

Guide to the IFATESTEN Web Application

Registration:

Click on [Don't have an account yet?](#) to create a new account. Fill in the required personal, company and department data. Fields marked with a red asterisk (*) are mandatory.

Department page:

Use company information
 I accept the [General Terms and Conditions \(GTC\)](#) *
 I accept the [Privacy Policy](#) *

“Use company information” is automatically selected. By deselecting this hook, another address can be entered (if necessary or desired).


Acceptance of the GTC and Privacy Policy is mandatory. After completing the registration, you will receive a link for confirmation via email.

Login:

Login





E-Mail *

Password *


 


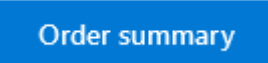
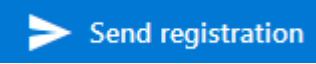
Use the chosen email and password of your own choosing to login.

Menu items:

-  Overview of all registered proficiency tests, including status and deadline.
-  Available proficiency tests including editable and closed tests
-  Company page – Here you can update the address, phone number and add new members.
-  Laboratory page (only relevant for multiple locations)

Register for a proficiency test:

Click on 

- choose proficiency test, click on add
- Registrations can be found here: 
- By clicking on  you see a summary of all chosen proficiency tests.
- You also can fill in additional information such as order number or VAT number
- By clicking on  the order is sent to the IPS. A green bar appears confirming the registration request.

The IPS reviews the order within approximately 2 days and approves it. You will receive an email once the registration is successful. The confirmation of the order, including specific details, costs, and additional information, will be sent within approximately 1 week.

On the shipping day of a proficiency test, you will receive an email, and online submission of the results will be opened.

Item

Overview of all proficiency tests you have registered for. Current proficiency tests are highlighted with colored triangles, where the color indicates the remaining time until the deadline.

Result form

Submission of the results is possible from the day of dispatch until the closing date.


Hovering your cursor over the symbol  will display information on how to fill out the result form.

Significant digits:

Please adhere to the specified units and submit the evaluated values with a precision of 2%. This means providing at least two decimal places if the leading digit is 5 or higher (e.g., 51 mg/l; 6.2 µg/l; 0.89 mmol/l). If the leading digit is less than 5, provide at least three decimal places (e.g., 10.2 mg/l; 3.23 µg/l; 478 µS/cm). Results with insufficient significant digits cannot be used for evaluation (refer to E DIN ISO 13528, Point 5.5.4.2). If your analytical method does not offer the required precision, you must include the corresponding measurement uncertainty.

Incorrect input will cause the field to turn red, and a red bar with hints will appear at the bottom of the screen. The field will turn white again once the input meets the requirements.

Date of analysis and analytical method are mandatory, uncertainty not. * = mandatory field

By activating the symbol  (click to turn the symbol blue, click again to turn it black), the selected date or analytical method in the columns 'Date of Analysis' and 'Analytical Method' will be applied to all free rows.

When submitting the results of a proficiency test involving major ions, the temperature and date of the measurement must be provided. To **save** results – press:

Save
Save the current results for this proficiency test. The proficiency test will not be completed at this step!

To **print** results – press:

Print
Print and download the current result form as PDF.

Further information, such as the date of the latest change or the status of result transmission, can be found on the printout.

To **complete** the proficiency test – press:

Complete
Submit the final results for this proficiency test.

You will receive a confirmation of the transmission via email.

Results can be revoked until the deadline. To **revoke** you have to open the concerning result form and press:

Revoke
Revoke the result submission and re-allow changes for the relative customer.

The result form is now open for changes or the addition of further results. **Please remember to complete the proficiency test submission once you have made your updates!**

The target values and reports will be published on <https://www.ifatest.eu/reports.html> shortly after the submission deadline for the results. Therefore, we cannot accept late results. Each participant will receive a confirmation of participation for each sample, which includes the z-scores in both tabular and graphical formats, as well as the recoveries.

If anything is unclear when operating the new web application, please contact us. We also look forward to your feedback.

IFA-Proficiency Testing Scheme

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