



MEMBER AREA

FEATURES

This guide informs you about the features available on your member area.
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INTRODUCTION

Your MEMBER AREA has changed!

This guide introduces the features available in your member area.

MY MEMBER AREA

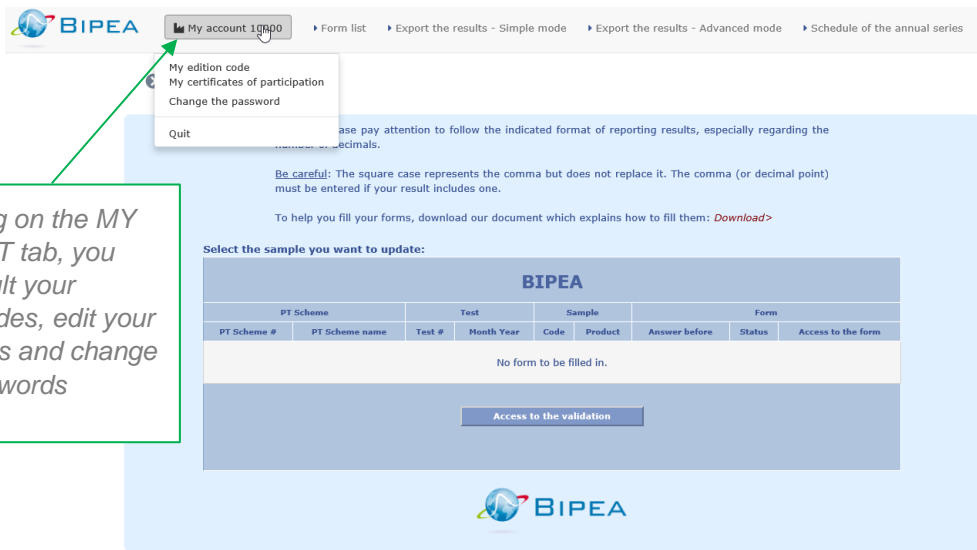
When you log into your member area, you will access directly to the following interface:

The screenshot shows the BIPEA Member Area interface. At the top, there is a navigation bar with the BIPEA logo and a dropdown menu for 'My account 10000'. The menu items are: 'Form list', 'Export the results - Simple mode', 'Export the results - Advanced mode', and 'Schedule of the annual series'. Below the navigation bar, there is a section titled 'Form list for writing'. A green box labeled 'Your member code' points to the 'My account 10000' dropdown. Another green box labeled 'Your laboratory' points to the 'Form list for writing' section. The main content area contains a 'Caution' message about reporting results, a 'Be careful!' message about comma usage, and a 'Download' link. Below this is a table titled 'select the sample you want to update:' with columns for PT Scheme, Test, Sample, and Form. The table is currently empty, showing 'No form to be filled in.' and an 'Access to the validation' button. The BIPEA logo is at the bottom of the page.

The MEMBER AREA is composed of 5 tabs:

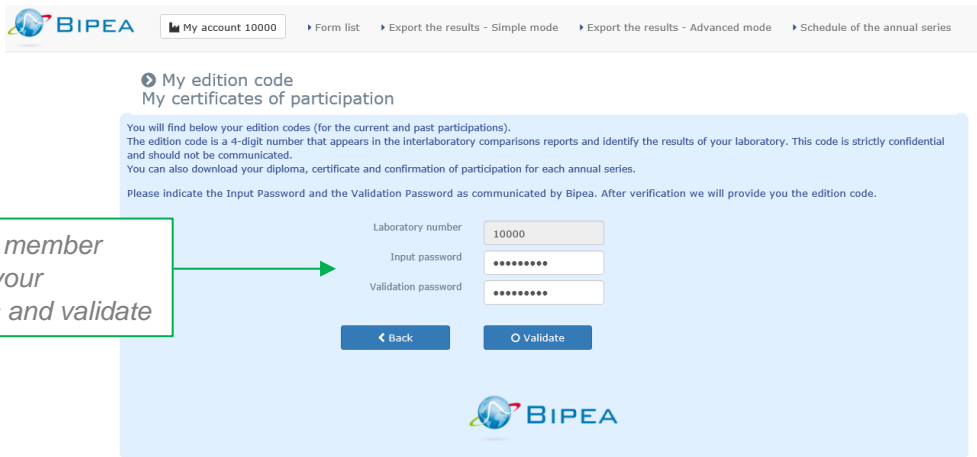
- My account
- Form list
- Export the results – Simple mode
- Export the results – Advanced mode
- Schedule of the annual series

MY ACCOUNT



By clicking on the MY ACCOUNT tab, you can consult your edition codes, edit your documents and change your passwords

CONSULTING MY EDITION CODES & EDITING YOUR MY DOCUMENTS



Enter your member code and your passwords and validate



Your current edition code

Edition code for each annual series

Edit your documents for each annual series:

- Diploma
- Certificate
- Confirmation of registration

CHANGING MY PASSWORDS

Modification of the passwords

Enter your current passwords and the new ones, then validate.

