

## QAPonline Help File

This help file has been created to assist you in accessing QAP online and developing the initial relationships.

### About QAPonline

QAPonline is a database driven web site. All information is delivered as part of a data structure. The design concepts are outlined below to help to visualize the process required to get started. Essentially to do anything in QAPonline, you will need to select a scheme of interest, enroll in the scheme and then access the various installments that comprise a scheme. Scheme for quality assurance or education and future training schemes will all operate in the same manner.

The site is highly interactive – you display a question and you answer then question. Depending on the type of question, you can usually access the reply pages for the question to determine how your answer compares with other participants.

QAPonline has been developed around the concept that your participation is part of a subscription your company has paid for. As such your activity is part of the company quality activities and your replies can be viewed as part of the companies responses or as part of the wider community of QAPonline participants.

Essentially, you will need to register yourself before any other function.

If you are the primary member of a group, you can create an instance of your company with you as the QAP Supervisor. When you do this a unique clinic code is created that will allow others to join your QAP group.

If you wish to be part of a QAP group, then you will need to obtain the clinic code from your supervisor.

When you have joined a QAP group, you will have access to all the schemes your company has subscribed to. You will need to enroll in each scheme one at a time, nominating your particular skill level in each scheme.

Within each QAP group, there is the potential to create an instance of one or more laboratories that comprise the group. You have the potential to align yourself to one laboratory on joining the group.

Each member of a QAP group can be identified to ensure openness among staff members and there are no unidentified members.

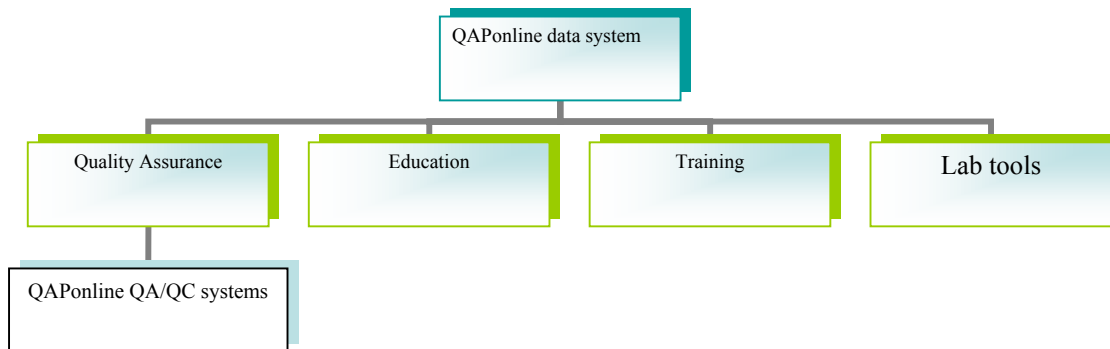
You can then access each installment in each scheme and complete each quiz in each installment in each scheme.

Every reply will be logged to your subscriber number, your QAP group and your laboratory. In this way, QAPonline has the potential to deliver QA/QC data on each laboratory performance.

HelpFile1.doc		Approved by J Stanger
Created by J Stanger on 1/9/2004	Modified 28/9/2004	Version 1.3

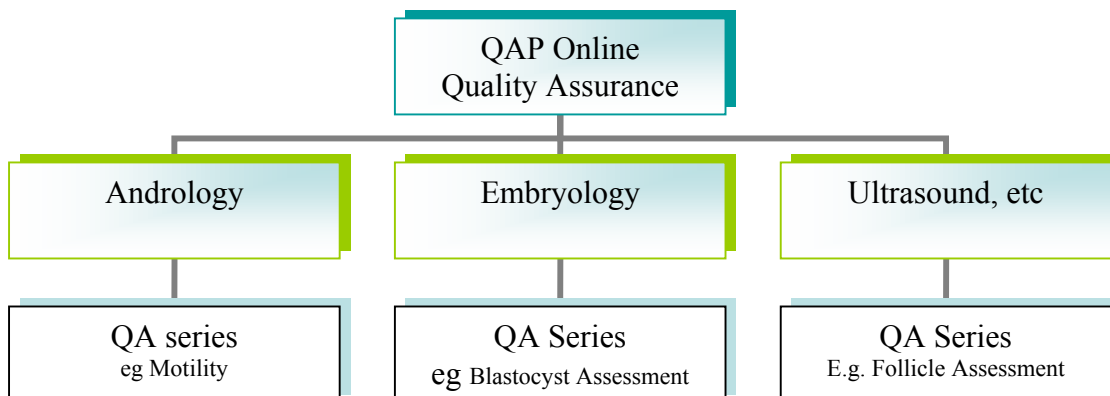
## Design Concepts with QAPonline

The central design concept is that all information is accessed via enrollment in a Quality scheme. The vertical design structure is outlined below



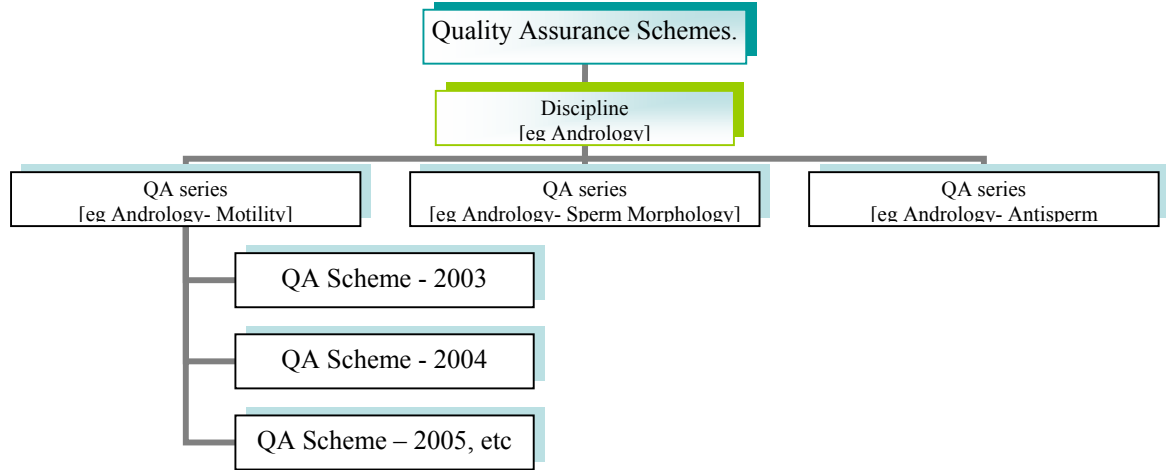
Only Quality Assurance systems have been developed to date. However, the system has been designed for both education and training schemes to be added when developed. Lab tools are also in the development phase but a number of tools to assist with laboratory accreditation are planned over the next few years.

### QA Disciplines ->QA Series.



The QAPonline section has been developed around a modular system of QA Disciplines including Andrology, Embryology and Ultrasound, etc. Within each discipline are a number of QA series e.g. Andrology – motility, morphology, Embryology – fragmentation, pronuclear scoring, early and late embryo assessment.

**Disciplines-Series->Scheme**

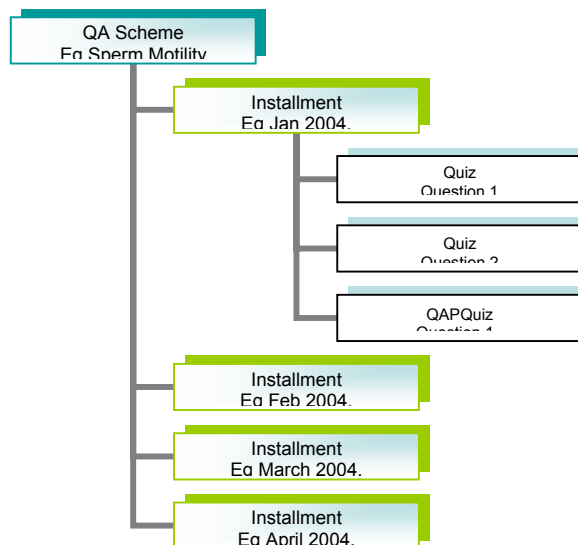



Each discipline contains a number of QA series each containing a number of Quality Assurance schemes that are repeated annually. The QA Scheme is the unit of subscription and each participant needs to enroll in the relevant schemes (see below).

