

# **UKGTN Website**

## **Lab Admin**

### **User Manual**

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## UKGTN Member Laboratory Admin

### A system for laboratories to manage their UKGTN test service information

#### Introduction

The UKGTN has revised the laboratory administration interface as part of the wider website redevelopment project. This existing database model was revised to accommodate tests for multiple disorders/genes i.e. multi-gene and NGS panels.

The interface involves a workflow management system between the UKGTN Admin team and the laboratory membership. This is similar to the workflow system for the previous website with a new user-friendly format to facilitate laboratories in keeping their test service information up to date.

The dashboard lists 3 lab administration areas for management:

- Manage test services
- Manage laboratory contact details
- Manage users.

These are also available as tabs that can be selected by clicking the title.

If you don't have an account set up on the system, please refer to section 1 as written below. We encourage lab administrators to have their own account to enable change to be tracked back to the correct person if queries arise.

All laboratories have been assigned a short display name (e.g. Cardiff RGC) as agreed by the Lab Membership Audit working group for the purpose of simplicity on the website.

### 1. Laboratory account set-up and User management

#### **1.1 Account set-up for lab users**

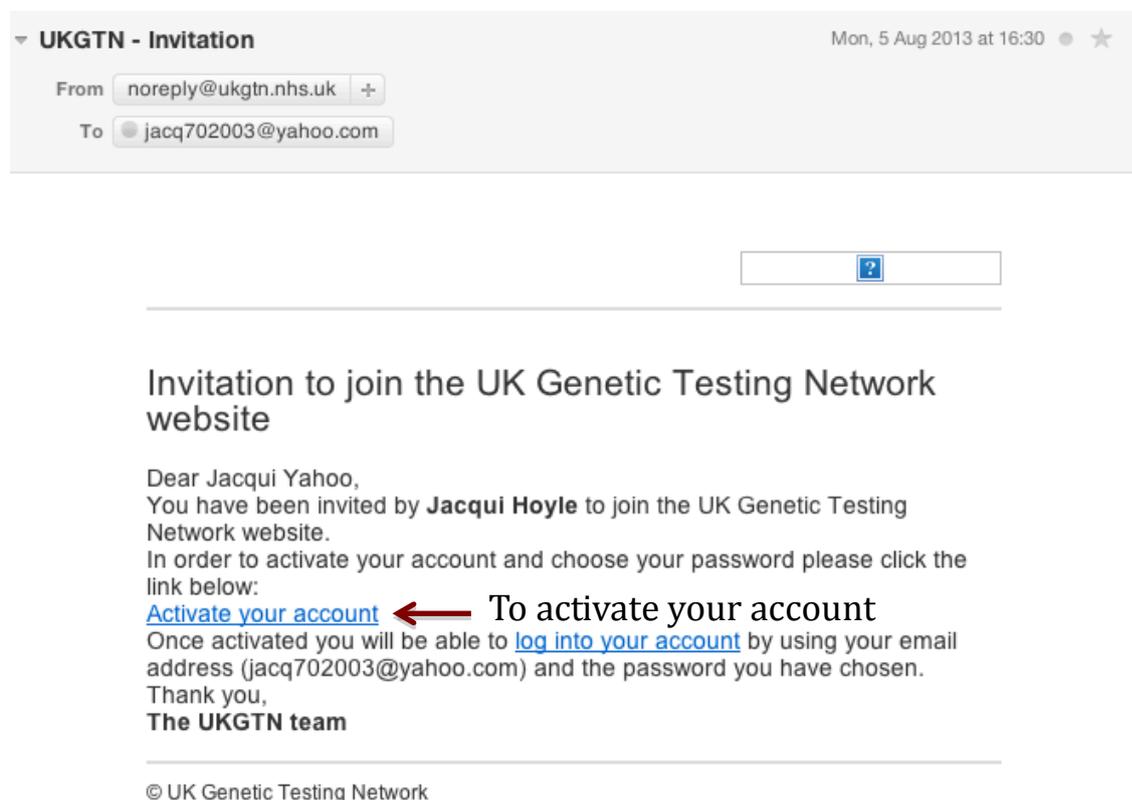
UKGTN have devised a system to enable the head of your laboratory to set up additional users for your lab and assign permissions:

- Manage test services
- Manage contact details
- Manage users
- Manage validations

UKGTN have responsibility for setting up accounts for the head of labs only. If you don't have an account set-up you will need to ask your head of lab or a colleague with manage user permission to set you up.

### 1.1.1 Email Invitation

You will receive an email invitation requesting you activate your account via a link where you will be asked to enter a password of your choice twice.



You will have **5** days to activate your account before the link is inactivated. If the link expires you lab head or a colleague with permission to manage users can resend the e-mail invitation as shown in 1.2. In the initial set-up process, Lab heads will need to contact UKGTN to request an invitation resend.

### 1.1.2 Activation of your account with chosen password

Enter a password of your choice in the activation window as shown below. Your user name is your e-mail address.

## Invitation

### Activate your account

In order to activate your account please choose and confirm your password. For security reasons your password must have at least 6 characters:

Password

Confirm your password

[Activate your account](#)

### 1.1.3. Confirmation of the activation of your account

Your confirmation will appear as shown below.

## Invitation

### Activate your account

Thank you, your account has now been activated. You can now log into your account using your email address and password.

[Return to the login form](#)

## 1.1.4 Log-in Window

Log-in using your email address and password you have chosen as shown below

**Login**

**Login**

**NHS**

**UK Genetic Testing Network**

Home Find a Test Resources Our Work News & Events About Us Contact Us

Home > Login

**Login**

Please enter your email address and password:

Email

Password

**Login**

[Have you forgotten your password?](#)

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## 1.2 Manage Users

UKGTN have set up an account on the system that has been assigned all admin permissions for each head of labs. There are two methods for managing users either individually (1.2.1) or as a group (1.2.2)

### 1.2.1 Actions for a single user

**Manage users** | Hello Dr Jacquil Hoyle | Back to UKGTN | My UKGTN | My account | Logout

Dashboard | Manage test services | Manage laboratory contact details | **Manage users**

[Invite a new user](#) ← Invite a new user

Alphabetic filter by first name

Name	Permissions	Last log in	Published?	Actions
<input type="checkbox"/> Laboratory Administrator 2	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	30/07/2013 09:47	✓	Actions
<input type="checkbox"/> Laboratory Manager	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> </ul>	02/07/2013 12:47	✓	Actions
<input type="checkbox"/> Laboratory User	<ul style="list-style-type: none"> <li>Manage test services</li> </ul>		✓	Actions
<input type="checkbox"/> Finn - lab user	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	03/05/2013 15:29	✓	Actions
<input type="checkbox"/> Oliver Test	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	28/06/2013 11:52	✓	Actions

