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User's Guide for the CILEI website of IRSN

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1 GENERAL FEATURES

Within the framework of the organisation of proficiency testing for the measurement of radioactivity in environmental and food samples, IRSN has developed a website dedicated to information exchange between IRSN and the participant laboratories.

The website's structure is presented in the figure below:



2 PUBLIC SPACE - HOMEPAGE

The home page of the CILEI website is available without any identification and allows to access to several pages and functions. The homepage is divided into four zones.



Zone 1: the 3 buttons/links, at the top of the page, allow to:

- switch to French version,
- subscribe to the newsletter in order to receive information about proficiency test,
- log in to your laboratory space or to create it if you don't have one.

Zone 2: using the links in zone 2, allows you to reach different pages of the website, like:

- homepage,
- search page of a specific test (past, present end coming tests),
- upcoming news,
- FAQs section,
- page with links to different related sites, like ASN, DGAL, DGCCRF and COFRAC,
- regulatory context.

Zone 3 is a shortcut to the search page. This zone allows to find a specific proficiency test (past, present and coming tests) according to 4 criteria:

- year,
- prescriber,
- matrix,
- measurement category.

Once the test is found you can display further details according to your search results.

Zone 4 allows to:

- contact the administrators of the CILEI website,
- have a look on the legal mentions and Copyright of the CILEI website,
- access the site map in the form of a list of public pages of the website.

3 MY LAB SPACE

The lab space is a working area, allowing to a manager or affiliated¹ members of the laboratory to manage their proficiency test to which they had participated, they participate or they will participate.

3.1 HOW TO CREATE A "LAB SPACE"

To create your own lab space, you have to click on the link « Connect to my space » in the zone 1 of the homepage. A new window appears; click on the link « Not yet registered? Register now ». The registration form pops up and it looks like that:

¹ Affiliated member: a member of the laboratory to whom the person in charge of the test gives access to accomplish some tasks in the lab space.

REFERENCE : STEME-VES/CIL/GUI-06	User's Guide for the CILEI website of IRSI
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Sub	scribe	Espace	Labo

Company	
Department	
Name of laboratory	
Address	
Postcode	
Town	
Country	France
Name	
First name	
E-mail	
Confirmation of your e-mail	
Password	
Confirmation password	
Phone number	
Language	French English
Enter the following characters	Change image

All fields are mandatory, excepted « Direction/Department ».

Password must contain at least eight characters including one number or one special character.

Once validated, your registration form will be sent to the site's administrators. You will be notified by e-mail whether your registration is accepted or not. If it is accepted, you will be able to log in with your ID (e-mail address) and password previously entered into the registration form.

Your password will serve you in several steps of the validation process in the proficiency test life.

The person who filled out the registration form is the person in charge of the lab space.

First, only the person in charge of the lab space can log in and define the profile of the affiliated persons (see chapter 3.3.3).

3.2 LOG IN TO YOUR LAB SPACE

To log in, you have to click on the link « Connect to my space » in zone 1 of the homepage. A new page appears, complete the required fields (ID and password) and click on the button « Sign in »

If you have forgotten or lost your password and you wish to obtain a new one, click on the button « Forgotten password? ». A window pops up and you have to confirm your request for a new password. If you click on « Yes » you will get your password by e-mail which should be changed the next time you log in.

Once you entered your lab space you can access to the main page of the lab space. This page allows to manage your lab space and the proficiency test in which your laboratory takes part. To get back to this page anytime, click on « Menu » then « Connect to my space ».

> Welcome ZIBELLE E	ilodie (LEI)				Menu
	INT THE	erlaborato environmei)RY COMPA NT ORGANI	RISON F ZED BY I	OR RSN
HOME	SEARCH	NEWS	FAQ	LINKS	REGULATORY CONTEXT
My Lab Space					
CORRENT PROFICIEN	Tests	Results	Reports	Detail	Image: Constraint of the second se
© Copyright 2014 - IRSN				Contact Ie	egal mentions Copyright Site map Administrator

3.3 MANAGE AND MODIFY YOUR LAB SPACE

Hover your mouse cursor over the « Menu » link. A list of options will appear which enables you to:

- access to your lab space (allows to get back to the test management page),
- change your password,
- modify your lab details,
- manage the affiliated members,
- log out.

