



**AUDITOR QC:**  
*User Guide*

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# Auditor QC Program

What is the Auditor QC program? This is a free program that AUDIT offers our customers. This program is included in the facility's purchase of AUDIT's available linearity products and may be accessed by the Auditor QC account holders at any time.

This program may be accessed through the main website at [www.auditmicro.com](http://www.auditmicro.com) or [www.auditorqc.com](http://www.auditorqc.com) (If accessed through the main website the link is located at the top of the page as *Auditor QC Access*.) The Auditor QC program offers customers the ability to create linearity reports for their facility's instruments and completed linearity studies at no extra cost. These reports are stored in the facility's Auditor QC account indefinitely.

Customers whose facility does not already have an established account and would like to utilize this free offer, will have to register by clicking new user on the Auditor QC homepage and creating the facility's account. If unsure of an existing account, please contact Technical Support before creating a new account for the facility.

Technical Support contact information:

866.252.8348

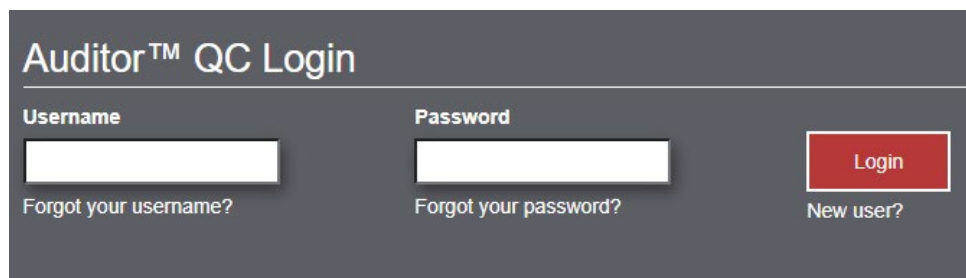
[technicalsupport@auditmicro.com](mailto:technicalsupport@auditmicro.com)

# How to Create A New Account

Creating a new account in Auditor QC is to be done when an account does not already exist for your facility. This account should be created specific to your facility and not to the individual creating the account. Multiple users may be added to the facility's account. Please refer to "[How to Manage Users](#)" when adding additional employees to the facility's account.

1. Access [www.auditorqc.com](http://www.auditorqc.com)
2. Select "New user" after confirming the facility does not have an existing account.
  - a. This option is selected only if the facility does not already have an existing Auditor QC account. If unsure of an existing account, please contact technical support. (See Figure 1)

Figure 1.



3. Enter requested information: (See Figure 2)
  - a. *Username* should pertain to the facility's name.
  - b. *Password* should be a password for the facility as a whole and not be personal if multiple users are expected to use the same login credentials. If more than one user is to be added to the facility's account, then the password may be specific to that individual.
  - c. *First/Last names* should be for the individual creating the account for the facility.
  - d. *Company name* should be the name of the facility that is going to appear on the completed linearity reports. The company name may be the same as the laboratory name if the facility only has one laboratory.

- Title* should be the credentials of the individual creating the facility's account.
- Address* should be the facility's physical location.
  - Phone number* should be the best phone number to contact the laboratory should contact be necessary. The phone number should be a phone number the facility prefers for communication with Technical Support, if needed.
  - Email* should be the email address of the person creating the Auditor QC account. The email address should be an email the facility prefers for communication with Technical Support, if needed.

Figure 2.

a) Username \*: auditmicro

b) Password \*: .....

Confirm Password \*: .....

c) First Name \*: Tech

Last Name \*: Tech

d) Company Name \*: Audit MicroControls

e) Title \*: Lab Manager

f) Address Line 1 \*: 222 Technology Parkway

Address Line 2:

City \*: Eatonton

State \*: GA

Postal\_code \*: 31024

Country: USA

g) Phone: 866-252-8348

h) Email \*: technicalsupport@auditmicro.com

Submit

4. Select "Submit" once the facility's information has been entered.

# How to Manage Labs

This portion of your facility's Auditor QC account pertains to all laboratories that are associated with your facility. If your facility has more than one laboratory, multiple laboratories may be added. Creating individual laboratories will allow multiple instruments to be associated with each laboratory and be displayed on the completed linearity reports along with the company's name.

