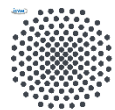


PT portal - Manual





University of Stuttgart
Institute for Sanitary Engineering,
Water Quality and Solid Waste Management
(ISWA)



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1 Introduction

The proficiency testing portal is intended to help AQS Baden-Württemberg customers

- register their laboratory for proficiency tests,
- manage their contact details, addresses etc. themselves,
- download documents on the proficiency tests and
- submit their measurement results

The portal is available in English or German. You may have to change the language in the upper right corner.

2 Structure - Laboratory and User

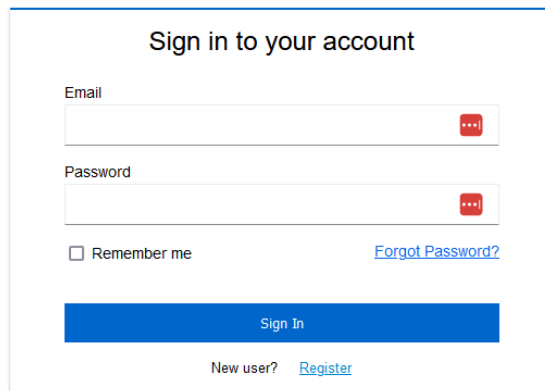
The laboratories are registered with a number in our database. Existing customers of AQS Baden-Württemberg will recognise this as the customer number or laboratory ID.

There are now also personal users in the PT portal of AQS Baden-Württemberg. These are always individuals.

Several laboratories can be assigned to one user, and several users can be assigned to one laboratory.

3 Login

To use the PT portal you have to log in with your personal account.

The screenshot shows a web form titled "Sign in to your account". It contains two input fields: "Email" and "Password", both with red "x" icons on the right side. Below the "Email" field is a checkbox labeled "Remember me" and a blue link "Forgot Password?". At the bottom of the form is a large blue button labeled "Sign In". Below the button, there is a link "New user?" followed by a blue link "Register".

You don't have an account yet?

You can register as a new user by clicking on Register.

The following window will appear, in which you should enter your details:



Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

[Privacy Policy](#)

Register



Email verification

You need to verify your email address to activate your account.
An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?
[Click here](#) to re-send the email.

You must then verify your e-mail address. An e-mail will be sent to you for this purpose.

4 Assignment of your account to a laboratory in our database

Laboratory application

Where do I find my laboratory ID?

You will find your laboratory ID in the address field of our correspondence with you or in the address field of previous data evaluation sheets. If you cannot find it, you can contact [AQS-Baden-Württemberg by email here](#)

I am a new laboratory

If you have not participated in our proficiency tests so far or if you would like to set up a new, additional laboratory with us, please complete this [email to the AQS Baden-Württemberg](#)

No pending laboratory applications

The screenshot shows a web form titled "Laboratory selection" with a blue checkmark icon. It contains a text input field labeled "Laboratory-ID" and a blue button labeled "APPLY NOW". Below the form, there is a "Confirmation" section with a grey checkmark icon.

If the e-mail address of your account is already entered in our database for a laboratory in the first(!) position, you will automatically be assigned to this laboratory and become a laboratory admin (see chapter 5). If not, you can apply here for your laboratory with the laboratory ID known to you. You will also find information here on where to find your lab ID.

This application must be approved by the laboratory admin. If you do not know your laboratory admin, please contact AQS Baden-Württemberg by e-mail (info@aqsbw.de).

If you would like to register a new laboratory with AQS Baden-Württemberg, you will also find a pre-formulated e-mail for this purpose.

5 Different user types

The system recognises two different user types, the *simple user* and the *laboratory admin*. The *laboratory admin* differs from the *simple user* in that they can authorise and deny access to other users. If your account is assigned to several laboratories, you are either the *laboratory admin* for all laboratories or a *simple user* for all of them. Each lab can have several *laboratory admins*.