**Scheme->Installments->Quiz**

Essentially each scheme runs for a calendar year and contains a number of installments each month. Each installment contains a number of quizzes that are comprised of an image or text or other object, quiz information and a number of questions. Each installment is considered a QAP episode but only those with a QAP question are processed for QA activities.

The structure of a QA scheme is as follows.



In most schemes, one question labeled with a  icon is called the QAP questions, is usually numeric and is the key question of the QA series/scheme.

Other questions may be

- Numeric
- Multiple choice
- True/false
- Free text reply
- Measurement based
- Calculated.

QAPonline handles each type of question in a different way. Where appropriate, QAPonline will convert questions to a numeric summary e.g. measurement questions (e.g. in ultrasound QA schemes, the measurement is converted to a numeric reply or true/false summaries the replies in a quiz to a score answer). Multiple choice questions are usually summaries as the % of other replies selecting the same option as submitted. Numeric questions usually are summaries as the mean and SD of all replies and your reply is reflected as the number of SD units from the mean.

### OK Let's get started.

Open [www.FertAid.com](http://www.FertAid.com) and select *FertAid*. This opens the home asp pages for FertAid



The home page (also accessed by [www.QAPonline.com](http://www.QAPonline.com)) provides access to the three major areas of FertAid

- Quality Assurance/ Training and Education
- Laboratory Information on Suppliers and Products
- Clinic Information.

On the vertical menu, you have options to log in if you already have a logon code and password. If not then Select *Register* and complete the form (see below). The other

options on the vertical menu frame are similar to the horizontal menu but include introductory text about FertAid, a cartoon page and an option to submit a site to FertAid's directory.

The Laboratory and clinic pages are currently on hold as QAPonline is developed.

If you have not registered before select '*Register*' from the left hand menu to open the registration form.

If you have already registered, then merely complete the logon code and password and press '**Logon to QAPonline**'.

If you forget your password, you can "forgot your password?" and type in your email address. Your logon code and password will be sent to the email if it exists on the system

### Register with QAPonline.

The registration process only takes a few minutes and is designed to establish who you are. When you register, the system will create a unique logon name and password that you cannot alter (at least at this time).

You need to complete each text box. Please insert a ? or \* for any box that you are unable to complete.

You should check your fax number and your email address since this is the only form of communication QAPonline will have with you.

Some registrations return an error in the email address. When this happens, QAPonline will send a fax to the listed number informing the new subscriber of the flawed email address together with the logon code and password. Each subscriber may modify their details once logged on by accessing "**Profile**" (see later).

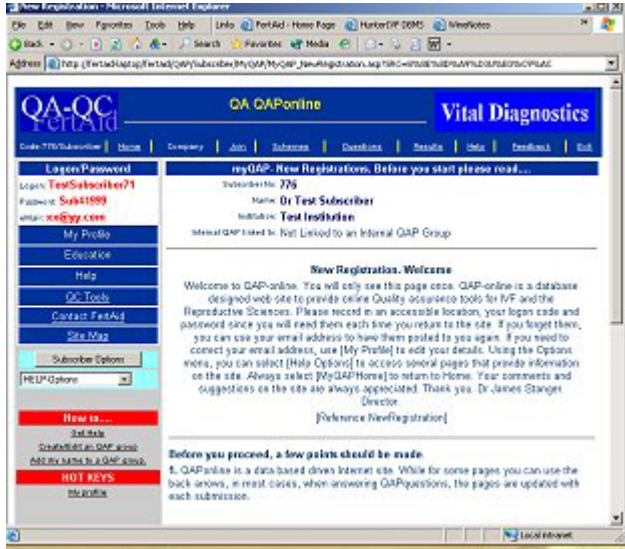
When you complete the form and submit it, the system will recommend you record your logon code and password.

You will also be asked to nominate your general field of expertise e.g. Andrology, Embryology, etc.

Press submits to complete the registration process.

**On registration.**

This is the first page you see when you register. It basically defines the rules for QAPonline. You will only see this page once.



The same upper menu will appear on each page within QAPonline.

Several pieces of information are apparent.



The upper left section details your subscriber number, your logon code and password and your email address. If the email address is incorrect or changed, select **MyProfile** to edit this and other personal information.

The upper left section details your subscriber number, your logon code and password and your email address.

The **Home** button will always bring you back to the home page.



The home page always shows the standard upper horizontal menu, your ID status in the center, latest new and modifications on the right.

A site map is available from the left menu. The site map is either a list of all menus you will "discover" and a more recent text version.

In the centre is the identification of your registration indicating the laboratory you indicated you belong to and the QAP group you may or may not have joined. At present, you have not joined a QAP group.

Subscriber No: **776**  
 Name: **Dr Test Subscriber**  
 Institution: **Test Institution**  
 Internal QAP linked to: **Not Linked to an Internal QAP Group**

you as the QAP Supervisor or you can join an existing group.

At this stage you have 2 options. You can either create a new QAP group with

**Creating a QAP Group** – The key to QAPonline is that you can create and manage (in part) all your staff activity online. To do this you need to create a record of your QAP group. This may be your single laboratory or it may be a company with many laboratories within it. When you do this you will be automatically allocated the position of QAP Supervisor. You can change this to another member of your group at any time but to get things started, Select “Create a new QAP Group” from the front of the home page. You will be provided with information about a QAP group and asked whether you want FertAid to do it or if you wish to proceed yourself (it is not difficult).

**You are currently not registered as a clinic supervisor - [Make me the CLINIC QAP SUPERVISOR](#)**

**1** **Clinic/ Group/ Department QAP Supervisor**

QAP-online provides for the ability to link individual subscribers under a common Clinic or institutional code. The reason for this is that it allows QAP-online to provide Internal QAP support. However, clearly being able to do this over the Internet possess some problems. The main problem is restricting access to only those subscribers who are part of your group.

**1** Everybody in your group can identify all members of the group at any time by selecting “Subscriber Options” / “Names in your Group”

As the QAP supervisor, you have 2 options.

**2**

1. Ask the web administrator to allocate subscribers to a clinic (by email or by letter)
2. Proceed with the on-line option.

The on-line option requires you to create and maintain a company record on QAP-online. This record will have a unique company/clinic number. When you create the records, you will be allocated a group code or password. You should give this code to your fellow subscribers. When they enter this code on their Profile page, FertAid. QAP-online will allocate you clinic number to their subscriber details. As a supervisor, you may delete a connection between any subscriber and your clinic/group at any time. If you need a new code/password, please contact [qap@fertaid.com](mailto:qap@fertaid.com)

**3**

**You are currently not registered as a clinic supervisor - [Make me the CLINIC QAP SUPERVISOR](#)**

**Using QAP-online to Develop an INTERNAL QAP scheme for your clinic or institution.**

- The Concept** The concept of QAP-online grew out of a desire to develop a QAP scheme which was both educational and quality assurance for both internal interest and for maintenance of external standards. QAP-online therefore incorporated both aspects in its design. To achieve this over the Internet presents some limitations as well a powerful advantages.
- A Supervisor** To use QAP-online as an internal QAP process, you can do all the documentation online. It essentially needs for the QAP supervisor to be identified (a check box on my profile-Edit) who creates a record of the Institution.
- Unique Code** When the institution record is created, a unique clinic code is created which links a subscriber to the clinic
- How others join** The QAP supervisor should then ask each member participating in the QAP scheme to register and complete their profile information. When asked for the clinic code, all they need to do is type in the code and they are linked by the company number.
- Accountability** All participants in a scheme can be identified to ensure membership is complete and accurate.
- Advantages** The advantage of creating an INTERNAL QAP group is that the images and questions which form the basis of QAP-online can be assessed both within the QAP group as well as to other QAP participants.