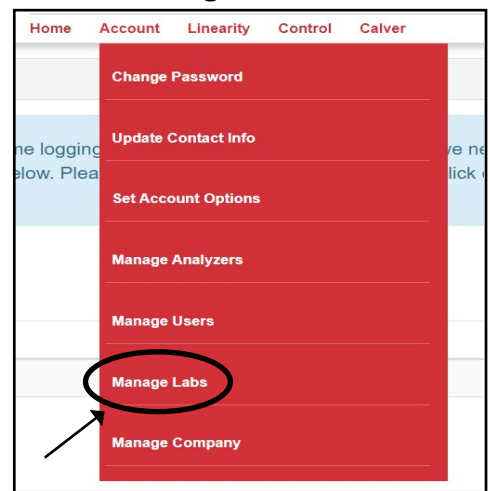
1. Select the drop-down menu for "Account" located at the top of the page.
2. Select "Manage Labs" (See *Figure 3*)

3. Select "New" (See *Figure 4*)
  - a. More than one lab may be added if multiple laboratories are associated with the facility.
  - b. If unsure of needing to add more than one laboratory for the account, additional laboratories may be added at a later time.

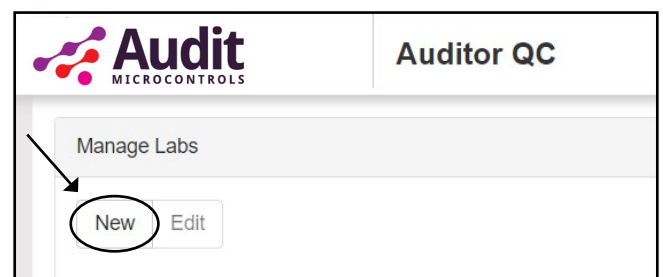
4. Enter the laboratory's name: (See *Figure 5*)
  - a. The name of the laboratory will be reflected on the completed linearity reports.
  - b. Please be sure to name the laboratory(ies) as specifically as possible.

5. Select "Create" after laboratory name has been entered.
6. Add additional laboratories if needed.

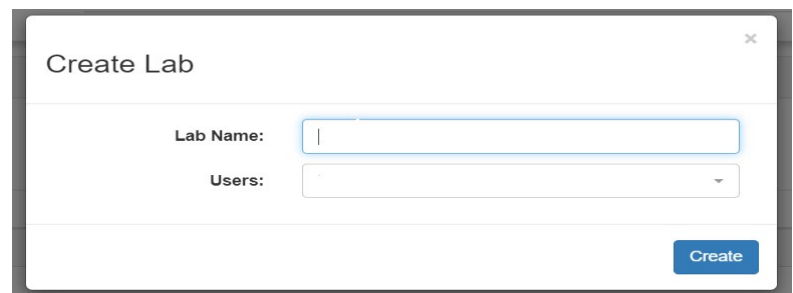
*Figure 3.*



*Figure 4.*



*Figure 5.*

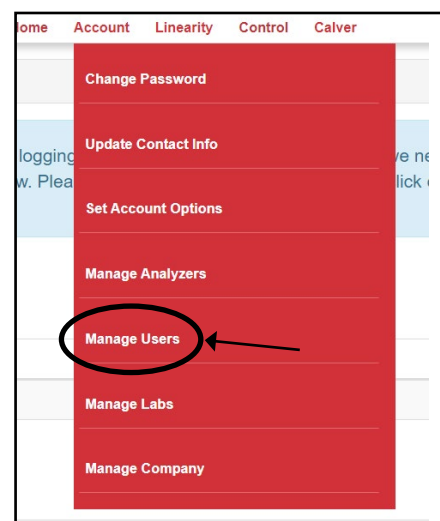


# How to Manage Users

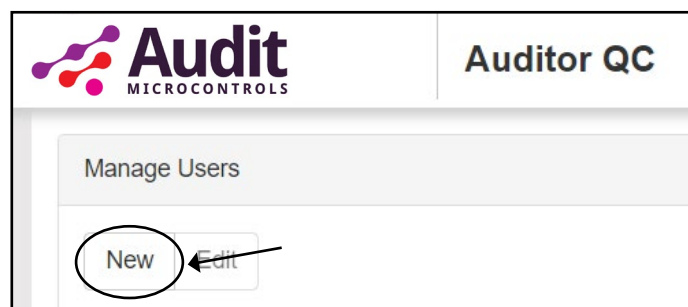
More than one user may be added to the facility's account. These users (employees associated with the facility/laboratory) may each have their own login credentials. Additional users are to be added when more than one person will need access to the facility's account. Each user that is entered into the facility's account will have access to enter the completed linearity information, view, and edit the completed linearity reports.

