Instructions for using the PT Portal for the GAFTA Ring Check.

Version 3.0 – Issued 13/03/2024

- **Login**

Go to http://sciantec.sciantecptportal.co.uk where you will find the GAFTA PT Portal login screen.

Enter your email address into box 1 and your password into box 2, then click the 'login' button.

Your password would have been emailed to you by the PT Portal when your user account was originally set up. You can change this once you have logged in.

If you have lost or forgotten your password, then you can reset it by using the 'Forgot Password?' link. This is an automated process which asks for your email address and emails you a password reset email. You should receive the email within a few minutes of clicking on the link.

Ticking the 'Remember Me' box will allow your browser to retain your login details the next time you visit this page.

- **Adding a new user**

User accounts exist for all primary contacts that we have for the participant laboratories. If you need additional user accounts, please email paul.allison@sciantec.uk.com with details of:

1. First name of the new user
2. Surname of the new user
3. Email address of the new user
4. GAFTA Laboratory ID that the new user requires access to.

Adding user accounts is a manual process so there may be a delay while this is carried out.

- **User Expiry**

There is no limit to the number of user accounts which can be set up for each laboratory but any account which remains inactive (i.e. not logged in to) for more than 12 months will be removed from the portal and the user will lose the ability to submit data and view reports.

- **Labs Tab**

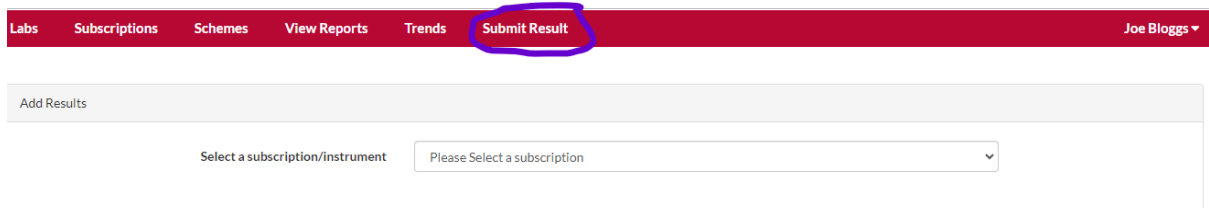Once you have logged in you will see the following page.

The 'Labs' tab brings up details of any laboratories linked to your user account.

If any address details require updating, the ✏️ icon, under "Actions" can be used to edit them.

The portal will email Sciantec with details of any changes made and Sciantec will inform GAFTA and update courier address books etc.

- **Submit Results**
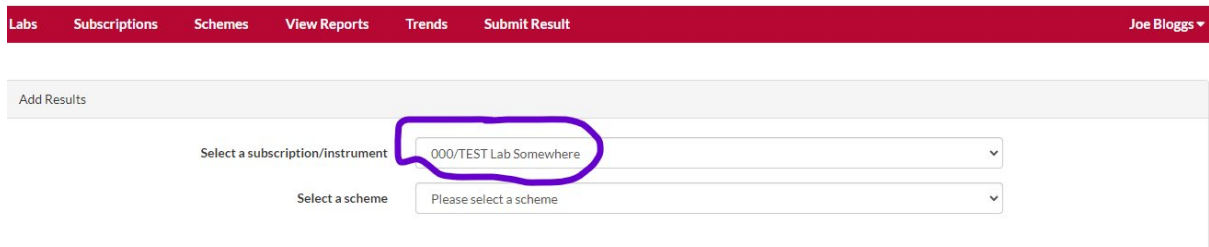
To submit results, click on the 'Submit Results' tab.

| Labs | Subscriptions | Schemes | View Reports | Trends | Submit Result | | Joe Bloggs ▾ |

Add Results

| Select a subscription/instrument | Please Select a subscription ⌄ |

Then select the subscription you wish to submit results for. Most users will only see one subscription here.

