

Eurofins HUB – User Guide

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1. Log in

1.1. Normal log in (not the first time)

Go to <https://pt.eurofins.no/>

Enter your username (email) and password. Click «Log in».

1.2. First time log in

Go to <https://pt.eurofins.no/>

The first time you wish to log in to Eurofins HUB, you just enter your email address, and then click «Reset your password».



Then this page will appear.

Reset your password

Email *

Password reset instructions will be sent to your registered email address.



Here you have to enter your email address one more time and click «Submit». Then you will receive an email like this:

test@eurofins.no

A request to reset the password for your account has been made at HUB.

You may now log in by clicking this link or copying and pasting it into your browser:

https://pt.eurofins.no/user/reset/407/1698058433/9dG5Tu2uuJ_GQIT84YYZgWYZitdE7H0_4rmQMcaNGVs

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.

-- HUB team

You will have to click on the link in the email, and then you will get the following message. Click «Log in».



Home

Reset password

This is a one-time login for test@eurofins.no and will expire on *Wed, 10/25/2023 - 12:53*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

A new page in Eurofins HUB will appear. There you will enter your password, name and phone number. Then you are all set and ready to use Eurofins HUB.

2. New customer

If you are a new customer to our PT scheme, please feel free to contact us at PT001@ftn.eurofins.com to create an account.

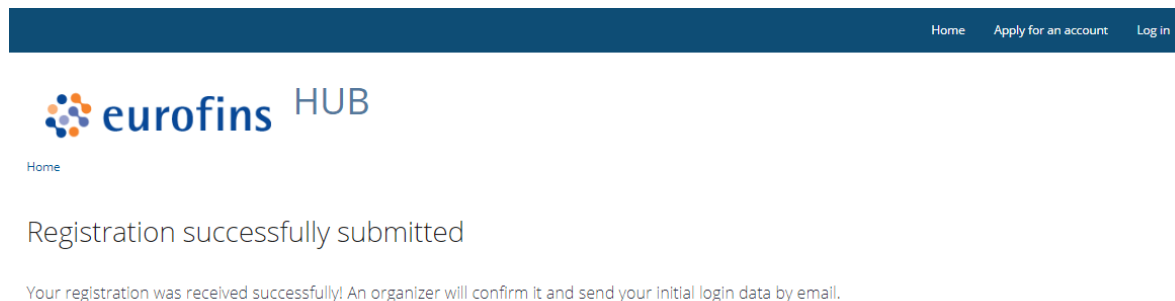
Another option is to go to <https://pt.eurofins.no/> and click «Apply for an account», which can be found on the start page.



This will take you to a new page to enter contact details for your laboratory, including shipping address and billing address.

When this is completed, click «Submit registration».

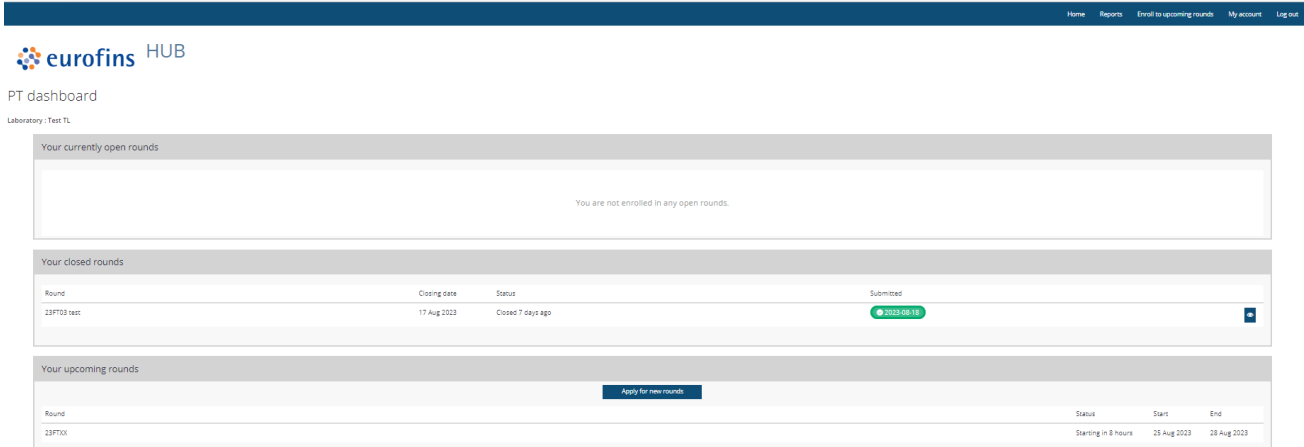
Then you will receive a notification to state that your registration is submitted.