Filters: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Actions for a single user: View, Edit, Delete, Re-send invitation email, Send a password reset email

Edit [Go]

### 1.2.2 Manage users as bulk action

**Manage users** | Dashboard | Manage test services | Manage laboratory contact details | **Manage users**

[Invite a new user](#)

Name	Permissions	Last log in	Published?	Actions
<input checked="" type="checkbox"/> Laboratory Administrator 2	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	30/07/2013 09:47	✓	Actions
<input checked="" type="checkbox"/> Laboratory Manager	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> </ul>	02/07/2013 12:47	✓	Actions
<input checked="" type="checkbox"/> Laboratory User	<ul style="list-style-type: none"> <li>Manage test services</li> </ul>		✓	Actions
<input checked="" type="checkbox"/> Finn - lab user	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	03/05/2013 15:29	✓	Actions
<input checked="" type="checkbox"/> Oliver Test	<ul style="list-style-type: none"> <li>Manage test services</li> <li>Manage contact details</li> <li>Manage users</li> <li>Manage validations</li> </ul>	28/06/2013 11:52	✓	Actions

Filters: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search keywords: [ ] Search

Bulk Action by multiple selection of users: Edit, Enable, Disable, Delete, Re-send invitation email, Send a password reset email

Footer: Privacy Policy | Accessibility Statement | Sitemap | Search | Web design agency - Liquid Light

## 1.3 Add new user

To add new users to your laboratory account, select **Invite New User**. Fields with red star are mandatory. Please select the permissions you wish your new user to have. If you are adding multiple users select **Save and Add** and if just one user **Save and Close** or **Save**. The saving process initiates the invite and activation process described in 1.1.1-1.1.4.

The screenshot shows the 'Manage users' form. At the top, it says 'User' and 'Hello Dr Jacqui Hoyte'. There are navigation links: 'Back to UKGTN', 'My UKGTN', 'My account', and 'Logout'. Below this is a menu with 'Dashboard', 'Manage test services', 'Manage laboratory contact details', and 'Manage users'. The form fields are:
 

- Name \* (text input)
- Email \* (text input)
- Title (text input)
- Permissions \* (checkbox list):
  - Manage test services
  - Manage contact details
  - Manage users
  - Manage validations

 At the bottom right, there are four buttons: 'Save', 'Save & close', 'Save & add', and 'Close'.

## 1.4 Log-in and navigation between Admin Interface and Front site

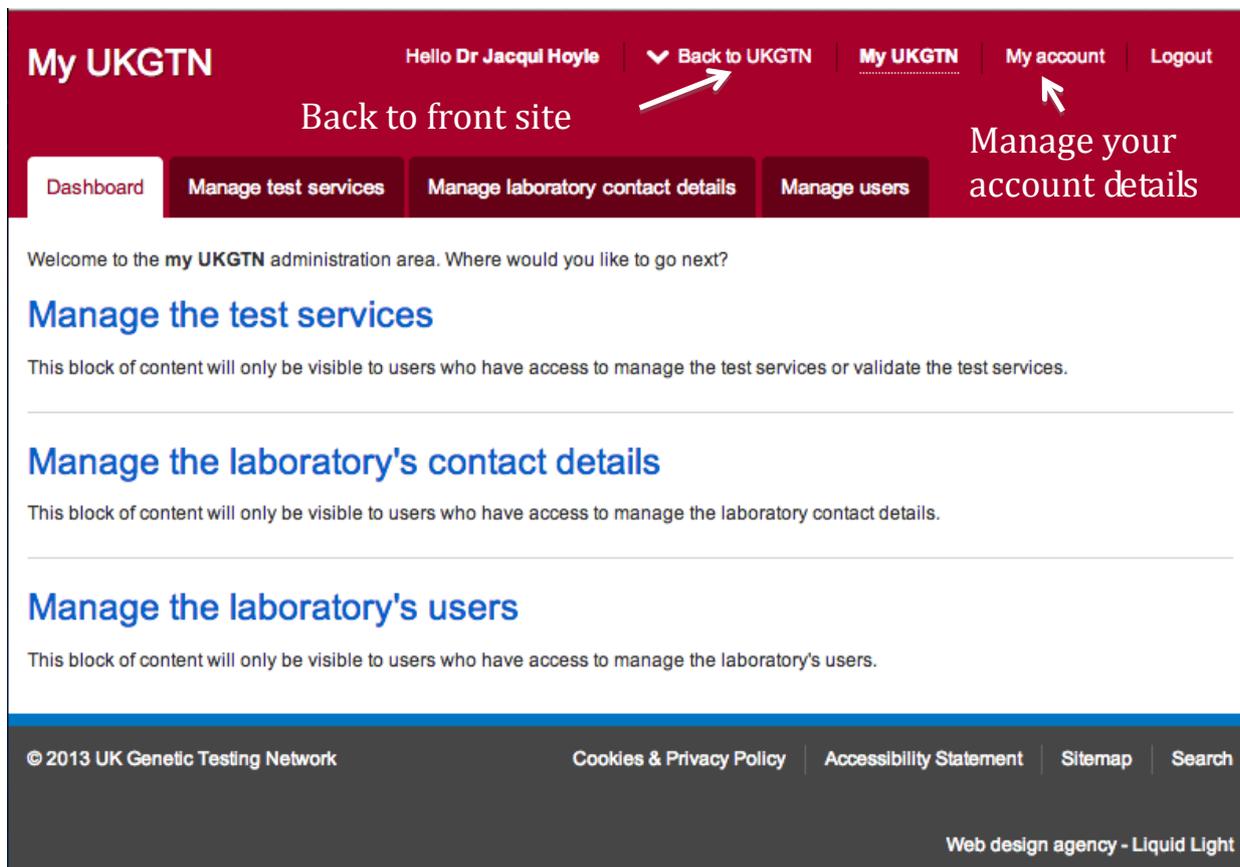
### 1.4.1 Log in to your admin account



Log-in to your admin account here

## 1.4.2. Lab admin Dashboard

You can navigate between the dashboard options by either selecting blue links on dashboard page or by selecting the title in each of the tabs.



## 1.4.3 Switching between the UKGTN front site and your admin interface

Selecting **Back to UKGTN** shown on screen shot above reveals the 7-header banner of the front site as shown in the screen shot below.

Selecting **My UKGTN** on the front site will take you to the admin interface.



## 1.5 Manage my account details

You can manage your account details by selecting **My Account** as shown in the screen shot of your lab admin interface site below.

