Hints for Reporting the Results using the predefined Excel Worksheet

- Two separate analysis using test material from different units shall be performed.

- For reporting your results use the table in excel-format (excel 2000) sent to your institute via e-mail. In addition this table is located at our homepage (www.lvus.de) for download in the area „Download -> Kundenbereich". The table was tested with Microsoft Excel und Open Office. The format of the table must be Excel 2003 (or older).

- Submit within the raider **"Kontakt"** name, e-mail address and phone number of the person responsible for the results. In case of questions we will contact this person. After finishing the report we will send the report as PDF-file to this e-mail address in addition to the printed version.

- It is important to report your client number and your ZIP-code within the raider „**Ergebnisse**" (use numbers only, please). We will identify the sender of the results using this data.

- Fields for submitting results are not preformatted with a fixed number of digits to avoid hints about contents of analytes in the samples.

- Report your results using the number of significant digits for all analytical parameters. In some cases, e.g. results around 10 %, requirements for significant digits are limited: the results "10,16 %" and "9,94 %" are comparable, but "10,2 %" and "9,94 %" are different. In these cases the use of an additional significant number would be preferable.

- Drop-down-menus contain **typical analytical methods** used by participating laboratories during prior proficiency tests. In cases you will use an analytical method not listed in the menus select „sonstiges" (= other) and type in the method used, please. In cases additional information is necessary for the evaluation of parameters typical principles and/or addresses of suppliers for test kits will be predefined, too.

- Your e-mail will be processed automatically. Therefore your comments or additional hints according the samples or results shall be typed in predefined areas within the excel worksheet (e.g. especially in the **raider „Mitteilungen"**)

- Send the completed excel file (format excel 2003 or older) as appendix in an e-mail to the address „ergebnisse@lvus.de". Your mail shall contain one appendix, only

- In a first step you will receive an e-mail confirming that our mailbox received your mail. This is an e-mail generated by the mailbox, automatically.

- In a second step all new e-mails will be processed every 10 minutes. If your e-mail contains the excel worksheet provided by LVU **and** this excel worksheets contains all **mandatory data** (**client number, ZIP-code, and if necessary the update flag**), you will receive a second e-mail containing the evaluation number for the corresponding proficiency test.. Otherwise you will receive hints regarding missing or wrong mandatory data. In cases of errors correct or complete your mandatory data and send your results again (do not use the update flag in case you did not received an e-mail containing the evaluation number).

- If you sent your results successfully it is possible to revise your data until deadline. Therewith our system will accept your new data the update flag must be set in the raider „Ergebnisse". This revised result sheet has to contain all data to be evaluated during the proficiency test for your old results will be deleted.

- After submitting results successfully, do not sent them as letter or fax in addition, please.