

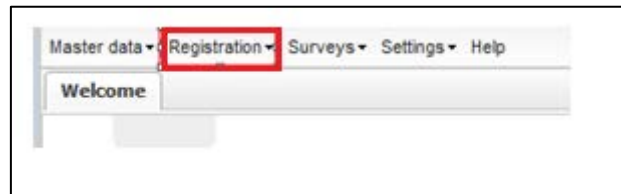
Registering EQA tests (ordering)

All of the buttons are located under the tab "Welcome" in the upper right-hand corner under the INSTAND logo.

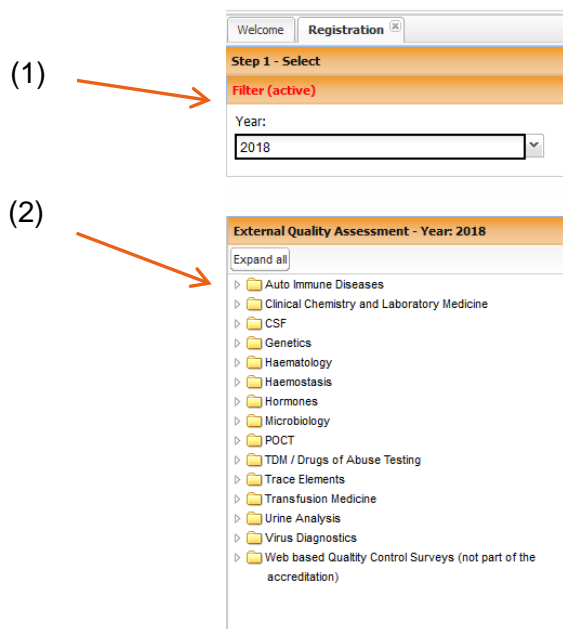
- Use the button "Registration".



- Alternatively you can use the tab labelled "Registration".



- Both will take you to the overview of orders.
- Use the dropdown menu to select the year and the EQA test you wish to order (1). You will find all of our EQA tests listed according to topic (2).



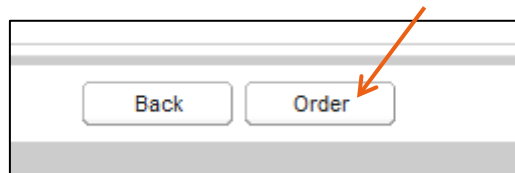
- Here you can individually enter your order quantity for each date.

Clinical Chemistry										
Subscription functions ▾										
EQA name	EQA-Group	Subscription	Infectious	January (1)	March (2)	May (3)	July (4)	September (5)	October (6)	
Ordering/canceling deadline				Nov 24, 2017	Jan 12, 2018	Mar 09, 2018	May 04, 2018	Jun 29, 2018	Aug 17, 2018	
Shipping date				Jan 10, 2018	Mar 07, 2018	May 07, 2018	Jul 04, 2018	Aug 29, 2018	Oct 10, 2018	
Submission deadline				Jan 24, 2018	Mar 21, 2018	May 25, 2018	Jul 18, 2018	Sep 12, 2018	Oct 24, 2018	
Clinical Chemistry - Conventional Analysis	100	<input checked="" type="checkbox"/>		1	1	1	1	1	1	

- Check “Subscription” to activate this order for the next year. This will remain in place until you wish to unsubscribe. To do this, uncheck the box next to the corresponding order (subscription will end the following year).
- Proceed in this manner for all other EQA tests that you would like to order.
- Click on “Continue”. This will bring up a list of your orders.

Changed applications - Year: 2018										
Year	Appointment	EQA-Group	External Quality Assessment	EQA name	Old amount	New amount	Unit price	Additions...	Application date ▾	
2018	January (1)	194	TDM / Drugs of Abuse Testing	Paracetamol and NSAIDs	1	0	53.00 €	46.00 €	11/13/17 09:43:20	
2018	October (6)	194	TDM / Drugs of Abuse Testing	Paracetamol and NSAIDs	6	0	53.00 €	46.00 €	11/13/17 09:43:17	
2018	July (4)	194	TDM / Drugs of Abuse Testing	Paracetamol and NSAIDs	4	0	53.00 €	46.00 €	11/13/17 09:43:14	
2018	May (3)	194	TDM / Drugs of Abuse Testing	Paracetamol and NSAIDs	3	0	53.00 €	46.00 €	11/13/17 09:43:12	

- Click on “Order” to place your order. You will receive order confirmation by e-mail.



Orders can only be modified (cancelled) before the respective registration deadline. Once this registration deadline has passed, orders can no longer be changed.