

User instructions



ANSES/FGE/0212 [version b]

Plan de classement PR3/ANSES/9

This document is intended for users of the software for ANSES inter-laboratory tests (*Logiciel pour les Essais Inter Laboratoires de l'Anses*): LEILA and especially participants in ANSES's ILTs.



Important note: The screenshots (names of laboratories and individuals, postal and email addresses, ILT names, etc.) are fictional and were only created for the purpose of illustrating this guide.



Software for ANSES inter-laboratory tests

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I. General points

Introduction

ANSES organises inter-laboratory proficiency tests on behalf of its supervisory ministries and in the framework of its reference missions:

- NRL missions for its supervisory ministries in the areas of animal health, plant health and food safety,
- EURL missions for the DG SANTE in the areas of animal health and food safety (chemical and microbiological contaminants).

The ANSES laboratories are also required to organise other types of inter-comparison tests, such as ILVTs for validating methods or ILTTs in the framework of methods transfer.

To harmonise practices between actors and increase efficiency, the Agency has developed a software application for ANSES inter-laboratory tests, LEILA, based on a tool developed by the IRSN.

LEILA provides an integrated ILT management solution for the ANSES laboratories, whether they are organising ILTs or participating in their own ILTs. It also offers a tracking tool to its "clients" (other laboratories participating in ANSES ILTs).

Definitions

- **Administrator:** LEILA is administered by a team of two technical and computer administrators who have a dedicated profile.
- **Affiliate:** an affiliate (subscriber, manager, participant in an ILT) is a person associated with a "laboratory account" to whom the laboratory account manager gives specific rights for this account when registering for an ILT. They may be assigned/delegated certain roles in the participation.
- **Control panel:** LEILA provides access to a control panel that summarises the ILT steps and their advancement. LEILA thus facilitates management of the ILT by its organisers via a dedicated interface offering a list of possible actions.
- **Domain:** one of the three areas of ANSES's work: food safety, animal health and plant health.
- **FAQ:** frequently asked questions.
- **Laboratory account:** LEILA space reserved for a laboratory (the concept of laboratory should be taken in the broader sense: entity, unit, team, etc.) and created according to the internal organisation specific to the management of each ILT; access to the laboratory account requires specific access rights.
- **Laboratory account manager:** the person who creates the laboratory account; they alone are authorised to manage the rights of its affiliates.
- **Mandate:** the title of ANSES's reference mandate.
- **Participant:** LEILA is the interface enabling clients outside ANSES to participate in the ILTs organised by the Agency. The application also enables the ANSES laboratories to take part in their own ILTs; each participant therefore has a dedicated profile – they are an affiliate of a laboratory account registered for one or more ILTs. The "Participant" is designated as such when the laboratory account is registered by the subscriber.
- **Profile:** LEILA incorporates several types of users who can intervene in the workflow of the application depending on their scope of action:

There are seven possible user profiles:	<ol style="list-style-type: none">1. Public2. Administrator3. Laboratory account manager4. Subscriber5. ILT manager*6. ILT participant7. Affiliate
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- Profiles not available to a laboratory that is a simple participant

LEILA operates according to an assignment of rights granted to each type of user according to their profile. To ensure data confidentiality, there is a separation of information between an ILT participant, an ILT creator and the administrator of the application.

- **Public space:** LEILA space accessible to all Internet users.
- **Subscriber:** a subscriber is a client (internal or external) registered for an ANSES ILT. They are affiliates of a laboratory account with subscriber rights given to them by the laboratory account manager.
- **Rights:** depending on the profile of the LEILA user (manager, subscriber), each will have rights allocated by the manager of their laboratory account and/or the administrator of the application.
- **Test criteria:** the choices of test options for the participants (different analytical methods or targets or matrices), proposed by the organiser of the ILT in the registration form, which the subscriber can select when registering for an ILT.
- **Workflow:** LEILA operates according to a process for managing successive tasks, and automatically sequences the different operations and steps involved in carrying out an ILT; each user can follow the step-by-step progress of their ILTs via their dedicated workflow.

Glossary

ANSES	French Agency for Food, Environmental and Occupational Health & Safety
DGAL	French Directorate General for Food
DGS	French Directorate General for Health
DG SANTE	EU Directorate General for Health and Food Safety (formerly DG SANCO: Directorate General for Health and Consumers)
ILT	inter-laboratory test
ILPT	inter-laboratory proficiency test
ILTT	inter-laboratory test for transfer of methods
ILVT	inter-laboratory test for validation of methods
IRSN	French Radioprotection and Nuclear Safety Institute
LEILA	Software for ANSES inter-laboratory tests
NRL	National Reference Laboratory
EURL	European Union Reference Laboratory

1.1 Navigation

1.1.1 Access to the application

LEILA is accessed via the website: <https://leila.anses.fr>



Several browsers can be used to access the application but the following are recommended:

- Google Chrome;
- Internet Explorer by Microsoft;
- Mozilla Firefox.

The link above goes to the public part of the application, which is accessible to any user and does not require identification. This public page provides access to several of the site's pages and features.

This page is made up of six zones, detailed below:

The screenshot shows the LEILA application interface with six zones highlighted by blue boxes and labels:

- Zone 1:** Top right corner containing a "Log in / C" button.
- Zone 2:** Header banner area containing the "leila" logo, the text "Online platform for ANSES interlaboratory tests", and the "anses" logo.
- Zone 3:** Navigation bar containing "NEWS" and "FAQ" links.
- Zone 4:** Main content area containing a laboratory image, a "PLANNING" and "TUTORIELS" menu, and a "Trouver un laboratoire" map.
- Zone 5:** Search section titled "SEARCH FOR AN ILT" with dropdown menus for "Year", "Domain", "Matrix", and "Target".
- Zone 6:** Footer area containing copyright information and links for "Contact", "Legal statement", and "Copy".

1.1.2 Overview of zones

Zone 1

In this zone, the flag is used to switch between the French and English language sites.



The "Log in/Create account" button is used to exit the public space and enter the application. Existing users log in here, while new users create their laboratory account by clicking on the link: **"Not yet registered? Sign up now"** (See Section 1.3 – Connecting to the application and the laboratory account, and Section II 2.1 – Creating the laboratory account).

Zone 2



This zone appears on every page of the application. Click on this banner (in the "Online platform for ANSES interlaboratory tests" text zone) at any time to return to the LEILA home page.

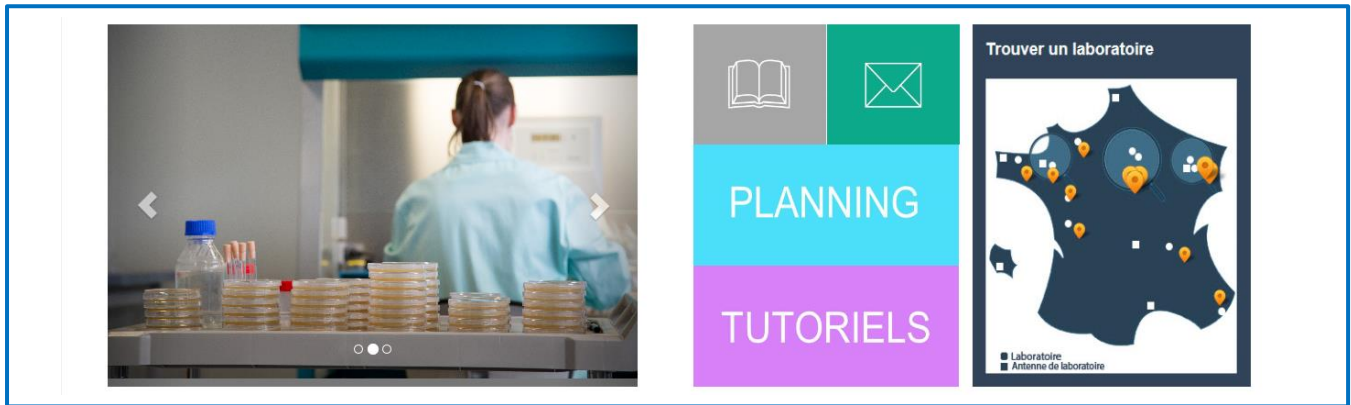
Zone 3



This zone gives access to two tabs:

- The **"News"** tab displays the page summarising the latest information about the site, which will be updated regularly by the Administrator;
- The **"FAQ"** tab displays Frequently Asked Questions about the site, which will also be updated regularly.

Zone 4




This zone displays general information about ANSES (here it is illustrated with images but it may also contain text and web links). It is managed by the Administrator. Some of the information is visible in fixed blocks on the right-hand part of the page while on the left, information is displayed on a rotating carousel.

Zone 5

The image shows a search interface titled 'SEARCH FOR AN ILT'. It features four search criteria, each with a dropdown menu: 'Year : *' (with a 'Select' option), 'Domain : *' (with a 'Select' option), 'Matrix :' (with a 'Select year and domain' option), and 'Target :' (with a 'Select year and domain' option). Below the search fields, there is a message: 'No data in relation to search criteria.'

This zone contains an ILT search tool. It enables the user to search for a test among all the ILTs proposed by ANSES (past, in progress, or open for registration) according to four criteria:

- **Year:** the year in which the ILT began. LEILA enables the user to search for a test among all the ILTs organised by ANSES over a period of four years: only those ILTs that are in progress or closed.
 Only the ILTs for which registration is open are accessible to the search tool.
- **Domain:** the ANSES domain in which the ILT is being organised: animal health, food safety, plant health.
- **Matrix** and **Target:** The data for the "**Matrix**" (e.g. auricular biopsy, crustaceans, drinking water, etc.) and "**Target**" (e.g. *Listeria monocytogenes*, domoic acid - ASP, *Aethina tumida*, equine infectious anaemia - antibodies against the virus, etc.) fields are listed in the associated reference tables and are selected via drop-down menus. The data from the "**Target**" and "**Matrix**" fields are filtered according to the values selected for the "Year" and "Domain" fields.



