

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.

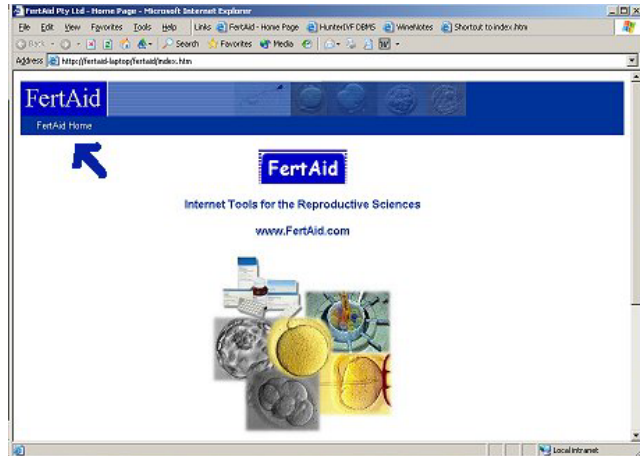
You can then access each installment in each scheme and complete each quiz in each installment in each scheme.

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

OK Let's get started.

Open www.FertAid.com and select **FertAid**. This opens the home asp pages for FertAid



The home page (also accessed by 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 '**Lagon 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).

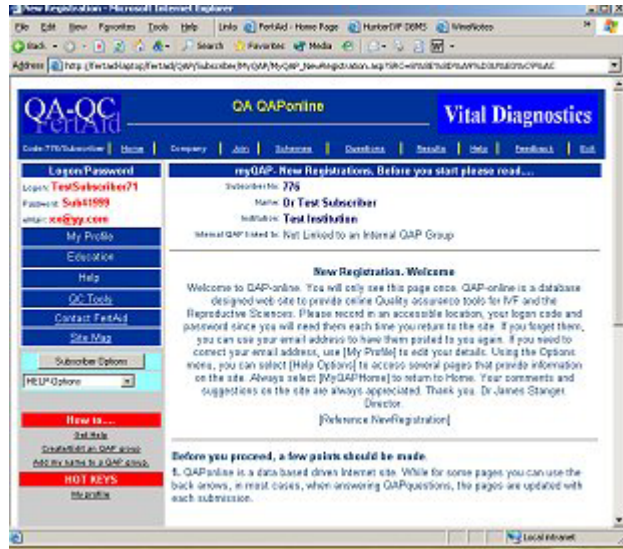
When you complete the form and submit it, the system will recommend you record your logon code and password.

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.

3 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

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	
Clinic Status	You have already created a clinic/institution record which will allow you to operate QAP-online as an internal QAP/Education tool.
Clinic Code	The clinic code you should provide to all other group members is : Test42037
Clinic Name	Test Laboratory
Address	
Edit/Update	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"/>	
Return to myQAP-online home page	

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, leading to the 'Company Page for: Test Laboratory'. The page displays subscriber information: Subscriber No and Name: 776 - Dr Test Subscriber, Institution: Test Institution, Address: - -, and QAP Status: Primary QAP Supervisor. A quote by Albert Einstein is shown: "Everything should be made a simple as possible, but not simpler." Below this is a 'Welcome - More Information' button and a link to the '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.