1. Select the drop-down menu for "Account" located at the top of the page. Select "Manage Users" (See *Figure 6*)
2. Select "New" (See *Figure 7*)
3. Enter the pertinent information for the new user being added into the facility's account. This information should be completed in the same way the information for the facility's main account holder's information was entered. (See *Figure 8*)
4. After all pertinent information has been entered, select "Create."
  - a. The new user may now access the facility's main account by using their newly created login credentials.

*Figure 6.*

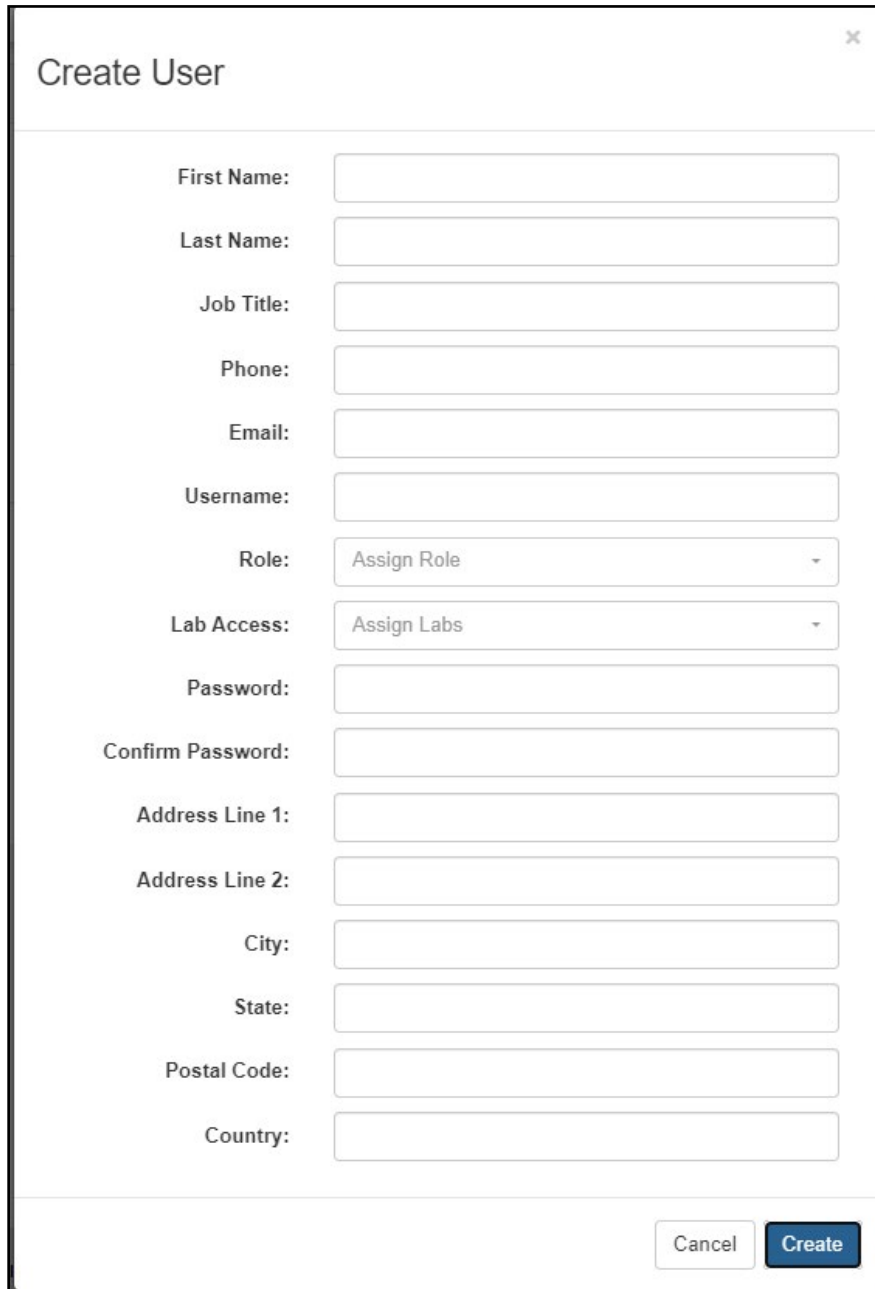


*Figure 7.*



# How to Manage Users, *cont'd*

Figure 8.



