



# MEMBER AREA

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## FEATURES

This guide informs you about the features available on your member area.  
For any additional questions, please contact our sales department:

[sales@bipea.org](mailto:sales@bipea.org)  
+33 1 40 05 26 30  
[www.bipea.org](http://www.bipea.org)

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## INTRODUCTION

Your MEMBER AREA has changed!

This guide introduces the features available in your member area.

### MY MEMBER AREA

When you log into your member area, you will access directly to the following interface:

My account 10000

Forms Schedules Results ERM stock BIPEA PTS Support

NEWS

WELCOME IN YOUR MEMBER AREA

WHAT'S NEW ?

New PT programs for 2018:

- PT 75 Dairy food: 2 news rounds available
- PT 10a Soya
- PT 83a Virus detection in food
- PT 83b Virus detection in water
- PT 85 Microbiology in cosmetic

MY FORMS

MY SCHEDULES

MY RESULTS

ERM STOCK

ALL BIPEA PTS

ASSISTANCE / DOWNLOADING

MY ACCOUNT

NOUS CONTACTER : BIPEA – CAP 18 – 189 rue d'Aubervilliers – 75018 PARIS – France  
+ 33 1 40 05 26 30 - [commercial@bipea.org](mailto:commercial@bipea.org) - [www.bipea.org](http://www.bipea.org)



The MEMBER AREA is composed of 6 tabs:

- My forms
- My schedules
- My results
- ERM stock
- All BIPEA PTS
- Support / Downloading

# MY ACCOUNT



My account 10000  

[Forms](#) [Schedules](#) [Results](#) [ERM stock](#) [BIPEA PTS](#) [Support](#)



## MY ACCOUNT

PERSONAL DETAILS

CHANGE MY PASSWORDS

MY EDITION CODES MY CERTIFICATES

NOUS CONTACTER : BIPEA – CAP 18 – 189 rue d'Aubervilliers – 75018 PARIS – France  
+ 33 1 40 05 26 30 - [commercial@bipea.org](mailto:commercial@bipea.org) - [www.bipea.org](http://www.bipea.org)



MY ACCOUNT will give you access to:

- Your personal details
- The modifications of your passwords
- Your edition codes & your certificates

## YOUR PERSONAL DETAILS



My account 10000  

[Forms](#) [Schedules](#) [Results](#) [ERM stock](#) [BIPEA PTS](#) [Support](#)



## MY ACCOUNT - Personal information

If you want to change your details, please contact us: [sales@bipea.org](mailto:sales@bipea.org)

### SAMPLES' DELIVERY

Laboratory: BIPEA  
Contact: BIPEA 10000  
Email:  
Phone:  
Address: rue  
bis  
Postal code / City: 75018 paris  
Country: FR-France-33

### PTS MANAGER (reports' recipient)

Laboratory: BIPEA  
Contact: M. HENRI Sébastien  
Email: [shenri@bipea.org](mailto:shenri@bipea.org)  
Phone: 0140052645  
Address: rue  
bis  
Postal code / City: 75018 paris  
Country: FR-France-33

### INVOICING

Laboratory: BIPEA  
Contact: BIPEA 10000  
Email:  
Phone:  
Address: rue  
bis  
Postal code / City: 75018 paris  
Country: FR-France-33  
VAT n° (for Europe):

CHANGE YOUR PASSWORDS



My account 10000  

- [Forms](#)
- [Schedules](#)
- [Results](#)
- [ERM stock](#)
- [BIPEA PTS](#)
- [Support](#)

Modification of the passwords

This section will permit you to modify the Input Password and the Validation Password of your laboratory.

*Enter your current passwords and the new ones, then validate.*

To change your passwords, please enter your current passwords.

Laboratory code

Input password

Validation password

New passwords :

Please indicate here, the password that you need to change. The passwords should have at least 6 characters and be composed by both letters and numbers. If you decide not to enter any characters, the password will not be modified at all.

New Input Password

Confirmation  At least 6 characters with letters and numbers. Not modified if empty.

