

Help System

How do I log in?

1. Go to www.histopathologyeqa.org
2. Enter your email address as your username (**this email address needs to be the address that you registered with the scheme**)
3. Click "Reminder" if you have forgotten/never had your password.
4. An email will be sent to you with your password.
5. Enter this password
6. You can change this password, update your address etc. via tab labelled "your details".

How to enter responses

1. Log in to www.histopathologyeqa.org
2. List of circulations will appear
3. Click on the open circulation
4. List of cases appears across screen including a link to the slides on the Virtual Pathology website.
5. You can print out histories by clicking on "Print"
6. After looking at slides you click on the case number tab to enter your responses. There is a dropdown box to select the diagnostic category and a free text box where you should enter your diagnosis.

Click the ADD button.

You can then move onto the next case by selecting the next tab - **you don't have to press the save button each time.**

7. If you do want to stop and submit the remaining answers later then click SAVE.
8. When you want to submit your answers then click "COMPLETE"
9. Once submitted your answers cannot be changed.
10. In the list of Circulations a date will appear in the Completed column confirming that you have completed that circulation

When is closing date?

This is displayed via the "Circulation" tab.

I can't see the circulation but my status is ACTIVE?

If you have just registered or suspended your membership then re-joined and a circulation is already underway, you may be able to be "added on" - please contact yorks.eqa@nhs.net

How do I get my CPD certificate?

Click on "Your Schemes" this will display your status. This is automatically generated when the scoring has been completed NOT when the circulation closes. The CPD button will only appear when it is available.

Click on the relevant circulation. Then click on CPD button. This certificate details the circulation you have completed and when and any previous circulations completed.

How do I get my Report?

A pre-meeting report is generated by the scheme organiser shortly after the circulation is closed. This is available in the circulation screen marked "Pre-meeting report". This report is a collation of the responses that details the popularity for each of the diagnoses offered for each case. There will also be a list of the actual free text responses - this can be viewed, but will be too long to print out.

Your personalised report detailing your answers and scores and your ranking is only available AFTER the scoring has been completed by the organisers. When it is available a button labelled Report will appear. The organisers will send out an email telling you that this is available.

Some people may find that when they print their report the graphs are trimmed at edge. Go to print preview and set to 70%.

How do I submit cases for EQA?

1. Click on "submit cases"
2. Enter all the information on the form and click "submit".
3. Then print off the page and send it with the 2 H&E slides to the address below.

If, after reading this help document, you have any difficulties using EQA Lite please contact us at yorks.eqa@nhs.net

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