


CONNECTION TO THE ONLINE FORMS


GENERAL PROCEDURE

LOG IN YOUR MEMBER AREA

(see step 1-2-3)

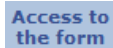
When you receive your samples,  in your member area with your **LABORATORY CODE** and your **INPUT PASSWORD**

Please refer to the **confidential codes** we sent you in your registration file.

 **To input your results, please connect in your member area with your laboratory code and your INPUT password (not VALIDATION one).**

ANALYSIS OF THE SAMPLES

Download the interlaboratory comparisons forms



and **PERFORM THE REQUESTED ANALYSES**

This step permits you to have a look on all proposed parameters in the round. We advise you to print the form before performing your analyses. You can analyze only the parameters that interest you, you are not obliged to analyze all of them.

INPUT OF YOUR RESULTS

(see step 4 and 5)

Open the form, **INPUT YOUR RESULTS AND**



Make sure to well enter the number of the sample and have a look at the punctuation (put a dot or a comma in your results if needed).


The INPUT password can be communicated to all operators to input and save your results.


VALIDATION AND SUBMISSION OF YOUR RESULTS

(see step 6)

With your **VALIDATION PASSWORD**,

Validate your results: 

and transmit them to us: 

 **VALIDATION password should be communicated only to people, authorized to transmit the results to BIPEA.**

To confirm that your results have been sent to BIPEA, **you will get a 20-digit transmission number.**

Note: this step of validation and submission of the results can be made several times as long as the form is available. The last transmitted version will be retained.

You will find below the detailed procedure.

STEP BY STEP INSTRUCTION

STEP N°1 : ACCESS TO THE BIPEA WEBSITE

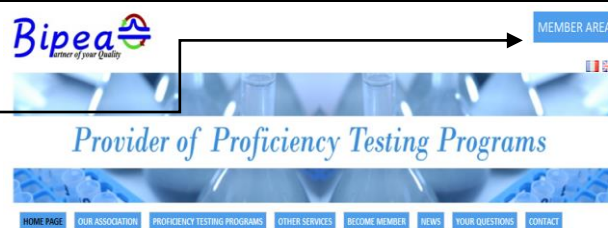
Enter the Bipea address on your browser:



STEP N°2 : ACCESS TO THE MEMBER AREA

In the home page of the Bipea website, click on:

- **MEMBER AREA (TOP RIGHT BUTTON)**



Member area is also available on the direct address:
<https://extranet.bipea.org>

STEP N°3 : ACCESS TO THE SERVICE MANAGEMENT APPLICATION

- **LIST OF THE AVAILABLE FORMS**

LABORATORY NUMBER : XXXXX (5 digits)

- **INPUT PASSWORD (IN CAPITAL LETTERS)**
To input your results in the form (step 5).
The background colour is beige.
- **VALIDATION PASSWORD (IN CAPITAL LETTERS)**
To validate your forms and transmit to Bipea (step 6). The background colour is blue: the form is read-only and cannot be modified.

Please respect the capital letters

Services management application

You are now connected to Bipea member file server. For security reasons, your connection will be cut down within 30 minutes if you do not use the system.

You must identify yourself to have access to your Reply Form by entering your code member and your password for receiving or sending (be careful to the capital letters).

Language GB-English

Identification

Laboratory number

Password



STEP N°4 : OPEN YOUR FORM

- **CLICK ON THE SMALL ARROW AT THE END OF THE LINE**

READ THE STATUS



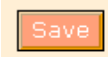



FREE: NO RESULT SAVED


IN PROGRESS: RESULTS HAVE BEEN SAVED BUT THEY CANNOT BE USED BY BIPEA


TRANSMITTED: YOUR FORM AND RESULTS CAN BE INCLUDED IN THE INTER LABORATORY COMPARISON REPORT (ILCR)

PT Scheme		Test		Sample		Form		
PT scheme #	PT Scheme name	Test #	Month Year	Code	Product	Answer before	Status	Access to the form
02	Flour : Alveograph	410	11/2009	44-0102	Flour	30/11/2009	Free	<input type="button" value="Access to the validation"/> <input type="button" value="Quit"/>

After the deadline (at 23:59 hour of Paris), the form disappears from the list.