New Validation Password

Confirmation  At least 6 characters with letters and numbers. Not modified if empty.

YOUR EDITION CODES – YOUR CERTIFICATES



My account 10000  

- [Forms](#)
- [Schedules](#)
- [Results](#)
- [ERM stock](#)
- [BIPEA PTS](#)
- [Support](#)

My edition code  
My certificates of participation

You will find below your edition codes (for the current and past participations).

The edition code is a 4-digit number that appears in the interlaboratory comparisons reports and identifies the results of your laboratory. This code is strictly confidential and should not be communicated.

You can also download your diploma, certificate and confirmation of participation for each annual series.

Please indicate your INPUT and VALIDATION passwords sent by BIPEA. After checking, we will provide you with your EDITION CODE.

Laboratory code

Input password

Validation password



**My edition code**  
**My certificates of participation**

You will find below your edition codes (for the current and past participations).  
The edition code is a 4-digit number that appears in the interlaboratory comparisons reports and identifies the results of your laboratory. This code is strictly confidential and should not be communicated.  
You can also download your diploma, certificate and confirmation of participation for each annual series.

Your current edition code

Edition code

Edition code for each annual series

Warning : this code is strictly confidential and should not be communicated.

[← Back](#)

Edit your documents for each annual series:

- Diploma
- Certificate
- Confirmation of registration

PT registration

Annual series	From	Until	Edition code	Edition code activation date	Diploma	Certificate	Registration confirmation
2017-2018 annual series	01/07/2017 00:00:00	30/06/2018 00:00:00	2920	31/10/2017 10:14:51			 <a href="#">HTML</a>
2016-2017 annual series	01/07/2016 00:00:00	30/06/2017 00:00:00	3862	04/08/2017 09:56:18			 <a href="#">HTML</a>
2015-2016 annual series	01/07/2015 00:00:00	30/06/2016 00:00:00	7584	04/08/2015 00:00:00			 <a href="#">HTML</a>
2014-2015 annual series	01/07/2014 00:00:00	30/06/2015 00:00:00	5099	14/08/2014 00:00:00			 <a href="#">HTML</a>
2013-2014 annual series	01/07/2013 00:00:00	30/06/2014 00:00:00	3564	06/08/2013 00:00:00			 <a href="#">HTML</a>

MY FORMS



- Forms
- Schedules
- Results
- ERM stock
- BIPEA PTS
- Support



Form list for writing

Download the forms

Caution: Please pay attention to follow the indicated format of reporting results, especially regarding the number of decimals.

Be careful: The square case represents the comma but does not replace it. The comma (or decimal point) must be entered if your result includes one.

To help you fill your forms, download our document which explains how to fill them: [Download](#)>

BIPEA TEST									
PT Scheme		Test		Sample		Form			
PT Scheme #	PT Scheme name	Test #	Month Year	Code	Product	Answer before	Status	Access to the form	
06	Durum wheat	490	11 / 2017	137-0106	Durum wheat	31/12/2017	Free	>	
07	Semolina	490	11 / 2017	123-0107	Semolina	31/12/2017	Free	>	

Access to the validation

In this tab, you have access to your forms list.

You can:

- Download your forms in order to see details of the requested parameters,
- Enter your results online,
- Validate and submit your results to BIPEA.

# MY SCHEDULES



## My schedule

This schedule is given for information purpose only and may be changed This schedule is effective from: 13/12/2017.

Favorites:

Search:

Selection of the schedule

My schedule ▼

Tests status

Current and futur ▼

Samples shipment

All the annual sei ▼

Submitting the results

All the annual sei ▼

Export period

1year
  3years
  5years

PT schemes:

PT schemes ▼

Matrices:

Products ▼

Month Year:

Items can be searched by typing the beginning of its name in the drop down lists above.