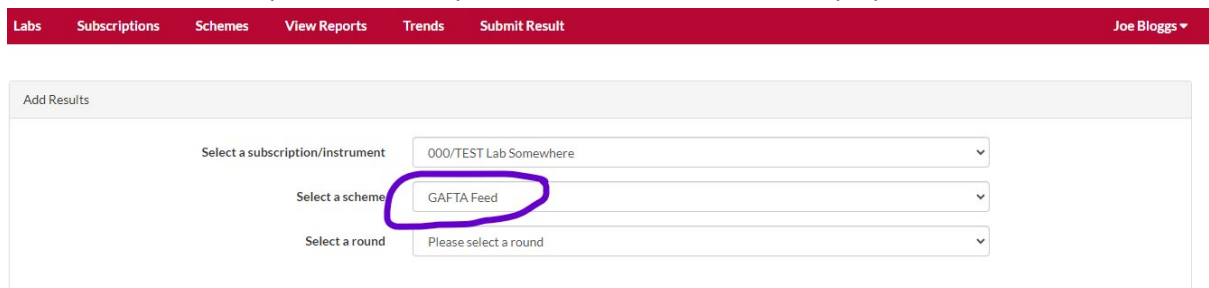| Labs | Subscriptions | Schemes | View Reports | Trends | Submit Result | | Joe Bloggs ▾ |

Add Results

| Select a subscription/instrument | 000/TEST Lab Somewhere ⌄ |
| Select a scheme | Please select a scheme ⌄ |

Select a scheme – Only schemes that you are subscribed to will be displayed.

| Labs | Subscriptions | Schemes | View Reports | Trends | Submit Result | | Joe Bloggs ▾ |

Add Results
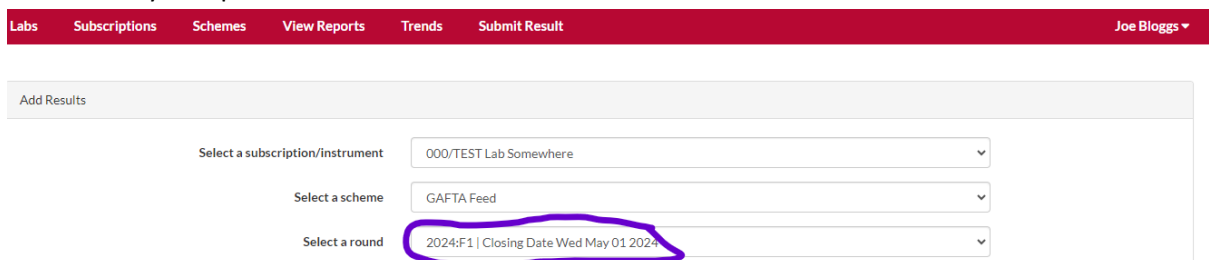
Select a subscription/instrument	000/TEST Lab Somewhere ⌄
Select a scheme	GAFTA Feed ⌄
Select a round	Please select a round ⌄

Then select a round. Only open rounds will be displayed. If the drop-down list is empty, then there are currently no open rounds for that scheme.

| Labs | Subscriptions | Schemes | View Reports | Trends | Submit Result | | Joe Bloggs ▾ |

Add Results

Select a subscription/instrument	000/TEST Lab Somewhere ⌄
Select a scheme	GAFTA Feed ⌄
Select a round	2024:F1	Closing Date Wed May 01 2024 ⌄

The following screen will then be displayed.

You need to fill in both columns for all analytes shown.

Result is the analytical result of the test that you carried out. Please use a period "." as the decimal separator. Make sure that the units of the result you are reporting match those specified in the 'test' field. In particular, that the Nitrogen factor and moisture basis match those requested. The portal can only accept numerical results so if you result is < a Limit of Detection then please report a figure of half the limit of detection.

Method Used is the method you have used to carry out the test. This should be one of the methods listed in the GAFTA Register of Analysis Methods https://www.gafta.com/Register-of-Gafta-Analysis-Methods and be selected from the drop-down list.

If the method that you have used is not on the dropdown list please select 'other' and email paul.allison@sciantec.uk.com with details of the method you have used and I will speak to GAFTA and arrange for your method to be added to the list if appropriate.