**You are currently NOT registered as a clinic supervisor**

Please record that I am the clinics QAP Supervisor

**Using QAP-online to Develop an INTERNAL QAP scheme for your clinic or institution.**

- The Concept** The concept of QAP-online grew out of a desire to develop a QAP scheme which was both educational and quality assurance for both internal interest and for maintenance of external standards. QAP-online therefore incorporated both aspects in its design. To achieve this over the Internet presents some limitations as well a powerful advantages.
- A Supervisor** To use QAP-online as an internal QAP process, you can do all the documentation online. It essentially needs for the QAP supervisor to be identified (a check box on my profile-Edit) who creates a record of the Institution.
- Unique Code** When the institution record is created, a unique clinic code is created which links a subscriber to the clinic
- How others join** The QAP supervisor should then ask each member participating in the QAP scheme to register and complete their profile information. When asked for the clinic code, all they need to do is type in the code and they are linked by the company number.
- Accountability** All participants in a scheme can be identified to ensure membership is complete and accurate.
- Advantages** The advantage of creating an INTERNAL QAP group is that the images and questions which form the basis of QAP-online can be assessed both within the QAP group as well as to other QAP participants.

**You are currently registered as a clinic supervisor**

Create a Internal QAP Group

Select “[Make me a QAP supervisor](#)” from the page. The site then asks if you are prepared to be the QAP Supervisor. Select the button “[Please record that I am the clinics QAP Supervisor](#)”.

This then marks your registration as a QAP supervisor. The system now asks you to complete the formation of the QAP group.

The next screen confirms your registration has been logged as a Supervisor and now prompts you to create the QAP group.

Please complete the basic information required to create a clinic record for Internal QAP purposes.  
 You will be able to edit and add more details in the next page.  
 QAP-online has used the same information which formed part of your subscriber registration.

**Please note: All fields are required.**

Name of Clinic or Institution:

Region:

Type of Institution:

Admin Contact Name: Dr-Test-Subscriber

Admin Contact Email: xx@yy.com

Login Code: TestSubscriber71

Password: Sub41999

Units: 1

This page asks you to provide a name for the QAP group, indicate its general geographical area and asks you to identify the type of QAP group.

Please note it has used your logon code and password to be the code to access the groups contact information if you need to.  
 Press Submit to complete the process.

Clinic/Company/Institution Information	
<b>Clinic Status</b>	You have already created a clinic/institution record which will allow you to operate QAP-online as an internal QAP/Education tool.
<b>Clinic Code</b>	The clinic code you should provide to all other group members is : <b>Test42037</b>
<b>Clinic Name</b>	<b>Test Laboratory</b>
<b>Address</b>	
<b>Edit/Update</b>	If you wish to update/Edit the clinic Information, you will need to use the same logon code and password as you used when entering myQAP-online. The Clinic/Company/Institution Edit Option is a common entry page. When you leave the page, you will return to www.fertAid.com home page.
<input type="button" value="Update/Edit Clinic/Company/Institution Information"/>	
<a href="#">Return to myQAP-online home page</a>	

The system now records your QAP Group as a valid group within QAPonline and provides a clinic code which will allow others to join your group. In the example, the clinic code is **Test2037**.

You should provide this code to all staff you wish to allow access to the group.

Remember, the names of all staff members will be known to everyone in the group. In this way, the composition of the group is transparent to all members.

### myQAP- Home Page

Subscriber No: 776  
 Name: Dr Test Subscriber  
 Institution: Test Institution  
 QAP Status: Primary QAP Supervisor  
 Internal QAP linked to: Test Laboratory

If you return to your home page, you will see that you are now linked to the QAP group "Test Institution".  
 At this stage, you should apply to QAPonline for a subscription to the QA scheme of interest to your clinic.

**Joining a QAP group.** You should instruct your staff to register as above and select

**To create or join a QAP group, you can....**

Most QAPonline activities operate when you are a member of a QAP Group. This means you either create a Company based QAP group with you are the initial Supervisor or you join an existing group. To join a group, you will need to get the company access code from the Supervisor.

[Create/Edit an QAP group](#)  
[Add my name to a QAP group.](#)

“Add my name to a QAP Group” that is found on the Home Page to link their registration with the QAP group. Use the clinic code to provide

the link.

**QAP Company Information and Subscriptions.**

If you select Company rather than Home Option, you can see that you now exist as part of a



The screenshot shows a navigation bar with tabs: Home, Company, Supervisor, Join, Schemes, Questions, Results, Help, Feedback. The 'Company' tab is selected, indicated by a red arrow. Below the navigation bar, the page title is 'Company Page for: Test Laboratory'. The main content area displays the following information:

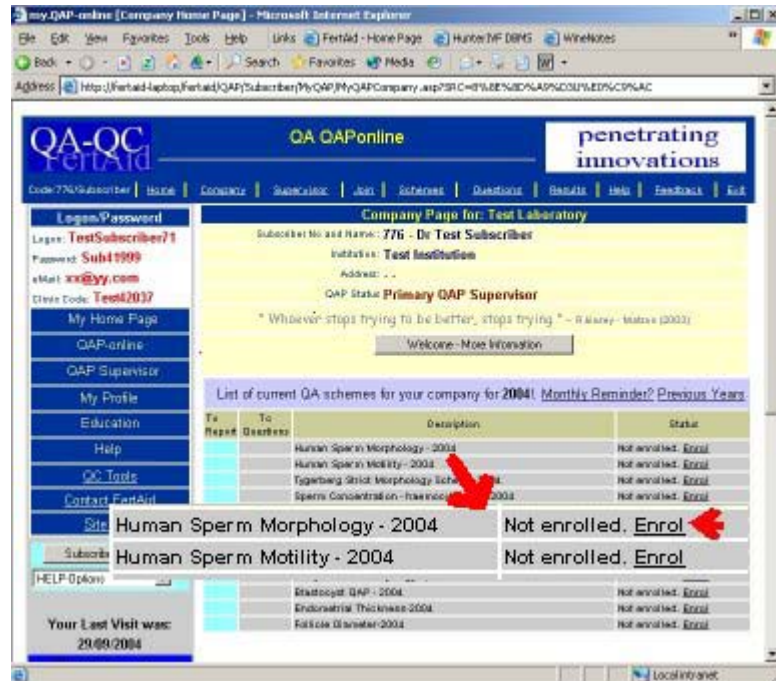
- Subscriber No and Name: 776 - Dr Test Subscriber
- Institution: Test Institution
- Address: - -
- QAP Status: Primary QAP Supervisor

Below this information is a quote: " Everything should be made a simple as possible, but not simpler. " - Albert Einstein - and a button labeled 'Welcome - More Information'. At the bottom of the page, there is a blue banner with a red arrow pointing to the text: "2004 Registration/ReEnrolment Form".

company however, you still do not have access to the Quality Assurance schemes that require a subscription. At this point, you need to contact FertAid and arrange a subscription to the schemes of interest to your laboratory. FertAid requires the formation of the QAP group before it can allocate access to the schemes. It is better if you perform these functions as described above before applying for a subscription.

### FertAid Subscriptions.

When FertAid has allocated access to the requested schemes, the Company page will now detail those schemes available to ALL members of your group.



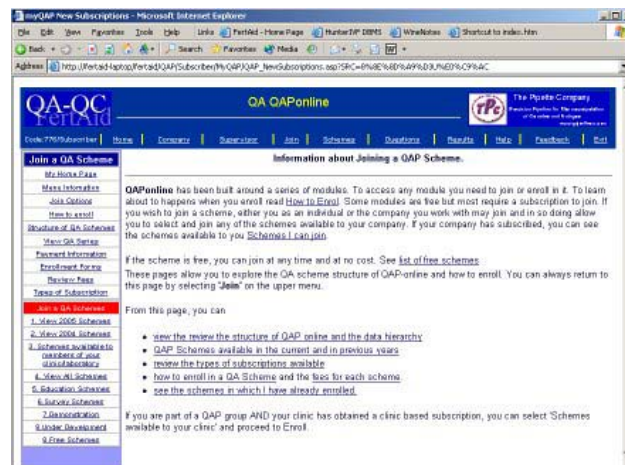
The schemes available on the Company page are only those schemes that require a subscription and your company has paid for the subscription. Other schemes that are free or not in the group requested by your company will not be displayed. To access all other schemes select **JOIN** from the top menu.