The image shows a 'Create User' form with the following fields and controls:

- First Name:
- Last Name:
- Job Title:
- Phone:
- Email:
- Username:
- Role:
- Lab Access:
- Password:
- Confirm Password:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Postal Code:
- Country:

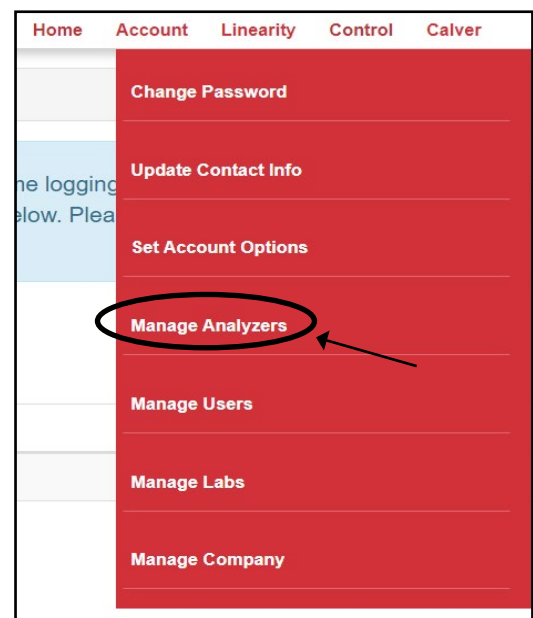
At the bottom right, there are two buttons: 'Cancel' and 'Create'.

# How to Manage Analyzers

The analyzers are to be added and associated with the appropriate location (should you have more than one laboratory associated with your facility). Please note, not all facilities will have more than one laboratory location. If your facility only has one location, the instruments are to be assigned to that location.

1. Select the drop-down menu for "Account" located at the top of the page.
2. Select "Manage Analyzers" (See *Figure 9*)
3. Select "Add Analyzer" (See *Figure 10*)
4. Name the instrument(s) using a nickname, serial number, or combination of both.
  - a. It is recommended to be as specific as possible, as instruments may change with time and/or multiple instruments of the same make/model may be added to the same location or multiple locations. (See *Figure 11*)
5. Use the drop-down menu for the analyzer model to select the analyzer model to be added to the facility's account.

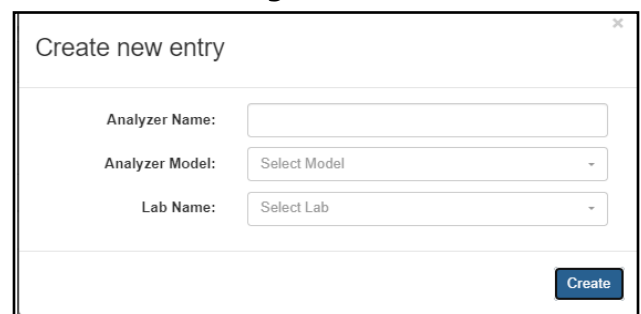
*Figure 9.*



*Figure 10.*



*Figure 11.*



# How to Manage Analyzers, *cont'd*

6. Select the drop-down menu for lab name. This option will allow you to assign the analyzer/instrument to the appropriate location if the facility has more than one laboratory. The serial number; make/model of the analyzer, or nickname may be used to name the analyzer.
7. Select "Create"
8. The name of the analyzer may be edited/updated by selecting the analyzer and selecting the edit option. The instrument make/model may not be edited. Once the analyzer name has been edited, select update. The updated information will be reflected on all completed linearity reports associated with the newly updated analyzer.

# How to Set Account Options

This portion allows you to establish the account options and will reflect on the completed linearity report. Please see additional information if further details regarding each option is needed. The following account options are not required to be on the completed linearity reports.

1. Select the drop-down menu for "Account" located at the top of the page.
2. Select "Set Account Options" (See *Figure 12*)
3. By selecting the square by each available account option, these may be toggled on and off at any time. Once the option that best fits the needs of the facility has been selected, it will appear on the completed linearity reports. (See *Figure 13*)

Figure 12.