Manage my account

Hello Dr Jacqui Hoyle | Back to UKGTN | My UKGTN | My account | Logout

Manage my account | Change my password

Manage my account details

Name \*

Email \*

Title

Save

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## 2. Manage Test Services

UKGTN publishes new test services on the website on the 1st April to coincide with the new commissioning cycle. i.e. New tests endorsed at UKGTN CSAG in Sept 13 to be published 1<sup>st</sup> April 2014. Additional providers for existing services will be published throughout the year as they are approved.

Each test service, as defined by UKGTN, represents the combination of disorder (s) and gene (s) offered through the network. UKGTN have assigned names to each test service. This will correspond to the approved name of the disorder (according to OMIM database) for simpler tests and a specified name, assigned by UKGTN, for complex tests. Each test service has a number of options i.e. test service options represented as a matrix. Each option is comprised of a service level, referral category, reporting time, local NHS price and a price note.

The inclusion of a price note is primarily for providing information on what genes are being testing in each option for complex tests. This is to enable service comparison between providers.

### 2.1 Summary of Workflow system

A diagram summarises the process below. There are 4 status versions for test services.

**Editable**=version that is published on the front site and is available to be edited or validated by anyone that has that user permission.

**Pending approval**=awaiting approval by UKGTN for publication. When UKGTN approves it this version will be published and the test service will be available for editing again.

**Returned**=UKGTN have returned your submission to you requesting further clarification/information before publication.

**Not in service**= these are test services that are to be started (UKGTN upload for 1<sup>st</sup> April) or to be ended by a specified date.



## 2.2 Browsing and searching your test services

On the right hand panel of your screen there are various tools for searching and filtering your test services.

### 2.2.1 The alphabetical filter sorts your test services by test name.

The screenshot shows the 'Manage test services' interface. At the top, there is a navigation bar with 'Hello Dr Jacqui Hoyle', 'Back to UKGTN', 'My UKGTN', 'My account', and 'Logout'. Below this is a sub-navigation bar with 'Dashboard', 'Manage test services', 'Manage laboratory contact details', and 'Manage users'. The main content area features a table with columns: Test, Status, EQA Schemes, Last validated, Last updated, and Actions. The table lists three test services: UKGTN Test A, UKGTN Test B, and UKGTN Test C. To the right of the table is a 'Filters' panel with an alphabetical grid. The letter 'U' is highlighted in the grid, and a red arrow points from the text 'Alphabetical filter by test name' to the 'U' button. Below the table is a 'Validate' dropdown and a 'Go' button.

Test	Status	EQA Schemes	Last validated	Last updated	Actions
<input type="checkbox"/> UKGTN Test A	Editable			30/07/2013 14:58	Actions
<input type="checkbox"/> UKGTN Test B	Editable			30/07/2013 13:13	Actions
<input type="checkbox"/> UKGTN Test C	Editable			30/07/2013 13:13	Actions

### 2.2.2 Search by entering a term in the search keywords

You can search by entering a term in the search keywords by test name, approved/alternative name of disorder/gene, approved/alternative symbol of disorder/gene, MIM number of gene/disorder or HGNC number of gene (recommend 4 digits or above) and either pressing return key or selecting search button.

This screenshot is identical to the previous one, but with the 'Search keywords' field in the 'Filters' panel filled with the text 'actin'. A red arrow points from the text 'Search for records in U for actin' to the search input field.

## 2.2.3 Select All to reset record list

If you have already filtered your page alphabetically performing a search will search for records for that letter only e.g. filter by **U** then search UKGTN will find your record. If you need to perform a search of entire database select **All** to reset to entire database.

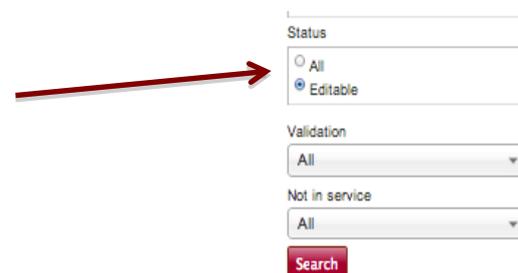


Select All to go back to all records

## 2.2.4 Status Filter

You can sort your tests (or refine your search results) by status (**editable**, **pending approval** and **returned**) by using the status box. All 3 options will only be available for selection if a test service exists in that option i.e. returned will be an available option if any of your lab's test service has been returned.

Filter by status, all the test services are editable



## 2.2.5 Not in service filter

The 4<sup>th</sup> option **Not in service** behaves differently as these tests are further filtered by **To be started** and **ended**. This box is available under validation for tests. **Please note that All needs to be selected in the Status filter for this to work.**

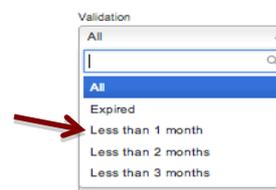
Filter by status **Not in Service**, e.g. **To be started**



## 2.2.6 Validation filter

Your test services need to be validated once a year to ensure they are up-to-date. You can sort your tests for validation status for expiry. (more about validation in section 2.6).

Filter your test services by annual validation status e.g. less than 1 month to expiry



## 2.3 Display options for your list of test services

The bottom window allows you to select information for display. Due to size limitations of monitors only a number of options may be displayed at once. This window provides the flexibility to display what information you need to look-up. The default display is shown below:

Manage test services
Hello Dr Jacqui Hoyle    Back to UKGTN    My UKGTN    My account    Logout

Dashboard
Manage test services
Manage laboratory contact details
Manage users

Test	Status	Last validated	Last updated	Actions
<input type="checkbox"/> UKGTN Test A	Editable		30/07/2013 14:58	Actions
<input type="checkbox"/> UKGTN Test B	Editable		30/07/2013 13:13	Actions
<input type="checkbox"/> UKGTN Test C	Editable		30/07/2013 13:13	Actions

Validate Go

**Filters**

A B C D E  
 F G H I J K  
 L M N O P Q  
 R S T U V W  
 X Y Z

Search keywords:

Status:  All  Editable

Validation:

Not in service:

Search

**Display**

From  
 To  
 Test  
 Status  
 EQA Schemes  
 Notes  
 Last validated  
 Created by

Last updated by  
 Creation date  
 Last updated

Display

***From and to*** are dates that your lab have been offering test through UKGTN

Scroll to see all options in window

## 2.4 Editing your test service options

UKGTN will only list the disorders and genes that have been evaluated by UKGTN through the Genetic Test Evaluation/Gene Dossier Process.

### 2.4.1 Single actions and bulk actions for managing test service.

Search or browse your listing as described above to locate a test to edit. You can edit your test services through the single action menu only. The other actions validate and view history may be performed on a single test or through the bulk action feature. These options are displayed below.