To perform a search, an initial sort must first take place, at least on the "Year" criterion.

Leila Online platform for ANSES Interlaboratory tests

Log in / Create account

NEWS FAQ

Search for an ILT

SEARCH FORM

Year : * 2018

Domain : * Food safety

Matrix : Milk

Target : Authorised antibi... [Reset](#)

ILT NUMBER	ILT NAME	CONTACT
18OW	PT for the screening and confirmation of antibiotic residues in milk	eil_crl-fougeres@anses.fr

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From the public site, the search for an ILT produces the list of ILTs corresponding to the search criteria and provides the email address of the person given as the contact for each ILT (ILT organiser).



From a laboratory account, the ILT search produces a list of ILTs corresponding to the search criteria.

Illustration of the result of an ILT search after the user has connected to their laboratory account

The screenshot displays the LEILA online platform interface. At the top, there is a navigation bar with a welcome message: "Welcome PERRIN Mickael (Laboratoire de Fougères)" and a "Menu" button. Below the navigation bar is a banner with the LEILA logo and the text "Online platform for ANSES Interlaboratory tests". The main content area features a search form with the following fields:

- Year: 2018
- Domain: Food safety
- Matrix: Milk
- Target: Authorised antibiotoxic veterinary medicinal products v

A "Reset" button is located to the right of the search form. Below the search form is a table with the following columns: YEAR, ILT NAME, and FILE. The table contains one row of results:

YEAR	ILT NAME	FILE
2018	PT for the screening and confirmation of antibiotic residues in milk	ILT information sheet (PDF)

The "ILT information sheet (PDF)" link is circled in blue, and a hand icon points to it. At the bottom of the page, there is a footer with the text "© Copyright 2017 - Anses - Leila v2.1.5" and a navigation bar with links for "Contact", "Legal statement", "Copyright", and "Site map".

Clicking on the "**ILT information sheet (PDF)**" link on the right opens a new browser tab containing the ILT information sheet in PDF format.

Zone 6

[Contact](#) | [Legal statement](#) | [Copyright](#) | [Site map](#)

This zone can be used to:

- contact the LEILA site administrator (opens the related contact form);
- gain access to legal and copyright information;
- access the site map.

1.2 Operation

1.2.1 Workflow

LEILA operates according to a process of managing tasks for the automated sequencing of the different operations and steps involved in carrying out an ILT. Each user can follow the step-by-step progress of their ILT via a dedicated workflow, presented as follows:

Workflow step (chronological order)	ILT organiser actions	ILT participant actions
Creation of laboratory accounts	Creation of the laboratory account	Creation of the laboratory account
	Creation of affiliates and definition of associated profiles	Creation of affiliates and definition of associated profiles
Creation of an ILT	Generation and uploading of registration form	
	Uploading of ILT information sheet	
Viewing and registering for an ILT		Search for and reading of ILTs
		Access to the ILT
		Application to register for an ILT
	Completed registration forms made available	
	Validation/denial of ILT registration	
		Notification of validation/denial of ILT registration
Sending of the test entities	Sending of the test entities announced	
		Notification of sending of the test entities
		Acknowledgement of receipt of the test entities completed and sent
Transmission of results	Publication of the form or instructions for transmitting results	
		Downloading of the results file
		Submission of the results file
	Retrieval of the participants' results files	
Transmission of the ILT report	Transmission of the ILT report	
	Publication of the report	
		Reading/downloading of the ILT report
Closing of the ILT	Closure	
	Consultation (for four years)	Consultation (for four years)

1.2.2 Profiles

LEILA incorporates several types of users and operates according to the management of rights granted to each user according to their profile. This enables a separation of information between an ILT participant, an ILT subscriber, a laboratory account manager and the administrator to ensure data confidentiality (see Definitions and Section II 2.2 - Managing affiliates).

1.3 Connecting to the application and the laboratory account

Type the URL in the address bar of the browser: <https://leila.anses.fr>

On the home page, click on the icon in the top right corner: "Log in/Create account".



The login page opens.

Complete the required fields: Username (= email address), Password (10 characters, including 1 uppercase, 1 lowercase, 1 numeric and 1 special character) and then click on the "Log in" button.

Passwords can be managed (obtaining, changing, lost password) as shown below:

- **When an affiliate of a laboratory account is initially declared**, two email messages are issued: one specifying that they have been added to the laboratory account, the other containing a temporary password;
- **If the password has been forgotten**: click on the "Forgotten your password?" link (see home page above) and a new temporary password will be sent by email.
- **If the password needs to be changed**: this is done via the actions in the specific menu (see details below).

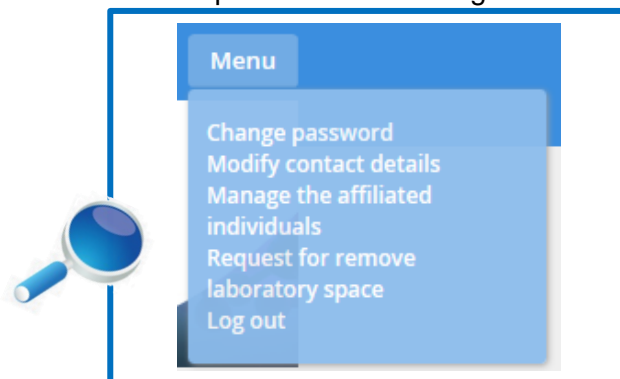
If the username and password are correct, the ILT control panel for your personalised page of the application will open. Your name and laboratory are displayed in the top left-hand corner of the window.

After connecting with your username and password, the **"Menu"** button in the top right corner of the home page can be used to administer your access to the application.



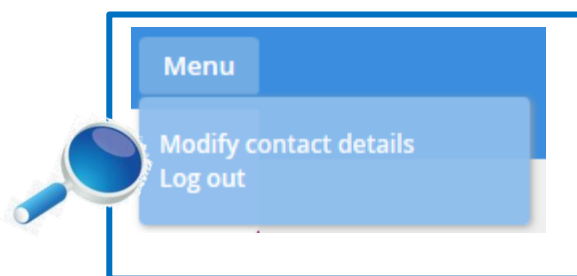
If you are a **Laboratory account manager**, this **"Menu"** can be used to perform the following actions:

- Change password.
- Change contact details.
- Manage affiliates.
- Request deletion of the laboratory account.
- Log out.



In other cases, your **"Menu"** contains the following actions:

- Change password.
- Log out.



II. Laboratory account

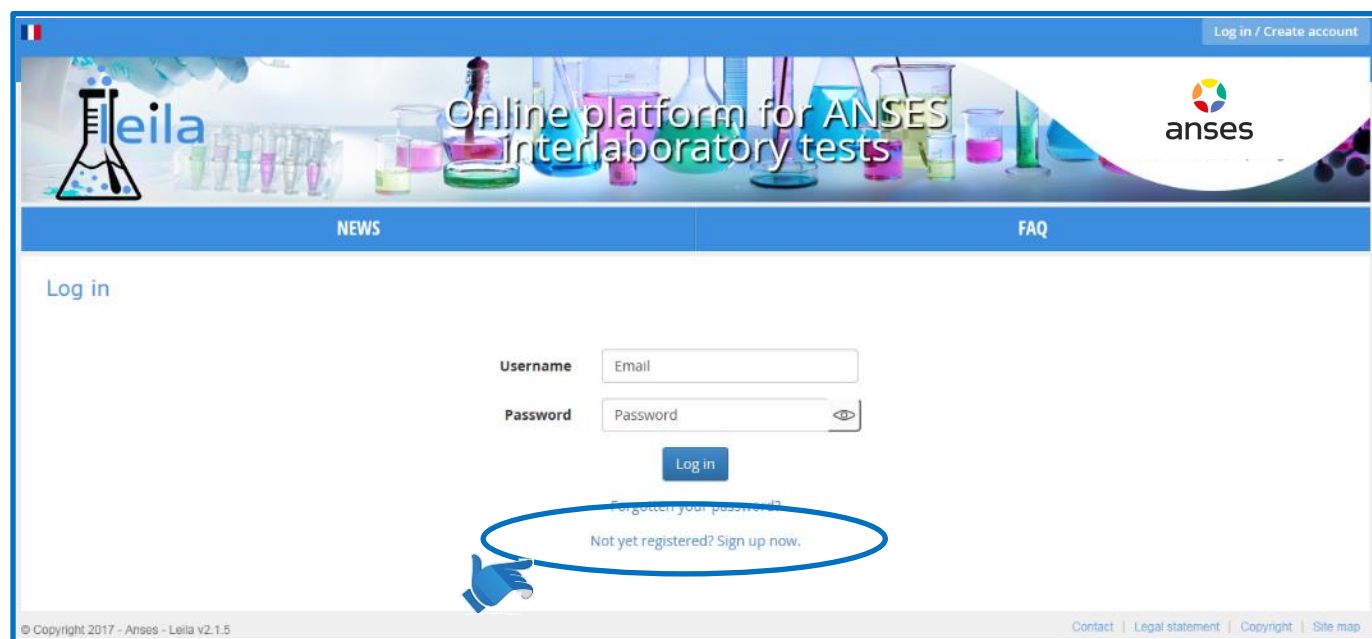


Before beginning this step, each laboratory should give some thought to the most appropriate way of creating their laboratory account(s) according to their internal organisation: for example, a single laboratory account, one laboratory account per geographical site/department/unit, etc. Moreover, the Laboratory Account Manager profile should ideally be given to one or more members of the laboratory's supervisory staff. The LEILA administration team are on hand to provide support to the laboratories in this process: use the LEILA "Contact" form.

