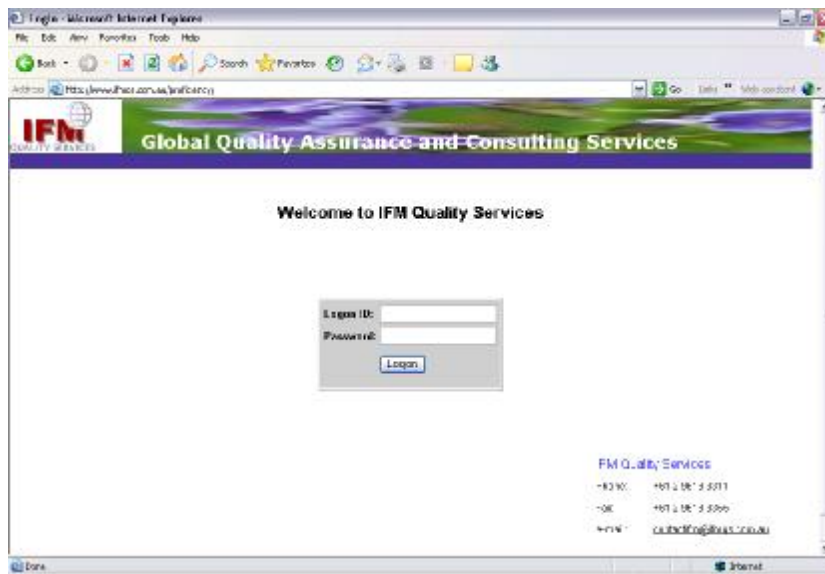


## IFM Proficiency Testing Program Internet Result Entry

**Important Note:** Internet Explorer (IE), internet security software packages, and IE toolbars distributed by Google and Yahoo all include features which may block “**pop-up**” windows in IE. In order for the IFM result entry web site pages to be displayed you must allow pop-ups for [www.ifmqs.com.au](http://www.ifmqs.com.au). This may need to be performed in one or a number of the above locations, depending on the configuration of your PC software. For more information, please contact IFM.

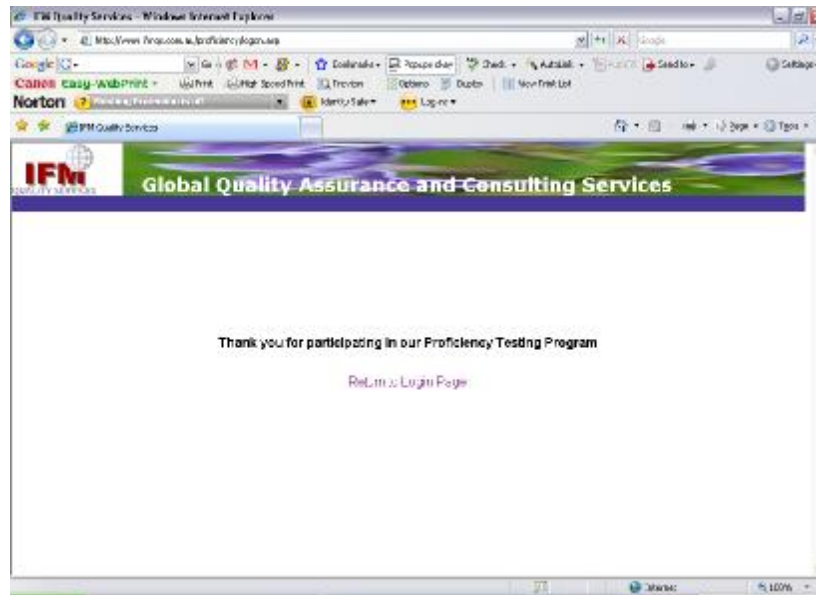
1. The address of the Proficiency Testing Result Entry Website is: [www.ifmqs.com.au/proficiency](http://www.ifmqs.com.au/proficiency)  
This is the logon web page.



2. To logon to the site enter your IFM Customer Logon Id, supplied password and click the <Logon> button to access the data entry area.



- If you do not receive a logon error message, however are presented with the below web page, then the “**pop-up**” result entry web page has been blocked. Please refer to the **Important Note** at the top of this document.