PT Scheme #	PT Scheme name	Test #	Month Year	Product code	Product name	Shipping date	Answer before	Access form	ILCR broadcasted	ERM stocks
06	Durum wheat	497	06/2018	144-0106	Durum wheat	25/05/2018	30/06/2018	>	NO	0
07	Semolina	497	06/2018	130-0107	Semolina	25/05/2018	30/06/2018	>	NO	0
06	Durum wheat	496	05/2018	143-0106	Durum wheat	26/04/2018	31/05/2018	>	NO	0
07	Semolina	496	05/2018	129-0107	Semolina	26/04/2018	31/05/2018	>	NO	0

This table show the list of your schedules.

Thanks to the « favorites » you can access quickly to the schedules of

- Your current tests,
- Your future tests,
- Your finished tests.

Export your schedules to Excel format

# YOUR RESULTS



Forms Schedules Results ERM stock BIPEA PTS Support



## MY RESULTS

EXPORT THE RESULTS - SIMPLE MODE

EXPORT THE RESULTS - ADVANCED MODE

The MEMBER AREA allows you to export your data in 2 different ways:

- **SIMPLE MODE:** in a few clicks, export your general data from previous PT tests. You can choose rounds from several PT, in the same year.
- **ADVANCED MODE:** you can be more selective in your exports. You can cross check your researches and thus make exports by PT and / or by matrix and / or parameter and / or several annual series.

## EXPORT THE RESULTS – SIMPLE MODE



Forms Schedules Results ERM stock BIPEA PTS Support

### EXPORT THE RESULTS - SIMPLE MODE

Advanced mode

Be careful: only data from report are valid.  
Download our document which explains how to export your data: [Download](#)

Select your data per month, year and PT (you can also select several months and PT schemes)

Year  
2017

Month

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

PT schemes participated

- 06-Durum wheat
- 07-Semolina
- 77a-Food Allergens - Gluten

A notice is available

For some PT schemes and rounds, the uncertainty is available. Tick the box to view it.

- Show uncertainty
- Group the identical criteria
- Exclude qualitative criteria

Display

Publish your personalized report

Export to Excel

Landscape  
 Portrait

Once you have selected your criteria, you can:

- Edit your personalized report for one round,
- View your data,
- Export your data in Excel format.

**EXPORT THE RESULTS – ADVANCED MODE**

This interface is split into 2 parts:

- The 1st column is related to your registration. It contains the annual series, the PT schemes, the rounds and parameters for which you are registered. By clicking [once on one of the items](#), a filter is applied to all menus located below, reducing the list of choices in order to facilitate your research.
- The 2nd column contains the items you want to export. They have been added using the [« Add »](#) or [« Add all »](#). Only the item you want to export must be added to the selected items.



Forms Schedules Results ERM stock BIPEA PTS Support

**EXPORT THE RESULTS - ADVANCED MODE**

A notice is available

Be careful: only data from report are valid.  
 Download our document which explains how to export your data:  
[Download](#)

Favorites:

- New selection
- My last tests
- My favorites

**Annual series participated**

- 2007-2008 annual series
- 2008-2009 annual series
- 2009-2010 annual series
- 2010-2011 annual series
- 2011-2012 annual series
- 2012-2013 annual series

**Annual series selected**

(Empty selection box)

**PT schemes participated**

- 06-Durum wheat
- 07-Semolina
- 77a-Food Allergens - Gluten

**PT schemes selected**

(Empty selection box)

Group the identical criteria

Display > Export to Excel >

Landscape  
 Portrait

Once you have selected your criteria, you can:

- Edit your personalized report, for one round,
- View your data,
- Export your data in Excel format.

# ERM STOCK



My account 10000  

Forms Schedules Results ERM stock BIPEA PTS Support



## ERM STOCK

This schedule is given for information purpose only and may be changed This schedule is effective from: 12/01/2018.

Export
  
Filter

PT schemes:  Matrices:  Month Year:

 Items can be searched by typing the beginning of its name in the drop down lists above.

