

# Guide to the IFATESTEN Web Application

## Registration:

[Don't have an account yet?](#)

confirm to create a new account.

Fill in the required data.

Fields marked with a red asterisk (\*) are mandatory.

## Department page:

Use company information  
 I accept the [General Terms and Conditions \(GTC\)](#) \*  
 I accept the [Privacy Policy](#) \*

“Use company information” is automatically selected, this address is the delivery address.

By deselecting this hook, another address can be entered (if necessary or desired).

A different billing address can be assigned during the ordering process!

Acceptance of the GTC and Privacy Policy is mandatory. After completing the registration, you will receive a link for confirmation via email.


## Login:

**Login**

**E-Mail \***

**Password \***

Log in with your e-mail address and the password you chose when you registered.

## Menu items:



Overview of all registered proficiency tests, including status and deadline



Available proficiency tests including editable and closed tests



Laboratory-/ Delivery address (= Department address)



Company overview – Here you can add new users

Item



Overview of all proficiency tests you have registered for. Current proficiency tests are highlighted with colored triangles, where the color indicates the remaining time until the deadline.

Item



Start to order proficiency tests.

Overview of all orderable proficiency tests, divided into the respective parameter groups and providers (IFA/UBA).

Please note: there is a discounted combination round with BTEX/MTBE and VHH!

Item



Here you find the laboratory-/delivery address. You can make changes by choosing the respective department (blue square in front of the name) and selecting "Update laboratory" in the menu bar. To create a new location, first confirm 'Create laboratory', then click on the empty line and select 'Update laboratory'. Users can be activated for entering results under 'Update laboratory' by selecting them (blue square in front of line).


Item 


Overview of the company address and the assigned members. A new users can be invited to the company here.

It is recommended to register at least **two users** per company.


This ensures that orders for rounds and the submission of results are possible even if the main responsible person is not available.

## **Add users:**


Menu item "Company": 


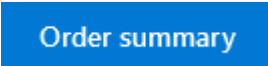


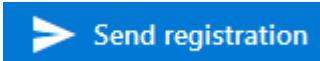
- At the bottom of the area  **Members** , you will find an input field for the new user's e-mail address.
- Clicking the arrow next to the field will send an invitation email.  
This contains a link to create user access.
- This link will take you to the web application.  
There you have to fill in the mandatory fields and assign a password.
- After completion, the user is assigned to the corresponding company and can manage registrations and results. However, the company data can still only be changed by the company administrator.

## **Change of company administrator:**

- First, add a new user.
- The previous company administrator marks the company administrator as company admin in the "Company" menu item in the "Members" area (see above)
- The new company administrator then logs in and can delete the previous administrator via the corresponding  icon.

## Register for a proficiency test:

Item 

- choose proficiency test and select add
- Registrations can be found here: 
- By clicking on  you see a summary of all chosen proficiency tests.
- You also can fill in additional information such as an alternative billing address (you can choose between all existing addresses or choose a new one), an order number or VAT number.
- In the order summary you will also find the item  Laboratory-/Delivery addresses  
Under this item you can check the delivery address - but changes are not possible here.  
These should be made under the item  Laboratory-/delivery addresses
- By clicking on  the order is sent to the IPS. A green bar appears confirming the registration request.

The IPS reviews the order within approximately 2 days and approves it. You will receive an email once the registration is successful. The confirmation of the order, including specific details, costs, and additional information, will be sent within approximately 1 week.

On the shipping day of a proficiency test, you will receive an email, and online submission of the results will be opened.

## Result submission:

Submission of the results is exclusively possible from the day of dispatch until the closing date of the chosen round: <https://ifatesten.boku.ac.at/proficiencytests>



Menu item: “**Proficiency tests**” - “**Editable proficiency tests**”



**Overview** - select the relevant proficiency testing item and fill in your results.




Hovering your cursor over the symbol - information on how to fill out the result form.

### Significant digits:

Please adhere to the specified units and submit the evaluated values with a precision of 2%. This means providing at least two decimal places if the leading digit is 5 or higher (e.g., 51 mg/l; 6.2 µg/l; 0.89 mmol/l). If the leading digit is less than 5, provide at least three decimal places (e.g., 10.2 mg/l; 3.23 µg/l; 478 µS/cm). Results with insufficient significant digits cannot be used for evaluation (refer to E DIN ISO 13528, Point 5.5.4.2). If your analytical method does not offer the required precision, you must include the corresponding measurement uncertainty.

It is not mandatory to specify the **measurement uncertainty**, but if measured values were submitted for a parameter, then the **date of analysis\*** and the **measurement method\*** are mandatory fields.

By activating the symbol  (click to turn the symbol blue, click again to turn it black), the selected date or analytical method in the columns 'Date of Analysis' and 'Analytical Method' will be applied to all free rows.

When submitting results of a proficiency test involving major ions, it is necessary to state the temperature upon receipt, **including** the date of measurement.

Incorrect input (e.g. insufficient number of digits) will cause the field to turn red, and a red bar with hints will appear at the bottom of the screen. The field will turn white again once the input meets the requirements.

By selecting “Save”, the result entries are saved but not submitted:

#### **Save**

Save the current results for this proficiency test. The proficiency test will not be completed at this step!

To **complete** the proficiency test – press:

**Complete**  
Submit the final results for this proficiency test.

You will receive a confirmation of the transmission via email.

Results can be revoked until the deadline. To **revoke** you have to open the concerning result form and press:

**Revoke**  
Revoke the result submission and re-allow changes for the relative customer.

The result form is now open for changes or addition of further results. **Please remember to complete the proficiency test submission again once you have made your updates!**

Target values and reports will be published on <https://www.ifatest.eu/reports.html> shortly after the submission deadline for the results. Therefore, we cannot accept late results. Each participant will receive a confirmation of participation for each sample, which includes the z-scores in both tabular and graphical formats, as well as the recoveries.

If anything is unclear when operating the new web application, please contact us.  
We also welcome your feedback.

IFA-Proficiency Testing Scheme  
[ringversuche@boku.ac.at](mailto:ringversuche@boku.ac.at)  
+43(0) 1 47654 97361