6 Main menu

After logging in, you will see the following main menu:

AQS Baden-Württemberg Proficiency Testing Portal

[BACK TO OVERVIEW](#)
▲ Lab XY
🌐 English
👤
🏠
↪

In Preparation Proficiency Tests (1)

PT #	Title	Description	Announcement	Registration	Shipping	Submission
288	PT 12/23 BOD5 in waste water	PT 12/23 - BOD5 in waste water	28.01.2024	28.02.2024	12.02.2024	15.03.2024

Records per page: 5 ▾ 1-1 of 1

Available Proficiency Tests (1)

PT #	Title	Description	Announcement	Registration	Shipping	Submission
287	PT 11/23 TW S10	PT 11/23 - TW S10 - epichlorohydrin, acrylamide in drinking water	28.09.2023	28.11.2023	12.01.2024	13.03.2024

Records per page: 5 ▾ 1-1 of 1

Open Proficiency Tests (1)

PT #	Title	Description	Announcement	Registration	Shipping	Submission
286	PT 10/23 PT 10/23	PT 10/23 - sum parameters I in waste water	24.07.2023	11.09.2023	06.10.2023	24.11.2023

Records per page: 5 ▾ 1-1 of 1

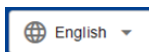
Closed Proficiency Tests (67)


PT #	Title	Description	Announcement	Registration	Shipping	Submission
182	PT 9/18 TW A2	PT 9/18 - TW A2 - trace elements in drinking water	29.06.2018	27.07.2018	08.10.2018	29.10.2018


You can switch between the different laboratories in the navigation bar if you are registered for several laboratories.




You can also select the language (German or English) here.



Click on the icon  to go to your user profile (see chapter 9).

The button  takes you to the administration of contact data, addresses and users for your laboratory (see chapter 10).

Use  to leave the portal.

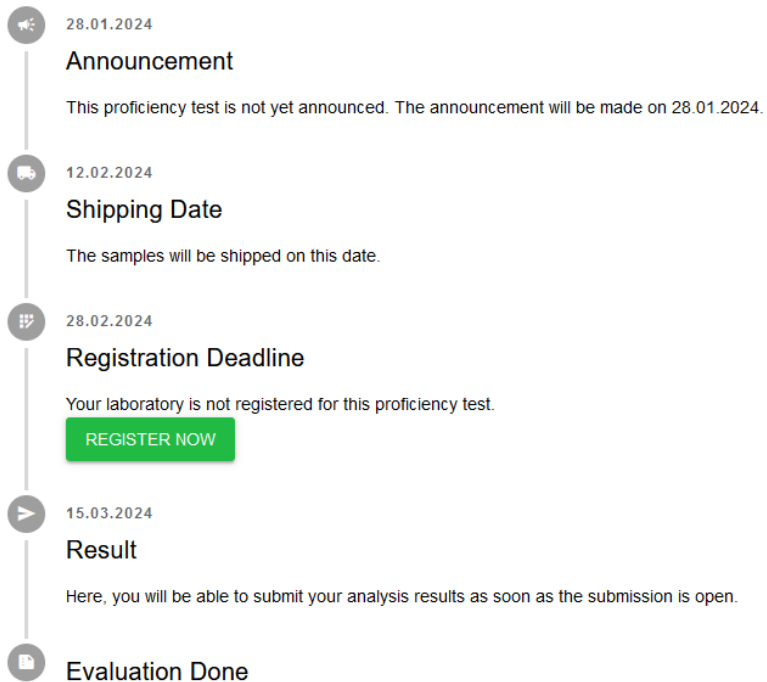
You will also find our proficiency tests listed here in various categories:

- **In Preparation Proficiency Tests:** There will be proficiency tests that we have planned but not yet officially announced (announcement date is in the future)
- **Available Proficiency Tests:** You can register or have already registered for these PT rounds (announcement has been made, registration deadline has not yet expired)
- **Open Proficiency Tests:** You have registered for these PT rounds and the registration deadline has already passed. As soon as PT items of this PT round has been dispatched, you can enter results here.
- **Closed Proficiency Tests:** The deadline for the submission of results for this PT has passed. The PT is currently being evaluated or has already been evaluated.