2.1 Creating the laboratory account

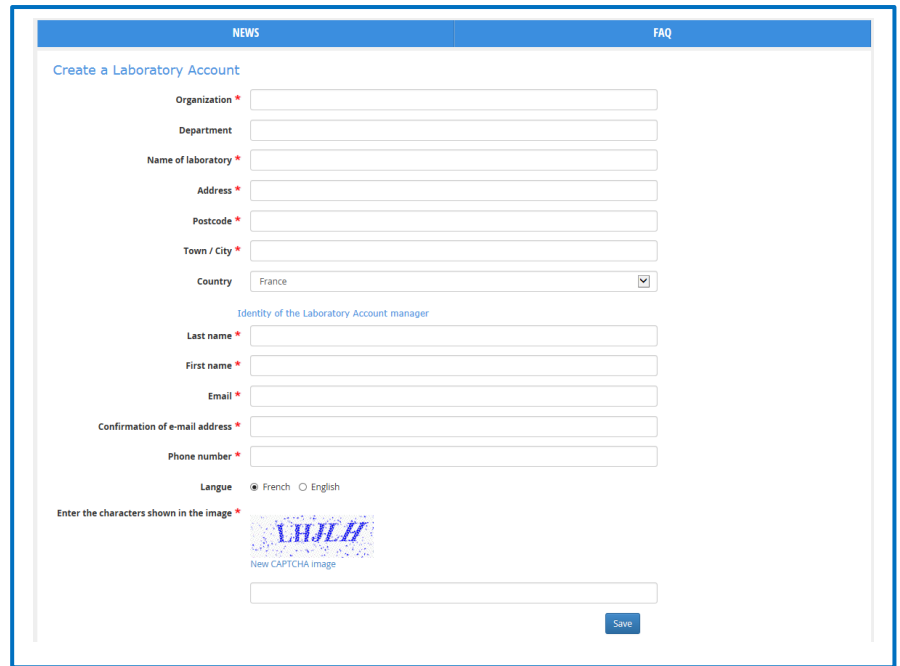
To create a laboratory account, click on the **"Log in/Create account"** button on the home page of the public site:

<https://leila.anses.fr>



then click on the link: **"Not yet registered? Sign up now"**.

A creation form opens.



Fields preceded by a red asterisk (*) are mandatory.



You should provide details of the laboratory name here (example: Unit/Team).



Clicking on the "Save" button automatically redirects the user to the LEILA home page.

The message: "Your request for a laboratory account is being processed" is displayed.

At this stage, the registration request is automatically sent to the LEILA administrator, who validates it if appropriate.



If the administrator refuses the creation of the laboratory account, a message stating the reason for the refusal is sent to the email address indicated.

Following validation of the laboratory account, the laboratory account manager (by default, the person requesting creation of the laboratory account is identified as the manager of this account) automatically receives three messages at the email address provided on the form:

- a message confirming creation of the laboratory account;
- a message stating that this person is linked to the laboratory account as the laboratory account manager;
- a message containing the temporary login password.

They can then connect to their laboratory account with their username and password.



To avoid typing errors, the password can be displayed by clicking on the "eye" icon:



2.2 Managing affiliates (laboratory account manager, subscriber, other)

The laboratory account manager is the person who created the laboratory account; they alone are **authorised** to create and **manage the profiles of its affiliates**.

The affiliates designated by the laboratory account manager will receive their password by email (their username is their email address). When connecting for the first time, they will be invited to change their password to personalise it (see Section 1.3).



Note that the same person can be an affiliate of one or more laboratory accounts. In this case, when they log on, they need to select the laboratory account to which they are connecting.

Illustration of the home page of someone affiliated to several laboratory accounts:

Online platform for ANSES Interlaboratory tests

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DASHBOARD NEWS FAQ

Choose Laboratory account

PLEASE SELECT A LABORATORY ACCOUNT

Organization	Name of laboratory	Address	Postcode	Town / City
ANSES Lyon	Laboratoire de Lyon gerland	Route de Gien	69000	LYON
LABOCEA	LABOCEA29	Rue des Lavandières	35000	Quimper
INOVALYS	INOVALYS Le Mans	Avenue de Vertou	44000	NANTES

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As the laboratory account manager, they can set up their team in the usual way. To do this, they have the option of creating different affiliate profiles, whether ILT participants and/or subscribers.



Note that only the laboratory account manager can manage the profiles of affiliates. The role of laboratory account manager may however be assigned to one or more people according to the laboratory's internal organisation.

Online platform for ANSES Interlaboratory tests

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DASHBOARD NEWS FAQ

Addition / affiliated members

Last name	First name	Email	Subscriber	Laboratory account manager		
FERRE	Denis	mickael.perrineila15@anses.fr	<input checked="" type="checkbox"/> See mandats	<input type="checkbox"/>		
FONTAINE	Marie	mickael.perrineila7@anses.fr	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
GOURRIEREC	Myriam	mickael.perrineila13@anses.fr	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
MARTIN	Jacques	mickael.perrineila14@anses.fr	<input checked="" type="checkbox"/> See mandats	<input type="checkbox"/>		

Add

The subscriber profiles assigned to an affiliate are related to one or more reference mandates selected from a list. To access this list, edit the sheet for the affiliate to whom you want to assign the subscriber profile by clicking on then select the reference mandates of interest.

Illustration of the window for selecting the reference mandates assigned to a subscriber affiliate:

The 'Subscriber' window has a blue header and a close button. Below the header, it says 'Select one and more domains:' followed by three checkboxes: 'Food safety' (checked), 'Animal health' (unchecked), and 'Plant health' (checked). There are two main sections: 'Available mandates' and 'Selected mandates'. The 'Available mandates' list includes: 'NRL Marine biotoxins', 'NRL Campylobacter spp.', 'NRL Echinococcus spp.', 'NRL Histamine in fishery and aquaculture products', and 'EURL Milk and milk products'. The 'Selected mandates' list includes: 'NRL Antimicrobial resistance', 'NRL Residues of veterinary medicinal products and dyes in foodst', 'EURL Residues of antibacterial substances and dyes in food', and 'NRL Plant parasitic nematodes (all matrices)'. At the bottom right, there are 'Validate' and 'Cancel' buttons.

The list of mandates assigned to each subscriber can be viewed by clicking on the **"See mandates"** link, which opens a dedicated window.

The window has a blue header with the title 'Mandates for which FERRE Denis is Subscriber'. It is divided into two sections: 'Food safety' and 'Plant health'. Under 'Food safety', the list includes: 'NRL Antimicrobial resistance', 'NRL Residues of veterinary medicinal products and dyes in foodstuffs of animal c Directive 96/23/CE', and 'EURL Residues of antibacterial substances and dyes in food'. Under 'Plant health', the list includes: 'NRL Plant parasitic nematodes (all matrices)'.

The list of assigned mandates can be modified further by editing the affiliate sheet again and clicking on "Edit". This re-opens the mandate selection window.

Last name	First name	Email	Subscriber
FERRE	Denis	mickael.perrineila15@anses.fr	<input checked="" type="checkbox"/> Edit

2.3 Changing the contact details

Using the drop-down menu at the top right of the page, the laboratory account manager can **"Change contact details"** for their laboratory.

2.4 Deleting a laboratory account

Using the same menu, the laboratory account manager can **"Request deletion of the laboratory account"**. This request is submitted to the LEILA administrator for validation. Deletion of a laboratory account will not be validated if an ILT is currently in progress.

The menu is titled 'Menu' and contains the following items: 'Change password', 'Modify contact details', 'Manage the affiliated individuals', 'Request for remove laboratory space', and 'Log out'. Two blue arrows point from the text in the previous section to the 'Change password' and 'Request for remove laboratory space' items.

Deletion of the laboratory account results in the deletion of the associated affiliate accounts.

III – Viewing and participating in an ILT

3.1 Viewing the ILTs

Depending on the rights associated with the affiliates' profiles, the "**Control panel**" is used to:

- view and/or register for (with a subscriber profile) any new ILTs;
- access the ILTs you are participating in;
- review the ILTs that were closed in the past 4 years in which your laboratory participated.

Three categories of ILT are associated with different profiles:

- **ILTs in progress (nb) - (those in which your laboratory is participating):** those that are not closed and that fall within the mandate for which the user is a subscriber, participant, etc., and whose registration has been validated.
- **New ILTs (nb):** those for which registration is possible and for which you are a subscriber. Once registration is closed, the ILT is no longer visible in this table but can be accessed via the search tool. Note that this section is accessible either for simply viewing, or for performing an action (reserved for the subscriber).
- **ILTs closed (nb):** Those closed within the past 4 years, related to the subscriber's mandate and in which your laboratory participated.

