

# Instructions for using Sciantec PT Portal for the GAFTA Ring Check.

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- **Login**

Go to <http://sciantec.sciantecportal.co.uk> where you will find the login screen.

Not secure | sciantec.sciantecportal.co.uk

Gafta

GAFTA  
Paul.allison@sciantec.uk.com

Help

Log in to your proficiency portal account

Email 1

Password 2

Remember Me [Forgot password?](#)

Login

Don't have an account?

If you would like to sign up to the portal, please contact on 01757 242 406 or email: [Paul.allison@sciantec.uk.com](mailto:Paul.allison@sciantec.uk.com)

Put your email address into box 1 and your password into box 2, then click the login button.

When your user account is initially set up your password will be set to [abc123](#). You can change this once you have logged in.

You can reset your password by using the [Forgot Password?](#) link. This is an automated process which asks for your email address and emails you a password reset email. You should receive the email within a few minutes of clicking on the link.

Ticking the [“Remember Me”](#) box will allow your browser to retain your login details the next time you visit this page.

- **Adding a new user**

Accounts have been set up for all primary contacts that we have for the participant laboratories. If you need additional user accounts setting up please email [paul.allison@sciantec.uk.com](mailto:paul.allison@sciantec.uk.com) with details of

1. First name of the new user
2. Surname of the new user
3. Email address of the new user
4. GAFTA Laboratory ID that the new user requires access to.

Adding user accounts is a manual process so there may be a delay while this is carried out.

- **User Expiry**

Accounts which remain inactive for more than 12 months will be removed from the portal and the user will lose the ability to submit data and view reports.

- **Labs Tab**

Once you have logged in you will see the following page.

GAFTA Lab ID Company Name Address Country Postcode Actions

GAFTA Lab ID	Company Name	Address	Country	Postcode	Actions
TEST Lab	Somewhere	A Street A Road	United Kingdom	YO1 1AA	<a href="#">View Subscriptions</a> 

Showing 1 to 1 of 1 entries

Previous 1 Next

The Labs tab brings up details of any laboratories linked to your user account.

If any address details are incorrect, the edit icon,  under “Actions” can be used to edit them.

The portal will email Sciantec with details of the changes made and Sciantec will inform GAFTA and update courier address books etc.

- **Submit Results**

To submit results, click on the Submit Results tab

The screenshot shows a dark red navigation bar with the following tabs: Labs, Subscriptions, Schemes, and Submit Result. The 'Submit Result' tab is highlighted with a blue circle. To the right of the navigation bar, the user's name 'Joe Bloggs' is displayed with a dropdown arrow. Below the navigation bar is a white box titled 'Add Results' containing a label 'Select a subscription/instrument' and a dropdown menu with the text 'Please Select a subscription'.

Then select the subscription you wish to submit results for. Most users will only see one subscription here.

The screenshot shows the 'Add Results' form with the 'Submit Result' tab selected in the navigation bar. The 'Select a subscription/instrument' dropdown menu is now populated with the value '000/TEST Lab Somewhere' and is circled in blue. Below it, the 'Select a scheme' dropdown menu is still empty with the text 'Please select a scheme'.

Select a scheme – Only schemes that you are subscribed to will be displayed.

The screenshot shows the 'Add Results' form with the 'Submit Result' tab selected. The 'Select a scheme' dropdown menu is now populated with the value 'GAFTA Feed' and is circled in blue. The 'Select a round' dropdown menu is still empty with the text 'Please select a round'.

Then select a round. Only open rounds will be displayed. If the drop-down list is empty then there are currently no open rounds for that scheme.

The screenshot shows the 'Add Results' form with the 'Submit Result' tab selected. The 'Select a round' dropdown menu is now populated with the value '2018:F1' and is circled in blue. The other dropdown menus remain the same as in the previous step.

The following screen will then be displayed

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled	Feed Ash / % 'as is'			Ankom	Hide
2018:F1 - Milled	Feed Crude Fibre / % 'as is'			Ankom	Hide
2018:F1 - Milled	Feed Oil A (Ether Extraction)			Ankom	Hide
2018:F1 - Milled	Feed Sand/Silica / % 'as is'			Ankom	Hide
2018:F1 - Milled	Feed Moisture / %			Ankom	Hide
2018:F1 - Milled	Feed Protein (N x 6.25) / % 'a			Ankom	Hide

Submit Results

You need to fill in all 3 columns for each analyte you are submitting results for.

**Result** is the analytical result of the test you have carried out. Be very careful to make sure that the units of the result you are reporting match those specified in the 'test' field. In particular that the Nitrogen factor and moisture basis match those requested.

