2021
Control	Seditrol ESR Controls	07/8/2021
Switch To Summary		07/9/2021

2. Enter Summary Data for both level 1 and level 2. This should include the mean, SD and N values for the month and lot number selected. Press Submit, a green shaded box will appear indicating that the data has been successfully entered.

The screenshot shows the summary data entry form with the following data entered:

Date Range	C511			C521		
	Mean	SD	N	Mean	SD	N
2021   July	11.4	1.3	31	65.3	2.1	31

The 'Submit' button is highlighted with a red box.

## Individual Daily Data Entry

Individual data entry can be done on a daily basis, or the entire month can be entered at one time.

\*\*\*Please ensure all entries are saved by the 5<sup>th</sup> of each month.

1. On the home page, click on the Submit Data Tile. Use the dropdowns on the left-hand side of the screen to enter the correct information. Enter the individual data values for the month and lot number selected. Press Submit, a green shaded box will appear indicating that the data has been successfully entered.

Lab	Date	C511	C521
ALCOR Scientific Inc.	07/2/2021	11	60
	07/3/2021	12	63
	07/4/2021	13	64
	07/5/2021	10	70
	07/6/2021	9	66
	07/7/2021	8	69
	07/8/2021	10	74
	07/9/2021	9	70
	07/10/2021	11	65
	07/11/2021	11	61
	07/12/2021	12	63
	07/13/2021	10	67
	07/14/2021	11	68
	07/15/2021	12	60
	07/16/2021	10	64
	07/17/2021		
	07/18/2021	10	67
	07/19/2021	10	66
	07/20/2021	9	61
	07/21/2021	10	62
	07/22/2021	11	63
	07/23/2021	10	70
	07/24/2021	11	71
	07/25/2021	10	69
	07/26/2021	8	68
	07/27/2021	7	67
	07/28/2021	7	69
	07/29/2021	8	61
	07/30/2021	8	63
	07/31/2021	12	65

Note: If the data is out of acceptable range, it will be flagged when entered.

Date Range	C511	C521	C511	C521
2021 July	Min: 0   Max: 20	Min: 40   Max: 90	Min: 0   Max: 20	Min: 40   Max: 90

  

Lab	Date	C511	C521
ALCOR Scientific Inc.	07/11/2021	51	65
	07/17/2021		
	07/18/2021		

## Running Reports

There are four report options: Levey Jennings, Group Coordinator, Exceptions and Summary Report.

Report	Brief Description
Levey Jennings	Plot of individual data points for the specified data set.
Group Coordinator	Comparison of your data against the peer group for a specific lot number.
Exceptions	Display of values outside of the acceptable range.
Summary	Shows the month-to-month data for a specific analyzer and lot number.

1. On the home page, click on the Generate Reports Tile. Use the dropdowns to choose the correct information and the report type you would like to generate.

## Levey Jennings

Print

Month  
June

Year  
2021

QC Product  
Seditrol ESR Controls

QC Lots  
C111 | C211

Report Type  
Levey Jennings Report

Instrument  
iSED

Instrument S/N  
12345

Submit

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### Levey Jennings Report

**Laboratory** ALCOR Scientific Inc.

**Department** iSED

**Instrument** iSED

**Month** June, 2021

**Product** Seditrol ESR Controls

**Level 1** C111

**Level 2** C211

Lot #	Level	Monthly Data				Cumulative Data			
		Mean	SD	%CV	N	Mean	SD	%CV	N
C111	1	9.0	1.1	11.7	10	9.5	1.6	16.6	20
C211	2	66.0	5.2	7.8	10	66.2	4.2	6.3	20

Use Submit button to generate selected report and use the Print button to generate a hard copy.

**Print**

Month: June, Year: 2021, QC Product: Seditrol ESR Controls, QC Lots: C511 | C521

Report Type: Group Coordinator Report, Instrument: iSED, Instrument S/N: 12345 **Submit**

**Group Coordinator Report**

Laboratory: ALCOR Scientific Inc., Department: iSED, Instrument: iSED

Month: June, 2021  
 Product: Seditrol ESR Controls  
 Level 1: C511  
 Level 2: C521

Lab ID-Name	S/N	Level 1				Level 2			
		Mean	SD	%CV	N	Mean	SD	%CV	N
ALCOR Scientific Inc.		8.4	3.0	35.7	30	65.4	2.8	4.3	30
World Peer		10.3	2.3	22.0	85	64.3	3.5	5.5	85

Peer Data (black bar), Your Lab (red bar)

Use Submit button to generate selected report and use the Print button to generate a hard copy.