The screenshot shows the 'Manage test services' section of the UKGTN interface. At the top, there are navigation tabs: 'Dashboard', 'Manage test services', 'Manage laboratory contact details', and 'Manage users'. Below this is a table with columns: 'Test', 'Status', 'Last validated', 'Last updated', and 'Actions'. Three test services are listed: 'UKGTN Test A', 'UKGTN Test B', and 'UKGTN Test C', each with a green 'Editable' button. A 'Validate' dropdown menu is open, showing options for 'Validate' and 'View history'. A red arrow points to the 'Actions' button for 'UKGTN Test A', which has a dropdown menu with 'Edit', 'Validate', and 'View history' options. Another red arrow points to the 'Validate' dropdown menu. To the right of the table is a 'Filters' section with a grid of letters A-Z and 'All'. Below the table, there is a 'Validate' dropdown menu and a 'Go' button. A red arrow points to the 'Validate' dropdown menu.

Test	Status	Last validated	Last updated	Actions
<input type="checkbox"/> UKGTN Test A	Editable		30/07/2013 14:58	Actions
<input type="checkbox"/> UKGTN Test B	Editable		30/07/2013 13:13	Actions
<input type="checkbox"/> UKGTN Test C	Editable		30/07/2013 13:13	Actions

Filters: All, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

Single actions for a single test service

Bulk Actions for multiple test services

### 2.4.2 Select edit to update a test service

Locate the test service you want to edit and select edit in right action menu.

The screenshot shows the 'Manage test services' interface. At the top, there's a navigation bar with 'Hello Dr Jacqui Hoyle', 'Back to UKGTN', 'My UKGTN', 'My account', and 'Logout'. Below this are tabs for 'Dashboard', 'Manage test services', 'Manage laboratory contact details', and 'Manage users'. The main content area displays a table of test services with columns for 'Test', 'Status', 'Last validated', 'Last updated', and 'Actions'. The 'Actions' menu for the first service includes 'Edit', 'Validate', 'View history', and 'Actions'.

Test	Status	Last validated	Last updated	Actions
Familial Breast/Ovarian Cancer	Editable	08/04/2013 13:26	08/05/2013 16:33	Actions
Myotonic Dystrophy 1	Editable		01/03/2013 16:51	Edit, Validate, View history, Actions
Renal Tubular Acidosis, Distal, Autosomal Dominant	Editable		27/11/2012 11:29	Actions
Congenital Insensitivity to Pain	Editable		27/11/2012 11:31	Actions

The editing page shows details of the test service i.e. the disorders and genes assigned to the test and test service options.

### 2.4.3 Test service detail page for editing

The screenshot shows the 'Test service detail page for editing'. It features a navigation bar with 'Dashboard', 'Manage test services', 'Manage laboratory contact details', and 'Manage users'. Below the navigation bar are buttons for 'Send for approval', 'Validate', and 'Close'. The main content area is divided into several sections:

- Disorder name**: Breast Cancer, Disorder symbol: 114480
- Gene name**: breast cancer 1, early onset (BRCA1, HGNC: 1100, MIM: 113705) and breast cancer 2, early onset (BRCA2, HGNC: 1101, MIM: 600185)
- Test**: Familial Breast/Ovarian Cancer, Last updated: 08/05/2013 16:33, Last validated: 08/04/2013 13:26, Status: Editable
- From**: 01/05/2003
- To**: 01/11/2032
- EQA Schemes**: UKNEQAS
- Notes**: A rich text editor with a toolbar.

An annotation with a red arrow points to the 'From' and 'To' date fields, stating: *From and to are dates that your lab have been offering test through UKGTN*

## UK Genetic Testing Network

**Options**

Service level *	Referral categories *	Days *	Band *	Price *	Notes
01. Sequer	Post ND R	40	-	£850	BRCA1 & BRCA2
06. Known	Post ND R	10	-	£145-175	BRCA1 or BRCA2

- For complex tests services with multiple providers, UKGTN have assigned the full gene complement offered through the network. Your laboratory may not offer all the genes (UKGTN approved) that are listed and the price note\* field has been used to specify the gene (s) by approved symbol that your lab offers (see K). This informs the cost comparison feature between laboratories services.
- Test offering date, you don't need to change the **From** date but if your are ending a test service please add an end date then **Send for approval**. If you add today's date this will go through the regular approval system i.e. test will be removed on UKGTN approval and editor receives email notification. If you add a future end date, all your lab members with UKGTN accounts will receive an email notification at 7am of the date you assign. This is dependent on UKGTN approving your submission prior to the date you assign.

### 2.4.4 Selecting EQA schemes

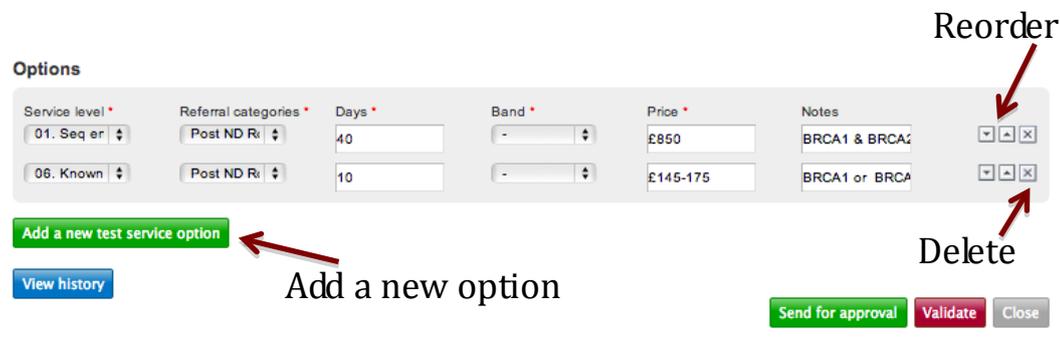
Select EQA Scheme options that apply. If an EQA scheme is not available, please select **No EQA scheme available** and if it is and you are not participating please select **Not participating**. You can select multiple options that may apply i.e. **EMQN** and **UKNEQAS**.

From	01/05/2003
To	01/11/2032
EQA Schemes	<input checked="" type="checkbox"/> UKNEQAS x   <input type="checkbox"/> EMQN <input type="checkbox"/> Generic Technical Scheme <input type="checkbox"/> No EQA scheme available <input type="checkbox"/> Not participating
Notes	

The large free text note box (notes) is for adding any additional short notes about the test service. This is not mandatory and this box is empty for the majority of services. This is to be used for specific information for your test approved by UKGTN and not for highlighting other services. UKGTN felt it was important that a note box was available and will review usage during the approval process.

## 2.4.5 Adding and managing test service options

Test service options may be edited, added, deleted and re-ordered.



