



## Entering responses using EQALite

### How do I log in?

1. Go to [www.histopathologyeqa.org](http://www.histopathologyeqa.org)
2. Enter your email address as your username (this email address needs to be the address that you registered with the scheme)
3. Click "Reminder" if you have forgotten/never had your password.
4. An email will be sent to you with your password.
5. Enter this password
6. You can change this password, update your address etc via the tab labelled "your details".

### Entering Responses

EQALite allows participants to be a member of more than one EQA Scheme. To swap between schemes, use the scheme dropdown at the top-right of most pages.

1. Select the South East England General Histopathology EQA Scheme. Selecting another scheme should change the scheme, but very rarely you may need to click GO

South East England General Histopathology EQA Scheme



Circulations

[Email us](#)

[Help](#) [Circulations](#) [Your Cases](#) [Your Details](#) [Documents](#) [Your Schemes](#) [News](#) [FAQs](#) [Logout](#) South East England General [GO](#)

2. The list of circulations will appear.
3. Click on the open circulation
4. List of cases appear across screen

Circulation	Issue Date	Closing Date	Completed	Status							
Case 1	Case 2	Case 3	Case 4	Case 5	Case 6	Case 7	Case 8	Case 9	Case 10	Case 11	Case 12

5. You can print out histories by clicking on "Print"
6. Click on Case1
7. The link to the slides is under the immunocytochemistry (if any)

**Macroscopic description:** Enlarged thyroid with white nodules in left and right lobes.

**Immunohistochemistry:** none

**View Slides:** [H&E](#)



8. Enter a single free text diagnosis and a weighting (confidence level) for this diagnosis. If you are 100% confident of this diagnosis, enter a weighting of 10.

Enter up to 10 diagnoses and weighting up to a total maximum of 10.

Add Diagnosis:  Weighting:  [ADD](#)

9. You must separate different diagnoses onto separate lines and provide weightings that adds up to 10. If you want to add a second (or third) diagnosis, click ADD and apply weightings (confidence level) to each diagnosis. The sum of all weightings must total 10

Enter up to 10 diagnoses and weighting up to a total maximum of 10.

orange	Weighting: 3	<a href="#">Remove</a>
clementine	Weighting: 7	<a href="#">Remove</a>
Add Diagnosis: <input type="text"/>	Weighting: <input type="text"/>	<a href="#">ADD</a>



Click on the SAVE button (not the COMPLETE button) and click on next case tab



10. If you want to stop and not submit answers then click SAVE. You can print out answers as well.
11. When you have completed all your answers, click "COMPLETE" to submit the answers. **Once submitted your answers cannot be changed.** You will not be able to submit the answers if you have missed a tab and you are not exempt from that diagnostic category.
12. In the list of Circulations a date will appear in the Completed column confirming that you have completed that circulation.
13. Do not confuse Submit Cases with completing responses. Submit Cases is for sending in slides for new cases.

14. The Cell number is your slide group. The circulation number is the order in which your department receives the slides within the slide group.
15. If you have registered exemptions prior to the start of the circulation, this will show when you click on the case tab

Do not answer this question, it will not be scored. Click on the next case tab to continue answering questions for the circulation.

16. If you wish to change your exemptions, you can do this from the response sheet by clicking on "Your Schemes"

South East England General Histopathology EQA Scheme

Response Sheet

[Email us](#)

[Help](#)

[Circulations](#)

[Your Cases](#)

[Your Details](#)

[Documents](#)

[Your Schemes](#)

[News](#)

[FAQs](#)

[Logout](#)

South East England Gener

GO

Then select "Exemptions"

South East England General Histopathology EQA Scheme

Your Schemes

[Email us](#)

[Help](#)

[Circulations](#)

[Your Cases](#)

[Your Details](#)

[Documents](#)

[Your Schemes](#)

[News](#)

[FAQs](#)

[Logout](#)

South East England Gener

GO

Your Current Schemes

[South East England General Histopathology EQA Scheme](#)

ACTIVE - Paid

Standard participant

[Exemptions](#)

Please note: **any changes to exemptions will only apply to the next circulation, not the current circulation**

## Need Help with EQALite?

There is a Frequently Asked Question tab

South East England General Histopathology EQA Scheme

Circulations

[Email us](#)

[Help](#)

[Circulations](#)

[Your Cases](#)

[Your Details](#)

[Documents](#)

[Your Schemes](#)

[News](#)

[FAQs](#)

[Logout](#)

South East England General

GO

Circulation	Issue Date	Closing Date	Completed	Status
test	30 Aug 2024	02 Sep 2024		Circulation Closed
y	06 May 2024	28 Jun 2024		Circulation Closed
k	16 Apr 2019	25 Jul 2019		Circulation Closed

Select the relevant issue.

### Common Issues

Click box to see advice.

[Cannot log in](#)

[Cannot see a Circulation](#)

[What are Lead participants and Colleagues?](#)

[Cannot save results and diagnoses for a circulation](#)

[Save and Complete - the important distinction](#)

[Having Problems Adding Diagnosis to Case Results](#)

[Javascript Disabled - Cannot Log In](#)

[Management of Cases Used for Circulations](#)

[Participant Exemptions](#)

[Member of More Than One EQA Scheme](#)

If this does not answer your question, please email the EQA office and amend the subject line to reflect your problem.