If you click on one of the PTs, the timeline of the PT opens, the appearance of which changes depending on the status of the PT and your registration.

1) The PT has not yet been announced

PT 12/23 - BOD5 in waste water



2) The PT has been officially announced. You are not (yet) registered. Registration see chapter 7

Proficiency Test #287

PT 11/23 - TW S10 - epichlorohydrin, acrylamide



28.09.2023

Announcement

This proficiency test has been officially announced.
You can download the announcement letter here:

[LETTER OF ANNOUNCEMENT](#)



22.11.2023

Today



28.11.2023

Registration Deadline

Your laboratory is not registered for this proficiency test.

[REGISTER NOW](#)



12.01.2024

Shipping Date

The samples will be shipped on this date.



13.03.2024

Result

Here, you will be able to submit your analysis results as soon as the submission is open.

3) The PT has been officially announced. You are now registered.

Proficiency Test #287

Date, time and account used for registration are noted.

PT 11/23 - TW S10 - epichlorohydrin, acrylamide

28.09.2023
Announcement
This proficiency test has been officially announced.
You can download the announcement letter here:
[LETTER OF ANNOUNCEMENT](#)

22.11.2023
Today

28.11.2023
Registration Deadline
Your laboratory is registered for this proficiency test.
Registration has been completed on 22.11.2023 at 14:26:04 by `firstname.surname@laborxy.com`.

12.01.2024
Shipping Date
The samples will be shipped on this date.

13.03.2024
Result
Here, you will be able to submit your analysis results as soon as the submission is open.

4) The PT has been dispatched

AQS Baden-Württemberg Proficiency Testing Portal

Proficiency Test #286

You can download the sample cover letter and - as soon as available - your invoice for this PT and also submit results (see chapter 8)

PT 10/23 - sum parameters I

- 24.07.2023**
Announcement
This proficiency test has been officially announced.
You can download the announcement letter here:
[LETTER OF ANNOUNCEMENT](#)
- 11.09.2023**
Registration Deadline
Your laboratory is registered for this proficiency test.
Registration has been completed on 22.11.2023 at 11:03:04 by .
You can download the invoice here:
[DOWNLOAD INVOICE](#)
- 06.10.2023**
Shipping Date
The samples will be shipped on this date.
Download sample cover letter
[SAMPLE COVER LETTER](#)
- 22.11.2023**
Today
- 24.11.2023**
Result
Submission is open. Click the button below to go to the submission page.
[SUBMIT RESULTS](#)

5) The deadline for the submission of results has expired

AQS Baden-Württemberg Proficiency Testing Portal

Proficiency Test #286

PT 10/23 - sum parameters I

- 24.07.2023**
Announcement
This proficiency test has been officially announced.
You can download the announcement letter here:
[LETTER OF ANNOUNCEMENT](#)
- 11.09.2023**
Registration Deadline
Your laboratory is registered for this proficiency test.
Registration has been completed on 22.11.2023 at 11:03:04 by .
You can download the invoice here:
[DOWNLOAD INVOICE](#)
- 06.10.2023**
Shipping Date
The samples will be shipped on this date.
Download sample cover letter
[SAMPLE COVER LETTER](#)
- 21.11.2023**
Result
Submission is closed. It is no longer possible to submit new results.
- 22.11.2023**
Today

6) The evaluation of the PT is completed

AQS Baden-Württemberg Proficiency Testing Portal

Proficiency Test #283

PT 7/23 - TW S11 - haloacetic acids

12.05.2023
Announcement
This proficiency test has been officially announced.
 You can download the announcement letter here:
LETTER OF ANNOUNCEMENT