Example of a dashboard

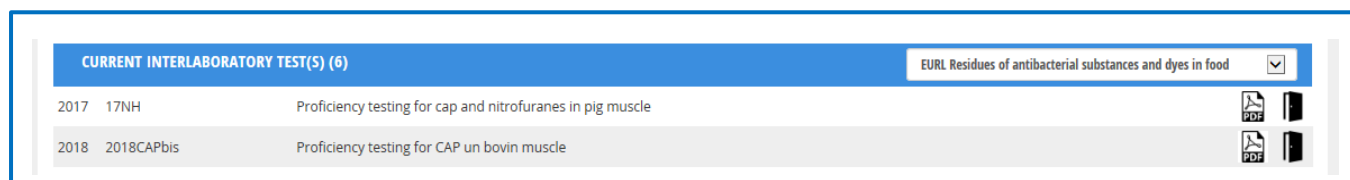
The dashboard is titled "Dashboard" and is divided into three main sections, each with a blue header and a "Select a mandat" dropdown menu.

- CURRENT INTERLABORATORY TEST(S) (10)**: This section lists five tests with their respective years and descriptions. Each row includes a PDF icon and a small black icon. The tests are:
 - 2017: Proficiency test - Detection of Plum Pox Virus on leaves from peach trees
 - 2017 2017GH: Essai d'aptitude pour la détection des E. coli BLSE/AmpC/Carbapénémase dans le muscle de porc.
 - 2018 2018GYS: Essai d'aptitude pour la détection des E. coli BLSE/AmpC/Carbapénémase dans le muscle de porc.
 - 2018: EILA sérologie rage
 - 2018 2018CAPbis: Proficiency testing for CAP un bovin muscle
- NEW ILT (24)**: This section lists five tests with their respective years and descriptions. Each row includes a PDF icon and a small black icon. The tests are:
 - 2017: Essai pour la détection de la Flavescence dorée et du Bois Noir
 - 2017: Inter-laboratory proficiency testing trial on somatic cell counting in raw cow's milk by EN ISO 13366-1
 - 2017: Dépistage des résidus de pénicilline dans le lait
 - 2017: Détection des bactérioses sur pomme de terre
 - 2017: ES Detection
- CLOSED ILT (3)**: This section lists three tests with their respective years and descriptions. Each row includes a small black icon. The tests are:
 - 2017 17NDbis: 17NDbis-Screening antibiotics in milk
 - 2017 29122017: Essai d'aptitude pour le dépistage de résidus d'antibiotiques dans le lait
 - 2018 2018TER: Essai d'aptitude pour le dosage de CAP dans le muscle de bovin

The drop-down menu to the right of the title is used to "**Select a mandat**" the ILTs of interest.

The ILTs in each category are:


- Listed in ascending order (from the oldest to the most recent) based on the creation date;
- Identified by their title.



CURRENT INTERLABORATORY TEST(S) (6)		EURL Residues of antibacterial substances and dyes in food
2017	17NH	Proficiency testing for cap and nitrofuranes in pig muscle
2018	2018CAPbis	Proficiency testing for CAP un bovin muscle

A maximum of five ILTs are visible in each category: click on the "**All**" button in the bottom right to display all the ILTs in the category. The name of the "**All**" button changes to "**Hide**" when the full list is displayed, and is used to return to the previous reduced view.

The **ILT workflow** is used to access the details on the implementation of an ILT.

Click on the "door" icon  (may or may not be accessible depending on the profiles of the affiliates) to access the detailed ILT workflow, for summarised monitoring and traceability of the ILT stages step by step.

On the page showing the detailed workflow of an ILT, each ILT has its title and code displayed in the top left corner.

Underneath, on the left-hand side of the screen, all the steps of the ILT (Workflow) are listed:

- Registration;
- ILT entities;
- Results;
- Reports.

On the right, the different notifications are listed in "**Most recent messages**"; these have been generated during the workflow, and review the actions carried out or to be done on the ILT in progress, from the most recent (top) to the oldest (bottom).

PROFICIENCY TESTING FOR CAP AND NITROFURANES IN PIG MUSCLE

MOST RECENT MESSAGES

Registration

	You read the ILT information sheet on Dec 07, 2017	See
	You confirmed your registration on Dec 07, 2017	See
	Your registration was confirmed on Dec 07, 2017	See

ILT items

	The test items were sent on the Dec 07, 2017	
	You acknowledged receipt of the test items on Dec 07, 2017	See
	You have read the participant instruction manual on Dec 07, 2017	See

Results

	You downloaded the results sheet on Sep 20, 2018	See
	We acknowledged receipt of your results on Sep 20, 2018	See

Reports

	Complementary information have not been published	
	The report was published on Dec 07, 2017	See
	You read the report on Dec 07, 2017	See

MOST RECENT MESSAGES

- 17NH - We acknowledged receipt of your results on Sep 20, 2018
- 17NH - You downloaded the results sheet on Sep 20, 2018
- 17NH - You read the report on Dec 07, 2017
- 17NH - You have read the participant instruction manual on Dec 07, 2017
- 17NH - The report was published on Dec 07, 2017
- 17NH - Dec 07, 2017 - The participant instruction manual is available now
- 17NH - You acknowledged receipt of the test items on Dec 07, 2017
- 17NH - Your registration was confirmed on Dec 07, 2017
- 17NH - You confirmed your registration on Dec 07, 2017
- 17NH - You read the ILT information sheet on Dec 07, 2017
- 17NH - Dec 07, 2017 - The registration form for the ILT is available now
- 17NH - Dec 07, 2017 - The ILT presentation sheet is available now
- 17NH - The test items were sent on the Dec 07, 2017

Each ILT step is illustrated by a specific icon corresponding to the action in progress or to be carried out.

The steps already completed are differentiated from the steps still to be carried out or not yet reached, by the colour of the image.

To be done: deep blue icon on a white background

Completed: white icon on a light blue background

Step not yet reached: grey icon

3.2 Registering for an ILT

This step is only accessible to affiliates with a subscriber profile for the reference mandate concerned by the ILT.


As a reminder, a "**Subscriber**" is an affiliate of a laboratory account whose subscriber profile was given to them by the laboratory account manager in association with one or more reference mandates. (see Section 2.2 – Managing affiliates).

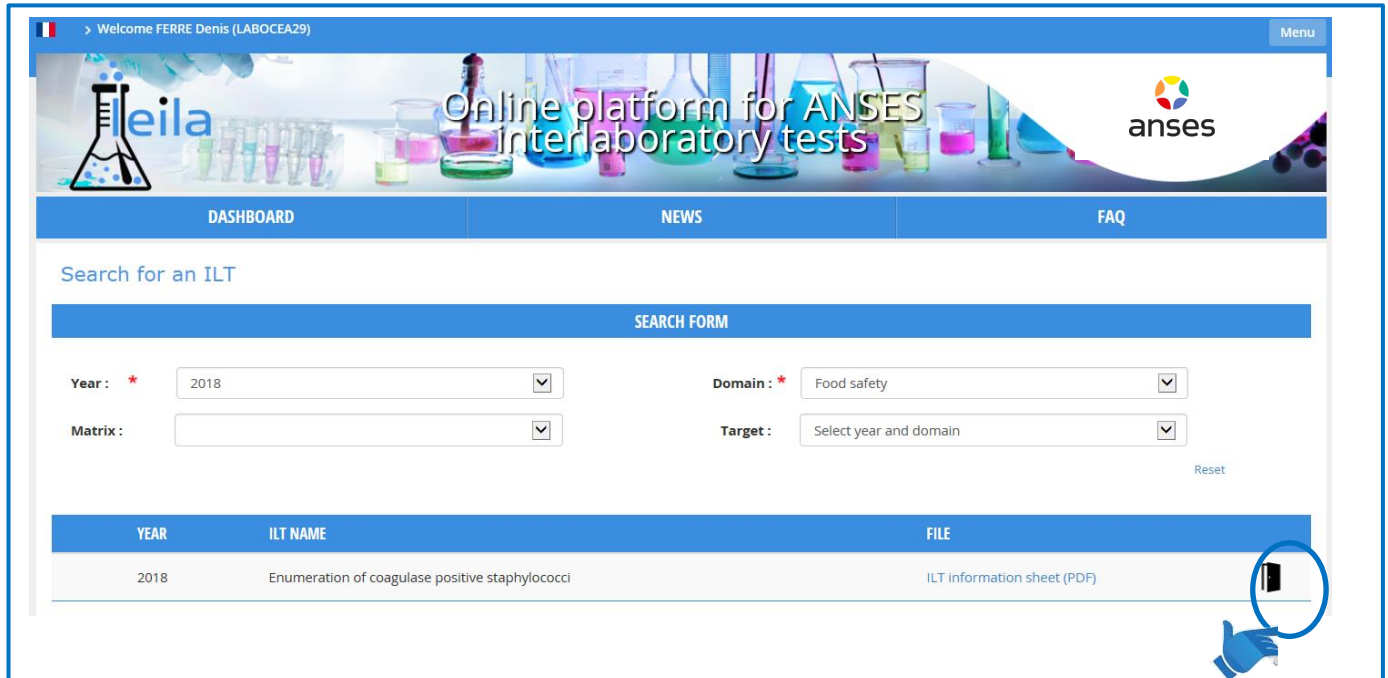
Option 1:

The subscriber can register for a new ILT from their home page after searching for an ILT with the search tool.

The corresponding ILT is displayed below the search form.


Clicking on the "ILT information sheet (PDF)" link opens a new browser tab containing the sheet.

