



European Communities Confederation of Clinical Chemistry
and Laboratory Medicine (EC4)

INSTRUCTIONS FOR USING THE EC4 DATABASE

Version 1.0

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THE EC4 DATABASE

1. INTRODUCTION

The database contains the details of all registrants and registration applications, termed “members”. These can be searched, checked, amended and approved as described below.

2. WEBSITE

The EC4 website address is www.ec-4.org

The EC4 Webmaster is Klaus Kohse (kohse.klaus@klinikum-oldenburg.de)

The website is designed and maintained by DTP Studios in Oldenburg, Germany (www.dtpstudios.de, support@dtpstudios.de). The proprietor of DTP Studios is Holger Everding (Everding@dtpstudios.de).

3. LOGIN

Click “EC4 Board and RC Members only” at the bottom of the front page of the website. Login with username and password. Note that these are case-sensitive.

3.1 *Usernames and passwords*

These are issued by the website designer. Users can change their passwords as described in Section 6 Administrators below.

3.2 *Permissions*

1. EC4 Board members and the RC Secretary have permission to view, edit and delete all members and to change administrators.
2. NCCRC Representatives have permission to view, edit and delete members from their country.

On the screen displayed immediately following login there are three headings below the EC4 banner:

MEMBERS

ADMINISTRATORS

STATISTICS

4. MEMBERS

The screen automatically opens on MEMBERS

The first screen displays a complete list of members from the appropriate country in last name order in pages of 30 at a time. Pending registrations are shown at the start of the list. Click ">" to show the next page or "<" to show the previous page. The list can be arranged in order of last name, first name, registration number, date of registration or status by clicking on the appropriate column heading.

Below the search bar there is a list of options:

- Add member
- Print list
- Logout
- New members
- Expiring registrations
- Removed members
- Re-reg pending
- Re-reg paid
- Re-reg revised

4.1 Options

- *Add member.* Use this option to enter the details of an applicant who has not completed an on-line application.
- *Print list.* Use this option to print the list of members on the screen. It provides a more user-friendly format than that produced using a direct print instruction.
- *Logout.* Always logout after a session.
- *New members.* Use this option to show applications which have not yet been approved (status = Pending).
- *Expiring registrations.* Use this option to show members whose registration has or is about to expire.
- *Removed members.* Details of members who have been removed from the database due to non-renewal, retirement, death are stored in this file. It also contains the duplicate applications of those who have made more than one application on-line.
- *Re-reg pending.* Use this option to show applications for re-registration which have not yet been approved by the NCCRC.
- *Re-reg paid.* Use this option to show applications for re-registration which have not yet been approved but whose payment has been logged by the Treasurer.
- *Re-reg revised.* Use this option to show applications for re-registration which have been approved by the NCCRC but have not yet been approved by the RC.

4.2. Find a member

1. The database can be searched by last name, first name, part of the address or registration number, by typing the word in the box marked “search string”. Choose the correct member from the selection displayed.
2. To see all the details, click “details”
3. An option bar is displayed above the details:
 - Back to member list
 - Edit member
 - Remove member
 - Recover member (only on the Removed Members screen)
 - Print details
 - Print certificate (Board Members/RC Secretary only)

4.3 Amend a member’s details

1. Click “Edit member”, make the changes and save by clicking “Submit changes” at the bottom of the page. You are then given the option of agreeing the changes or cancelling.
2. The amended details are then displayed. To return to the main list, first click “Back to member list”.
3. Then click “Remove filter” to remove the previous search criteria and to return to the main list.

4.4 Give NCCRC approval to a new application

1. Search for the application as above.
2. Click “details”.
3. Check that the details are correct.
4. Go to the Registration section
5. Select Responsible NCCRC from the dropdown list
6. Select Recommendation of NCCRC (Yes or No)
7. Enter Date of Recommendation
8. Enter name of NCCRC representative in “Recommended by” box
9. Go to Payment information section
10. Under Paid select Yes or No. Please note that the NCCRC is responsible for ensuring that payment has been made and applications should not be forwarded to the EC4RC until this has been done. If payment has already been received and logged by the Treasurer the following details may have already been entered.
11. If not, enter Date of Payment
12. Enter Type of Payment – this should be Bank transfer AMRO or Payment to National Society if this has been arranged with the EC4 Treasurer. Please note that no other types of payment can be accepted.

13. Go to the bottom of the page and click "Submit changes" (or "Cancel" if you do not want to proceed).
14. Send all the paperwork to the RC Chairman.

4.5 Add a new member

1. Click "add new member" on the bar above the member list.
2. Enter all the details either in free text or from the dropdown lists.
3. Follow steps 4 -14 as in Section 4.4.