09.06.2023
Registration Deadline
Your laboratory is registered for this proficiency test.
 Registration has been completed on 23.08.2023 at 14:35:38 by .
 You can download the invoice here:
DOWNLOAD INVOICE

15.08.2023
Shipping Date
The samples will be shipped on this date.
 Download sample cover letter
SAMPLE COVER LETTER

04.09.2023
Result
Submission is closed. It is no longer possible to submit new results.
 Certificate letter
DOWNLOAD CERTIFICATE LETTER
 Data assessment sheet
DOWNLOAD DATA ASSESSMENT SHEET
 Certificate
DOWNLOAD CERTIFICATE
 Z-Score-Diagram
DOWNLOAD Z-SCORE-DIAGRAM
 Zeta-Score-Diagram
DOWNLOAD ZETA-SCORE-DIAGRAM
 MVD-Diagram
DOWNLOAD MVD-DIAGRAM

08.12.2023
Today

You can now also view the following documents specific to you:

- Data assessment sheet
- Participation certificate
- z score diagrams
- zeta score diagrams
- MVD diagrams

7) The report has been published

AQS Baden-Württemberg Proficiency Testing Portal
PT 6/23 - TW O1 - pesticides with GC/MS or HPLC/UV

The report can now also be downloaded here.

20.03.2023
Announcement
This proficiency test has been officially announced.
You can download the announcement letter here:
LETTER OF ANNOUNCEMENT

06.04.2023
Registration Deadline
Your laboratory is registered for this proficiency test.
Registration has been completed on 23.08.2023 at 14:35:38 by .
You can download the invoice here:
DOWNLOAD INVOICE

19.06.2023
Shipping Date
The samples will be shipped on this date.
Download sample cover letter
SAMPLE COVER LETTER

10.07.2023
Result
Submission is closed. It is no longer possible to submit new results.
Certificate letter
DOWNLOAD CERTIFICATE LETTER
Data assessment sheet
DOWNLOAD DATA ASSESSMENT SHEET
Certificate
DOWNLOAD CERTIFICATE
Z-Score-Diagram
DOWNLOAD Z-SCORE-DIAGRAM
Zeta-Score-Diagram
DOWNLOAD ZETA-SCORE-DIAGRAM
MVD-Diagram
DOWNLOAD MVD-DIAGRAM

Evaluation Done
Report
DOWNLOAD REPORT

7 Registration for a proficiency test

When you register for a PT round, the following window appears

Proficiency Test Registration

I will participate in the proficiency test **PT 11/23 - TW S10 - PT 11/23 - TW S10 - epichlorohydrin, acrylamide in drinking water**, to determine

acrylamide	epichlorohydrin
------------	-----------------

I will pay the participation fee of **550€** (excluding VAT) after receiving an invoice. The participation fee includes shipping costs within Germany. When sending the samples abroad, due to the high costs, we are forced to additionally invoice the delivery with an express service.

The shipping date is **12.01.2024**. If you cancel within a period of 2 weeks before the dispatch date, 50% of the fee must be paid; from the dispatch date onwards, a cancellation is no longer possible and the full fee must therefore be paid.

Any necessary information on the invoice:

e.g. order number

[Terms of Service](#)

[Privacy Policy](#)

I have read the general terms and conditions and I agree to them.

I revocably consent to the processing and storage of the personal data provided here by AQS Baden-Württemberg. I have read the AQS Baden-Württemberg data protection declaration.

A contract with AQS Baden-Württemberg is only concluded when you have received an additional confirmation of your registration from us by email.