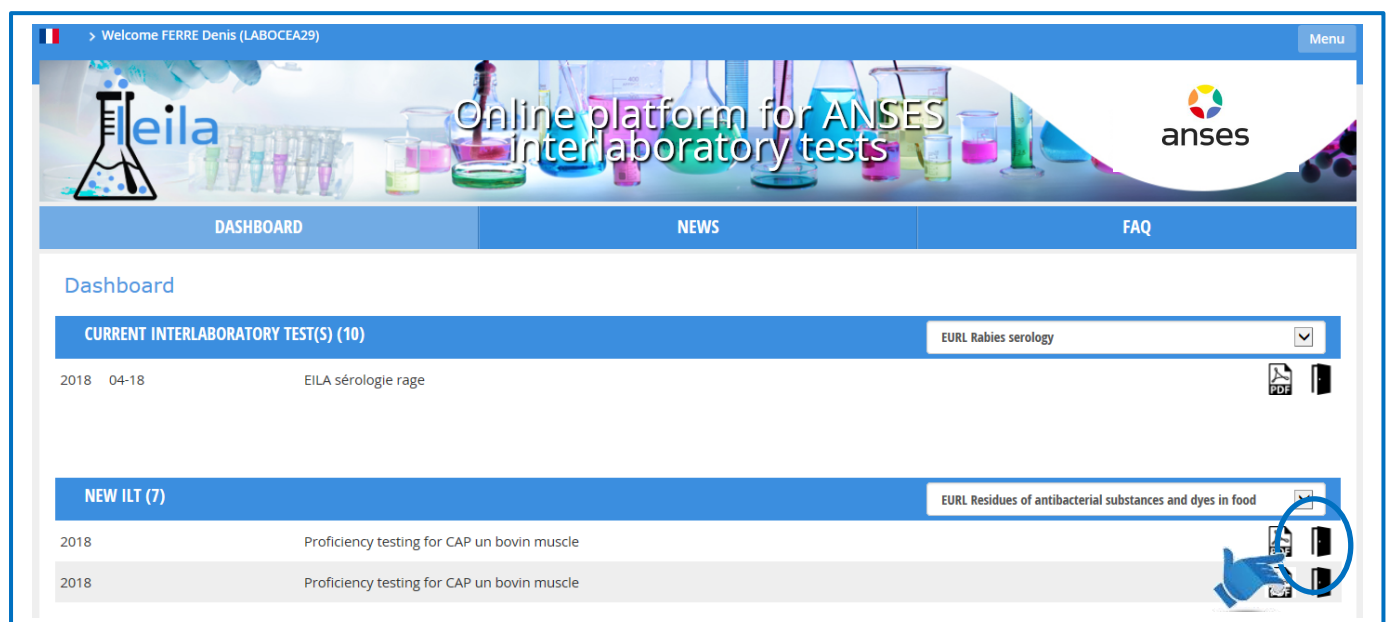
Clicking on the "door" icon  on the right takes the application to the ILT workflow and enables you to follow the instructions provided.



YEAR	ILT NAME	FILE
2018	Enumeration of coagulase positive staphylococci	ILT information sheet (PDF)

Option 2:

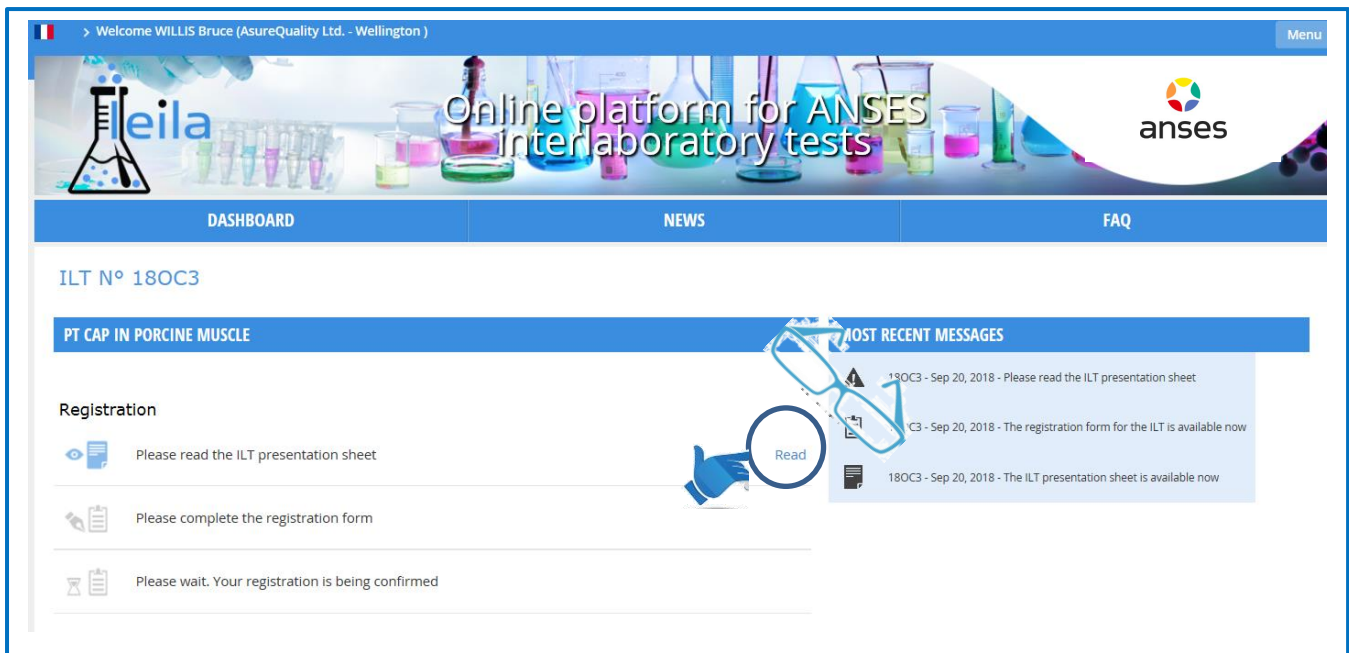
The subscribers can also register for a new ILT from their control panel by clicking on the "door" icon  to access the page displaying detailed information on the ILT of interest, in the "New ILTs" section.



YEAR	ILT NAME	FILE
2018	Proficiency testing for CAP un bovin muscle	EURL Residues of antibacterial substances and dyes in food
2018	Proficiency testing for CAP un bovin muscle	

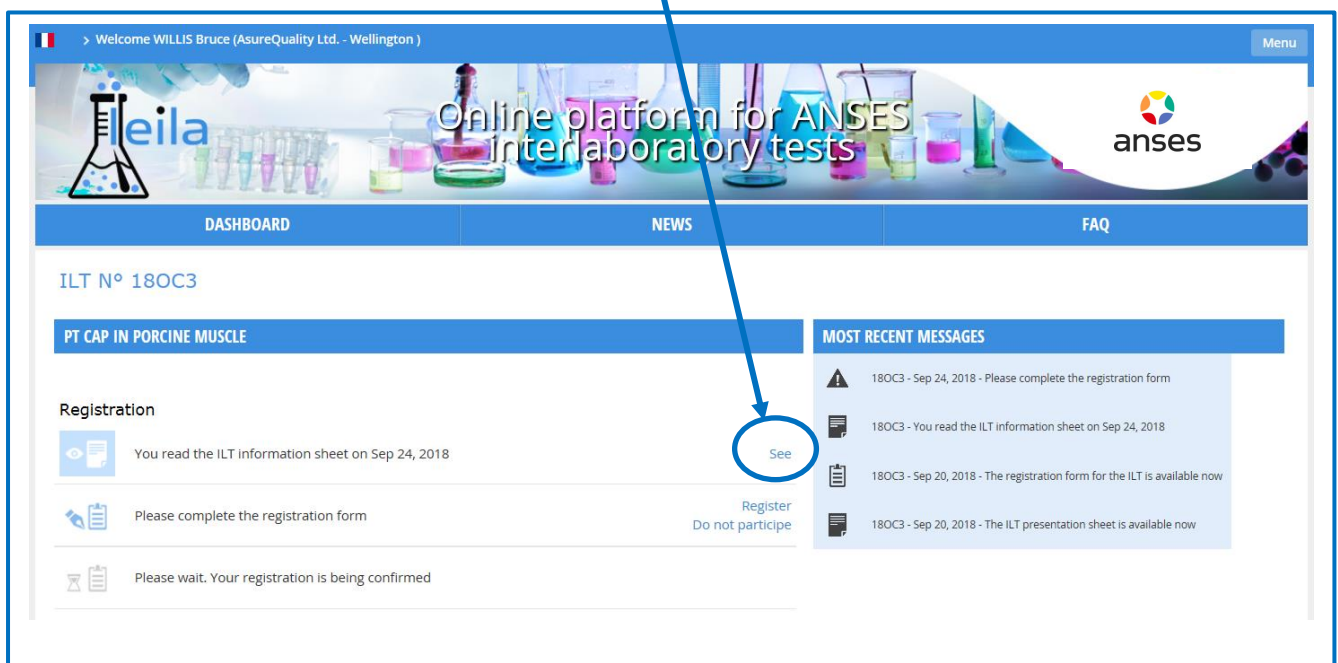
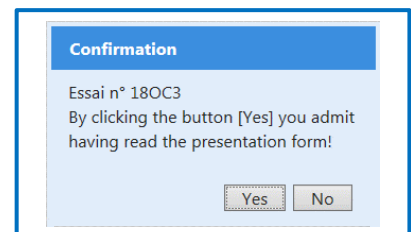
3.2.1 Reading the ILT information sheet

After having gone to the ILT workflow, click on **"Read"** to open the ILT information sheet in a new tab and read it.



When closing the tab containing the information sheet, the application opens a dialogue box asking you to confirm that you have read it.