**Joining a QAP Scheme.** There are 2 ways to join a QAP group. Either select from the fast enrollment or Select **JOIN** from the upper menu. The JOIN option allows you to join a variety of free scheme but the Fast Enroll option is applicable only for Company paid subscriptions. Both options will take to the standard 2 step enrollment process.



## Free Schemes and Subscription Schemes.

You can enroll in all schemes within QAPonline via **JOIN**. The **Join** Page has several links or two menus -



Select View QA Series to view all scheme by discipline. Additional information on fees, subscription levels and enrollment forms are available from this menu.

Alternatively, the lower menu allows you to view the QAPonline schemes in various formats

You already are listed as enrolled in the

select	Series Code	
	HAA	Sperm Morphology - WHO 4th Edition.
	HAB	Sperm Motility.
	HAC	Sperm Morphology-Strict Criteria

Both menus take you to the Series Menu Option. To select the QA series you need, use the icon. When you select the **QA series**, the next page displays all the **QA schemes** within the series folder.


Select	Series Code	Co
	Human Sperm Morphology - 2004	Assess to WHO Standard [4th edition]
\$\$	Andrology - HAA2004 <a href="#">INFO</a>	Current Scheme: Available from 2004
	Human Sperm Morphology - 2003	Assess to WHO Standard [4th edition]
\$\$	Andrology - HAA2003 <a href="#">INFO</a>	Available from 2003
	Human Sperm Morphology - 2002	Assess to WHO Standard [4th edition]
\$\$	Andrology - HAA2002 <a href="#">INFO</a>	Available from 2002

Again, select the icon to enroll in the QAP Scheme of interest. In this way you may enroll in schemes from previous years. The \$\$ sign indicates if the scheme

is free or requires an annual subscription. The alternative way to enroll is the fast select from the companies paid schemes.

	<p align="center"><b>QAPonline Help File</b></p>	<p align="right">FertAid Pty Ltd          PO Box 244 The Junction NSW          2291 Australia          T:61-2-49-631226 F:61-2-49631228  <a href="mailto:office@fertaid.com">office@fertaid.com</a> <a href="http://www.fertaid.com">www.fertaid.com</a></p>
---	--	--

**Company Subscriptions.** Select Enroll from the Company Scheme List on the Company Page.

Human Sperm Morphology - 2004	Not enrolled. <a href="#">Enrol</a> 
Human Sperm Motility - 2004	Not enrolled. <a href="#">Enrol</a>

## Enrolling in a Company Subscription

<a href="#">Home</a>   <a href="#">Company</a>   <a href="#">Supervisor</a>   <a href="#">Join</a>   <a href="#">Schemes</a>   <a href="#">Questions</a>   <a href="#">Results</a>   <a href="#">Help</a>   <a href="#">Feedback</a>   <a href="#">Exit</a>	
<b>Information about a New Quality Assurance Scheme</b>	
Discipline:	Andrology
Species:	Human
Number:	HAB2004
Name:	Human Sperm Motility - 2004
Group:	Human Clinical Andrology
Comment:	Assess Sperm Motility
Available:	2004
Available:	Subscription required
Subscription:	<input checked="" type="checkbox"/> Your subscription has been paid for by your clinic. You can enroll in this scheme
Description:	Single 16sec video frame of sperm motility available as either avi, mpg or mov files. In some months multiple videos are available. Participants are asked to estimate the % motility and the % progressive motility and submit their estimates for statistical review (Mean and SD). Additional questions ask for clinical interpretation of the video. New DVD quality images against a Makler grid allow for better estimates of progressive motility.
<input type="button" value="Enroll in this scheme!"/>	

Available:	Subscription required
Subscription:	<input checked="" type="checkbox"/> Your subscription has been paid for by your clinic. You can enroll in this scheme
Description:	Single 16sec video frame of sperm motility available as either avi, mpg or mov files. In

The subscription page indicates if the scheme is free, subscription is required or the subscription has been paid by your company. Select 'Enroll in this scheme' to move to the second part of the enrollment process.

<b>Application to Subscribe to a QAP Scheme- Definition of Professional Involvement</b>	
If you wish to subscribe to this QAP-online Scheme, please indicate your level of professional competency in this field. Then press 'Subscribe Now'. You may indicate the professional society you belong to. When accepted, you will be able to access and participate in the scheme. FertAid-QAP-online welcomes you as a participant and appreciates any comment and suggestion.	
Discipline:	Andrology
Species:	Human
Scheme Number:	HAB2004
Scheme Name:	Human Sperm Motility - 2004
Group Comment:	Human Clinical Andrology
Scheme Comment:	Assess Sperm Motility
Available From:	2004
Available to:	Subscription required
Units Required:	Payment not required- Clinic subscription
Subscription Status:	<input type="button" value="!"/> Professional/Discipline part of my normal working environment <input type="button" value="Select"/> the level of professional involvement in Andrology
I wish to support:	<input type="button" value="!"/> ESHRE SIGA/European Society of Human Reproduction and Embryology <input type="button" value="Select"/> or Add your Society name
<input type="button" value="Subscribe Now"/>	

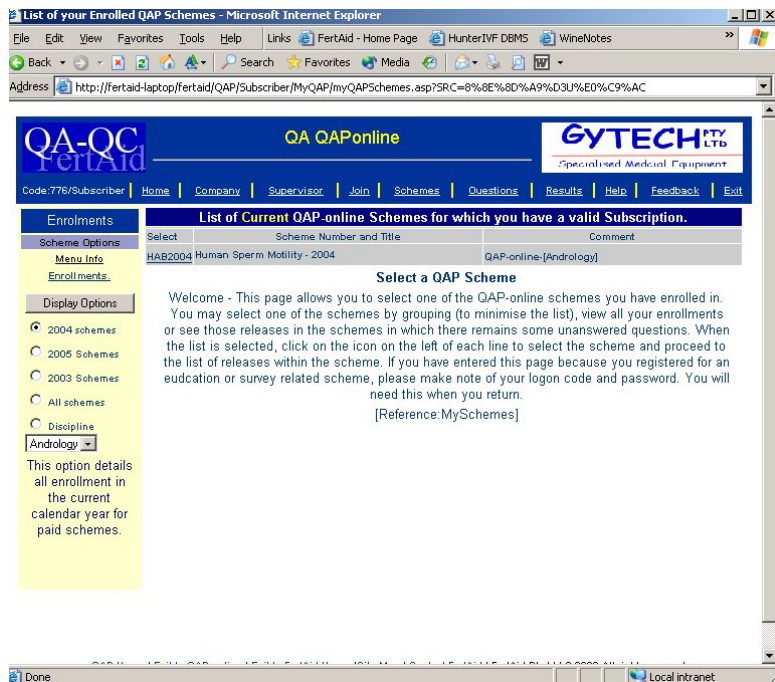
The second page defines your skill level. This is an important definition. QAPonline allows both students and professionals to participate and learn. It is important to appreciate that while students and trainees may participate, their replies are not included in any data summaries. Since this is a scheme linked, it is possible that one participant may be a professional subscription in one scheme but a student in another. QAPonline envisages that new staff appointments may be asked to complete schemes from previous years as a "trainee" to demonstrate competency but their replies will not influence the QA schemes. The

level of skill can be modified by each participant and by the QAP supervisor who is largely responsible for the activity of each staff member.

The professional society is an optional selection. QAPonline has plans for such information the future but at present, it is not an essential component in the enrollment process.

Press Subscribe Now. This completes your enrollment process.

The site now displays all the QA schemes you are registered in for the current year.



You can always return to this page by selecting **Schemes**.

The schemes page displays all the scheme that you have an



enrollment for the period/discipline selected. The default option is the current year but you can review schemes in previous years of all schemes in a discipline. The site will remember your previous selection and use that as the format for each new display of the scheme page.