3.3.1 How to change your password

To change your password, click on « Change my password » and follow the instructions:

- enter the old password,
- enter the new one,
- confirm the new one.

3.3.2 How to modify your lab details

This functionality is available only for the person in charge of the lab space.

To modify your lab details, click on « Modify my contact details »

You can modify:

- the company name,
- the name of the direction/department,
- the name of the laboratory,
- the address and/or the phone number of the laboratory,
- the language of the e-mails sent by the CILEI website (English/French).

3.3.3 How to manage the affiliated members

This functionality is available only for the person in charge of the lab space.

To modify the affiliated members to the lab space, click on « Manage the affiliated members ». The management of affiliated members page pops up and it looks like that:

Management of affiliated members

MANAGEMENT OF AFFILIATED MEMBERS						
E-mail	Name	First name	Validation authorization	Laboratory Responsable		
alain.maulard@irsn.fr	MAULARD	Alain	V	0		×
elodie.zibelle@irsn.fr	ZIBELLE	Elodie		۲		
					A	dd

From this window, you can add or delete members and attribute them specific rights: validate the result, submit the result and validate the sample's acknowledgement of receipt.

If a new member is added, he/she will receive a confirmation e-mail with his/her password.

If you want to attribute the right of acknowledgement of receipt and validation of the result submission to an affiliated member, check the box « Validation authorization ».

3.4 MY PROFICIENCY TESTS

3.4.1 The current tests

The zone displays the ongoing proficiency tests.

■ 0 0 V 300				Detail
	Registration	Tests	Results	Reports
				⊠ ¹ 2 ₃ ↑

Each test is presented in a global view through its different steps. Steps are presented by icons. The blue ones refer to those already completed and the light greys to those, which are not yet completed. Steps with a sandglass a refer to steps waiting for validation by IRSN team. As soon as the step is validated the sandglass is replaced by a « check sign » \checkmark .

For each test, you can consult the management page of the test by clicking on the « Detail » button.

3.4.2 Closed tests

The « closed tests »zone displays the last three tests closed by the IRSN team in which the laboratory had participated and for which the final report had been issued.

CLOSED PROFICIENCY TEST(S)		
Test Nº	Reports	Detail
136 SH 300	Report to May 05, 2015	Details

See all closed proficiency tests...

To consult the list of all closed proficiency tests, use the link « See all closed proficiency tests... ». For each test you can (without the password):

- view the final report using the link « Report to [date of the report] »
- reach the screen « details of the test » using the link « Details » to view related documents.

3.4.3 Participate in another proficiency test

By using the « Search » page you can:

- register to another current proficiency test, even if you previously declared not to participate. For that use the link « Detail ».
- register to a special proficiency test not visible in the list since reserved to a restricted group of laboratories by using the link « Detail », then validate the first step.

3.4.4 Messages

The « Last messages » zone displays the last five messages or reminders related to proficiency test activity. Each message includes the related proficiency test number.



4 MANAGEMENT OF A PROFICIENCY TEST

Some of the following steps require a particular profile to be validated. The required profiles will be specified when appropriate. If no profile is specified, the action can be carried out by any affiliated member of the laboratory.

Remark: downloading the documents associated to a test can be carried out by any affiliated members of the lab space if he has access to the page.

4.1 **REGISTRATION**

4.1.1 Step 1 - presentation of a proficiency test

Required profile: person in charge of the lab space.

Test N° 100 V 300

TEST		LAST MESSAGES	
			100 V 300 - May 05, 2015 - You should read the presentation form
Registration		Ē	100 V 300 - May 05, 2015 - The registration form is now available
◈	You should read the presentation form Read		100 V 300 - May 05, 2015 - The presentation
	You should validate your registration		form is now available
	Your registration is waiting for confirmation		

To validate this step, click on the link « Read ». The presentation form of the proficiency test appears in a new window. Once back to the website, click on the « Yes » button in the confirmation window to validate the step or click on « No » to get back to the main page of test without validation. Once this step validated, the link « Read » is replaced by « See ».