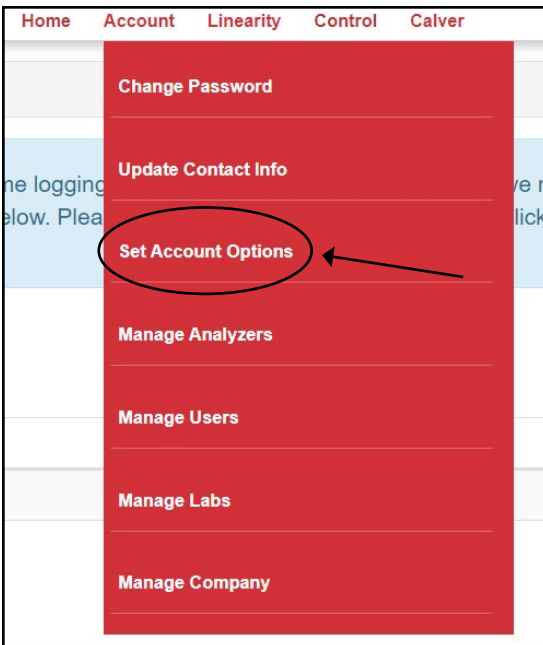
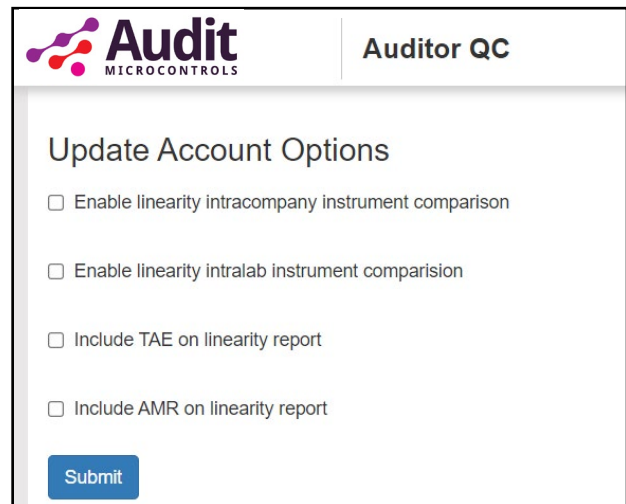


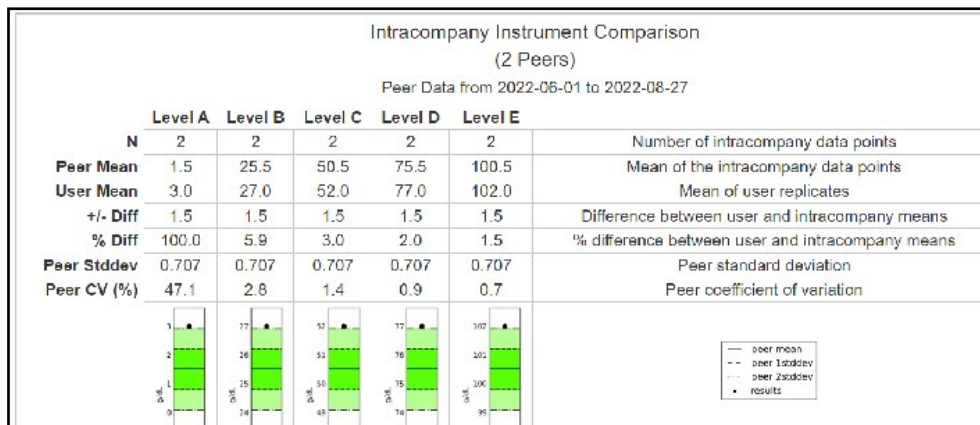
Figure 13.



# How to Set Account Options, *cont'd*

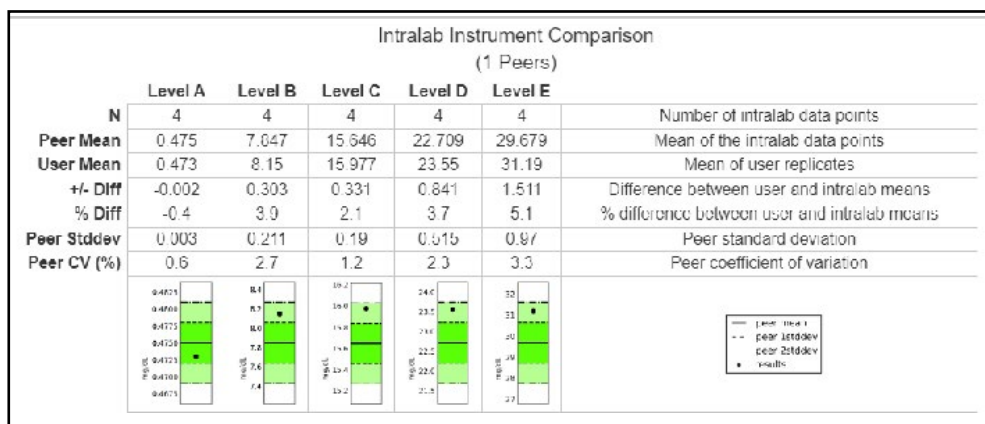
- Intracompany Instrument Comparison: Enabling this account option allows for comparison of results to recovery from other facilities within the company. This comparison is not a requirement for inspection, but is helpful for larger companies wanting to compare recovery of multiple instruments in different facilities. (See Figure 14)