List of <b>Current</b> QAP-online Schemes for which you have a valid Subscription.		
Select	Scheme Number and Title	Comment
<a href="#">HAB2004</a>	Human Sperm Motility - 2004	QAP-online-[Andrology]

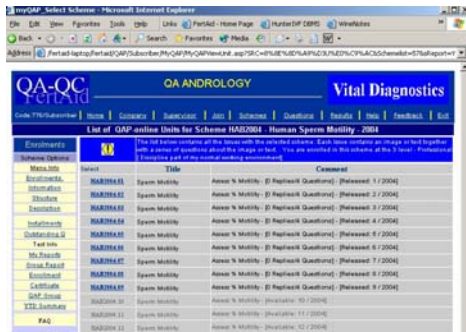
So far so good. You can repeat this process by returning to the company page to complete your enrollment in all the schemes your supervisor requires of you or returning to the Join page and repeating the process.

### Scheme Nomenclature.

All QAPonline schemes have a scheme code. The example above has a scheme code HAB2004. As far as possible, each QA series and Scheme follow the same coding. It will attempt to reflect the species (H=Human), the discipline (A=Andrology), the order ( A,B,C....) and the year(2004). Some participants find these code a tad cryptic but that is the structure currently followed.

## Accessing a QA Scheme.

To access a QA scheme, merely select the scheme code (in the example select HAB2004).



All QA Schemes will use the same or similar format. Access to the Scheme Installment page can be via the **Schemes** option on the top menu or by selecting the scheme code from the list of schemes on the company page.

- Enrolments**
- Scheme Options
- Menu Info
- Enrollments
- Information
- Structure
- Description
- Installments
- Outstanding Q
- Test Info
- My Reports
- Group Report
- Enrollment
- Certificate
- QAP Group
- YTD Summary

The Installment page lists all the installments comprising the scheme and a Scheme Option menu. The Scheme Option menu will always be available as your delve deeper into the QA Scheme using a system of cascading menus.

The menu allows you to select another Installment, view the outstanding questions for this scheme, Review the reports for this scheme, modify your enrollment details, print an enrollment certificate and review your QAP group's reports.

## Access Month by Month.

The installments page provides considerable information about the scheme. Firstly, you will notice that only those scheme a

List of QAP-online Units for Scheme HAB2004 - Human Sperm Motility - 2004		
Select	Title	Comment
<a href="#">HAB2004.01</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 1 / 2004]
<a href="#">HAB2004.02</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 2 / 2004]
<a href="#">HAB2004.03</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 3 / 2004]
<a href="#">HAB2004.04</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 4 / 2004]
<a href="#">HAB2004.05</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 5 / 2004]
<a href="#">HAB2004.06</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 6 / 2004]
<a href="#">HAB2004.07</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 7 / 2004]
<a href="#">HAB2004.08</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 8 / 2004]
<a href="#">HAB2004.09</a>	Sperm Motility	Assess % Motility - [0 Replies/4 Questions] - [Released: 9 / 2004]
<a href="#">HAB2004.10</a>	Sperm Motility	Assess % Motility - [Available: 10 / 2004]

Select the Installment Code to see the Questions and the answers. You will notice that the summary of the installments lists all the installments in chronological order but only allows selection when the date stamp on the installment is after the current date. The above snapshot was taken in September, 2004. Therefore, all the installments on or before September, 2004 are accessible but those in October will not become available until 1<sup>st</sup> October. In this way, you will need to return each month to complete the monthly tasks. If

	<p align="center"><b>QAPonline Help File</b></p>	<p align="right">FertAid Pty Ltd          PO Box 244 The Junction NSW          2291 Australia          T:61-2-49-631226 F:61-2-49631228  <a href="mailto:office@fertaid.com">office@fertaid.com</a> <a href="http://www.fertaid.com">www.fertaid.com</a></p>
---	--	--

however, you have joined QAPonline after the start of the year, you will (unfortunately) be able to complete all the tasks to date. This means the QAPonline is not date centric- that is there is no deadline to complete the assessments. Furthermore, the subscription each year will remain valid for the life of QAPonline and new staff will have access to the schemes in previous years to allow for continuity and training and testing for conformity.

The Installments page also describes the number on questions and replies to each installment.

HelpFile1.doc		Approved by J Stanger
Created by J Stanger on 1/9/2004	Modified 28/9/2004	Version 1.3

### Questions and Answers..

When you select the Installment, the QUIZ page is opened. You can always return to the Installment Page by selecting **Installments** from the Quiz Menu. The Quiz page details a left options menu and a display of the questions associated with the Installment.

<a href="#">Quiz Options</a>
<a href="#">Quiz Menu Info</a>
<a href="#">Image</a>
<a href="#">Questions</a>
<a href="#">Questions+Image</a>
<b>NEW!</b> <a href="#">Submit Replies</a>
<a href="#">Answers</a>
<a href="#">Add Comment</a>
<a href="#">Review Comments</a>
<a href="#">Assessment Rules</a>
<a href="#">Navigation</a>
<a href="#">Installments</a>

QA-OC FertAid QA ANDROLOGY DAINTREE scientific

Code:776/Subscriber | Home | Company | Supervisor | Join | Schemes | Questions | Results | Help | Feedback | Exit

Code: HAB2004.01 - [Title:Sperm Motility] Image Size=0KB - Released:1/2004  
 QAP Comment:"Assess % Motility -"

1.	<a href="#">QHA2009</a>	<b>QAP</b> Estimate the % motility
2.	<a href="#">QHA2010</a>	Estimate the % spermatozoa with WHO (4th Ed) Grade A motility
3.	<a href="#">QHA2007</a>	Was the quality sufficient to estimate the % motility?
4.	<a href="#">QHA2012</a>	How would define the motility in this sample?

You need to answer one or more questions to review your answers.  
 The format for the presentation of QA images and questions has changed to improve navigation. Use the left menu to view the image or list of questions. If there are question that remain unanswered, they should appear in the drop down menu above the image.

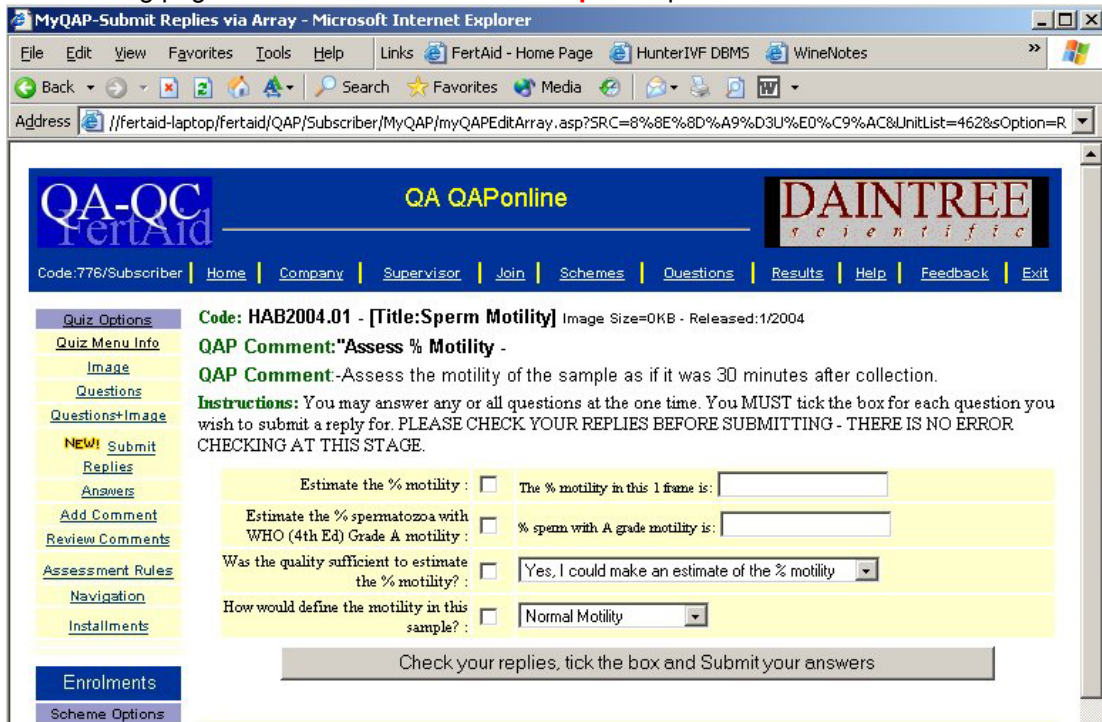
Most installments are comprised of an image and a series of questions. One problem with some images is that they consume a large area of the screen. This is OK if you use a larger screen or if you have a fine resolution but in some systems this causes a problem. QAPonline therefore provides several ways to achieve the same outcome. You may view the image on its own, view the questions on their own, view the image and questions together or use the latest option which is an array format where all questions can be answered at the same time. You can add a comment on any set of questions and if your QAP supervisor wishes to define the set of rules the staff should use (say with embryo scoring) then these can be displayed as well. The Navigation option allows one to select from 3 different video formats ( avi, mpeg and mov video files).