Tests should be carried out according to the GAFTA Register of Analysis Methods listed here <https://www.gafta.com/Contracts-2018/130>

**Operator** is the name of the person who carried out the test. Once you have entered an operator name for the first time it will be available to use again as soon as you start typing.

**Instrument Type** is the type of instrument used to carry out the test. This should be selected from the drop-down list. If the instrument type you have used is not on the list please email [paul.allison@sciantec.uk.com](mailto:paul.allison@sciantec.uk.com) with the name of the instrument type you need adding. I will add it to the list at the earliest opportunity.

If there is an analyte that you do not wish to report results for, you can remove it from the list by using the hide box

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	Show all tests
2018:F1 - Milled	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnac	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Oil A (Ether Extraction)	12.21	Paul Allison	Soxhlet	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Sand/Silica / % 'as is'			Not Listed	<input checked="" type="checkbox"/> Hide
2018:F1 - Milled	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Protein (N x 6.25) / % 'a	11.11	Rachel Huggins	Kjeldahl	<input type="checkbox"/> Hide

Submit Results

Putting a tick in this box will hide the row.

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	Show all tests
2018:F1 - Milled	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnac	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Oil A (Ether Extraction)	12.21	Paul Allison	Soxhlet	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Protein (N x 6.25) / % 'a	11.11	Rachel Huggins	Kjeldahl	<input type="checkbox"/> Hide

Submit Results

The portal remembers which tests are hidden from round to round so if you hide a test and need to submit data for it in future rounds please see page 8

Once all columns in all visible rows are filled you will be able to use the submit results button to submit your data to the portal.

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	Show all tests
2018:F1 - Milled	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnac	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Oil A (Ether Extraction)	12.21	Paul Allison	Soxhlet	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input type="checkbox"/> Hide
2018:F1 - Milled	Feed Protein (N x 6.25) / % 'a	11.11	Rachel Huggins	Kjeldahl	<input type="checkbox"/> Hide

**Submit Results**

A pop up window will appear asking to check and commit your results

Nominate and Commit results

Scheme	Round	Sample	Test	Finding	Operator	Instrument Type	Nominate
GAFTA Feed	2018:F1	2018:F1 - Milled Extruded Soya	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<input checked="" type="checkbox"/>
GAFTA Feed	2018:F1	2018:F1 - Milled Extruded Soya	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<input checked="" type="checkbox"/>
GAFTA Feed	2018:F1	2018:F1 - Milled Extruded Soya	Feed Oil A (Ether Extraction) / % 'as is'	12.21	Paul Allison	Soxhlet	<input checked="" type="checkbox"/>
GAFTA Feed	2018:F1	2018:F1 - Milled Extruded Soya	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input checked="" type="checkbox"/>
GAFTA Feed	2018:F1	2018:F1 - Milled Extruded Soya	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	<input checked="" type="checkbox"/>

Please carefully check that you have entered the correct results using units and moisture bases requested before you commit results.

If you spot any errors, you can click on “Amend results” and go back and correct them before clicking on ‘submit Results’ again.

If you are happy with the results, click on ‘Commit Results’

You will receive an on-screen confirmation that your results have been submitted

Add Results

Your results has been successfully submitted. An email will be sent to you shortly.

Within a few minutes you should also receive an email confirmation containing a copy of the data you submitted.

- **Amending data**

If, at any point between committing data and the closing date of the round, you decide that you need to amend your data you can do this by logging in and navigating back to the Submit results page for the laboratory / scheme / round you need to change.

The screenshot shows the 'Add Results' page with three dropdown menus: 'Select a subscription/instrument' (000/TEST Lab Somewhere), 'Select a scheme' (GAFTA Feed), and 'Select a round' (2018:F1). Below is a table with columns: Sample, Test, Result, Operator, Instrument Type, and a 'Show all tests' link. The first row is highlighted, and its 'Edit' button is circled in blue.

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<a href="#">Edit</a>
2018:F1 - Milled	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<a href="#">Edit</a>
2018:F1 - Milled	Feed Oil A (Ether Extraction) / % 'as is'	12.21	Paul Allison	Soxhlet	<a href="#">Edit</a>
2018:F1 - Milled	Feed Moisture / %	14.11	Rachel Huggins	Oven	<a href="#">Edit</a>
2018:F1 - Milled	Feed Protein (N x 6.25) / % 'a	11.11	Rachel Huggins	Kjeldahl	<a href="#">Edit</a>

This time you will see a screen with the results you have already entered and a series of edit buttons.

Click the edit button on the row you wish to amend.