Figure 14.



- Intralab Instrument Comparison: Enabling this account option allows for comparison of recovery to results from additional instruments within the laboratory. Instrument comparison is a requirement for annual inspections and can be satisfied with linearity results when this option is enabled. Many facilities have previously used other materials and additional testing to satisfy instrument comparison requirements. Enabling this option allows for linearity results meet both calibration verification and instrument comparison requirements, eliminating the need for additional material and testing. (See Figure 15)

Figure 15.



# How to Set Account Options, *cont'd*

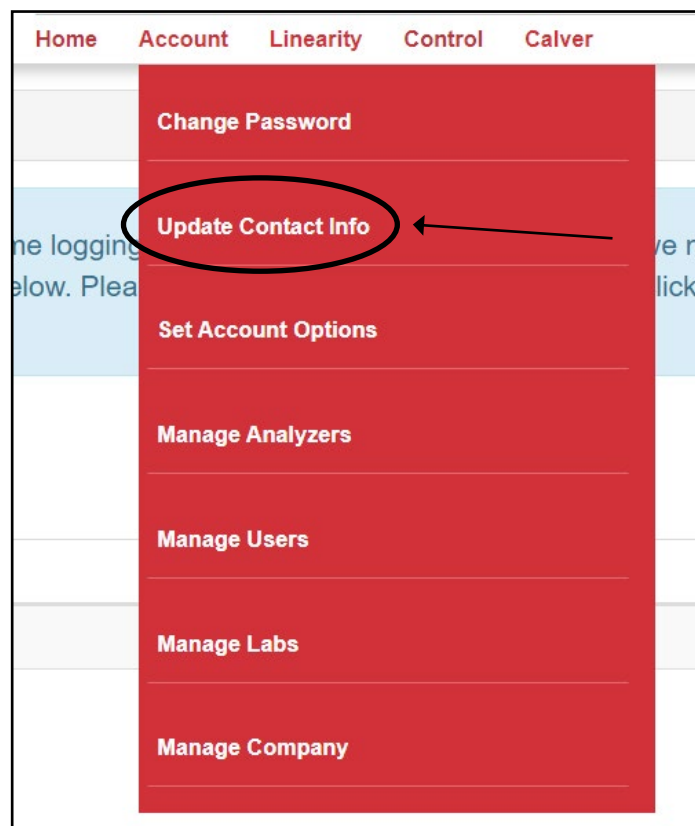
- TAE (Total Allowable Error): Enabling this option allows for the Total Allowable Error to be included on the linearity report. This measurement is the error requirement that must be met for a test system to be considered accurate. TAE is specific to each assay and are to be set by the testing laboratory.
- AMR (Analytical Measuring Range): Enabling this option allows for the Analytical Measuring Range to be included on the linearity report. The AMR is defined by CAP (College of American Pathologists) as the range of analyte values that a method can directly measure on the specimen without any dilution, concentration, or other pretreatment not part of the usual assay process. AMR verification is an inspection requirement. Choosing to enable this option and display the AMR on the linearity reports will assist in determining of the linearity recovery spans the AMR and meets inspection requirements.

# How to Update Facility Information

Updating the facility's information in Auditor QC is to be done when personnel, location, or facility name changes have occurred.

1. To update facility and/or contact information, log into the account.
2. Select the drop-down menu for "Account" located at the top of the page. (See *Figure 16*)
  - a) Select "Update Contact Info" and update/edit the contact information as needed.
  - b) Select "Manage Company" and update/edit the company name as needed.