- The first page you will see after a successful logon will contain a list of Proficiency Testing Programs for your organisation. Programs which have not yet been dispatched will not generally appear in the list. Columns on this page are as follows:
  - Program** - Name of the proficiency program
  - Category** - Category to which the program belongs (information only)
  - Open Date** – Date from which results may be entered
  - Close Date** – Final date for entry of results
  - Report Date** – Date by which report is expected to be available
  - Status** – Current status of the program
  - Report** – Displays a PDF icon when the report is available ; click to launch report for viewing or downloading

The screenshot shows a web browser window displaying a table of Proficiency Testing Programs. The table has columns for Program, Category, Open Date, Close Date, Report Date, Status, and Report. An arrow points to the '05034CSP Based 1 October' program.

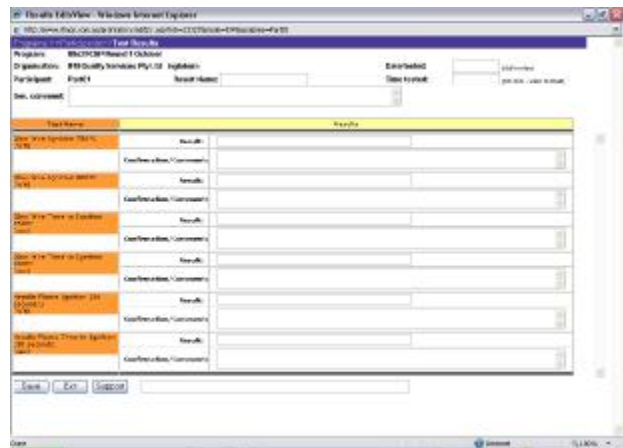
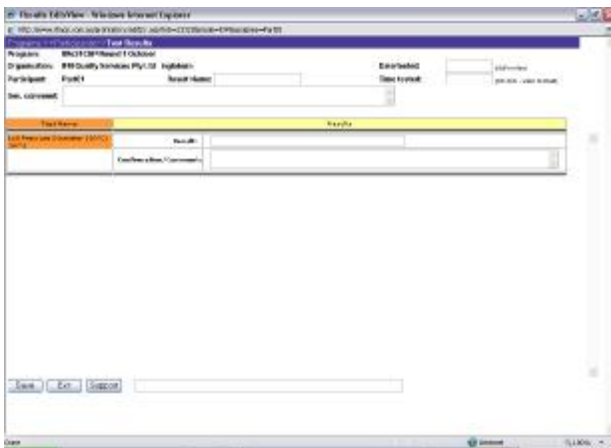
Program	Category	Open Date	Close Date	Report Date	Status	Report
<a href="#">0001530 October</a>	Check Sample	5/10/2008	15/10/2008	25/10/2008	Not yet Open - Enquiry Only	
<a href="#">00118 Check Sample October</a>	Check Sample	1/10/2008	25/10/2008	7/11/2008	Open for Data entry/printable	
<a href="#">05034CSP Based 1 October</a>	Electrical	1/10/2008	31/10/2008	31/11/2008	Open for Data entry/printable	
<a href="#">06025CSP Based 1 October</a>	Electrical	1/10/2008	31/10/2008	31/11/2008	Open for Data entry/printable	
<a href="#">00023 Chinese Medicine</a>	Pharmaceutical	6/09/2008	18/10/2008	27/10/2008	Open for Data entry/printable	
<a href="#">0001530 September</a>	Check Sample	4/09/2008	16/09/2008	23/09/2008	Completed - Enquiry Only	
<a href="#">00018 Check Sample September</a>	Check Sample	3/09/2008	25/09/2008	9/10/2008	Closed for Data Entry - Enquiry Only	
<a href="#">00109 Vet Based 05 10</a>	Veterinary Identification	1/09/2008	3/10/2008	31/10/2008	Open for Data entry/printable	
<a href="#">00109 Vet Based 05 Antibiotics</a>	Veterinary Antibiotics	1/09/2008	3/10/2008	31/10/2008	Open for Data entry/printable	
<a href="#">00025 Pathogens</a>	Food	18/08/2008	23/09/2008	6/10/2008	Closed for Data Entry - Enquiry Only	
<a href="#">00025 Non Pathogens</a>	Food	18/08/2008	23/09/2008	6/10/2008	Closed for Data Entry - Enquiry Only	
<a href="#">00018 Check Sample August</a>	Check Sample	5/08/2008	29/08/2008	6/09/2008	Completed - Enquiry Only	
<a href="#">0001530 August</a>	Check Sample	5/08/2008	29/08/2008	29/09/2008	Completed - Enquiry Only	
<a href="#">00109 Vet ID Based 04</a>	Veterinary Identification	2/08/2008	31/08/2008	30/09/2008	Completed - Enquiry Only	
<a href="#">00109 Vet Antibiotics Based 04</a>	Veterinary Antibiotics	2/08/2008	31/08/2008	30/09/2008	Completed - Enquiry Only	
<a href="#">00109 Vet ID Based 07</a>	Veterinary Identification	1/08/2008	31/08/2008	30/09/2008	Completed - Enquiry Only	