4.1.2 Step 2 - registration

<u>Required profile</u>: person in charge of the lab space.

Test Nº 100 V 300

C-14 MEA	C-14 MEASUREMENT IN WATER			LAST MESSAGES	
			▲	100 V 300 - May 05, 2015 - You should validate your registration	
Registra	Registration			100 V 300 - You have read the presentation	
•	You have read the presentation form on the May 05, 2015	See	-	form on the May 05, 2015	
	,		Ē	100 V 300 - May 05, 2015 - The registration form is now available	
1	You should validate your registration	Register Do not participe		100 V 300 - May 05, 2015 - The presentation form is now available	
z 🗎	Your registration is waiting for confirmation				

In order to participate to a proficiency test, you have to register. Click on the link « Register », the registration form displays on the screen.

The registration form is divided into several zones:

- eventually one or several criteria (for example: aerosol filter size),
- <u>laboratory</u>: this zone identifies your laboratory,
- <u>delivery address</u>: to be filled in if the delivery address is different from the address given in your « Lab Space » profile. Prior to fill in this zone, you have to check the box « Address of delivery (if different of laboratory) »,
- <u>person in charge of the test</u>: the default value of this zone is the person in charge of the laboratory but you can designate somebody else. This person should be selected in the list of affiliated members of the lab's space. Prior to fill in this zone, you have to check the box « Name of the person in charge of the test (if different of the person in charge of the laboratory) »,
- <u>invoicing</u>: this zone must be filled in if the invoice should be sent to a different entity and not to the laboratory. Prior to fill in this zone, you have to check the box « Payment will be made by (if different of the laboratory) »,
- additional information zone:
 - allows you to indicate whether you want to be listed in the appendix of the final report as a participating laboratory or not,
 - \circ $\,$ allows you to indicate whether you agree the forwarding of your name and results to the prescriber or not,

Important: The answer to the above questions is compulsory in order to continue the registration.

- <u>complementary information zone</u>: you can find more information about the proficiency test (participation fee, etc.),
- <u>validation</u>: this zone contains the details of the user. If the registration to the proficiency test is already closed a message invites the user to get in touch with the IRSN team to get more information.

To complete the registration process, key in your password at the bottom of the validation zone then click on « Save ». The test management page appears, the « Register » link becomes « See ». By clicking on this link, you can download the pdf file summarizing your registration.

Not to participate:

You have also the possibility not to participate in this test by clicking on « Do not participate ». A request of confirmation of non-participation displays. Click on « Yes » to confirm your choice.

As soon as your request of non-participation is validated, the test disappears from the list of your current tests. If needed later, you can register to the test through the « search » page (see §3.4.3).

4.1.3 Step 3 - validation of your registration

The acceptance or the refusal of a registration is carried out by the IRSN team. Once this done, the person in charge of the test receives an e-mail with the answer.

4.2 TEST ITEMS

4.2.1 Step 4 - dispatch of the test items

Test items are sent by the IRSN team, an e-mail will be sent to confirm the shipment.

4.2.2 Step 5 - acknowledgement of receipt of the test item

<u>Required profile</u>: person in charge of the « lab space » or of the proficiency test, if different or authorized affiliated persons.



This step must be validated as soon as the test item is delivered. Click on the link « Acknowledge », fill out the form and validate it in order to continue the process.

If any problem with the parcel or/and the test item, use the commentary zone of the form to inform the IRSN team. If the sample is severely damaged, use contact the « Contact » link.

Once this step is validated, the link « Acknowledge » becomes « See ». You can click on this link to download the pdf file of your acknowledgment of receipt.

4.2.3 Step 6 - information to the participants

Required profile: person in charge of the « lab space» or of the proficiency test, if different.

Important: the viewing of this information is necessary to access the next steps.

To validate this step, click on « Read ». The information sheet displays. Once back to the site, a confirmation window pops up. Click on « Yes » to confirm the viewing of the information or click on « No » to get back to the main page of test without confirmation.

Once this step is validated, the link « Read » becomes « See ». Click on this link to download the pdf file of the information sheet.