STEP N°5 : FILL IN YOUR FORM	
➤ ADVICES	
➤ YOU HAVE ENTERED THE INPUT PASSWORD (STEP N°3)	
SAMPLE NUMBER	Only the four last digits
SAMPLE ARRIVED ON :	Be careful to the format: 2004/05/20 - yyyy/mm/dd Other formats give an error message.
ANALYSIS METHOD	When the analytical criterion includes a method code, this code MUST be input. If your method is not listed, you will find the choice "other methods" (z). If it is not, the application will send you back an error message when saving.
 COMMA OR DECIMAL POINT	BE CAREFUL: The comma (or decimal point) must be entered if your result includes one.  : The square case does not replace the comma. The square case only states the number of significant figures for the criteria.
	Save allows you to keep the filled form in memory on a special buffer base. Bipea has no access to that area. If you have a long form, save it from time to time. In case of connexion problem you will lose only the data since the last saving.
	The button allows you to convert your form in pdf format file. Then you can save it or print it.
	The button allows you to validate your form. After clicking, use your VALIDATION password (step 6) to open and validate the form.
	Allows you to go back to the list of available forms. BE CAREFUL: If you click on Back without saving, you will lose all your last data!

STEP N°6 : VALIDATE AND TRANSMIT YOUR FORMS TO BIPEA	
➤ ADVICES	
➤ YOU HAVE ENTERED THE VALIDATION PASSWORD (STEP N°3)	
READ ONLY	In this step, you can't do any change. If you find a mistake, go back to INPUT step. (STEP N° 5)
FULL NAME (FOR BIPEA) <i>FORM FILLED IN BY...</i>	You have to input it. It is the electronic equivalent of your visa on the paper forms. If it is not, the application will send you back an error message when you try to transmit.
	After clicking on the button, a dialogue box informs you that the sending is definitive.
CERTIFICATE OF TRANSMISSION	Click on OK! And you will receive a transaction number. It is shown at the top of the forms (blue digits on a green background). It's a proof of a good transmission of your forms.
We advise you to print your form with the appearance of the certificate. You will have as follows: transmitted results AND the certificate of transmission. In case of difficulties, this number will be required to you to check the information.	

STEP N°7 : READ YOUR INTER LABORATORY COMPARISON REPORT (ILCR)	
TRANSMISSION OF THE REPORT 	The reports are sent to laboratory manager by Email and under pdf format (Adobe reader). Adobe Reader is a free software that you can download on the www.adobe.com website, or by clicking on the link at the bottom of the home page of our website.
EDITION CODE	You need your EDITION CODE (4 digits) to find your results on the charts and the graph. This double level of coding makes it possible to ensure a better confidentiality of the results. Your laboratory number remains always the same. The Edition code changes every year.

SPECIFIC CASE : MODIFICATION OF A FORM THAT HAS BEEN ALREADY SENT

The modification of an already sent form is still possible until the deadline.

1. Go back to **Step n°5** : Fill in your form
2. Open the form to be modified
3. Modify the form
4. Save your data



Your form's status becomes **In progress** again

Your results are no longer available to Bipea and cannot be included in the ILCR **even for those already sent!**

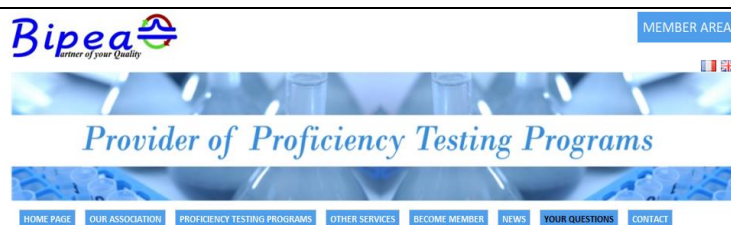
You must validate and transmit your form once again (go to **Step n°6**)

5. Click on **access to the validation**
6. Enter your **VALIDATION PASSWORD**
7. Validate your form
8. Keep the new transaction number

SUBMISSION OF SEVERAL FORMS

If you have several forms to fill out and forward, we advise you to complete all your forms first (Step 5) and then, validate and transmit them (Step 6). You will enter your different passwords only one time.

IF YOU HAVE ANY QUESTIONS, PLEASE REFER TO THE TABLE "YOUR QUESTION" IN BIPEA WEBSITE WWW.BIPEA.ORG



YOUR CONFIDENTIAL PASSWORDS ARE PROVIDED ON THE MEMBER INFORMATION FORM FiCod03

CONFIDENTIAL PASSWORDS AND INFORMATION 2013-2014 ANNUAL SERIES

LABORATORY CODE	This 5-digit code is assigned to you when you register to our PT programs. This code permits us to identify your laboratory quickly. We kindly ask you to add it for any communication. This code will be required to access your member area in order to enter your results.
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CONFIDENTIAL PASSWORDS REQUIRED TO SUBMIT YOUR RESULTS

INPUT PASSWORD	The input password allows you to access your online forms for submitting your results. You can print, fill in and save your forms. This password can be personalized.
VALIDATION PASSWORD	The validation password allows you to validate and submit your results to BIPEA. This password can be personalized.
EDITION CODE	The edition code (4-digit code) allows you to identify your laboratory in the interlaboratory comparisons reports. This code is modified at the beginning of each annual series. You will be able to consult it from your member area (check the procedure on the document FiAdh02).