Eurofins will have to approve your registration. And when this is done, you will receive an email to state that an account has been created for you. You will then have to click on a link in the email to create a password.

3. Use of HUB

After logging in, your start page will look like this (refer to point 3.1 if you are a multi-lab user):



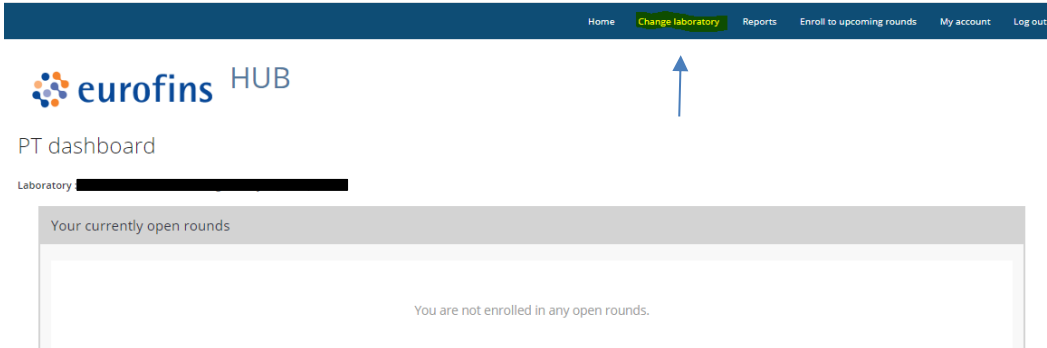
The screenshot shows the PT dashboard for a user at Laboratory: Test TL. The dashboard is divided into three main sections:

- Your currently open rounds:** A message states "You are not enrolled in any open rounds."
- Your closed rounds:** A table with columns: Round, Closing date, Status, Submitted. One row is visible: Round: 23FT03 test, Closing date: 17 Aug 2023, Status: Closed 7 days ago, Submitted: 2023-08-16.
- Your upcoming rounds:** A table with columns: Round, Status, Start, End. One row is visible: Round: 23FT0X, Status: Starting in 8 hours, Start: 25 Aug 2023, End: 28 Aug 2023. A button "Apply for new rounds" is located above the table.

- “Your currently open rounds” shows your ongoing trials that are currently open for reporting of results.
- «Your closed rounds» shows your finished rounds where reporting of results are no longer available.
- «Your upcoming rounds» shows future trials that you are enrolled in.

3.1. Multi-lab user

If you oversee several laboratories, your start page will look like this:



The screenshot shows the PT dashboard for a multi-lab user. The top navigation bar includes a "Change laboratory" button highlighted in yellow, with a blue arrow pointing to it. The dashboard content is partially obscured by a black redaction bar over the "Laboratory" field. The "Your currently open rounds" section shows the same "You are not enrolled in any open rounds" message.

The only difference will be the button called «change laboratory». This button can be used to switch between different laboratories and might be useful, e.g. if you would like to enroll several laboratories.

3.2. Enrollment

To register your laboratory for a trial you can click «Apply for new rounds» at the bottom of the page, or «Enroll to upcoming rounds» at the top of the page.

That will take you to this page:

Click «Order participation» for the trial you wish to enroll in.