Once both columns are filled for every row you will be able to use the submit results button to submit your data to the portal.

You must submit a result for every analyte unless you have been granted a specific exemption by GAFTA. If you do have an exemption, then the portal will not let you proceed beyond this point. Please email Paul.Allison@Sciantec.uk.com with a screen shot of your results on this page and we will enter them for you.

If you have entered data in every cell, then when you click the 'Submit Results' button a pop-up window will appear asking you to check and commit your results.

If you spot any errors, you can click on 'Amend results' and go back and correct them before clicking on 'Submit Results' again.

If you are happy with the results, click on 'Commit Results'

You will receive an on-screen confirmation that your results have been submitted

Within a few minutes you should also receive an email confirmation containing a copy of the data you submitted.

If the 'Submit Results' or 'Commit Results' buttons do not work then clearing your browser cache by pressing 'CTRL' and 'F5' together usually solves the issue.

- **Amending data**

If, at any point between committing data and the closing date of the round, you decide that you need to amend your data you can do this by logging in and navigating back to the Submit results page for the laboratory / scheme / round you need to change.

This time you will see a screen with the results you have already entered and a series of edit buttons.

Click the 'edit' button on the row you wish to amend.

Enter your new data and click 'Save'

This time you do not get the submit and commit screens but the row changes colour to show that the change has been made.

.

If you have followed these procedures, then your data will be saved in the portal and available to us to use for report production. There should be no need to ask us for additional confirmation that your results are saved, the on-screen messages and receipt email should provide sufficient evidence.

Remember: It is your responsibility to ensure that the results you report are free of transcription errors and are in the units and on the moisture basis requested by the portal. Please make certain that this is the case before you commit them as we are unable to change your data once the report is published.

- **Round Reports**

Once the round has closed and the data has been processed you will receive an email from the portal informing you that reports are ready to view.

Log is as normal and click on the 'View Reports' tab.

You will be presented with a screen allowing you to select a scheme, round, and test.

For the report showing all results select a scheme and round and then select 'All Tests' or, if you are only interested in a single analyte, click on the test you are interested in.

After a few seconds a report will be generated.

	GAFTA Ring Check 2023:F2 Feed Ash / % 'as is'		
	2023:F2 - PK Meal Palm Kernel Meal (Elaeis guineensis) HS Code 23066000 originating from Indonesia		
Robust Mean Assigned Value Difference Actual SD Assigned SD	4.260 4.260 0.000 0.443 0.137		
Lab	Result	Diff From Assigned	Z Score
000	No Data		
004	4.23	-0.03	-0.2
006	4.19	-0.07	-0.5
007	4.00	-0.26	-1.9
009	4.26	0.00	0.0

This report shows the following:

Robust Mean: The robust mean of all data returned for this analyte on this sample.

Assigned Value: The best estimate of the true value based on the data returned, with outliers removed. This is the target value used for calculating z scores.

Difference: The difference between the Robust Mean and the Assigned Value.

Actual SD: The actual SD of the data returned.

Assigned SD: the SD used to calculate z scores which may be based on the actual SD after removal of outliers or on the Horwitz equation.

Below this is a table showing, for each laboratory:

Lab ID: Your unique laboratory Identifier.

Result: The result which you reported for this analyte.

Diff From Assigned: The difference between your result and the Assigned value.

Z Score: Your z score, based on your result, the Assigned Value and the Assigned SD.

Z scores are colour coded according to standard classification:

Between -2.0 and +2.0	Satisfactory
Between -2.0 and -3.0 or +2.0 and +3.0	Questionable Some attention to equipment or procedures may be required.
Below -3.0 or above +3.0	Unsatisfactory Examination of Equipment or Procedures is required.
Below -4.0 or above +4.0	Statistical Outlier Urgent action is required as result very unlikely to be 'correct'

Scrolling down the report shows the z score distribution.