The list of questions is displayed as below. Note one question, the key assessment question of the series is identified by the **QAP** icon. You may select any question and when answered, the next question on the list will appear.

Code: HAB2004.01 - [Title:Sperm Motility] Image Size=0KB - Released:1/2004  
 QAP Comment:"Assess % Motility -"

1.	<a href="#">QHA2009</a>	<b>QAP</b> Estimate the % motility
2.	<a href="#">QHA2010</a>	Estimate the % spermatozoa with WHO (4th Ed) Grade A motility
3.	<a href="#">QHA2007</a>	Was the quality sufficient to estimate the % motility?
4.	<a href="#">QHA2012</a>	How would define the motility in this sample?

Alternatively, if you select the "Answer all in one page" option, then you will be presented with the following page. Select the '**NEW- Submit Replies**' option.



With this option, you will need to select the box associated with each question to indicate you wish to submit a reply and then enter your answer in the text box OR select from the options in the drop down menu. You do not have to answer all questions at once. Press '**Check your replies, tick the box and Submit your answers**' button.

Estimate the % motility :	<input type="checkbox"/>	The % motility in this 1 frame is:	<input type="text"/>
Estimate the % spermatozoa with WHO (4th Ed) Grade A motility :	<input type="checkbox"/>	% sperm with A grade motility is:	<input type="text"/>
Was the quality sufficient to estimate the % motility? :	<input type="checkbox"/>	Yes, I could make an estimate of the % motility	<input type="text" value=""/>
How would define the motility in this sample? :	<input type="checkbox"/>	Normal Motility	<input type="text" value=""/>
<input type="button" value="Check your replies, tick the box and Submit your answers"/>			

If the image is a static jpeg image or an animated GIF file, the image will appear in the top left menu. You can adjust the size of the image by selecting from x 0.5 to x 2 magnifications.



x0.5   x1   x1.5   x2

- [Quiz Options](#)
- [Quiz Menu Info](#)
- [Image](#)
- [Questions](#)
- [Questions+Image](#)
- NEW!** [Submit Replies](#)
- [Answers](#)
- [Add Comment](#)
- [Review Comments](#)
- [Assessment Rules](#)
- [Navigation](#)
- [Installments](#)

**Code:** HEE2004.03-1 - **[Title:Single Day 2 Embryo]** Image Size=239KB - Released:3/2004

**QAP Comment:**"Assess as a Day 2 Human Embryo at 44 hr plnsemination -

**QAP Comment:**This animated image portrays an embryo at 44 hr post insemination [Inseminate at 2.00pm on day 0 and this inspection at 10.00am day 2]. The score for this embryo is calculated from the replies to the other questions listed below. For more information on the embryo score, select Quest Info when viewing the calculation.

**Instructions:** You may answer any or all questions at the one time. You MUST tick the box for each question you wish to submit a reply for. PLEASE CHECK YOUR REPLIES BEFORE SUBMITTING - THERE IS NO ERROR CHECKING AT THIS STAGE.

How many cells are in the embryo :	<input type="checkbox"/>	The number of cells are	<input type="text"/>
How even are the size of the blastomeres :	<input type="checkbox"/>	The blastomeres appear of equal size	<input type="text"/>
What is the % fragmentation on this embryo :	<input type="checkbox"/>	The % fragmentation is:	<input type="text"/>
Describe the degree of compaction. :	<input type="checkbox"/>	NO compaction is evident	<input type="text"/>
Is the rate of cleavage normal? :	<input type="checkbox"/>	YES, this embryo is normal.	<input type="text"/>
What is the embryo score for this embryo :	The question cannot be answered from this page.		

Check your replies, tick the box and Submit your answers

QA-QC FertAid
QA ANDROLOGY

**DAINTREE**  
scientific

---

Code:776/Subscriber
[Home](#) | [Company](#) | [Supervisor](#) | [Join](#) | [Schemes](#) | [Questions](#) | [Results](#) | [Help](#) | [Feedback](#) | [Exit](#)

- [Quiz Options](#)
- [Quiz Menu Info](#)
- [Image](#)
- [View Video Options](#)
- [Questions](#)
- [Questions+Image](#)
- NEW!** [Submit Replies](#)
- [Answers](#)
- [Add Comment](#)
- [Review Comments](#)
- [Assessment Rules](#)
- [Navigation](#)
- [Installments](#)
- [Enrollments](#)

**Code:** HAB2004.01 - **[Title:Sperm Motility]** Image Size=0KB - Released:1/2004

**QAP Comment:**"Assess % Motility -

1.	<a href="#">QHA2009</a>	<b>QAP</b>	Estimate the % motility
2.	<a href="#">QHA2010</a>		Estimate the % spermatozoa with WHO (4th Ed) Grade A motility
3.	<a href="#">QHA2007</a>		Was the quality sufficient to estimate the % motility?
4.	<a href="#">QHA2012</a>		How would define the motility in this sample?

You need to answer one or more questions to review your answers.

The format for the presentation of QA images and questions has changed to improve navigation. Use the left menu to view the image or list of questions. If there are question that remain unanswered, they should appear in the drop down menu above the image.

### Multiple Images.

For most installments, a single image is displayed. However for some schemes, it is



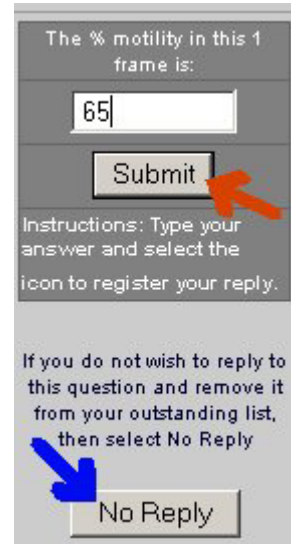
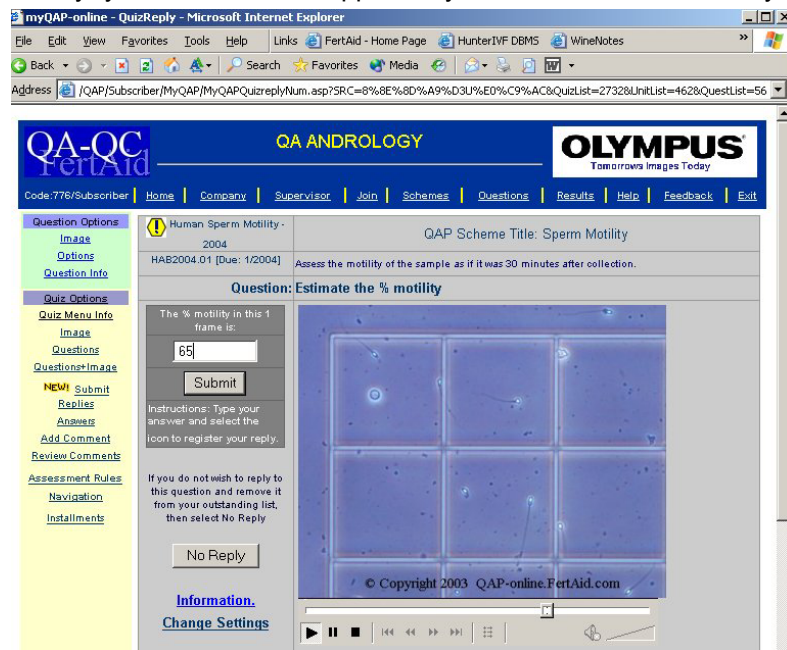
necessary for more than one image to be available. For instance, in the sperm morphology



scheme, a series of images allow the counting of more than 200 sperm – the same as panning across a microscope slide. To access these images, you will need to select the 'Open Slide Show' option. Likewise, for the sperm motility scheme, in some installments, more than one video of a motile sperm sample may be available. By selecting 'View Video Options', you can access all the videos and file types available.