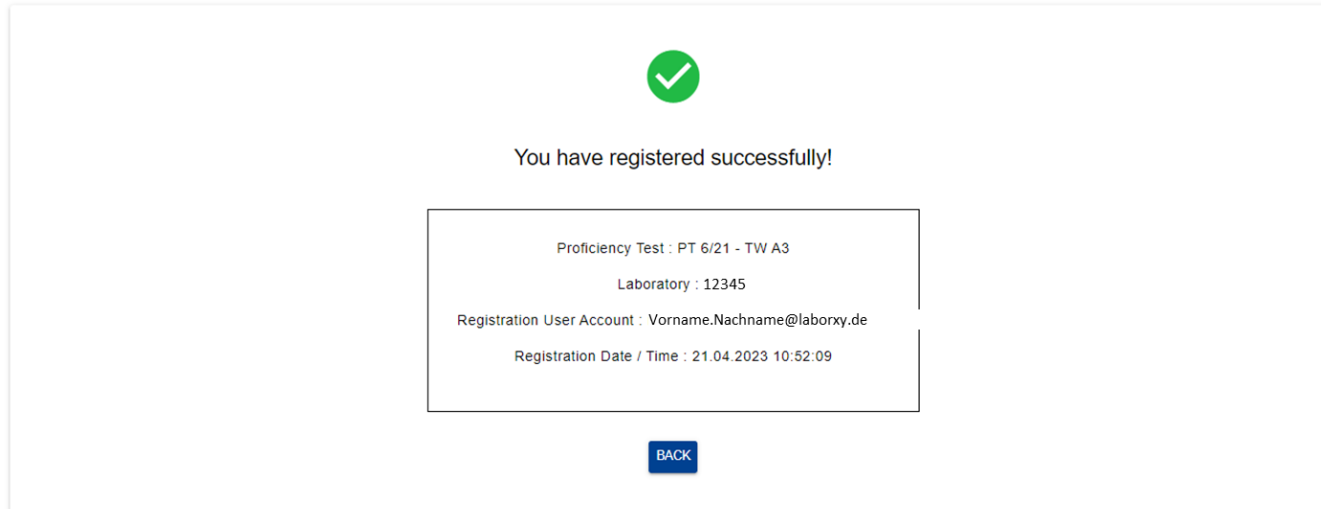
You can print out the page that appears after submitting this form for your documentation as proof of your registration. A signature and return is not required.

REGISTER

CANCEL

The essential data of the PT round is displayed. If you would like special information on the invoice (e.g. order number, etc.), you can also enter this here. Before you can finalise your registration, you must accept our General Terms and Conditions and agree to the processing of the personal data provided.

After completing the registration process, you will receive confirmation of successful registration:



8 Entering results

When entering the results for an PT round, a list of the details for this PT round appears first