2023:F2 - PK Meal Feed Ash / % 'as is' 'z' scores
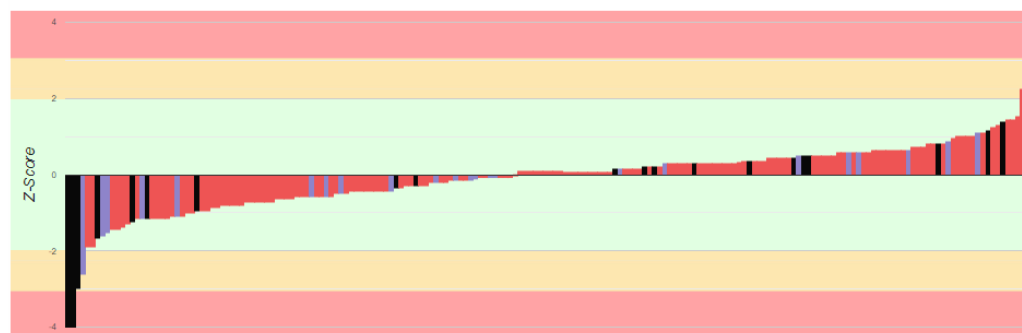
Total results 193 , Questionable zscores 3 , Unsatisfactory 0 , Outlier z scores 2 , Zscore Robust Mean 0.00
Zscore failures Laboratory Number 073 ,334 ,477 ,512 ,563

ISO5984 - Crude Ash in Feedingstuffs	
Other	
ISO2171 - Crude Ash – Cereals	
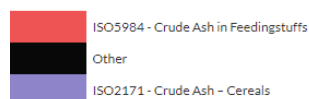
The z scores of each participant are displayed in ascending order with the bars in the chart being coloured according to method used.

Below this chart is a summary of the data showing number of results received, Number of Questionable, Unsatisfactory and Outlier results and the lab numbers of those supplying results which resulted in a poor z score.

- **Supplementary Reports**

Information such as numbers of participants and countries taking part, homogeneity data, data summaries and additional charts can be found by selecting 'Supplementary data' from the 'select a test' dropdown.

Then click on 'Generate Report'.

The portal will download a PDF to your computer which you can then open to view.
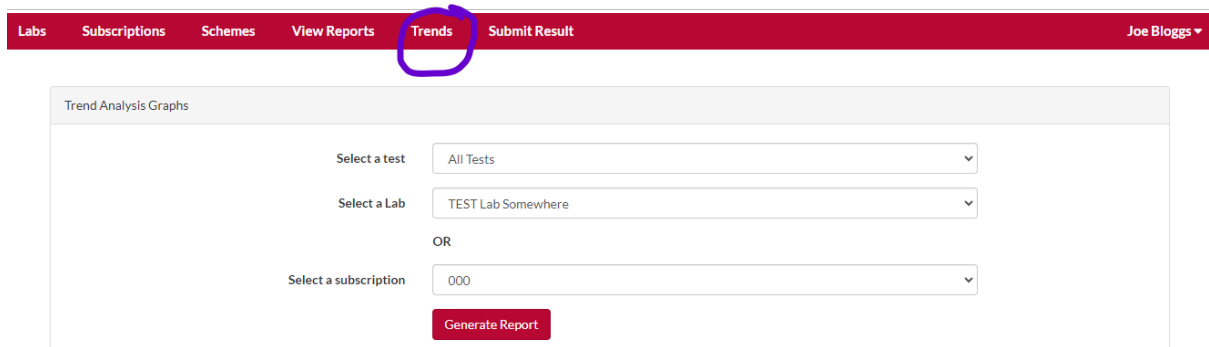
- **Trend Reports**

In addition to the Round Reports and Supplementary Reports the portal can generate Trend Reports allowing data from previous rounds to be viewed across time to evaluate longer term trends and biases.

Select 'Trends' and then choose the test you are interested in, or select 'All Tests'

You can then select your lab from the select a lab box, or your GAFTA ID from the 'select a subscription' box. The resulting report is the same whichever way you choose.

Click on 'Generate Report' and after a few seconds a report is displayed.

This report displays z scores over time for all rounds that you submitted data for. The database has been populated with data back to the 2018:1 round.