

eDATA Instructions for ASTA Participants

Getting Started

- Your Customer Number is included on your reporting instructions. These were delivered with your samples at the opening of the study. Please feel free to call or email ERA, if you are unsure of your Customer Number (era_info@waters.com, 800-372-0122).
- Go to: secure.eraqc.com (or eraqc.com and select the red [eDATA® Login](#) hyperlink in the top right-hand corner of the page).
- The first time you visit this site, go to the right of the screen – select create/reset ERA password. Please enter your customer number and the email address associated with your account. A temporary password will be emailed to you. Please use that temporary password to login the first time.
- Every time you login, you will see an “Attestation Statement”. This is essentially an electronic signature which confirms you are agreeing to follow the basic rules of a blind study. You will not be able to proceed until you accept all five tenets of this statement.
- Once you log in for the first time, please go to your customer number at the upper right hand corner and select “Change Password” from the drop-down menu, to create your own password. (We recommend at least seven characters, but there are no requirements on capitals, numbers or special characters).
- For this eDATA site, at the present time, there is one customer number and one corresponding password.

Customer Information Menu

- A drop-down menu is always located at the top right-hand corner of your eDATA screen under your customer number.
- In addition to changing passwords here, you can also review your account information by selecting “Customer Information”.
- Review the Contacts we have on file for you by clicking “Expand”. You can add or delete contacts here. You will notice there is a letter “L” next to one name. That is the primary contact and also the default name for reports.
- You can also manage your Analysts in the next section. You will then be able to select the analyst names during your data entry.

Data Entry

- Let’s begin at the home page. To get there, please either use the breadcrumbs or click the eDATA logo at the top left hand corner of the screen.
- You will see a “tile” on the dashboard for your open study. On this tile, you will see the study open and close dates along with days remaining to study close. There is also a progress bar which reflects your progress through the data entry steps.
- To begin entering data, click the green START button.

- **STEP ONE – ENTER MAILING ADDRESS**

- You will always receive the “enter mailing address” message. As it says, this step shows the primary contact we have on file and the current mailing address. Please review this information for accuracy.
- The contact name listed here will appear on the cover page of the final report. If you would like to change that, you can select a different name from the drop-down list. If the person is not listed in the drop-down, you can enter their information in the Customer Information menu.
- If you would like additional contacts to receive your report, select the Email Address field, choose the name from the drop-down menu and click “Add”. If the person is not in the drop-down list, you can enter their information in the Customer Information menu.
- Select SAVE AND CONTINUE, and you will be taken to Step 2.

- **STEP TWO – SELECT AGENCIES AND ADD THIRD PARTIES**

- This step is simple for the ASTA program. You simply check “No agencies required” and then select SAVE AND CONTINUE.
- You will notice the first two steps for data entry are complete, as they are now green with a check mark. You can always tell what step you are on from the breadcrumbs towards the top of the page.

- **STEP THREE – ENTER AND SUBMIT DATA**

- Currently, please disregard “CSV data upload”. This site does have capability of accepting uploaded data. We can work with labs one on one if you want to explore this option down the road.
- This screen shows all of your enrolled standards.
- To enter data, simply click on the name of one of the standards.
- First, click in the data point field and enter your test result.
 - The appropriate units are displayed, along with an estimated concentration range.
 - **PLEASE NOTE:** You now only enter a single result for each analyte, rather than a duplicate result as was previously done.
 - Standard practice is to report data to 3 significant figures, but it is up to participants to report results appropriate to their laboratory.
 - Please do not use commas for your results. For example, enter 12400 instead of 12,400. Also, please use a decimal point instead of a comma. For example, enter 10.6 instead of 10,6.
 - Do not include non-numeric characters, such as <, >, ND, Not Detected, etc.
- Now tab over to the Method box to see a list of all the methods that apply to this standard. Then select the appropriate method for the test.
- You may add a revision number or indicate if your method is modified in the Rev/Edition field. This is an optional field and is not required.
- Move to the right and check the little box under the heading “NELAC Code Opt Out”.
- Then select your Analysis Date using the calendar.
- Lastly, one other option is to enter an analyst name.
 - To do this, select the drop-down arrow under “More”, then go to the Analyst Name field and select your analyst’s name.

- If the analyst is not listed, simply type their name in the box and they will be available to select for future studies.
- To manage your list of analysts, select the “[Analyst Name](#)” link.
- You can close this view by again selecting the drop-down arrow to hide the information.
- You are now ready to enter the results for additional analytes.
- When you have entered all results for the product, select SAVE at the bottom. Answer “Yes” to question to go to the list of Standards.
- You may stop here and log out, then return to complete your data entry at another time. Or you can select the next standard and proceed with data entry for the next standard.
- One enhancement with the eDATA system is that you can report results for more than one analyst or method.
 - To do this, select one of your products and enter results for at least one analyte. Select SAVE at the bottom and answer “No” to remain on the data entry screen.
 - Please note: you must enter at least one result on the first data entry tab before creating new tabs for additional analysts or methods.
 - Then select the “Add a new method” button.
 - This creates a second data entry screen, with a tab labeled “Method 2”. Now you can enter your results for a second analyst or method. Select SAVE at the bottom.
 - If you accidentally create an extra Method tab, simply select “Delete this method”, then select SAVE at the bottom.
 - Continue until you have entered results for all of your analysts and methods.
- After entering results, you will receive an email later in the day with a summary of your data entry. However, you can also select EMAIL STUDY SUMMARY and have one sent to your email right now. Or you can select VIEW STUDY SUMMARY to print the summary or save it as a file.
- **PLEASE NOTE** - there is no final submit button required. Once you enter and save any result, it is saved in our system and can be changed up until the close date.

Value-Added Tools

- Within 10 business days after study close, you will receive an email indicating that your evaluations are complete.
- To view your results online, please log into eDATA.
- On the home page, go to “Recently Closed Studies” Section.
- Here you will find your **Final Report**
- Alongside, you will see a hyperlink which will take you to your **Performance Report**. This is a summary of your total evaluations from that study.
- Also included is an **Exception Report**. This is a subset of the performance report and includes only **NOT Acceptable** results from that study.
- Data residing in both Performance and Exception Reports may be exported.
 - Click Export to download as a CSV file.

Please call us if you have any questions or would like further information. Thank you!
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