



PT Administration - How To Guide

Log on to PT Online Data Entry System using Unique Username & Password:

<https://xnet.hsl.gov.uk/aims/>

If you require a reminder of your username/ password - please contact the PT Administration Team, quoting your PT Lab Number: Proficiency.testing@hse.gov.uk

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How to Subscribe to a Scheme

- Click on 'Scheme Subscriptions'
- Click on the 'Edit Form' for the relevant scheme
- Click on the 'Edit' icon at the top of the page
- Complete/ update/ check all relevant contact details
- If a separate address is required for accounts, please enter in the Accounts Contact Information
- Enter a purchase order number, if you require one entering on the invoice or enter N/A
- Choose VAT applicable if in UK, not applicable if outside of UK
- A VAT number **must** be quoted
- Complete the details for sample sets
- Add the scheme to your basket.

If you would like to subscribe to any of the other schemes, please do so and add to your basket.

- Click 'Confirm Order' and you will be able to view your basket.

From the basket you have two options:

- pay by Worldpay
- request an invoice

If you choose Worldpay you will be redirected to their secure site where you're able to enter your credit/ debit card details.

Please note – for transactions processed through Worldpay, a “VAT receipt” will be issued. This will summarise order details and meet worldwide VAT accounting requirements.

To view your receipt - click on 'View Receipt' within the Order History section of the Scheme Subscriptions page.

- If you choose invoice, our accounts team will issue an invoice in due course.

How to Update Your Contact Details

- Please email proficiency.testing@hse.gov.uk to request a Change of Details form

How to Submit AIMS Results

- Click AIMS
- Click 'Open Round' icon for relevant round
- Click 'Edit' button for Sample 1
- Choose method (compulsory)
- Choose the asbestos type/s / non-asbestos
- Click the 'save' icon at the top of the page
- Return to previous page by clicking the green arrow
- Repeat for all samples
- You are able to amend your results up until the results deadline date (available on the Asbestos PT Schedule on our website - <http://www.hsl.gov.uk/proficiency-testing-schemes/aims>)
- The round will automatically close on the results deadline date



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How to Submit AISS Results

- Click AISS
- Click 'Open Round' icon for relevant round
- Click 'Edit' button for Sample 1
- A Technique, Method and Amphibole Diameter Correction Factor **must** be entered. If you choose 'other' you must complete the open text field. If it's not applicable, enter N/A.
- Choose the asbestos type/ non-asbestos
- Click the 'save' icon at the top of the page
- Return to previous page by clicking the green arrow
- Click 'Edit' button for Sample 2
- A Technique, Method and Amphibole Diameter Correction Factor **must** be entered. If you choose 'other' you must complete the open text field. If it's not applicable, enter N/A.
- Choose the asbestos type/s / non-asbestos
- Enter % in ACM's / % As Loose Fibres
- Enter Total % Present
- Click 'save' icon
- You are able to amend your results up until the results deadline date (available on the Asbestos PT Schedule on our website - <http://www.hsl.gov.uk/proficiency-testing-schemes/aims>)
- The round will automatically close on the results deadline date

How to Submit LACS Results

- Click LACS
- Click 'Open Round' icon for relevant round
- Click 'Edit' button for Sample
- Enter Total Asbestos Present (%) - if reporting quantitative result
- A technique **must** be entered
- A method **must** be entered if reporting a quantitative result (if not, enter 'other' then N/A in the comment box)
- An Amphibole Diameter Correction Factor **must** be entered if reporting a quantitative result (if not, enter 'other' then N/A in the comment box)
- Choose the asbestos type/s / non-asbestos
- Click 'save' icon
- You are able to amend your results up until the results deadline date (available on the Asbestos PT Schedule on our website - <http://www.hsl.gov.uk/proficiency-testing-schemes/aims>)
- The round will automatically close on the results deadline date

How to Submit RICE Results

- Click RICE
- Click 'Open Round' icon for relevant round

- If you have a recorded delivery number/ courier number for returning the slides - click on the **courier van icon** at the top of the page
- Choose the edit icon, enter the number and click save
- Return to previous page using the green arrow

There are two ways to add your counts to the PT Online Data Entry System - uploading them or entering them manually:

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Upload of Results

- Log on to the PT Online Data Entry System
- Click on RICE
- Choose current round
- Select option to enter Stage 2 (Add/ Edit Count Details)



- Click this icon to upload your counts

Step 1



- Click to download blank results form
- Enter:
 - counter initials
 - number of fibres
 - number of fields
 - graticule area
 - density (to 1 decimal place)

PLEASE REMEMBER - do not change the format of the form
 - use full stops (.) rather than commas (,)

- Save the file as CSV (comma delimited) (i.e. RICE_R111_L0142.csv)
- For a rogue slide, enter counter initials then zero (0) for fibres, field and density
- Remember to add a comment for a rogue slide – see ‘Adding Comments’ below

Step 2

- Click on ‘choose file’ to upload csv file
- Choose the file you want to upload and press open

Step 3



- Click to upload the selected file to the PT Online Data Entry System

Checking Counts

You will now be at Stage 3. Here you are able to check your counts either online or by exporting the details to Excel (printer icon).