This section will permit you to modify the Input Password and the Validation Password of your laboratory.

In order to modify your laboratory passwords, please enter here the current passwords.

Laboratory number

Input password

Validation password

New passwords :


Please indicate here, the password that you need to change. The passwords should have at least 6 characters and be composed by both letters and numbers. If you decide not to enter any characters, the password will not be modified at all.

New Input Password

Confirmation At least 6 characters with letters and numbers. Not modified if empty.

New Validation Password

Confirmation At least 6 characters with letters and numbers. Not modified if empty.



Modification of the passwords

The green banner confirms that your changes have been taken into account.

- Modification of the Input Password and the Validation Password is in process...
- Modification of the Input Password and Validation Password is completed.
- Your modification are now taken into account.

This section will permit you to modify the Input Password and the Validation Password of your laboratory.

In order to modify your laboratory passwords, please enter here the current passwords.

Laboratory number

Input password

Validation password

New passwords :

Please indicate here, the password that you need to change. The passwords should have at least 6 characters and be composed by both letters and numbers. If you decide not to enter any characters, the password will not be modified at all.

New Input Password

Confirmation At least 6 characters with letters and numbers. Not modified if empty.

New Validation Password

Confirmation At least 6 characters with letters and numbers. Not modified if empty.



FORMS LIST

In this tab, you have access to your forms list.

You can:

- Download your forms in order to see details of the requested parameters,
- Enter your results online,
- Validate and submit your results to BIPEA.

My account 10000

Form list Export the results - Simple mode Export the results - Advanced mode Schedule of the annual series

Form list for writing

Caution: Please pay attention to follow the indicated format of reporting results, especially regarding the number of decimals.

Be careful: The square case represents the comma but does not replace it. The comma (or decimal point) must be entered if your result includes one.

To help you fill your forms, download our document which explains how to fill them: [Download >](#)

Select the sample you want to update:

BIPEA									
PT Scheme		Test			Sample		Form		
PT Scheme #	PT Scheme name	Test #	Month	Year	Code	Product	Access before	Status	Access to the form
17a	Grape must	9	7	2017	11-1017	Grape juice	30/07/2017	Transmitted	>
17a	Grape must	9	7	2017	8-1117	Rectified concentrated must	30/07/2017	Transmitted	>

Access to the validation

BIPEA

Download the forms

EXPORT THE RESULTS

The MEMBER AREA allows you to export your data in 2 different ways:

- **SIMPLE MODE:** in a few clicks, export your general data from previous PT tests. You can choose rounds from several PT, in the same year.
- **ADVANCED MODE:** you can be more selective in your exports. You can cross check your researches and thus make exports by PT and / or by matrix and / or parameter and / or several annual series.

EXPORT THE RESULTS – SIMPLE MODE

Be careful: only data from report are valid.
Download our document which explains how to export your data: [Download >](#)

Display data whose report has been published

Month

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Year

2017

PT schemes participated

Show uncertainty
 Group the identical criteria
 Exclude qualitative criteria

[< Advanced mode](#) [Publish your personalized report >](#) [Display >](#) [Export to Excel >](#)

Landscape Portrait

Select your data per month, year and PT (you can also select several months and PT schemes)

For some PT schemes and rounds, the uncertainty is available. Tick the box to view it.

A notice is available

Once you have selected your criteria, you can:

- Edit your personalized report for one round,
- View your data,
- Export your data in Excel format.

EXPORT THE RESULTS – ADVANCED MODE

This interface is split into 2 parts:

- The 1st column is related to your registration. It contains the annual series, the PT schemes, the rounds and parameters for which you are registered. By clicking [once on one of the items](#), a filter is applied to all menus located below, reducing the list of choices in order to facilitate your research.
- The 2nd column contains the items you want to export. They have been added using the [« Add »](#) or [« Add all »](#). Only the item you want to export must be added to the selected items.