A new page like this will then open:

Participation order for *Hygiene trial 24HP01*

We would like to participate in the round Hygiene trial 24HP01. *

PLEASE CHOOSE YOUR SAMPLE SETS *

Hygiene non-pathogens
 Hygiene pathogens

Start of analysis: 27th of May
Results due date: 12th of June

Registration:	13 December 2023 Closing in 48 days
Description:	The hygiene trial consists of 2 different sample sets (non-pathogens and pathogens). Please make sure to select all of the different sample sets that you would like for your participation. Matrix: Seafood paste

BILLING ADDRESS

CONTACT PERSONS

You will need to fill in all points marked with a red star.

NOTE!: For food trials and hygiene trials it will be possible to choose between different sample types (e.g. non-pathogens and pathogens). It is important to check the box of all the different sample types that you want.

NOTE!: The first time you enroll, there are several fields that needs to filled; address, contact details, invoice information etc. But this information will be stored for your next enrollment.

After all lab details have been entered and you click «Submit order», the following message will appear:

Apply for new rounds

✔ Thank you very much for your order. You will receive an email with all details as confirmation in a few minutes. If you want to download all details of your order as PDF, please go to the list of submitted orders.

▶ [DOWNLOAD SUBMITTED ORDERS AS PDF](#)

At the same time, you will receive an email with a pdf document to summarize your order.

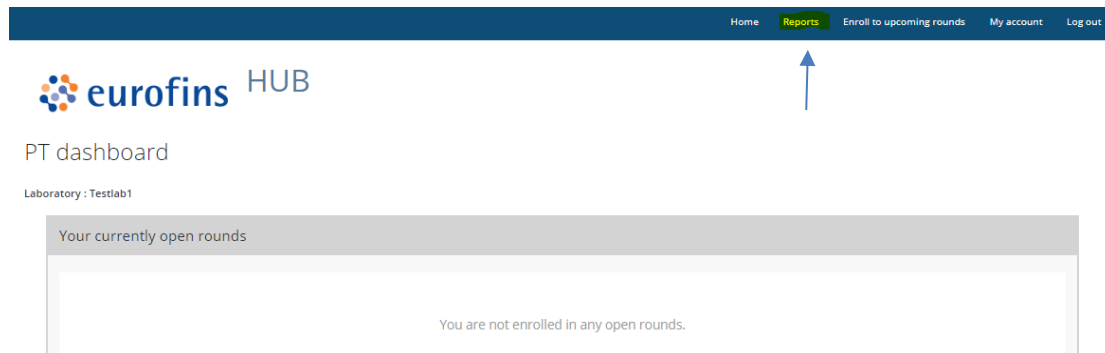
Your order will need to be approved by Eurofins, and then you will receive a final confirmation regarding your participation in the trial.

3.3. Reports

All reports and documents linked to the reports, will be published in Eurofins HUB.

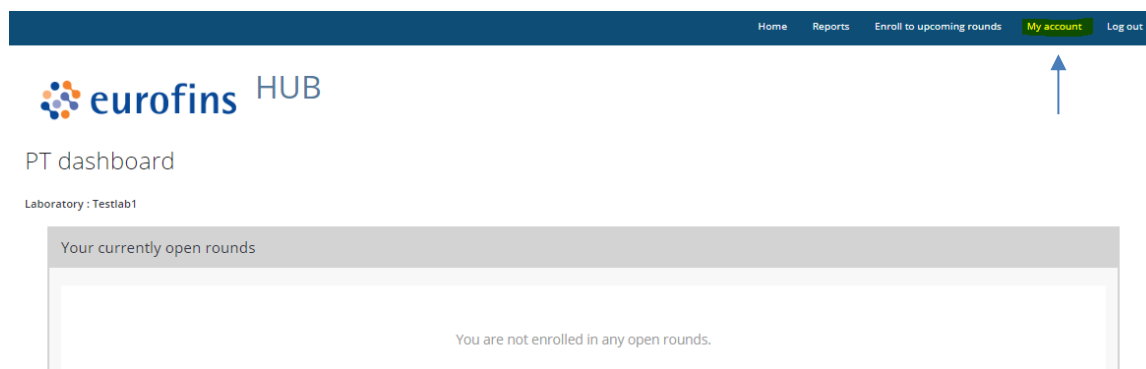
You will receive an email when a new report is published.