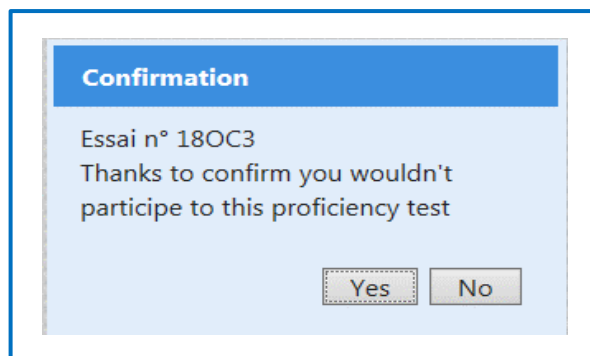
Clicking on **"Yes"** validates the fact that you have read the **technical sheet**, and the wording changes to **"See"**.



3.2.2 "Do not participate" or "Register"

If you do not wish to take part in this ILT, click on **"Do not participate"** and a dialogue box opens asking you to confirm your non-participation:

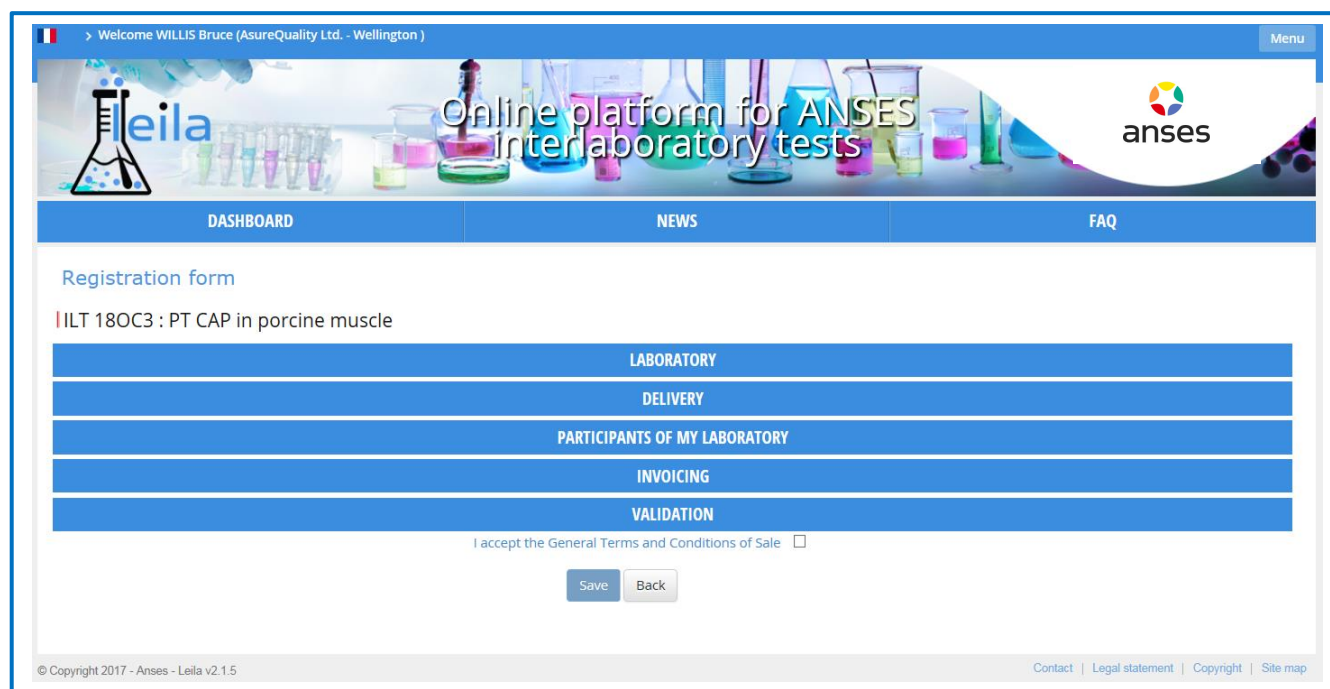
- Clicking on **"Yes"** validates this choice. This action removes this ILT from the participant's tests, returns the user to the "My laboratory account" page and stops the "Workflow".
- Clicking on **"No"** returns you to the previous step and no action is validated.



If you wish to register for an ILT, click on **"Register"** and the application takes you to the Registration Form.

This contains different drop-down fields listing information on:

- the participation options proposed by the organising laboratory for the variable test criterion/criteria among which the participant has to choose;
- the laboratory's identity;
- the delivery details;
- the contacts/participants;
- invoicing;
- validation.

A screenshot of a web application interface. At the top, there is a navigation bar with a logo on the left, the text "Welcome WILLIS Bruce (AsureQuality Ltd. - Wellington)", and a "Menu" button on the right. Below the navigation bar is a banner image with laboratory glassware and the text "Online platform for ANSES interlaboratory tests". The main content area has a blue header with "DASHBOARD", "NEWS", and "FAQ" links. Below this, the title "Registration form" is followed by the text "ILT 18OC3 : PT CAP in porcine muscle". There are five blue horizontal bars representing form fields, labeled "LABORATORY", "DELIVERY", "PARTICIPANTS OF MY LABORATORY", "INVOICING", and "VALIDATION". Below these fields is a checkbox labeled "I accept the General Terms and Conditions of Sale". At the bottom of the form area are "Save" and "Back" buttons. The footer contains copyright information: "© Copyright 2017 - Anses - Leila v2.1.5" and links for "Contact", "Legal statement", "Copyright", and "Site map".

Some of the items in these fields have already been completed with the data entered in the laboratory account and cannot be edited, while others are mandatory if they are followed by a red asterisk *****.

Verify the laboratory's contact details by clicking on the "**LABORATORY**" field. The application opens the lines corresponding to the items that were pre-filled with the information entered by the laboratory manager when the laboratory account was created.

The screenshot shows a form titled "LABORATORY" with the following fields and values:

Organization	AsureQuality Ltd. - Wellington
Department	
Name of laboratory	AsureQuality Ltd. - Wellington
Address	Fokkerstraat 14
Town / City	SAUMUR
Postcode	42605
Country	France
Last name	WILLIS
First name	Bruce

Click on "**DELIVERY**". The application displays the fields to be completed. If the address is different from that of the "**LABORATORY**", tick the box next to "**Delivery Address (if different from the laboratory address)**" and enter the new details.

The **Critical delivery period** should be specified. Even if there are no constraints, this information is mandatory and must be provided.

Any specific shipping "**Requirements**" must be mentioned in this section and any additional documents needed for dispatching the test entities must be sent by email in order to make them available to the ILT manager.

The screenshot shows a form titled "DELIVERY" with the following fields and values:

<input type="checkbox"/> Delivery address (if different of the laboratory address)	
Address	Fokkerstraat 14
Postcode	42605
Town / City	SAUMUR
Country	France
Critical delivery period	
Specify any regulatory requirements ⁽¹⁾ in force in your country/area which permit samples to be sent in compliance with health regulations	
A Letter of Authority (LOA) must accompany the package ⁽²⁾	<input type="checkbox"/>
Other	

(1) Important: If requirements have been specified but the organiser does not possess the necessary documents prior to the date scheduled for sending the samples, the package with the sample cannot legally be sent and the laboratory's participation will be compromised.
(2) Letter of Authority authorising the circulation of a regulated organism within the European Union.

Click on "**PARTICIPANTS OF MY LABORATORY**". The subscriber must declare their "**Participant**" affiliates (2 maximum) for an ILT. They will be the primary contact point(s) for the ILT coordinator and the only ones to intervene in the subsequent stages of the ILT workflow.

The choice of participants is made from among the affiliates declared in the laboratory account.

Select the name of the participant by clicking on the down arrow on the right. The participant's name and email address are displayed automatically. Add their phone number.

"Add a participant" if necessary by clicking on the button on the right and completing the required fields.

You can **delete the "secondary participant"** by clicking on the button on the right.

PARTICIPANTS OF MY LABORATORY

Select among the affiliates of your lab space, the person(s) who will need to connect to LEILA (acknowledge the sample, return results...) as part of your laboratory's participation in this interlaboratory test

Participant 1

Last name	WILLIS Bruce	▼
First name	Bruce	
Email	mickael.perrineila6@anses.fr	
Phone number		

Participant 2

Last name		▼
First name		
Email		
Phone number		

Click on **"INVOICING"**. The application opens the fields to be completed. If the address is different from that of the **"LABORATORY"**, tick the box next to **"Payment will be made by (if different from laboratory)"** and enter the new details.

INVOICING

Payment will be made by (if different from laboratory)

Invoicing elements	AsureQuality Ltd. - Wellington
Address	Fokkerstraat 14
Postcode	42605
Town / City	SAUMUR
Country	France ▼
ILT (EIL) fee	450 euros
Transport fee	250 euros
Additional information	-

Clicking on "**VALIDATION**" takes you to the conditions for carrying out ANSES's ILTs. Read these conditions and enter your "password" to authenticate the validation.

VALIDATION

Participation in an Inter-laboratory Aptitude Test (ILAT) organised by ANSES shall imply commitment to accept the conditions under which the ILAT is conducted, as defined in the ILAT description document (Fiche descriptive de l'EILA), and agreement to pay the ILAT participation fees as well as any fees for the transport of samples, in accordance with the current fees set down in the General Terms and Conditions of Sale (www.anses.fr) as well as those for participation in ILATs organised by ANSES (available on LEILA).