PT Scheme #	PT Scheme name	Test #	Month Year	Product code	Product name	Shipping date	Answer before	Access form	ILCR broadcasted	ERM stocks
37a	Bathing waters - THM	26	12/2017	022-3737	Swimming pool water THM Ascorbic acid Spiked water	Sent	Closed	>	YES	8 
37a	Bathing waters - THM	26	12/2017	025-1837	Swimming pool water THM Ascorbic acid	Sent	Closed	>	YES	8
77g	Food Allergens - Nuts	4	12/2017	003-1977	Chocolate	Sent	Closed	>	YES	4

This table permit you to see all ERM samples available in stock.  
 You can use filter your research, choosing the PT, matrices...  
 You can also export this list in Excel file.

ERM stock available

Export ERM stock to Excel format

# ALL BIPEA PT PROGRAMS



Forms Schedules Results ERM stock BIPEA PTS Support



## ALL BIPEA PROFICIENCY TESTS

This schedule is given for information purpose only and may be changed This schedule is effective from: 13/12/2017.

Favorites:

Search:

Selection of the schedule: 
 Tests status: 
 Samples shipment: 
 Submitting the results: 
 Export period:  1year  3years  5years

PT schemes: 
 Matrices: 
 Month Year:

Items can be searched by typing the beginning of its name in the drop down lists above.

PT Scheme #	PT Scheme name	Test #	Month Year	Product code	Product name	Shipping date	Answer before	Access form	ILCR broadcasted	ERM stocks
35	Waters - Microbiological analyses except Legionella	101	06/2018	006-0935	Fresh water Pseudomonas aeruginosa, Staphylococci	18/06/2018	08/07/2018	>	NO	0
35	Waters - Microbiological analyses except Legionella	101	06/2018	006-1035	Fresh water Culturable micro-organisms (22°C and 36°C), SRA Spores	18/06/2018	08/07/2018	>	NO	0
35	Waters - Microbiological analyses except Legionella	101	06/2018	019-0535	Fresh water MPN High level	18/06/2018	08/07/2018	>	NO	0
35	Waters - Microbiological analyses except Legionella	101	06/2018	027-	Fresh water Coliforms, E. coli,	18/06/2018	08/07/2018	>	NO	0

This table show the list of all BIPEA PT programs available. You can search per PT, matrices...

Thanks to the « favorites » you can access quickly to the schedules of

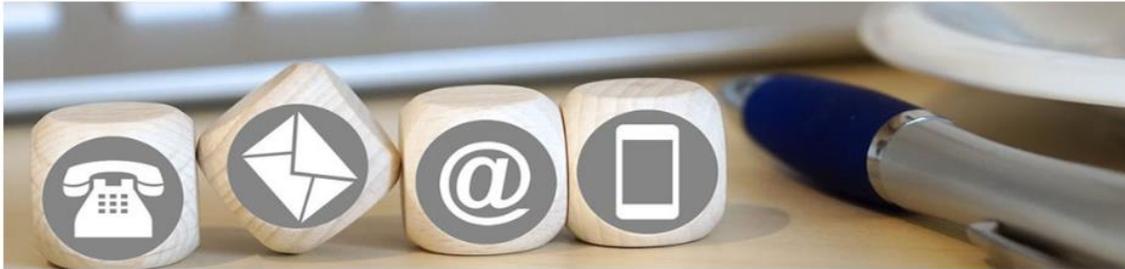
- All current tests,
- All future tests,
- All finished tests.

*Export all BIPEA PT schedules to Excel format*

# ALL BIPEA PT PROGRAMS



- Forms
- Schedules
- Results
- ERM stock
- BIPEA PTS
- Support



## ASSISTANCE / DOWNLOADING

### DOWNLOADING

- Welcome booklet
- Member area booklet
- Connexion to the forms
- Focus on the report
- Proficiency testing catalogue

### CONTACT US

- By phone: +33 1 40 05 26 30
- By email:
  - for technical questions: [scientific@bipea.org](mailto:scientific@bipea.org)
  - for general questions: [sales@bipea.org](mailto:sales@bipea.org)

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*Leaflets available to help members*