Adding Comments

If you need to add any slide comments, you must click the green arrow to return to the RICE home screen then enter Stage 2, choose the correct slide from the list and click ‘edit’

If you deem a slide to be a rogue, please add a comment ‘Rogue Slide’

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Making Amendments to Counts


If you need to make any changes, you must click the green arrow to return to the RICE home screen then enter Stage 2 and either:

- upload a corrected version of the csv file (any new update will overwrite the existing data)
- amend manually by selecting the slide and editing the data

Submitting Your Counts

- From the RICE home screen, go to Stage 3

- Click Submit Counts 

- Click the blue box to submit counts 

Manual Entry of Results

- Select Option for **Stage 1**
- Click the 'plus' icon to enter the graticule area (more than one graticule area may be set up, if required)
- Click the save icon
- Return to previous page using the green arrow

- Select Option for **Stage 2**
- Choose slide number
- Enter initials of counter
- Enter No. Fibres

- Enter No. Fields
- Graticule area should be set (Stage 1), if more than one has been set up you are able to choose from the drop down list
- Enter the Density
- Press the 'save' icon at the top of the page
- Your slide count should appear at the bottom of the page

- The number of counters assigned for this round & the number used will appear
- If the 'number of counters used' exceeds the 'number of counters assigned' to your laboratory you will be notified. You are still able to submit your counts; upon receipt the PT team will send you a subscription form for the additional counters. The additional counter/s will need to be paid for before your certificate is released.

- Repeat for all slide counts - REMEMBER to check the slide number is correct for the data you are entering.

- If you need to edit slide details, click on the 'edit' button next to the slide, amend details & click the 'save' icon

- Return to previous page using the green arrow



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- Review All for **Stage 3**
- Slides will be listed in numerical order
- Check details are correct - any errors, go to Stage 2 click 'edit' button next to slide to amend
- Any slides where data is missing will be highlighted with 'missing count' - please ensure all slides are counted and results submitted - failure to do so may result in a C score being applied
- (Results can be printed by clicking on the 'printer' icon at the top of the page - this will export your data into a spreadsheet)
- Once the data has been checked, click the 'submit counts' at the top of the page
- On this form you will be able to check the number of counters you have paid for, and the number that you have entered counts for. If there are any discrepancies please email the PT team to let them know. Any additional counters will need to be paid for. Counts can still be submitted, but the provisional report will be withheld until the additional counters have been registered
- Once ready, click the 'submit counts' icon - please note, you will be unable to amend results once your counts have been submitted

How to Submit SEMS Results

- Click SEMS
- Click 'Open Round' icon for relevant round
- Click 'Edit' button for Sample 1
- Enter:
(check sample number is correct before entering results)
Port Number: this will be located on the sample
Magnification:
Screen Area (mm²):
Method:
If Other, Please State:

Amphibole - No of Fibres:
Amphibole - Density (fmm²):

Chrysotile - No of Fibres:
Chrysotile - Density (fmm²):

Other Inorganic - No of Fibres:
Other Inorganic - Density (fmm²):

Notes: (if applicable)
- Click 'SAVE' to return to the summary page
- Up to 3 results may be entered for each sample
- Results for all four samples must be entered.
- If you need to edit the details of a sample, click 'edit' - the screen will be blue
- If you need to add another sample, click 'add' - the screen will be green
- If you need to delete the entry, click 'delete'



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- You are able to amend your results up until the results deadline date (available on the Asbestos PT Schedule on our website - <http://www.hsl.gov.uk/proficiency-testing-schemes/aims>)
- The round will automatically close and submit results on the results deadline date

How to View & Print Reports (AIMS, AISS, LACS, SEMS)

- Choose relevant scheme
- Choose 'Open Round' for the relevant round
- Click on 'View and Print Results' for the individual/ group report
- To print, click the printer icon at the top of the page

How to View RICE Provisional Report

- Click RICE
- Click 'Open Round' icon for relevant round
- Your provisional report will be available at the bottom of the page
- Click the printer icon to view

How to View RICE Certificate

- Click RICE
- Click 'Open Round' icon for relevant round
- Your certificate will be available at the bottom of the page
- Your 'Slide Count History Summary' and 'Performance Graphs' are available to view at the bottom of the page

Unable to View Scheme Reports/ RICE Certificates

- If you're unable to view a scheme report or your RICE certificate, it may be that payment hasn't been received.
- If payment has been made, please provide the following information to enable us to identify the payment:

Company Name:

PT Lab Number:

Transaction Date:

Transaction value:

Transaction reference/description quoted on bank transfer:

Any confirmation paperwork ie Remittance Advice, Bank Transfer evidence.