*Figure 16.*

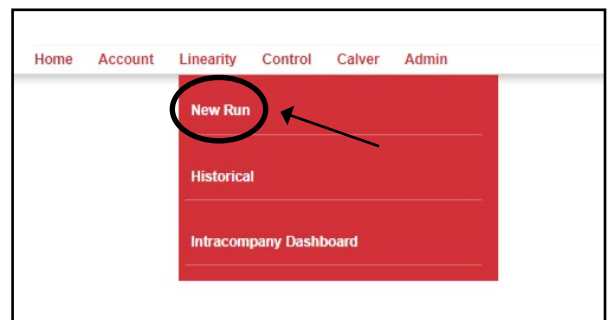


# How to Create Linearity Reports

Creating a linearity report will allow your facility to review the completed linearity studies and determine the pass/fail of the analytes. The linearity report shows the plotted points on a Levy Jennings graph. The peer data is also reflected on the completed reports for ease of peer comparisons. The peer comparison chart will be provided below the facility's data summary graph on the completed linearity report. Note, the peer data is a "live action" update and may change depending on the data points entered by your peers daily.

1. Select the drop-down menu for "Linearity" located at the top of the page.
2. Select "New Run" (See *Figure 17*)

*Figure 17.*



3. Use the drop-down menu to select Part number. You may scroll to locate the correct product or type the part number.
4. Use the drop-down menu to select Lot number. You may scroll to locate the correct lot or type the lot number.
5. Use the drop-down menu to select analyzer.
6. Enter the date of run. The date of run is the date the linearity study was started. You may click the calendar to choose the correct date or type the date in YYYY-MM-DD format.
7. Use the drop-down menu to select analyte.
8. Use the drop-down menu to select reagent.
9. Use the drop-down menu to select appropriate units of measure.
  - a. **Please be sure the units of measure are correct to provide an appropriate comparison to peers.**

## **10. Enter the results for each level in appropriate boxes.**

- a. Please enter the values for each level horizontally (left to right). Up to 5 completed results may be entered for each level (A-E). To enter the next level values, move down vertically to the next row. Each row is labeled to reflect the corresponding level's results.

# How to Create Linearity Reports

11. Select "Save and add another" if you have more than one analyte with data that will need a completed linearity report.
12. Select "Save and Finish" once you have entered all analytes and results that were tested during the linearity study. (See *Figure 18*)

*Figure 18.*

The screenshot shows a web form titled "Add Linearity Run". The form contains the following fields and sections:

- Part Number:** A dropdown menu with the placeholder text "Select a product".
- Lot Number:** A dropdown menu with the placeholder text "Select a product first".
- Lab:** A dropdown menu with the placeholder text "Select a Lab".
- Analyzer:** A dropdown menu with the placeholder text "Select a lab first".
- Tech:** A text input field.
- Date:** A date picker field with a calendar icon.
- Analyte:** A dropdown menu with the placeholder text "Select a lot first".
- Reagent:** A dropdown menu with the placeholder text "Select a analyzer and analyte first".
- Units:** A dropdown menu with the placeholder text "Select analyte first".
- Points:** A section with five sub-sections, each labeled "Enter up to 5 replicates for Level A" through "Level E". Each sub-section contains five small text input boxes for data entry.

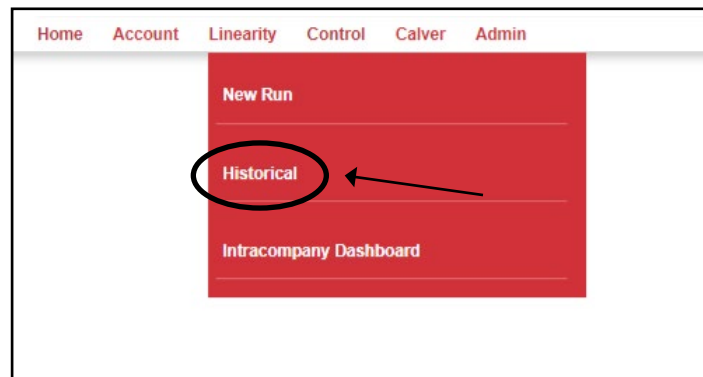
At the bottom of the form, there are three buttons: "Save and Finish" (blue), "Save and Add Another" (blue), and "Reset" (orange).

13. Once the reports have been saved, the completed linearity reports will appear and should be reviewed. If an edit is needed for a completed linearity report, refer to the steps provided in "How to Print, Edit, and/or Delete Linearity Reports."