Enter your new data and click "Save"

The screenshot shows the 'Add Results' page with the same dropdown menus as the previous image. The table now shows the first row with a result of 5.95. The 'Save' button for the first row is circled in blue.

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled Extr.	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	<a href="#">Save</a> <a href="#">Additional</a>
2018:F1 - Milled Extr.	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Moisture / %	14.11	Rachel Huggins	Oven	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	<a href="#">Edit</a>

This time you do not get the submit and commit screens but the row changes colour to show that the change has been made

The screenshot shows the 'Add Results' page with the same dropdown menus. The first row of the table is highlighted in grey, indicating the change has been made. The 'Save' button is no longer visible.

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled Extr.	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Moisture / %	14.11	Rachel Huggins	Oven	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	<a href="#">Edit</a>

- **Un-hiding tests**

If you had previously hidden a test and later decide that you want to submit results for it you can un-hide it by using the “show all tests” link. Log in as normal and navigate to the submit results screen as if you were going to amend your data.

The screenshot shows the 'Add Results' form with the following details:

- Select a subscription/instrument: 000/TEST Lab Somewhere
- Select a scheme: GAFTA Feed
- Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled Extr.	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	<a href="#">Show all tests</a> <a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Moisture / %	14.11	Rachel Huggins	Oven	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	<a href="#">Edit</a>

Click on ‘Show all tests’ and the screen changes to show all reporting fields, including those which were previously hidden.

The screenshot shows the 'Add Results' form with the following details:

- Select a subscription/instrument: 000/TEST Lab Somewhere
- Select a scheme: GAFTA Feed
- Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled Extr.	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	<a href="#">Back to Submit</a>
2018:F1 - Milled Extr.	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	
2018:F1 - Milled Extr.	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	
2018:F1 - Milled Extr.	Feed Sand/Silica / % 'as is'			Ankom	<input type="checkbox"/> Unhide
2018:F1 - Milled Extr.	Feed Moisture / %	14.11	Rachel Huggins	Oven	
2018:F1 - Milled Extr.	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	

Put ticks in the ‘unhide’ box on any rows you now wish to submit data for and then click – ‘**Back to submit**’

This returns you to the previous screen but the previously hidden row is now available to populate.

The screenshot shows the 'Add Results' form with the following details:

- Select a subscription/instrument: 000/TEST Lab Somewhere
- Select a scheme: GAFTA Feed
- Select a round: 2018:F1

Sample	Test	Result	Operator	Instrument Type	
2018:F1 - Milled Extr.	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	<a href="#">Show all tests</a> <a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Sand/Silica / % 'as is'	1.01	Rachel Huggins	Muffle furnace	<input checked="" type="checkbox"/> Hide <a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Crude Fibre / % 'as is'	2.25	Rachel Huggins	Ankom	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Protein (N x 6.25) / % 'as is'	11.11	Rachel Huggins	Kjeldahl	<a href="#">Edit</a>
2018:F1 - Milled Extr.	Feed Moisture / %	14.11	Rachel Huggins	Oven	<a href="#">Edit</a>

[Submit Results](#)

Fill in the details for all 3 columns and submit your data as before.

If you have followed these procedures, then your data will be in the portal and available to us to use for report production. There should be no need to ask for additional confirmation that results are saved, the on-screen messages and receipt email should provide sufficient evidence.

One final reminder: It is your responsibility to ensure that the results you report are in the units and on the moisture basis requested by the portal. Please make certain that this is the case as we are unable to change your data once the round is closed and the report published.

- **Round Reports**

Once the round has closed and the data has been processed you will receive an email from the portal informing you that reports are ready to view.

Log is as normal and click on the “Report” tab.



GAFTA

Paul.allison@sciantech.uk.com



Report

Select a scheme

Select a round

Select test

You will be presented with a screen allowing you to select a scheme, round and test.

For the basic report showing your results, z score etc. select a scheme and round and then click ‘All Tests’ or, if you are only interested in a single analyte, click on the test you are interested in.

Report

Select a scheme

Select a round

Select test

- Please select a test
- All Tests**
- Feed Ash / % 'as is'
- Feed Crude Fibre / % 'as is'
- Feed Moisture / %
- Feed Oil A (Pet. Ether Extract) / % 'as is'
- Feed Protein (N x 6.25) / % 'as is'
- Feed Sand/Silica / % 'as is'
- Supplementary Data

After a few seconds a report will be generated

GAFTA Ring Check 2020:F1 Feed Moisture / %				
2020:F1 - Yellow Corn Meal				
Robust Mean			13.430	
Assigned Value			13.430	
Difference			0.000	
Actual SD			0.599	
Assigned SD			0.381	
Lab	Result	Diff From Assigned	Z Score	
004	13.10	-0.33	-0.9	
006	6.36	-7.07	-18.6	
007	12.63	-0.80	-2.1	
009	12.81	-0.62	-1.6	
013	13.14	-0.29	-0.8	
014	13.83	0.40	1.0	

This report shows the following:

**Robust Mean:** The robust mean of all data returned for this analyte on this sample.

**Assigned Value:** The best estimate of the true value based on the data returned, with outliers removed. This is the target value used for calculating z scores.