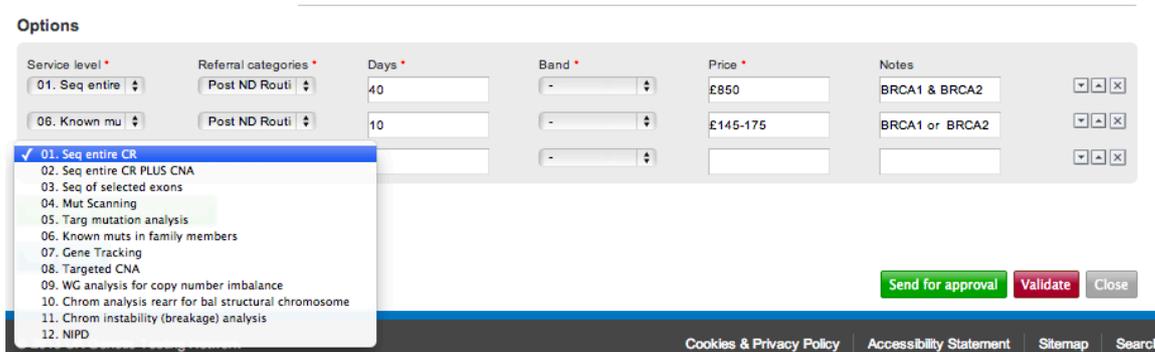
### A. Selecting a service level.

There are currently 12 service levels and they are accessible from this link here: <http://ukgtn.nhs.uk/resources/library/policies-and-procedures/> or embedded below



Definitions of Service Levels 10.01.13.pdf

We have numbered and shortened them for editing purposes in the drop down selection box as the full text is not viewable in IE6-8. If you have access to Chrome, Firefox, Safari you will be able to view as in screenshot below.



**B. Add a referral category field enter days (turnaround times).** Please enter the **numerical value**. These have also been shortened for editing purposes.

Post ND Routine=Postnatal Diagnosis Routine

Post ND Urgent=Postnatal Diagnosis Urgent

Pre ND=Prenatal Diagnosis

**Options**

Service level *	Referral categories *	Days *	Band *	Price *	Notes
01. Seq entire	Post ND Routi	40	-	£850	BRCA1 & BRCA2
06. Known mu	Post ND Routi	10	-	£145-175	BRCA1 or BRCA2
01. Seq entire	<input checked="" type="checkbox"/> Post ND Routine <input type="checkbox"/> Post ND Urgent <input type="checkbox"/> Pre ND		-		

[Add a new test service option](#)  
[View history](#)  
[Send for approval](#) [Validate](#) [Close](#)

**C. Band field:** please ignore as this feature is still under development.

**D. Enter Price** e.g. **£950**. **Please include £ sign**. For Highly Specialised Services (formerly NCG services), **HSS is noted after price in brackets**. e.g. £54 (HSS). You shouldn't need to put a price range as the interface allows you to enter as many options as required to define all options with an exact price.

**E. Price note field:** the notes in this field need to be kept to a minimum. The main purpose of this field is to note the gene symbol (s) to highlight which gene (s) are being tested in an option for the purpose of cost comparisons in multi-gene test services. Please check on the front site to see how this works. An example is displayed below..

**Please note only genes that have been through the evaluation process for diagnosing the condition indicated in the test may be specified in this field.**

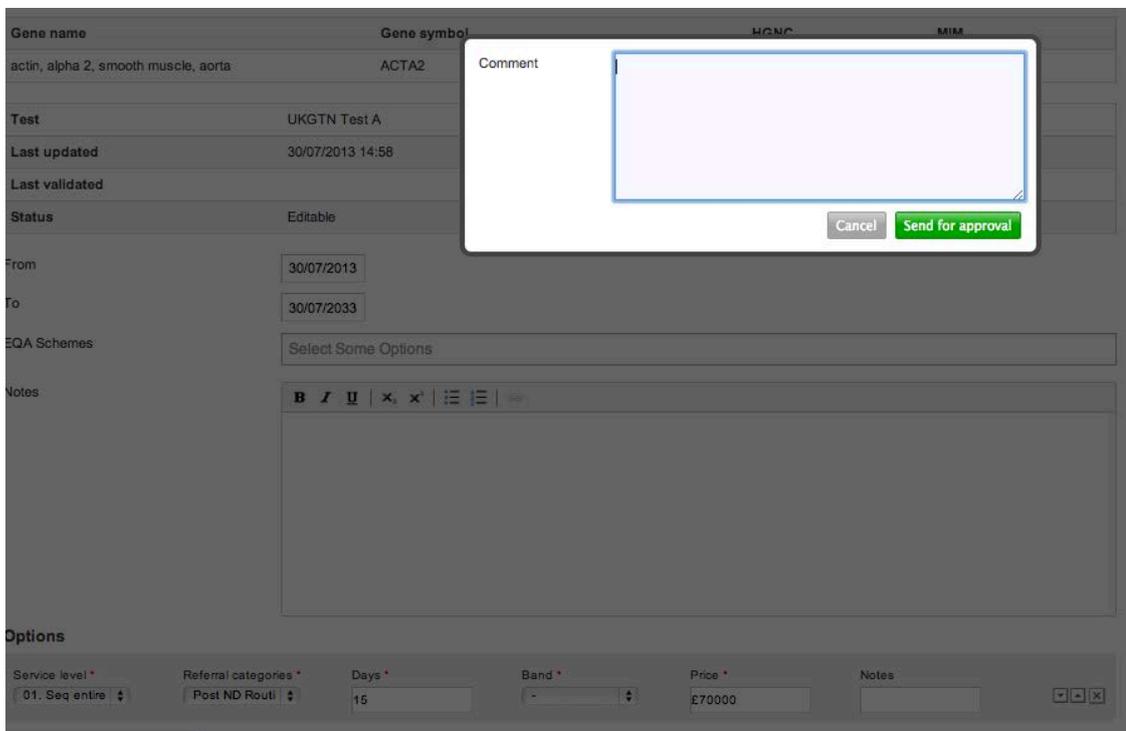
Examples and suggested text:

- and = & e.g. BRCA1 & BRCA2
- BRCA1 or BRCA2
- 2 genes from GCK, HN4A & HNF4A
- 1 gene from GCK, HN4A, HNF4A & HNF4B

Service level	Referral category	Laboratory	Days	Price
Sequencing of the entire coding region of a gene PLUS copy number analysis <i>Price note: BRCA1 &amp; BRCA2</i>	Postnatal Diagnosis Urgent	London South East RGC GSTT	15	£950
Sequencing of the entire coding region of a gene PLUS copy number analysis <i>Price note: BRCA1 &amp; BRCA2</i>	Postnatal Diagnosis Routine	London South West RGC St Georges	40	£1040
Sequencing of the entire coding region of a gene PLUS copy number analysis <i>Price note: BRCA1 or BRCA2</i>	Postnatal Diagnosis Routine	Belfast RGC	40	£405
Sequencing of the entire coding region of a gene PLUS copy number analysis <i>Price note: BRCA1 or BRCA2</i>	Postnatal Diagnosis Routine	Cardiff RGC	40	£350
Sequencing of the entire coding region of a gene PLUS copy number analysis <i>Price note: BRCA1 &amp; BRCA2</i>	Postnatal Diagnosis Routine	London South East RGC GSTT	40	£650