Be careful: only data from report are valid.
Download our document which explains how to export your data: [Download >](#)

Display data whose report has been published

New selection My last tests My favorites

Annual series participated **Annual series selected**

All Add Remove Add all Remove all

2011-2012 annual series
2012-2013 annual series
2013-2014 annual series
2014-2015 annual series
2015-2016 annual series

PT schemes participated **PT schemes selected**

All Add Remove Add all Remove all

19a-Pesticides - Fruits and citrus fruits
19b-Pesticides - Cereals
19c-Pesticides - Vegetables
19d-Pesticides - Fats
19e-Pesticides - Vegetables: nitrates and
herbicides

Group the identical criteria

Display > Export to Excel >

Landscape Portrait

Tests participated **Tests selected**

All Add Remove Add all Remove all

114-0742-Calcium carbonate - 5/2012
114-1142-Vitamin blend - 5/2012
71-3732-Pepper - 12/2011
72-1332-Rapeseed - 2/2012
73-3532-Potato - 6/2012

Group the identical criteria

Publish your personalized report Display >

Export to Excel >

Landscape Portrait

Criteria participated **Criteria selected**

All Add Remove Add all Remove all

CS2 19 - Dithiocarbamates
DATE19 - DATE OF THE ANALYSIS
DEXTR19 - Date of extraction

Group the identical criteria

Display > Export to Excel >

Landscape Portrait

Show uncertainty
 Exclude qualitative criteria

Record this selection in my favorites Simple mode >

Once you have selected your criteria, you can:

- Edit your personalized report, for one round,
- View your data,
- Export your data in Excel format.

SCHEDULES & ERM's STOCK

SCHEDULES OF THE PT SCHEMES

Thanks to this tab, you can:

- Select « [My schedule](#) » to see the schedules of the PTs you are registered for (you can filter according to your search criteria).

The screenshot shows the BIPEA member area interface. At the top, there is a navigation bar with the BIPEA logo, a user account identifier 'My account 10000', and several menu items: 'Form list', 'Export the results - Simple mode', 'Export the results - Advanced mode', and 'Schedule of the annual series'. Below this, a section titled 'Schedule of your proficiency testing schemes' contains a light blue box with the following content:

This schedule is given for information purpose only and may be changed This schedule is effective from: 25/07/2017.
Send an email to BIPEA: contact@bipea.org

Below the text are five filter categories, each with a dropdown menu:

- Selection of the schedule:** My schedule
- Tests status:** Current tests
- Samples shipment:** Within 1 week
- Submitting the results:** Within 1 week
- Export period:** 1 year (selected), 3 years, 5 years

A 'Generate' button is located at the bottom right of the filter box.

- Select « [Schedules of all BIPEA tests](#) », to see the complete list of BIPEA PT schemes with the schedules, including those you are not registered for.

This screenshot is identical to the one above, showing the BIPEA member area interface. The only difference is in the 'Selection of the schedule' dropdown menu, which is set to 'Schedule of all the BIPEA's test'.

ERMS STOCK

The ERMs stock is available in the tab « Schedule of the annual series ».

To export the complete list of ERMs available:

- In Selection of the schedule, select « Schedules of all BIPEA PT tests »,
- In Tests status, select « Finished test »,
- In Samples shipment, select « All the annual series »,
- In Submitting the results, select « All the annual series »,
- In Export period, tick the box 1 or 3 years,
- **Generate**

You can filter your research, choosing the PT, then the matrix ...

ERM stock

PT Scheme #	PT Scheme name	Test #	Month Year	Product code	Product name	Shipping date	Answer before	Access form	ILCR broadcasted	ERM stocks
77h	Food Allergens - Soya	1	06/2016	001-2277	Meat	Sent	Closed	>	YES	9
77h	Food Allergens - Soya	1	06/2016	001-2377	Meat	Sent	Closed	>	YES	4
77h	Food Allergens - Soya	1	06/2016	001-2477	Meat	Sent	Closed	>	YES	9
78	Tasting analyses on drinking Water: ODOUR and FLAVOUR	2	06/2016	002-0178	Determination of threshold odour number (TON)	Sent	Closed	>	YES	5
78	Tasting analyses on drinking Water: ODOUR and FLAVOUR	2	06/2016	002-0278	Determination of threshold flavour number (TNF)	Sent	Closed	>	YES	5
39	Fortified wines	141	06/2016	006-0639	Rosé Port	Sent	Closed	>	YES	9