By accepting transmission of the report in PDF format, the participant acknowledges:

- _ the probative force and validity of the PDF version of the report, and its equivalence to that of the paper version of the report;
- _ that the electronic signature on the first page of the report is proof of the validity and authenticity of the report;
- _ that the organiser cannot be held responsible for any problem that might occur during electronic transmission of the document;
- _ their full responsibility for any paper-format copies of the report which they might print out from the PDF file.

The organiser, on the other hand, agrees to:

- _ save a paper copy of the report, as well as the original file and all elements proving its authenticity and transmission to the participant.

Last name: WILLIS
First name: Bruce
Date: Sep 24, 2018
Password:

I accept the General Terms and Conditions of Sale

Save Back

You must also accept the general conditions of sale. Tick the box to the right of "**I accept the general terms and conditions of sale**".

Click on "**Save**", to finalise this undertaking. It leads to **acceptance of the conditions** for carrying out the ILT and **payment** of any costs of participation.

In the **summary of registration**, the workflow is updated and the "**Register**" link changes to "**See**".

Welcome WILLIS Bruce (AsureQuality Ltd. - Wellington)

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anses

DASHBOARD NEWS FAQ

Saved.

ILT N° 180C3

PT CAP IN PORCINE MUSCLE

Registration

- You read the ILT information sheet on Sep 24, 2018
- You confirmed your registration on Sep 24, 2018 **See**
- Please wait. Your registration is being confirmed

MOST RECENT MESSAGES

- 180C3 - You confirmed your registration on Sep 24, 2018
- 180C3 - You read the ILT information sheet on Sep 24, 2018
- 180C3 - Sep 20, 2018 - The registration form for the ILT is available now
- 180C3 - Sep 20, 2018 - The ILT presentation sheet is available now

Click on "**See**", and a PDF summarising the information contained on the registration form can be downloaded.

3.2.3 Validation of participation in the ILT

A participant's registration is subject to the approval of the laboratory organising the ILT.

When the participant's registration has been validated by the laboratory organising the ILT, the workflow is updated: "Your registration was confirmed on" (specifying the date of validation).

Click on the "See" link to view and download confirmation of registration in PDF format.

ILT N° 180C3

PT CAP IN PORCINE MUSCLE

Registration

	You read the ILT information sheet on Sep 24, 2018	See
	You confirmed your registration on Sep 24, 2018	See
	Your registration was confirmed on Sep 24, 2018	See

3.3 Acknowledging receipt of the "ILT entities"

The laboratory organising the ILT announces dispatch of the test entities in the application and an email is sent to the Contacts/Participants.

Upon receipt of the test entities, the laboratory must acknowledge their receipt by clicking on "Acknowledge receipt". This step can only be carried out by the Contacts/Participants declared by the participating laboratory at the time of registration.

Welcome WILLIS Bruce (ASUREQUALITY LTD. - WELLINGTON)

Online platform for ANSES interlaboratory tests

Dashboard | **NEWS** | **FAQ**

ILT N° 180C3

PT CAP IN PORCINE MUSCLE

Registration

	You read the ILT information sheet on Sep 24, 2018	See
	You confirmed your registration on Sep 24, 2018	See
	Your registration was confirmed on Sep 24, 2018	See

ILT items

	The test items were sent on the Sep 24, 2018	
	Please acknowledge receipt of the test items	Acknowledge
	Please read the participant instruction manual	Read

MOST RECENT MESSAGES

- 180C3 - Sep 24, 2018 - Please acknowledge receipt of the test items
- 180C3 - Sep 24, 2018 - Please read the participant instruction manual
- 180C3 - Your registration was confirmed on Sep 24, 2018
- 180C3 - You confirmed your registration on Sep 24, 2018
- 180C3 - You read the ILT information sheet on Sep 24, 2018
- 180C3 - The test items were sent on the Sep 24, 2018
- 180C3 - Sep 20, 2018 - The registration form for the ILT is available now
- 180C3 - Sep 20, 2018 - The participant instruction manual is available now
- 180C3 - Sep 20, 2018 - The ILT presentation sheet is available now

Click on "**Acknowledge receipt**" and a form opens. The participant verifies their laboratory contact details and **validates** receipt of the test entities, specifying:

- the "**Date of receipt of samples**";
- Any remarks to convey to the organising laboratory in the "**Comment**" space provided for this purpose: it is important to mention any concerns about the package or the entities received.

Acknowledgement of receipt

ILT N° 180C3

The acknowledgement of receipt must be filed as soon as the samples arrive in the laboratory

LABORATORY

Organization	AsureQuality Ltd. - Wellington
Name of laboratory	AsureQuality Ltd. - Wellington
Address	Fokkerstraat 14
Postcode	42605
Town / City	SAUMUR
Country	France
Last name	WILLIS
First name	Bruce
Telephone	4
Email	mickael.perrin@outlook.com

The participant completing this form must enter their password: clicking on the "**Save**" button authenticates the acknowledgement of receipt.

VALIDATION

Date of reception of test samples 09/24/2018

Comment(s)

Comment(s)

Password

Save Back

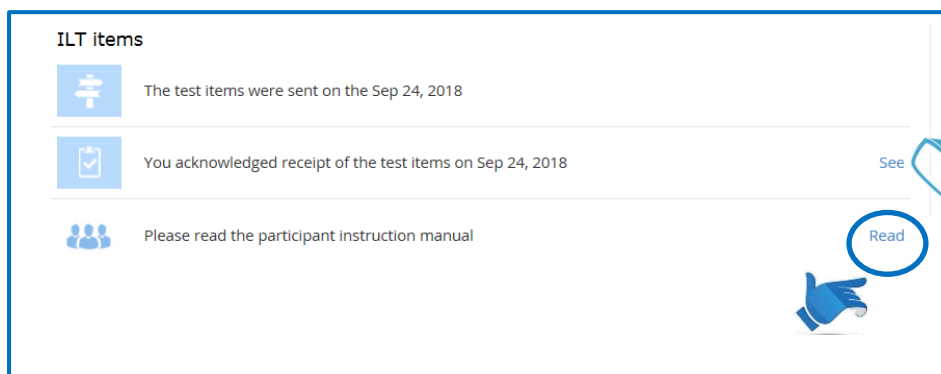
Validation of this step is confirmed by the message "**Saved**" that appears on a green background at the top of the page.

The wording "**Acknowledge receipt**" in the workflow changes to "**See**". Click on "**See**" to view and download a PDF summarising the information contained on the acknowledgement of receipt form.

If you do not acknowledge receipt of the test entities, the ILT organiser may send you a reminder by email.

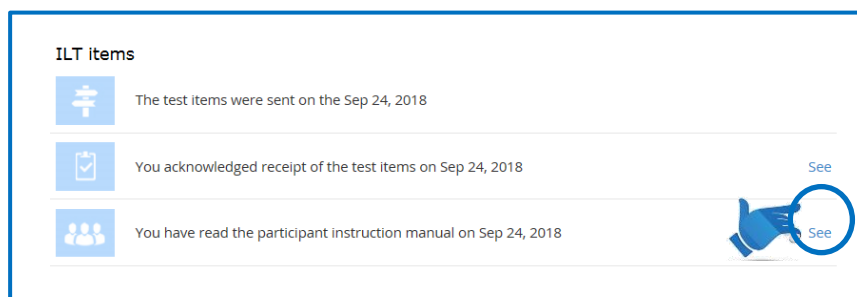
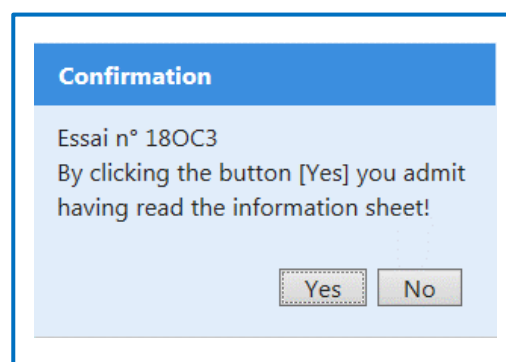
3.4 Reading the "Instructions for carrying out the ILT"

The "Instructions to participants" are available in the application and can be accessed by clicking on the "Read" link:



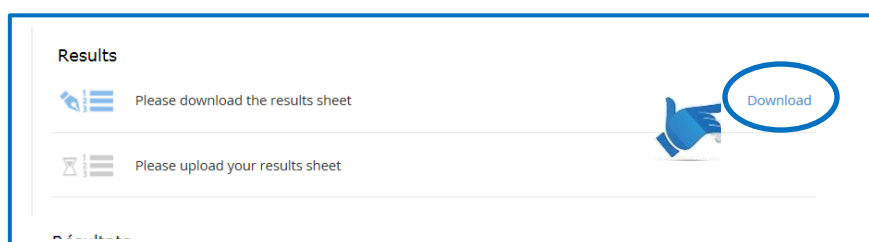
A dialogue box appears asking you to confirm that you have read the instructions:

- Clicking on "No" returns you to the previous step and no action is validated: The workflow remains blocked at this stage as long as the reading acknowledgement has not been confirmed.
- Clicking on "Yes" validates the instruction sheet reading step and updates the workflow, and the "Read" link changes to "See". It can be used to download the PDF of the instructions at any time.
-



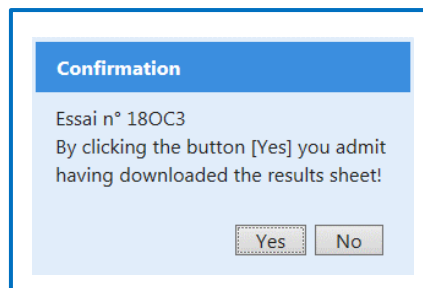
3.5 Submitting your results

To submit the ILT results obtained, you first have to **retrieve the results transmission file**, which can be accessed by clicking on the "Download" link in the ILT workload.