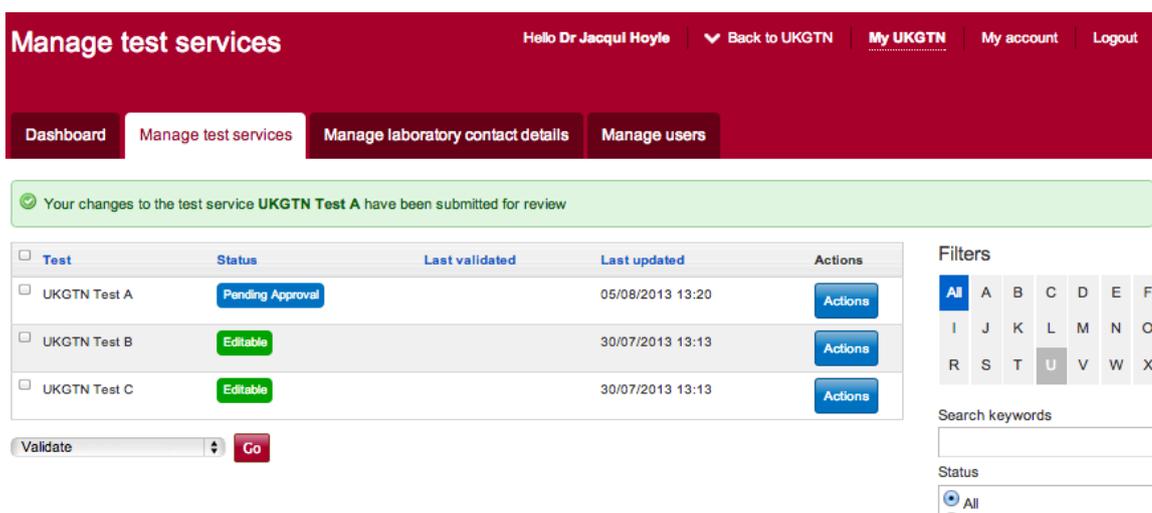
Front site: Price note display

**F. Send for approval by UKGTN.** A pop-up comment box will appear ( see the screen shot below). You may wish to comment on your edition but this is not mandatory.



The main purpose of this comments box is for the returns process. **Select send for approval.**

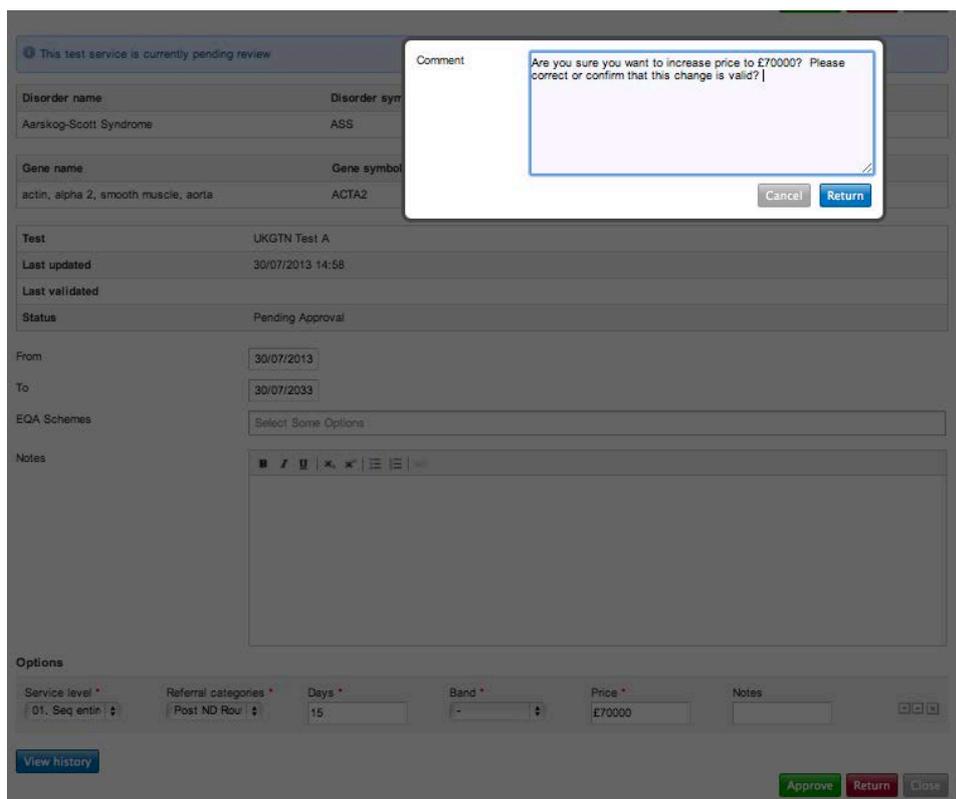
The status will change to ***Pending approval*** and you will be unable to make any further changes to this record.



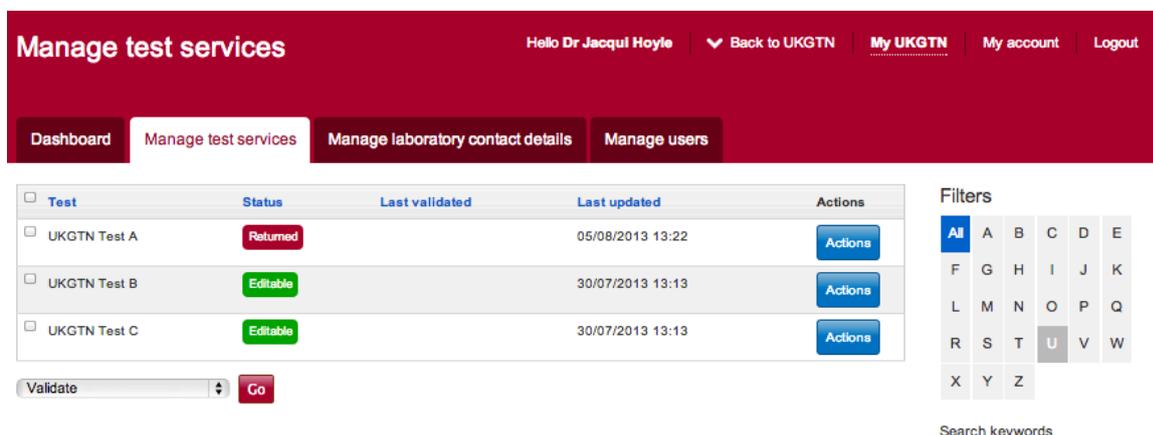
When UKGTN approves your test the status will be updated to editable (published) and you will receive an e-mail notification. Either go back, close or click manage test services to go back to your list.