### Exceptions Report

**Print**

Month: November, Year: 2020, QC Product: Seditrol ESR Controls, QC Lots: C511 | C521

Report Type: Exceptions Report, Instrument: iSED, Instrument S/N: 12345 **Submit**

**Exceptions Report**

Laboratory: ALCOR Scientific Inc., Department: iSED, Instrument: iSED

Month: November, 2020  
 Product: Seditrol ESR Controls  
 Level 1: C511  
 Level 2: C521

Control	Mean	SD	N
C511 2020-11-01	10.0	-	1
C521 2020-11-01	70.0	-	1
C511 2020-11-02	11.0	-	1
C521 2020-11-02	71.0	-	1
C511	12.0	-	1

Use Submit button to generate selected report and use the Print button to generate a hard copy.

## Summary Report

Print

Month  
July

Year  
2021

QC Product  
Seditrol ESR Controls

QC Lots  
C511 | C521

Report Type  
Summary Report

Instrument  
iSED

Instrument S/N  
12345

Submit

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### Summary Report

**Laboratory** ALCOR Scientific Inc.

**Department**

**Instrument** iSED

**Month** July, 2021

**Product** Seditrol ESR Controls

**Level 1** C511

**Level 2** C521

C511		LTD	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug
Your Lab	Mean	0.0	11.4	8.4	0.0	0.0	0.0	0.0	7.5	10.0	0.0	0.0	0.0	0.0
	SD	0.0	1.3	3.0	0.0	0.0	0.0	0.0	2.7	1.9	0.0	0.0	0.0	0.0
	%CV	0.0	11.4	35.7	0.0	0.0	0.0	0.0	36.5	19.0	0.0	0.0	0.0	0.0
	N	0	31	30	0	0	0	0	6	20	0	0	0	0
World Peer	Mean	0.0	65.3	65.4	0.0	0.0	0.0	0.0	65.0	60.0	0.0	0.0	0.0	0.0
	SD	0.0	2.1	2.8	0.0	0.0	0.0	0.0	5.5	2.9	0.0	0.0	0.0	0.0
	%CV	0.0	3.2	4.3	0.0	0.0	0.0	0.0	8.4	4.8	0.0	0.0	0.0	0.0
	N	0	31	30	0	0	0	0	6	20	0	0	0	0
C521		LTD	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug
Your Lab	Mean	0.0	0.4	0.6	0.0	2.3	0.0	0.0	1.6	0.0	0.0	0.0	0.0	0.0

Use Submit button to generate selected report and use the Print button to generate a hard copy.



## Data Review

This will allow you to review data that has been entered and can be export if needed. The dropdown filters will let you choose what is data displayed, including analyzer serial number, date range and QC lot number. Both Summary and Individual data reports can be generated. Press the apply filter button to display data. Use the export button to generate a report that can be downloaded or printed.

Year  Month

Lab  Lot Selection

Instrument  Instrument S/N

Analyte  Method

Control  Shift

### Summary Data

Lab	Instrument	S/N	Analyte	Method	Control	Date	Shift	Lot	L1 M	L1 SD	L1 N	L2 M	L2 SD	L2 N	
ALCOR Scientific Inc.	ISED	1388	Erythrocyte Sedimentation Rate	Modified Westergren	Seditrol ESR Controls	2021-05-01		C139   C239	10	19	31	86	17	31	<input type="checkbox"/>
ALCOR Scientific Inc.	ISED	12345	Erythrocyte Sedimentation Rate	Modified Westergren	Seditrol ESR Controls	2021-04-01		C139   C239	15	16	31	86	19	31	<input type="checkbox"/>
ALCOR Scientific Inc.	ISED	12345	Erythrocyte Sedimentation Rate	Modified Westergren	Seditrol ESR Controls	2021-05-01		C137   C237	15	11	31	86	18	31	<input type="checkbox"/>
ALCOR Scientific Inc.	ISED	1388	Erythrocyte Sedimentation Rate	Modified Westergren	Seditrol ESR Controls	2021-04-01		C137   C237	10	11	31	86	11	31	<input type="checkbox"/>
ALCOR Scientific Inc.	ISED	1388	Erythrocyte Sedimentation Rate	Modified Westergren	Seditrol ESR Controls	2021-03-01		C138   C238	15	20	30	85	20	30	<input type="checkbox"/>

### Note:

Should it be necessary to acquire a permanent replacement analyzer all reports should be generated prior to the replacement of the analyzer.