4.3 **RESULTS**

4.3.1 Step 7 - transmitting the results

Required profile:

- <u>Enter the results</u>: Access to this page is possible for all affiliated members of the « Lab Space ».
- <u>Validate the results</u>: Persons in charge of the lab space or person in charge of the test, if different and affiliated members authorized to do this.
- <u>Don't validate the results</u>: Persons in charge of the lab space or person in charge of the test, if different and affiliated members authorized to do this.

At this point, you have the choice to communicate or not your results.



To communicate your results, click on the link « Fill », a window appears with several tabs in order to enter your results. The top of this window summarizes: the proficiency test number, your lab's code for this test and the deadline for the result submission.

- Tab « Results »; it displays one or several determinations. If you check the box next to a determination's name, you have to fill it out;
- tab « Round values »; in this tab you specify your round off method;
- tab(s) « Processes and measurements »; one or several tabs are available with forms to be completed depending on the chosen determinations;
- tab « General remark and attachment »; in this tab you can make remarks related to the test and attach complementary documents to your results;

Fill out the forms; you can save your entry using the button « Save » and continue later. Results are automatically saved at each change of tabs.

Once you have finished entering your results, you have to validate them by clicking on the « Validate » button. A window is generated summarizing the determinations you submitted (or not), the first and last name of the person who validated the results as well as the date of the validation.

When finished, don't forget to enter your password and click on the « Validate » button. Your results will be transmitted to the IRSN team.

If the deadline for the result transmission is over, you cannot validate your entry. Instead of the results form a message will appear allowing you to get in touch with the IRSN team.

<u>If you do not want to communicate your results</u> click on the link « Do not fill », a window appears. Click on the button « Yes » to confirm your choice not to communicate the results or on the button « No » to get back to the previous screen.

Remark: Should it be after validating the results or after confirming not to communicate them, as far as the deadline for submitting the results isn't over, you can ask the IRSN team to reopen this form thanks to the « Contact » link.

Once your results communicated and validated or not communicated; the links « Fill » and « Do not fill » are replaced by the link « See ». If you click on this link, you can download your results form.

4.3.2 Step 8 - acknowledgment of receipt of the results

This step is carried out by the IRSN team. Whatever your choice regarding the forwarding of your results, the team will acknowledge your choice in any case.

4.4 **REPORTS**

4.4.1 Step 9 - consultation of the temporary/final assigned values

After the IRSN team has published the temporary/definitive nominal values, you can download them, using the « See » link.

Reports



4.4.2 Step 10 - consultation of the final report

Required profile:

- <u>Read the report</u>: all affiliated persons can consult this page.
- <u>Acknowledgment of the final report</u>: person in charge of the « lab space » or of the proficiency test.

Reports

√ ¹ 2 ₃	The assigned values have been published on the May 05, 2015	See
	The final report has been published on the May 05, 2015	
•	You should read the final report	Read

After the publication of the final report by the IRSN team, you have to acknowledge the receipt of it by clicking on the link « Read ». The final report is displayed in a new window and you can read it. Once back to the management page of the proficiency test you should click on « Yes » to confirm the acknowledgment of the final report, otherwise click on « No » to get back to the previous screen.

After validation, the link « Read » is replaced by the link « See ». By clicking on « See » you can download the final report.

4.5 **MESSAGES OF THE PROFICIENCY TEST**

In the « Messages » zone, in the right side of the screen, you can find messages related to the status of the test, as well as to the different actions you have to complete or have already completed.

LAST I	MESSAGES
	100 V 300 - You have read the final report on the May 05, 2015
	100 V 300 - The final report has been published on the May 05, 2015
	100 V 300 - The assigned values have been published on the May 05, 2015
	100 V 300 - The temporary assigned values have been published on the May 05, 2015
1 2 3	100 V 300 - We have acknowledged receipt of your results on the May 05, 2015
	100 V 300 - You have validated your results on the May 05, 2015
43	100 V 300 - You have read the information sheet on the May 05, 2015
ŧ	100 V 300 - You have acknowledged receipt of the test items on the May 05, 2015
1	100 V 300 - May 05, 2015 - The results form is now available