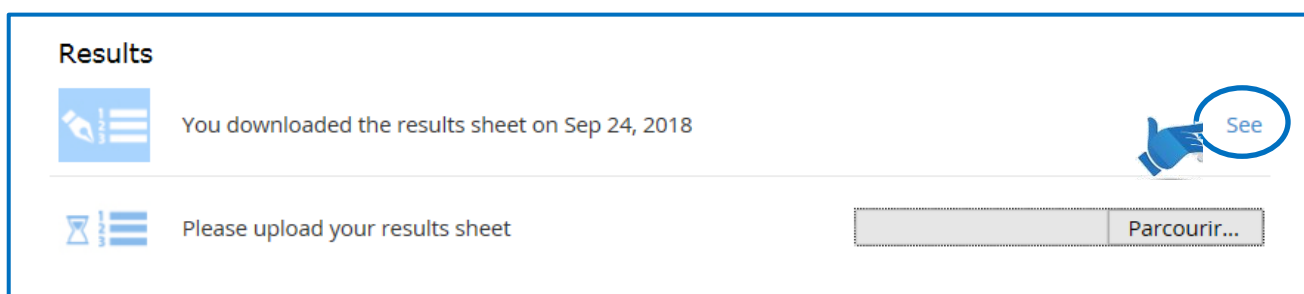
A dialogue box appears asking you to confirm that you wish to download the file:

- Clicking on "No" returns you to the previous step and no action is validated: the workflow remains blocked at this stage as long as the file has not been downloaded.
- Clicking on "Yes" validates the step for downloading the results transmission sheet and updates the "Download" link, which changes to "See".



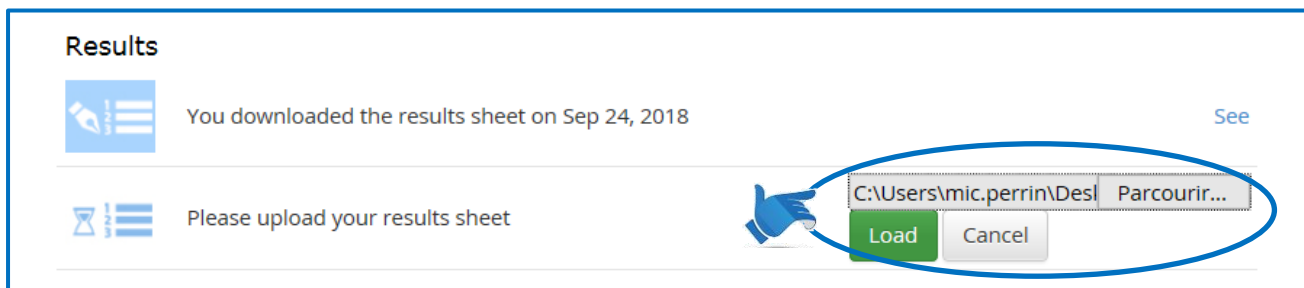
Now click on "See" to download the sheet in order to complete it. The application is updated: "You downloaded the results sheet on".

The results sheet remains accessible via the "See" link.



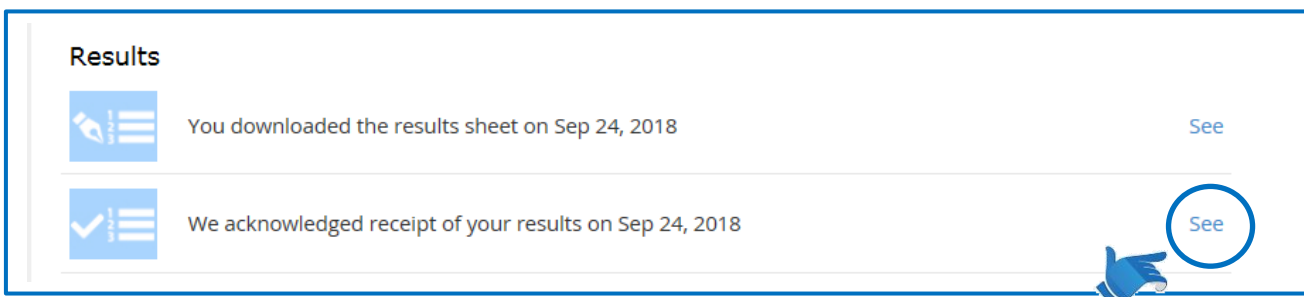
Once the results sheet has been completed, you must **upload it again** in the application. Click on "Parcourir", and search for the file in question on your computer.

When the file has been selected, click on "Load".



The uploading of the results file you completed is indicated by a notification in the list of "Most recent Messages" on the right.

If you click on "See", you still have an opportunity to access the uploaded file, but you can no longer modify it. If necessary, contact the ILT organiser to request that submission of the results file be reopened.

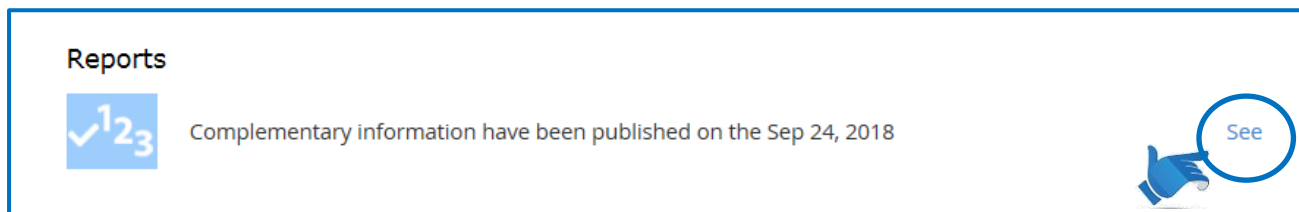


3.6 Reading additional information and/or the "ILT Report"

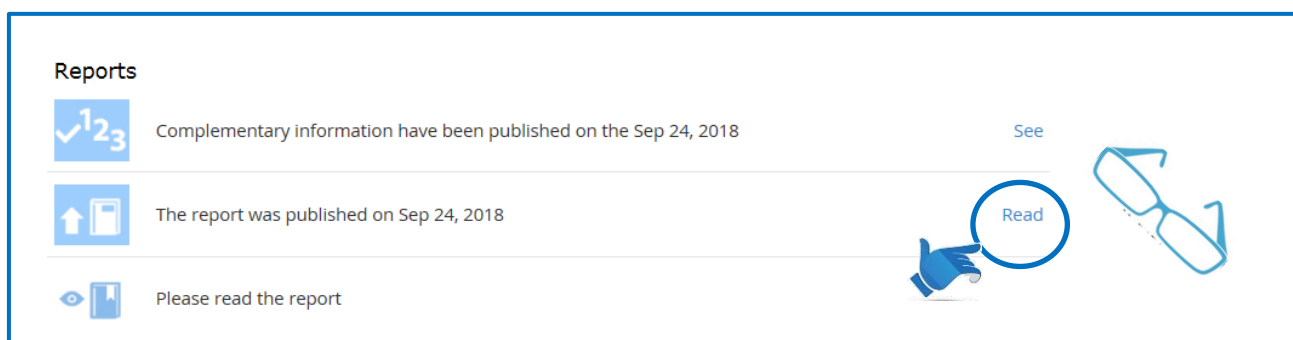
If the organising laboratory wishes to send any additional information to you and all the other participants, they can do this via the application.

When they have uploaded this information, "**Additional information was published on**" is displayed and the information is accessible via the "**See**" link.

Because this information is not mandatory, there is no reading acknowledgement step for the elements sent.



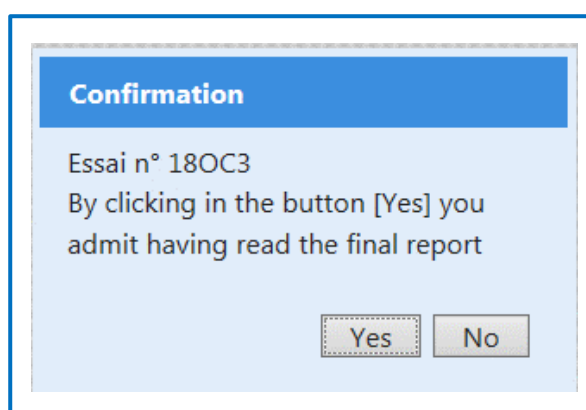
When the organising laboratory has published the final ILT report, the application notifies you that "**The report was published on**". It also asks you to "**Please read the report**".



You **validate reading** of the report by clicking on the "**Read**" link: the report is displayed and can be downloaded.

A dialogue box appears asking you to confirm that you have read the report:





- Clicking on "**No**" returns you to the previous step and no action is validated.
- Clicking on "**Yes**" validates the report reading step and updates the "**Read**" link, which changes to "**See**" and the workflow is updated.



If you do not confirm that you have read the report, the organising laboratory may send you a reminder by email.

After validating the report reading step, you can still access the report by clicking on "See".



Reports

	Complementary information have been published on the Sep 24, 2018	See
	The report was published on Sep 24, 2018	See
	You read the report on Sep 24, 2018	 See



Annex

Review of the main icons used in the LEILA application:

	Icon for accessing the application in French
	Icon for accessing the application in English
	Icon for accessing detailed information on an ILT
	Icon for displaying a password
	Document reading step
	Information entry step
	Steps pending validation by the parties involved in the action
	Validated step