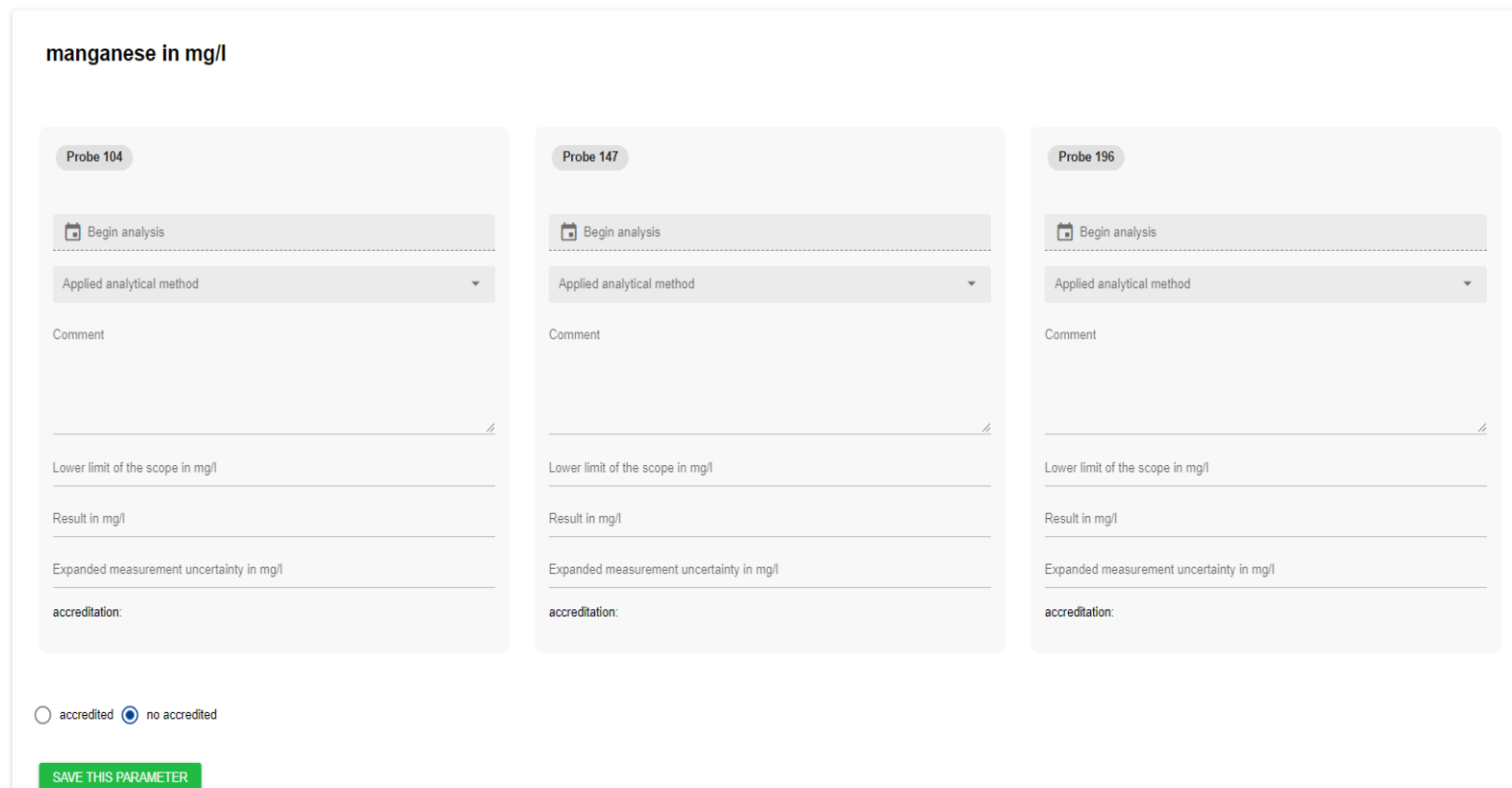
AQS Baden-Württemberg Proficiency Testing Portal

BACK TO OVERVIEW Laborxy English

Result submission for proficiency test PT 6/21

Proficiency Test Details		
Name:	PT 6/21	manganese
		calcium
Description:	PT 6/21 - TW A3 - cations	silicate
		potassium
Announcement Date:	01.04.2023	boron
		aluminium
Registration Deadline:	02.05.2023	sodium
		magnesium
Shipping Date:	03.04.2023	iron
Submission Deadline:	04.05.2023	

This is followed by the input screen for each parameter and each sample:



The screenshot displays the input interface for the parameter "manganese in mg/l". It features three identical form panels for probes 104, 147, and 196. Each panel includes a "Begin analysis" button, a dropdown for "Applied analytical method", a "Comment" text area, and input fields for "Lower limit of the scope in mg/l", "Result in mg/l", "Expanded measurement uncertainty in mg/l", and "accreditation". At the bottom left, there are radio buttons for "accredited" and "no accredited", with "no accredited" selected. A green "SAVE THIS PARAMETER" button is located at the bottom center of the form area.

The entries for this parameter can be saved in the database using the "SAVE THIS PARAMETER" button.

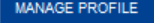
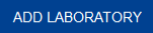
At the very end there are two buttons with which all parameters can be saved together and a pdf printout can be generated for your documents.



It is not(!) necessary to send the PDF printout to AQS-Baden-Württemberg.