# How to Print, Edit, and/or Delete Linearity Reports

You may choose to view and/or print the reports at any time. Do not generate a new report if simple errors/edits/updates are needed for the completed linearity reports in your facility's account. If an error is noticed on the completed report and a new report is created, this will affect the available peer data. Reports can be edited and/or updated at any time. The completed linearity reports are found in the historical data portion of your facility's Auditor QC account.

1. Select the drop-down menu for "Linearity" located at the top of the page.

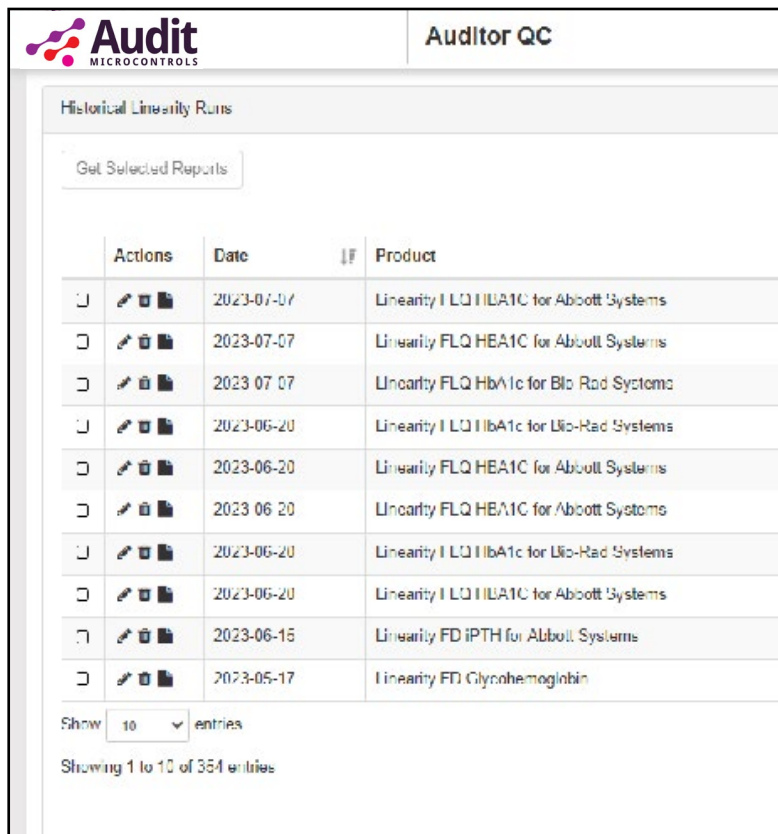


2. Select the "Historical" option. (See *Figure 19*)
3. Under the Actions column, choose edit, delete, or report. (See *Figure 20*)
  - a) The edit option may be used to revise report. Editing is done when the information entered needs to be corrected or updated. When the report has been edited to show the correct information, select the option to save the report located at the bottom.
  - b) The delete option may be used to permanently delete report. Note, once the option has been chosen to delete a report, the

# How to Print, Edit, and/or Delete Linearity Reports

- d) Selecting multiple boxes allows viewing of multiple reports at the same time. Once the reports have been selected, scroll to the top of the page, and select "Get Selected Reports." This option will provide the completed reports to be reviewed.
- e) Once the reports have been selected and reviewed, the reports may now be printed. The option to print the reports will be located at the bottom of the report and shown as "Download Report as PDF." Once this option has been selected, the reports will be shown as in PDF format and may be printed by the facility. The reports may also be saved to the facility's computer system if needed. Note, it is not necessary to save the reports to the facility's computer (data systems) since the reports are saved indefinitely in the Auditor QC program and may be accessed by the account holder at any time.

Figure 20.



# Additional Information:

- Any dilutions performed during the facility's linearity study must be submitted by email to [technicalsupport@auditmicro.com](mailto:technicalsupport@auditmicro.com) for the completion of a custom graph by using the data submission form. The data submission form is supplied with the linearity kit. If your facility needs a data submission form, it may be requested by email. Technical support will provide a PDF data submission form or it may be downloaded from [www.auditmicro.com](http://www.auditmicro.com)
- Should the user have questions in regards to editing/completing/submitting linearity results, please contact Technical Support. We are here to help!
- Contact information for Technical Support may be found on [www.auditmicro.com](http://www.auditmicro.com) or [www.auditorqc.com](http://www.auditorqc.com)



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