- To select the desired program, click the underlined link in the Program column

- For the selected program, a list of participants for which results have been submitted, or are expected to be submitted, will then be displayed. Columns on this page are similar to those on the Proficiency Testing Program page. Columns specific to this page include:
  - Participant** – Generic name for each set of submitted participant results
  - Print Results Button** – click to print the results page (To ensure correct formatting, select page orientation - *Landscape*)



- To select the desired participant result set, click the underlined link in the Program column. Please ensure that you adhere to the data entry rules displayed on this page.
- The results entry screen will then be displayed. Depending on the speed of your internet connection, this is expected to take up to 10 seconds. The layout of this screen will vary depending on the type of proficiency testing program for which results are being entered. Results entry pages for Ball Pressure and Glow Wire and Needle Flame are shown below



- Ensure that you maximise the window to ensure the entire screen is visible including the vertical scroll bar to the right. (The screen has been designed for a screen resolution of 1024\*768 pixels)

10. The screen consists of three areas :

- **Top - Result Header :**

The “Date tested” field is the only mandatory field in this section.

The “Result Name” field is provided to allow entry of an identifying name for each result set, since participants are identified only via a generic name of the format “Partnn”

A General comment may be entered in the “Gen. Comment” field.

- **Mid – Result Entry**

Enter only the result value in the “Result” field. Do not enter the units as the required reporting units are shown together with the test name on the left. If the test requires a Yes or No answer, enter only “Y” or “N”. If you wish to make a comment about the specific test, enter this in the “Confirmation/Comment” field.

Results may be entered or updated up until the Program close date, which is shown on both the program and participant selection screens

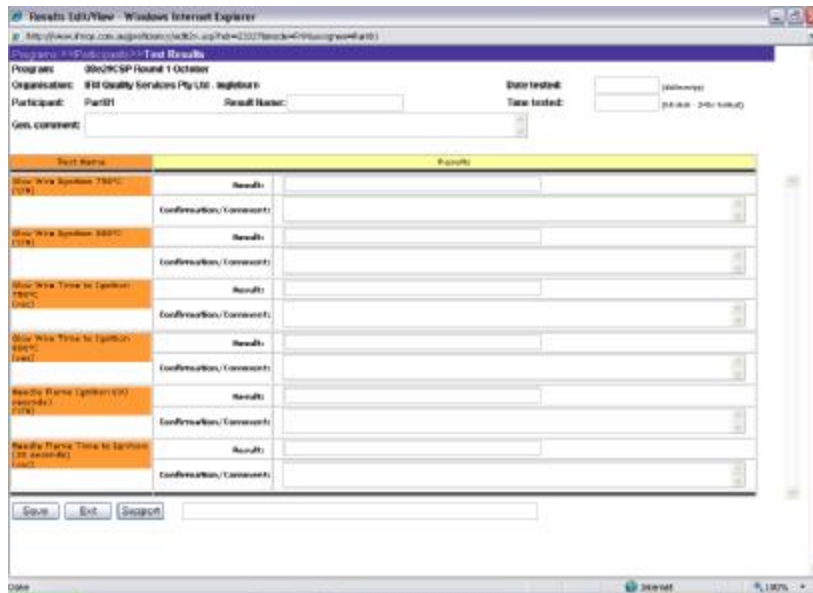
- **Bottom - Action Buttons**

Click the <Save> button to save results. The data may be saved at any time during data entry.

Click the <Exit> button to exit after saving, or to exit without saving new changes. An additional prompt will be displayed to confirm this action when unsaved changes exist



Click the <Support> button to obtain IFM's contact information.



- To print a copy of the results for your records, click the <Print Results> button adjacent to the desired result set. Ensure the printer is set to A4 Landscape to ensure results fit horizontally on the page.



- To return to the program list, click the “Programs” link located in the top left of the screen under the IFM logo
- To logout, click the “Logout” link located in the top right of the screen

For further Information please email or phone IFM Quality Services  
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 +61 (0)2 9618 3311