### Submitting an Answer.

Finally, you now have the opportunity to submit an answer. All you need to do is to enter the value in the text box and press Submit.



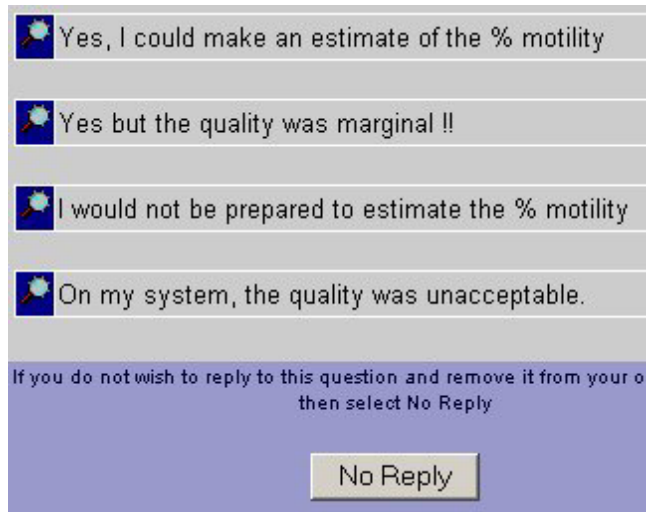
There may be some cases where you do not wish to submit a reply but remove the question from the list of outstanding questions. To do this, press **No Reply**. This will record a null reply.




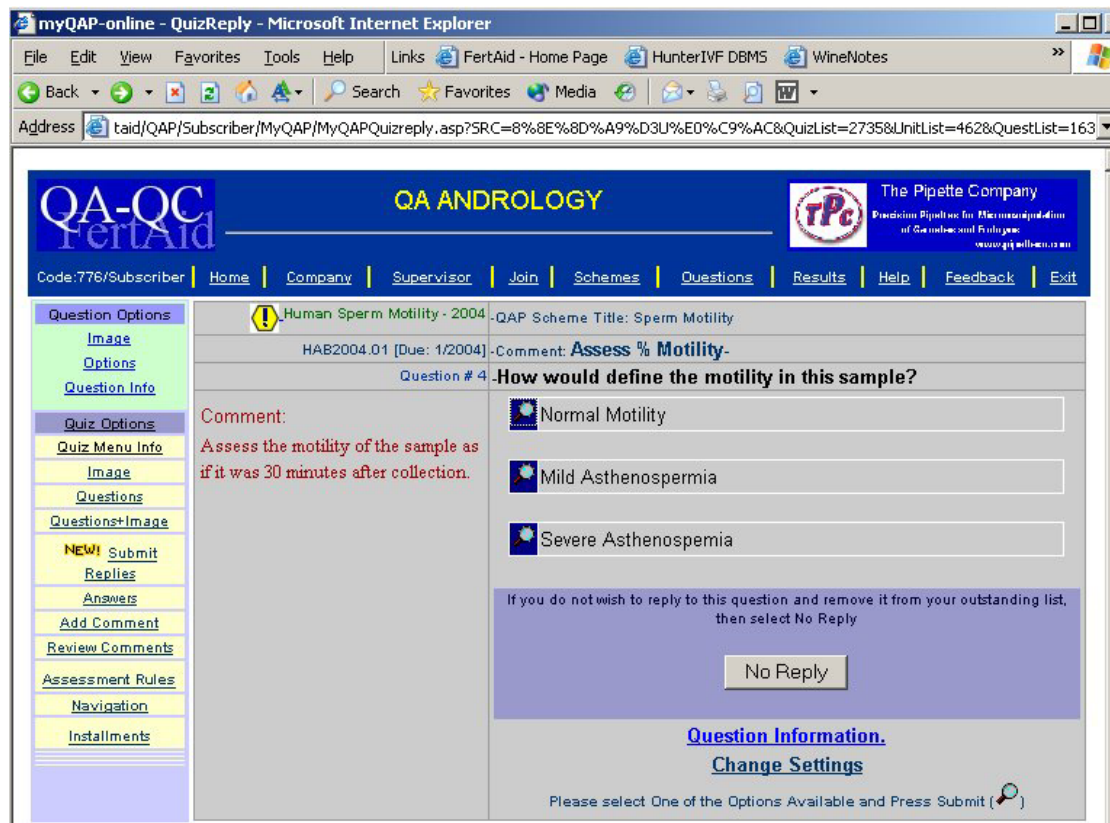
For each question, you can review the image, review the reply options and in some cases, review information associated with the question. This option is a new one and currently a few questions have additional information attached..

### Multiple Choice Questions.

While the key QAP questions are always numeric, other questions are optional



In such cases, select the  icon. As before, if you do not wish to reply, select **No Reply**.



### Reviewing your Answers.

After you have submitted your answers, the Quiz page now displays those questions you have answered and your value. Where the answer was an option, the number of similar

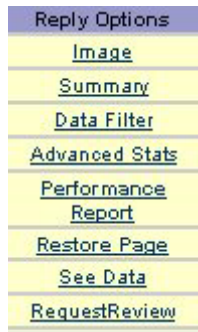
1.	<a href="#">QHA2009</a>	Estimate the % motility - [Your reply : 65]
2.	<a href="#">QHA2010</a>	Estimate the % spermatozoa with WHO (4th Ed) Grade A motility - [Your reply : 55]
3.	<a href="#">QHA2007</a>	Was the quality sufficient to estimate the % motility? - [Your reply : Yes, I could make an estimate of the % motility - 99 / 115 ]
4.	<a href="#">QHA2012</a>	How would define the motility in this sample? - [Your reply : Normal Motility - 93 / 115 ]

replies to your reply is given. To view how your reply compares with others, select the Quiz number eg [QHA2009](#).

The site now displays how your answer compares to all others enrolled at a Professional Skills level. The display is for your answer and provides a standard statistical reply of the

	QA ANDROLOGY																									
<a href="#">Code:776/Subscriber</a>   <a href="#">Home</a>   <a href="#">Company</a>   <a href="#">Supervisor</a>   <a href="#">Join</a>   <a href="#">Schemes</a>   <a href="#">Questions</a>   <a href="#">Results</a>   <a href="#">Help</a>   <a href="#">Feedback</a>   <a href="#">Exit</a>																										
<b>Table 2.1</b>	<b>Summary of Replies to Question.</b>																									
<b>Reply Options</b> <a href="#">Image</a> <a href="#">Summary</a> <a href="#">Data Filter</a> <a href="#">Advanced Stats</a> <a href="#">Performance Report</a> <a href="#">Restore Page</a> <a href="#">See Data</a> <a href="#">RequestReview</a>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Reply #:</td> <td>#70526 [Please quote if required] Question type=N/N</td> </tr> <tr> <td>Scheme:</td> <td>Sperm Motility [QAP Code:HAB2004.01]</td> </tr> <tr> <td>Data Set:</td> <td>Data:Professional</td> </tr> <tr> <td>Question:</td> <td style="text-align: center;"><b>Estimate the % motility</b></td> </tr> <tr> <td>Your Answer:</td> <td style="text-align: center;"><b>65 %</b></td> </tr> <tr> <td># Replies:</td> <td style="text-align: center;"><b>120</b> [From 58 Laboratories]</td> </tr> <tr> <td>Mean:</td> <td style="text-align: center;"><b>69.0± 8.3 [ Range: Min 40 / Max 90]</b></td> </tr> <tr> <td></td> <td style="text-align: center;">This result was <b>-0.5</b> SD from Mean</td> </tr> <tr> <td></td> <td style="text-align: center;">* .....</td> </tr> <tr> <td></td> <td style="text-align: center;"> </td> </tr> <tr> <td>Comment:</td> <td></td> </tr> <tr> <td>Correction:</td> <td>If you have made an error in submitting this reply, you may request a review from your QAP supervisor. <a href="#">RequestReview</a></td> </tr> </table>		Reply #:	#70526 [Please quote if required] Question type=N/N	Scheme:	Sperm Motility [QAP Code:HAB2004.01]	Data Set:	Data:Professional	Question:	<b>Estimate the % motility</b>	Your Answer:	<b>65 %</b>	# Replies:	<b>120</b> [From 58 Laboratories]	Mean:	<b>69.0± 8.3 [ Range: Min 40 / Max 90]</b>		This result was <b>-0.5</b> SD from Mean		* .....			Comment:		Correction:	If you have made an error in submitting this reply, you may request a review from your QAP supervisor. <a href="#">RequestReview</a>
Reply #:	#70526 [Please quote if required] Question type=N/N																									
Scheme:	Sperm Motility [QAP Code:HAB2004.01]																									
Data Set:	Data:Professional																									
Question:	<b>Estimate the % motility</b>																									
Your Answer:	<b>65 %</b>																									
# Replies:	<b>120</b> [From 58 Laboratories]																									
Mean:	<b>69.0± 8.3 [ Range: Min 40 / Max 90]</b>																									
	This result was <b>-0.5</b> SD from Mean																									
	* .....																									
Comment:																										
Correction:	If you have made an error in submitting this reply, you may request a review from your QAP supervisor. <a href="#">RequestReview</a>																									
<b>Quiz Options</b> <a href="#">Quiz Menu Info</a> <a href="#">Image</a> <a href="#">View Video Options</a> <a href="#">Questions</a> <a href="#">Questions+Image</a> <b>NEW!</b> <a href="#">Submit</a>																										