4.6 Give NCCRC approval to an application for re-registration

1. Search for the application as in Section 4.2
2. Click "details"
3. Check that the details are correct
4. Go to the Re-registration section
5. Tick the "Revised" box
6. Enter the Revision Date (date of NCCRC approval)
7. Enter the name of the NCCRC representative
8. Check that payment has been made. Tick the Paid box
9. Enter Date of Payment
10. Click "Submit changes" at the bottom of the page
11. The status will change from "Re-reg pending" to "Re-reg revised"
12. Send the paperwork to the RC Chairman

4.7 Finalise registration/re-registration (RC Secretary)

1. Retrieve the member's record
2. Check that all details and approvals are complete including payment
3. For first registration, click the "Registration?" box and complete the details in the "Date of decision EC4RC" and "Decision by" (RC Chairman) boxes
4. On completion of (3), a registration number is automatically allocated
5. For re-registration, click the Re-registration box and complete the details in the "Re-registration date" (5 years after first registration) and "Re-registration signed by" (RC Chairman) boxes
6. A certificate can be printed by clicking "Print certificate" on the options bar or from a Word template

4.8 Delete a member

1. To delete a member's entry (left register, died, duplicated application), retrieve the member's record
2. Click "Remove member"
3. A warning appears to confirm that the record is to be removed
4. A deleted record can be recovered (Section 4.8)
5. Note: NCCRCs can delete non-registered pending and duplicate entries, other deletions can only be made by Board members and the RC Secretary.

4.9 Recover a deleted record

1. On the first screen click "removed members"
2. Search and retrieve the member's record
3. Click "Recover member" on the selection bar

4.10 SQL Searches (Board members and RC Secretary only)

As well as simple searches by name or address, there is also a facility to perform SQL searches. Click the "I" icon for the instructions.

5. STATISTICS

The current registration statistics can be seen by clicking on the "Statistics" heading.

A CSV file can be created from the Statistics field. Follow the on-screen instructions.

Note that the current statistics may not overwrite previous ones if these are still in the PC's temporary internet file. It is advisable to delete the temporary files before viewing the statistics.

6. ADMINISTRATORS

Clicking on this field shows the current list of people who can access the database and their status along with their usernames. Users can change their passwords by clicking on "Change".

7. MEMBERS' AREA

7.1. Amending details/Changing passwords

A member can amend their details on the database and change their password on-line.

1. Click on the "Member Login and Re-registration" box at the top right hand corner of the front page
2. Enter registration number and password (for new or forgotten passwords see Section 7.3)
3. The member's details are presented. If amendments are required click "Edit data" at the bottom of the screen
4. On completion, click "Save changes" at the bottom of the screen
5. To change the password click on "Change password" at the bottom of the screen
6. Enter old password and new password, then click "OK"
7. The password is changed
8. At the end of the session, click "Logout" at the bottom of the screen

7.2 On-line application for registration

1. On the webpage click on "On-line registration as EurClinChem" to enter application screen
2. Complete the on-line application form and declarations
3. Follow the instructions and submit the form
4. Print out the completed application form on the next screen
5. Pay the registration fee of €50 to the EC4 account by bank transfer (or to the national society if an arrangement has been made with the Treasurer)
6. Send the application form, relevant papers and bank transfer form to the NCCRC

7.3 On-line application for re-registration

Registration is valid for five years, after which application for re-registration must be made.

1. Click on the "Member Login and Re-registration" box at the top right hand corner of the webpage
2. Login with registration number and password (see 9 – 13 below for new or forgotten passwords)
3. If registration has, or is about to, expire, a message will appear alerting the member
4. Follow the instructions to enter the re-registration screen
5. Amend the details if required
6. Print out the application form
7. Pay the re-registration fee of €40 to the EC4 account by bank transfer (or to the national society if an arrangement has been made with the Treasurer)
8. Send the application form, relevant papers and bank transfer form to the NCCRC

9. If there is no password, click “No password? Click here for one to be emailed to you” on the login screen
10. Then enter first name, registration number and email address
11. A password is automatically emailed
12. If the password has been forgotten, on the login screen click “If you forgot your password, click here to retrieve it”
13. Then enter registration number and the password will be emailed

8. TROUBLESHOOTING

Problems and queries about the database should be directed to the RC Secretary. If these cannot be resolved, they will be redirected to the Website Designer. Similarly suggestions for changes should be made to the RC Secretary.

Requests for changes or additions to the website should be directed to the EC4 President or Secretary for discussion with the Webmaster and Website Designer.

Amendments for next version

7.09.06 NCCRCs can now delete and recover any member from their country, not just pending applications.