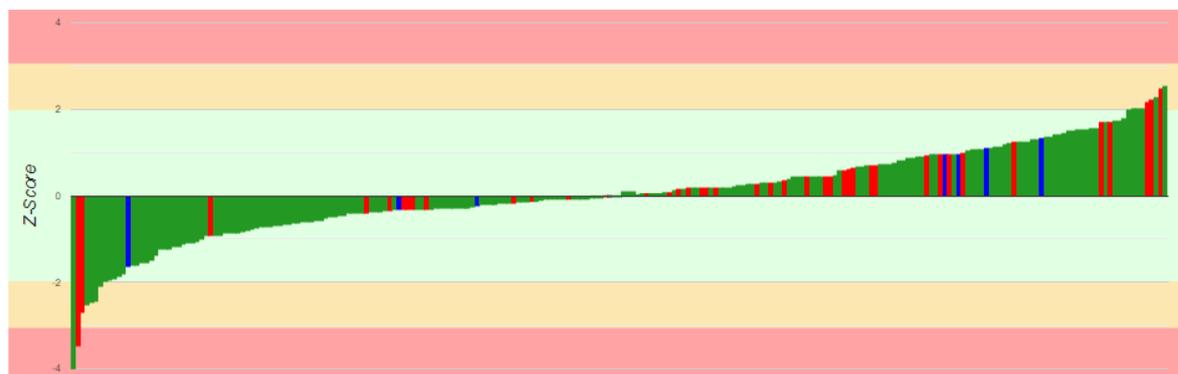
**Actual SD:** The actual SD of the data returned

**Assigned SD:** the SD used to calculate z scores which may be based on the actual SD after removal of outliers or on the Horwitz equation.

The table shows your lab ID, the result you reported, the difference between your result and the assigned value and your z score.

Scrolling down the report shows the z score distribution

2020:F1 - Yellow Corn Meal Feed Moisture / % 'z' scores



Total results 239, Questionable zscores 14, Unsatisfactory 1, Zscore Robust Mean 0.00  
Zscore failures Laboratory Number 006,007,050,085,164,177,238,342,395,421,458,477,481,494,499



The z scores of each participant are displayed in ascending order with the bars in the chart being coloured according to instrument type used.

- **Supplementary Reports**

Some of the information which previously appeared in the PDF Analyst reports is no longer available via the portal 'Round Reports'. Numbers of participants / countries, homogeneity data etc. This information can now be found by selecting 'Supplementary data' from the 'select a test' dropdown.

The screenshot shows a navigation bar with the following items: Labs, Subscriptions, Schemes, Report (circled in purple), Trends, and Submit Result. Below the navigation bar is a form titled 'Report'. The form contains three dropdown menus: 'Select a scheme' with the value 'GAFTA Feed', 'Select a round' with the value '2020:F1', and 'Select test' with the value 'Supplementary Data' (circled in purple). Below the 'Select test' dropdown is a red button labeled 'Generate Report' (circled in purple).

Then click on Generate Report.

The portal will download a PDF to your computer which you can then open to view.

- **Trend Reports**

Previous PDF Reports were standalone reports that did not contain information from previous rounds. Moving over to a web based system allows a trend report to be generated showing performance over time.

The screenshot shows a navigation bar with the following items: Labs, Subscriptions, Schemes, Report, Trends (circled in purple), and Submit Result. Below this is a section titled 'Trend Analysis Graphs' containing a form with the following fields:

- Select a test: All Tests
- Select a Lab: Not Applicable
- OR
- Select a subscription: 138
- Generate Report button

Select 'Trends' and then choose the test you are interested in, or select 'All Tests'

You can then select your lab from the select a lab box, or your GAFTA ID from the 'select a subscription' box. The resulting report is the same whichever way you choose.

Click on 'Generate Report' and after a few seconds a report is displayed.

This report displays z scores over time for all rounds that you submitted data for. The database has been populated with data back to the 2018:1 round.

## Z-Score Trend Analysis for GAFTA 000 - Test Lab

### Scheme GAFTA Feed

Feed Moisture / % 'z' scores