9 Profile Details

Here you will find the settings for your user profile:


- First name, surname and email address. This and the password for this account can be changed via .
- The laboratories for which you are registered are listed under Laboratories. You can use  to apply for another laboratory (see also chapter 4).
- Under Groups, you can see whether you are a lab admin or a simple user.

Profile Details


John
First Name



Smith
Last Name

JS@laboratory.com
Email

 Changing firstname, lastname and password

Laboratories



201	Laboratory XYZ_A Any City	
183 active	Laboratory XYZ_O Other City	




Groups

laboratory-admin group
laboratory-admin

10 Administration of Laboratory Data

There are three areas for the administration of laboratory data, which can be expanded using the arrow on the right-hand side.


Laboratory #201












-  Contact data ▼
-  Addresses ▼
-  Users ▼

10.1 Contact data:

The following information can be entered here:

- The names of the contact persons
- Up to four e-mail addresses to which all relevant information from AQS Baden-Württemberg will be sent. If possible, please provide at least one functional e-mail address that can also be contacted when you are on holiday.
- Up to two fax numbers
- Up to three telephone numbers where we can reach you if necessary
- If possible, please also provide an invoice e-mail address

 **Contact data** ^

<p>Contact Person</p> <ul style="list-style-type: none">  John Smith <small>Contact Person #1</small>  Jane Public <small>Contact Person #2</small> 	<p>Email</p> <ul style="list-style-type: none">  JS@laboratory.com <small>Email #1</small>  JP@laboratory.com <small>Email #2</small>  RS@laboratory.com <small>Email #3</small>  DT@laboratory.com <small>Email #4</small> 	<p>Fax</p> <ul style="list-style-type: none">  +44 123 45678-99 <small>Fax #1</small>  Add Fax <small>Fax #2</small>
<p>Telephone</p> <ul style="list-style-type: none">  +44 123 45678-0 <small>Telephone #1</small>  Add Telephone <small>Telephone #2</small> 	<p>Invoice email</p> <ul style="list-style-type: none">  invoice@laboratory.com <small>Invoice email</small> 	

10.2 Addresses

Four addresses are stored in our database for each participant:

- "Address" is the address to which we generally send general communication
- The "Invoice Address" is on the invoices that we send out
- The "Parcel Address" is passed on to our shipping service provider for the delivery of the PT samples
- The "Certificate Address" is the address that appears on our certificates and result evaluation sheets. You can omit any contact persons who should not appear on the certificate.

Addresses

Address

Laboratory XY
 Address Line 1
 Water and Environment
 Address Line 2
 Drinking Water Dep.
 Address Line 3
 Any Street 234
 Street
 Any City
 City
 123 45
 Postcode
 Any Country
 Country

Invoice Address

Laboratory XY
 Address Line 1
 Water and Environment
 Address Line 2
 Financial accounting
 Address Line 3
 Any Street 234
 Street
 Any City
 City
 123 45
 Postcode
 Any Country
 Country

Parcel Address

Laboratory XY
 Address Line 1
 Water and Environment
 Address Line 2
 Incoming Goods
 Address Line 3
 Any Street 234
 Street
 Any City
 City
 123 45
 Postcode
 Any Country
 Country

Certificate Address


Laboratory XY
 Address Line 1
 Water and Environment
 Address Line 2
 Address Line 3
 Any Street 234
 Street
 Any City
 City
 123 45
 Postcode
 Any Country
 Country


Please note that we read the addresses from the database at a relatively early date for each PT round and transfer them to our PT management system. Short-term changes may therefore not automatically take effect for the following PT round.

If your delivery address changes frequently, it may be useful to create a second laboratory in our system. Please contact us at info@aqsbw.de.


10.3 Users

In this area you can see all registered users for this lab and their rights (user or lab admin). As a lab admin, you can approve applications here, which are then displayed here on the left-hand side, and also delete users if necessary.

 Users ^

Applications 

No applications

Laboratory Users 

John Smith
JS@laboratory.com Laboratory-Admin 