To find the report, you log in and click «Reports» on top of the start page.



3.4. My account

Under «My account» you can change your password and information regarding your own user.



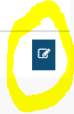
The contact person for the laboratory will also be able to change details regarding the laboratory (e.g. address, invoice information, add a new contact person etc.).

3.5. Reporting of results

On your start page in Eurofins HUB, you will find your ongoing trials under «Your currently open rounds».

PT dashboard

Laboratory : Lab Therese

Your currently open rounds	
Round	Status
23HPxx	Closing in 2 days 

To get to the data entry page for reporting of results, click on the icon marked yellow above. That will take you to the following page:

Home
Reports
Enroll to upcoming rounds
My account
Log out








Enter data for 23HPxx

You have to submit the data by *October 27, 2023*

Date of sample receipt *

Date of analysis

Comment

Measurand	Measurement Unit	Result	Analysis method	Measurement uncertainty
▼ Hygiene non-pathogens, xxHP01_A				
Aerobic colony count	/swab	<input type="text" value="10"/>	Petrifilm AC▼ 	<input type="text" value="0,3"/>
Enterobacteriaceae	/swab	<input type="text" value="530"/>	Petrifilm EB▼ 	<input type="text" value="0,2"/>
Coliform bacteria	/swab	<input type="text" value="200"/>	VRBL▼ 	<input type="text" value="0,2"/>
Escherichia coli	/swab	<input type="text" value="85"/>	Petrifilm SEC▼ 	<input type="text" value="0,25"/>
Moulds	/swab	<input type="text" value="<10"/>	DRBC▼ 	<input type="text" value="0,3"/>
Yeasts	/swab	<input type="text" value="180"/>	Petrifilm Rapid Yeast and Mold▼ 	<input type="text" value="0,3"/>
E. coli detection	/swab	<input type="radio"/> Absent <input checked="" type="radio"/> Present	TBX▼	<input type="text"/>
▼ Hygiene non-pathogens, xxHP01_B				
Aerobic colony count	/swab	<input type="text" value="15"/>	PCA▼ 	<input type="text"/>

Save data

Save and confirm data

- Date of sample receipt needs to be entered.
- Please enter your date of analysis as well.
- If you wish to add any comments regarding the trial, that is possible.
 - Note that results entered in the «comment» field will not be included in the evaluation.
- Enter your results in the column «Results».
 - Quantitative results are to be reported in CFU or MPN /unit.
 - If the target is not detected, report your limit of detection, e.g. <10.
 - For qualitative analysis; select «Absent» for not detected or «Present» for detected.
- Enter only results for analyses performed and leave the other fields blank.
- Select your analytical method or agar from the drop-down list under «Analysis method».
 - If you select «Another» as your analytical method, please use the comment field to report your method or agar of use.
- Enter your measurement uncertainty (log) under «Measurement uncertainty» if you wish to receive a zeta score in your individual results table.
 - **NOTE!** Measurement uncertainty is in log and is given with a coverage factor of 2. This is the most common measurement uncertainty provided to customers.
- «Save data» will store your results if you would like to finish them at a later time.
- When you are ready to submit your results, click «Save and confirm data».

That will take you to a new page where you have the option to download your results or send them by email to yourself.

Submit data?

✓ The data entry form was saved successfully.

[Print this page](#) [Download PDF](#) [Send email](#)

You have answered one supplementary question.

You have entered data. 12 rows of valid data will be submitted.

Date of sample receipt *

Date of analysis

Comment

[Edit or update data](#) [Submit data](#)

If you would like to make any changes to your results, click «Edit or update data».
If you are ready to submit your results, click «Submit data».