mean, standard deviation, Range and the number of SD units your answer was from the group mean. The number of replies and the number of laboratories participating is also stated.



The Reply Option Menu also provides additional features.

- you can review the image.
- Selecting Summary will return you to this page.
- Date Filter – see below
- Advanced Statistics – a graphical representation and outlier removal
- Performance Report - summary of the year to date activity
- See Data - allows a view the data set to export into Excel
- Request Review – if you have made an error in the value you submitted, you can request from your QAP supervisor a correction.

The Data Filter – one of the key features of QAPonline - allows you to alter the data set from



- **Internal QC** - only those members of your QAP group
- **External QC** - all Professional participants.
- **Other Professionals** - in some schemes, a subgroup of invited participants – called the peer review group – is used to provide a more learned group.

**Performance Report.**

When you select Performance Report, QAPonline provides a standardized report format.

**QA-OC FertAid** **QA Reports** **GYTECH PTY LTD**  
 Specialised Medical Equipment

Code:776/Subscriber | Home | Company | Supervisor | Join | Schemes | Questions | Results | Help | Feedback | Exit

**Confidential Report:** This Report should be considered confidential by your laboratory.

**Data Filter**

- Internal QC
- External QA**
- Other Profession

Select Data Set

**Enrolments**

- Scheme Options
- Menu Info
- Enrollments
- Information
- Structure
- Description
- Installments
- Outstanding Q
- Test Info
- My Reports
- Group Report

**Dr Test Subscriber** Question: **Estimate the % motility**

Test Laboratory Scheme: **Human Sperm Motility - 2004; Andrology HAB2004 -[57]**

29/09/2004 Remove menu Report #1 **Individual Summary** - Data:Professional

**!** The List below contains your reply to the selected question when it appeared in an Issue for QAP Scheme HAB2004 - [57]. Your reply is indicated with a \* as Standard Deviations from the Mean when compared to other subscribers who choose the same option from subscribers actively involved in the subject of the Scheme . This will change as the number of replies increases.

776:HAB2004.01 [Your estimate was 65] Mean+SD= 69.0+8.27 SD from Mean=-0.49 [N= 120.00] **DATA** Type=N

3- ..... 2- ..... 1- ..... \* ..... 0SD ..... +1 ..... +2 ..... +3 .....

Summary of Performance [n=1] (Unanswered Questions=0 )

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	0	0	0	1	0	0	0	0	0
Expected	0.0	0.0	0.1	0.3	0.0	0.3	0.1	0.0	0.0

Goodness of Fit:  $\chi^2=1.933$  [ $\chi^2_{0.05,5}=11.070$ ] No Sig Different from Expected Distribution (Div= $\leq 2, -2, -1, -1, 0, 0, 1, 1, 2, >2$  SD)

Bias:  $\chi^2=0.667$  [ $\chi^2_{0.05,1}= 3.841$ ] No Sig Bias (OBS:1,0,EXP:0.5,0.5)

The report format is the same for all QAP schemes and provides 2 features. The first is a graphical representation of your performance for each QAP question in the scheme. Only those questions to which you have submitted a reply are shown. This is essentially a Levey Jennings Plot.

776:HAB2004.01 [Your estimate was 65] Mean+SD= 69.0+8.27 SD from Mean=-0.49 [N= 120.00] **DATA** Type=N

3- ..... 2- ..... 1- ..... \* ..... 0SD ..... +1 ..... +2 ..... +3 .....

Summary of Performance [n=1] (Unanswered Questions=0 )

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	0	0	0	1	0	0	0	0	0
Expected	0.0	0.0	0.1	0.3	0.0	0.3	0.1	0.0	0.0

Goodness of Fit:  $\chi^2=1.933$  [ $\chi^2_{0.05,5}=11.070$ ] No Sig Different from Expected Distribution (Div= $\leq 2, -2, -1, -1, 0, 0, 1, 1, 2, >2$  SD)

Bias:  $\chi^2=0.667$  [ $\chi^2_{0.05,1}= 3.841$ ] No Sig Bias (OBS:1,0,EXP:0.5,0.5)

The second feature is a statistical summary of both the goodness of fit Chi Square analysis and an estimate of bias.

Using the Data Filter, you are able to switch between an Internal QC data set to compare your assessment against your fellow staff members or between all professional participants.

## Annual Report.

Finally, you are able to review all the submissions for the whole scheme.

The screenshot shows a web browser window titled "QAP\_Summary-Individual Assessment Table 1. - Microsoft Internet Explorer". The address bar shows a URL with parameters. The main content area displays a table of individual assessments for various samples (e.g., 776:HAB2004.01 to 776:HAB2004.09). Each row includes the sample ID, a note about the estimate, statistical data (Mean+SD, SD from Mean, N), and a "DATA" label. Below the table is a "Summary of Performance [n=9] (Unanswered Questions=0)" section with a table of observed vs expected counts across different standard deviation ranges.

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	2	0	3	4	0	0	0	0	0
Expected	0.1	0.2	1.2	3.1	0.0	3.1	1.2	0.2	0.1

The site builds up a summary of the scheme live and is current for the submissions received to date. Unlike other QC schemes, because the site is live, the statistically summary is dynamic and will be undated with each submission.

	<3SD	2-3SD	1-2SD	0-1SD	Perfect	0-1SD	1-2SD	2-3SD	>3SD
Observed	2	0	3	4	0	0	0	0	0
Expected	0.1	0.2	1.2	3.1	0.0	3.1	1.2	0.2	0.1

Goodness of Fit:  $\chi^2=21.155$  [ $\chi^2,0.05,5=11.070$ ] \*\* Failed goodness of Fit \*\* (Div=<2,-2,-1,-1,0,0,-1,-1,2,>2 SD)  
 Bias:  $\chi^2=3.630$  [ $\chi^2,0.05,1= 3.841$ ] No Sig Bias (OBS:9,0,EXP:4.5,4,5)

## Further Information.

The above information is designed to allow you to get started. You can explore other reporting aspects when you have started. Remember, QAPonline is actively developing and comments and suggestions are welcome.

Dr James Stanger PhD.

HelpFile1.doc		Approved by J Stanger
Created by J Stanger on 1/9/2004	Modified 28/9/2004	Version 1.3

	<b>QAPonline Help File</b>	FertAid Pty Ltd PO Box 244 The Junction NSW 2291 Australia T:61-2-49-631226 F:61-2-49631228 <a href="mailto:office@fertaid.com">office@fertaid.com</a> <a href="http://www.fertaid.com">www.fertaid.com</a>
---	----------------------------	---

Director.

HelpFile1.doc		Approved by J Stanger
Created by J Stanger on 1/9/2004	Modified 28/9/2004	Version 1.3