## 2.5 UKGTN Returns Process

UKGTN review all lab submissions and may return to lab if there are any queries about the updated information e.g. price seems high, or data is missing. UKGTN will make suggestions in the comments area for you to review. A suggestion to amend your data may be made or you may just need to confirm that data is correct



### 2.5.1 UKGTN returns a test and the status changes to Returned.



## 2.5.2 Select edit from action and review UKGTN's comments.

Manage test services
Hello Dr Jacqui Hoyle | Back to UKGTN | My UKGTN | My account | Logout

Dashboard
Manage test services
Manage laboratory contact details
Manage users

<input type="checkbox"/> Test	Status	Last validated	Last updated	Actions
<input type="checkbox"/> UKGTN Test A	Returned		05/08/2013 13:22	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 3px;">Actions</span>
<input type="checkbox"/> UKGTN Test B	Editable		30/07/2013 13:13	<span style="background-color: green; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span> <span style="color: blue; text-decoration: underline;">View history</span>
<input type="checkbox"/> UKGTN Test C	Editable		30/07/2013 13:13	<span style="background-color: blue; color: white; padding: 2px 5px; border-radius: 3px;">Actions</span>

Validate
Go

Filters

All	A	B	C	D	E
F	G	H	I	J	K
L	M	N	O	P	Q
R	S	T	U	V	W
X	Y	Z			

## 2.5.3 Read UKGTN feedback comments

Send for approval
Close

i This test service has been returned

**Feedback**

Are you sure you want to increase price to £70000? Please correct or confirm that this change is valid?

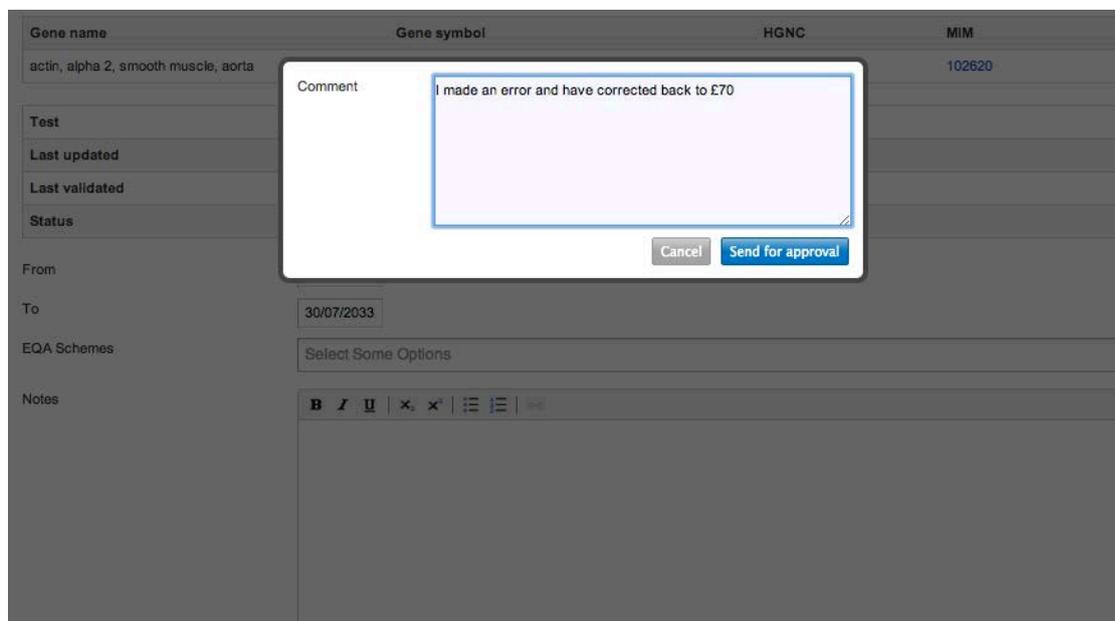
Disorder name	Disorder symbol	MIM
Aarskog-Scott Syndrome	ASS	305400

Gene name	Gene symbol	HGNC	MIM
actin, alpha 2, smooth muscle, aorta	ACTA2	130	102620

<b>Test</b>	UKGTN Test A
<b>Last updated</b>	30/07/2013 14:58

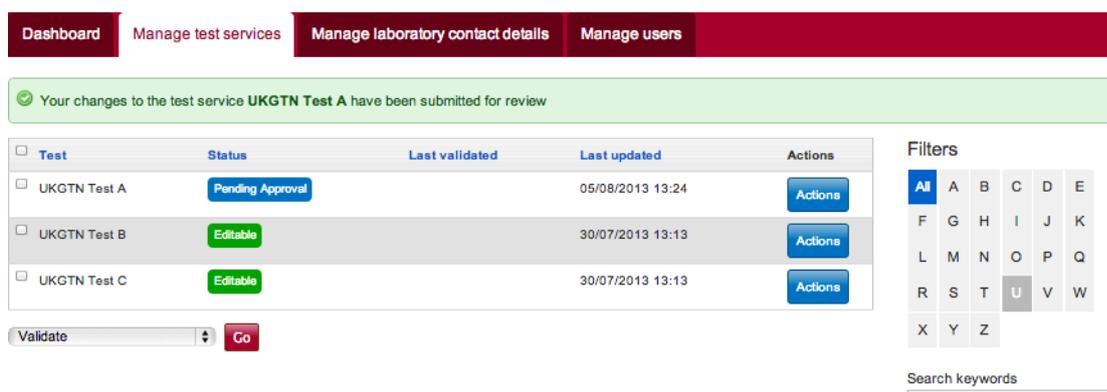
## 2.5.4 Lab comment to UKGTN for approval

Scroll down to option, correct and submit comment and send for approval. You can also view history to review change you have made (see 2.7).



## 2.5.5 Test now pending approval again

Status returns to pending approval. UKGTN review and approve and status returns to editable and editor receives an email notification.



### 2.6 Validation Process

To ensure that your test information is kept up-to-date, UKGTN have set up a validation process. The validation date is shown on the front site for each test service option. If you plan to edit your test service information, we suggest you do your editing first. Once they have been approved and published you can then validate all your test services to ensure the validation date is displayed on front site. This provides assurance to users that your information is up-to-date.

#### 2.6.1 Display of validation date on front site for each test service option

### 17-@beta Hydroxysteroid Dehydrogenase III Deficiency: Prenatal Diagnosis by Sequencing of the entire coding region of a gene at London UCLH Biochemistry in 10 days

Test	17-@beta Hydroxysteroid Dehydrogenase III Deficiency
Service level	Sequencing of the entire coding region of a gene
Referral categories	Prenatal Diagnosis
Laboratory	London UCLH Biochemistry
Days	10
Price	£825
Last validated	10/06/2013 12:33

Validation date is displayed in each test service option on front site

Test services that have not been validated within a certain time period can be filtered as described in section 2.2.6. You can either validate a test by single action or in bulk. Bulk validation is more suitable after the edit/approval process i.e. you know that your test services are up-to-date. See section 2.4. Validation doesn't allow any changes and your validations are published automatically.

**Please note if you are in edit mode and have made some changes and you select validate your test service you will be notified that your changes will not be saved see 2.6.2 below. If you make changes you must send for approval**

## 2.6.2 Error notification if you attempt to validate a test that you have edited

Gene name	Gene symbol	HGNC	MIM
actin, alpha 2, smooth muscle, aorta	ACTA2	130	102620

<b>Test</b>	UKGTN Test A
<b>Last updated</b>	05/08/2013 13:24
<b>Last validated</b>	
<b>Status</b>	Editable
<b>From</b>	<input type="text" value="30/07/2013"/>
<b>To</b>	<input type="text" value="30/07/2033"/>
<b>EQA Schemes</b>	Select Some Options
<b>Notes</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>B</b> <i>I</i> <u>U</u>   <del>x</del> <sup>x²</sup>     </p> </div>

**The page at ukgt.nhs.uk says:**  
Any changes made will be lost. Are you sure you want to continue?

Options					
Service level *	Referral categories *	Days *	Band *	Price *	Notes
<input type="text" value="01. Seq entire"/>	<input type="text" value="Post ND Rout"/>	<input type="text" value="15"/>	<input type="text" value="-"/>	<input type="text" value="£701111"/>	<input type="text"/>

Add a new test service option
View history

Send for approval
Validate
Close

## 2.7. View history

All edits may be viewed by selecting view history in the single action menu or by bulk action as shown in 2.4.

An example is shown below using UKGTN Test A, the test service that went through the return process in 2.5.

### UKGTN Test A

05/08/2013 13:24:47 - Approved by Jacquil Hoyle									
Options	<table border="1"> <tr> <td>Service level</td> <td>01. Seq entire CR</td> </tr> <tr> <td>Referral categories</td> <td>Post ND Routine</td> </tr> <tr> <td>Band</td> <td>-</td> </tr> </table>	Service level	01. Seq entire CR	Referral categories	Post ND Routine	Band	-		
Service level	01. Seq entire CR								
Referral categories	Post ND Routine								
Band	-								
05/08/2013 13:24:11 - Sent to review by Dr Jacquil Hoyle									
I made an error and have corrected back to £70									
05/08/2013 13:22:27 - Returned by Jacquil Hoyle									
Are you sure you want to increase price to £70000? Please correct or confirm that this change is valid?									
05/08/2013 13:20:36 - Sent to review by Dr Jacquil Hoyle									
Options	<table border="1"> <tr> <td>Service level</td> <td>01. Seq entire CR</td> </tr> <tr> <td>Referral categories</td> <td>Post ND Routine</td> </tr> <tr> <td>Band</td> <td>-</td> </tr> <tr> <td>Price</td> <td>£70 <del>£70000</del></td> </tr> </table>	Service level	01. Seq entire CR	Referral categories	Post ND Routine	Band	-	Price	£70 <del>£70000</del>
Service level	01. Seq entire CR								
Referral categories	Post ND Routine								
Band	-								
Price	£70 <del>£70000</del>								

**In View history Red =previous Green =updated.**

## 3. Manage Laboratory Contact Details

This interface allows several website addresses and lab addresses to be set up for each laboratory service. This was devised to accommodate the agreement by the membership to merge listings for Molecular Genetics and Cytogenetics services in each Regional Genetics Centre.

### 3.1 Edit interface for lab website addresses, service type and notes

The screenshot shows the 'Manage laboratory contact details' interface. At the top, there is a red header with the title 'Manage laboratory contact details' and user information: 'Hello Dr Jacqui Hoyle', 'Back to UKGTN', 'My UKGTN', 'My account', and 'Logout'. Below the header is a navigation bar with buttons for 'Dashboard', 'Manage test services', 'Manage laboratory contact details' (which is highlighted), and 'Manage users'. A green 'Save' button is located in the top right corner of the main content area.

The main content area contains several form fields:

- Parent organisation:** A text field containing 'Cambridge University Hospitals NHS'.
- Websites:** A section with a table-like structure. The first row has a 'Title' field with 'Genetics Laboratories' and a 'Website' field with 'www.cuh.org.uk/addenbrookes/services/clinical/genetics/genetics\_labs/genetics\_labs\_index.html'. To the right of the website field are three small icons: a close icon (labeled 'delete'), an up/down arrow icon (labeled 'order'), and a refresh icon.
- Add a new website:** A green button with a red arrow pointing to it from the text 'Add a new website and define the title of the link'.
- Service type:** A list of checkboxes with 'Cytogenetics' and 'Molecular' both checked.
- Notes:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image. A red arrow points to the text area with the label 'Summary about your lab'.

At the bottom left of the page, there are three dots '...'.

## 3.2 Address Type

The type of address may be defined in a drop-down selection as shown in the screen shot below. Please enter your address information without commas at the end of each line.

**Addresses**

Type *	<ul style="list-style-type: none"> <li>✓ General Correspondence</li> <li>Molecular Genetics Sample Delivery</li> <li>Molecular Genetics Correspondence</li> <li>Cytogenetics Correspondance</li> <li>Cytogenetics Sample Delivery</li> <li>Biochemistry Correspondance</li> </ul>
Address line 1	Level 6, Addenbrooke's Treatment Centre
Address line 2	Cambridge University Hospitals
Address line 3	Hills Road
Address line 4	Cambridge
Address line 5	CB2 0QQ
City *	Cambridge
Post code	CB2 0QQ
County	
Country *	United Kingdom

## 3.3 Adding contacts

Several contacts may be set-up for each address. Select add new address to add another address.

**Contacts**

Title	Molecular Genetics
Email	
Telephone	01223 348866
Fax	01223 348870
Title	Cytogenetics
Email	
Telephone	01223 348711
Fax	01223 348712
Title	Becky Treacy Deputy Director Genetics Laboratories (Head of Molecular Genetics)
Email	becky.treacy@addenbrookes.nhs.uk
Telephone	01223 348801
Fax	
Title	Ingrid Simonic Deputy Director of the Genetics Laboratories (Head of Cytogenetics)
Email	ingrid.simonic@addenbrookes.nhs.uk
Telephone	01223 348713
Fax	