

STATS-Link® User Guide

Streck's Interlaboratory Quality Control program, *STATS®*, is an effective way for laboratories to evaluate the performance of their instrument or method against a peer group and demonstrate compliance with quality practices. *STATS* compiles data in personalized, easy-to-read reports to help labs detect changes in their systems before these significantly impact patient results.

STATS-Link® is a data access portal that allows on-line data submission, view on demand real-time reports, retrieve current and historical reports, and manage lab account information. *STATS* reports are processed on a monthly basis to ensure peer group sizes are maximized for regular, periodic review of laboratory test systems. Customers receive an email with their monthly report attached. Customers can also log into their secure *STATS-Link* account to review current and archived reports. Peer groups are comprised of other labs using the same instrument, method and control lot number. Peer group comparisons include essential lab and group statistics for the current submission period and cumulative data collected throughout the lot.

Access the *STATS-Link* website at <https://statslink.streck.com>

YOUR STATS REPORT

- 1 Laboratory and instrument information
- 2 All dates pertinent to the report period
- 3 Current Submission
- 4 Cumulative Submission
- 5 Peer group data (both current and cumulative)
- 6 Levey-Jennings graphs

ESR-Chex

Instrument: Polymedco Sediplast®

Lab Account Number: 00100
SMAPLE LAB REPORT
1234 MAIN STREET
ANYTOWN, NE 12345 US

Shift: 1
Lot Expiration: 4/29/2025
Lot Number: 4120
Due Date: 5/5/2025
Date Submitted: 5/1/2025
Date From: 4/1/2025
Date To: 4/29/2025

Level 2 41201381

Current Submission - Number of Instruments: 2*

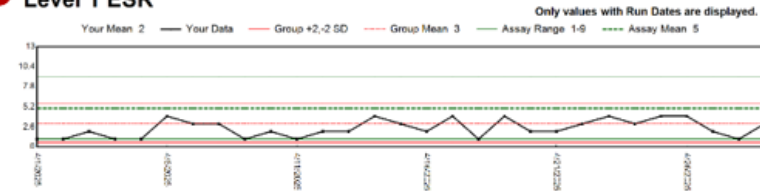
Cumulative Submissions

Total Number of Instruments: 9*

Parameter	Assay Mean	Your Mean	Your SD	Your CV	Group Mean	Group SD	Group CV	S.D.I.	Your Mean	Your SD	Your CV	Group Mean	Group SD	Group CV	S.D.I.
ESR	51	55	29	6.7	58	76	7.3	12.4	56	280	6.3	11.2	58	1042	7.3

Levey-Jennings Graphs

Level 1 ESR



Level 2 ESR

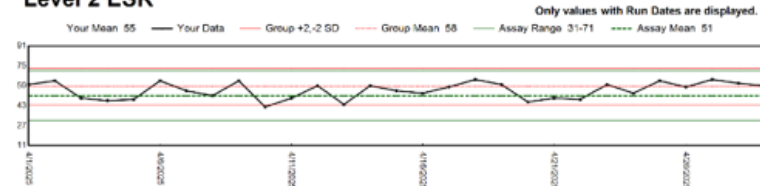


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ACCOUNT DEFINITIONS

The definitions of accounts and users are explained below.

1. There are two types of accounts:
 - a. Lab: This is a basic customer account which allows the user to submit data and receive reports.
 - b. Account Handler (formerly Lab Manager): This account is geared towards those who oversee or manage a group of labs, accounts or same instruments. Administrators on this account are able to view reports from labs they manage, as well as receive a comprehensive report comparing all labs and/or instruments. Generally, this account type is not able to submit data.
NOTE: If you would like to be able to submit data, contact the STATS Department.
2. Your email login is known as a contact to your STATS account. A lab account can have many contacts; however, an email address can only exist in the application once.
 - a. A primary contact is able to manage all other contacts and receive notifications about changes made to settings in the application.
 - b. Secondary contacts can only manage their own contact information, but are able to perform the same data functions as the primary contact. They do not receive notifications about account changes.

STATS-Link RESOURCES

STATS-Link contains several tools and resources to assist with managing your account and your data. You can find video tutorials pertaining to critical STATS-Link functions, sample reports, support documents, and FAQs. These tools and resources can be found on the HELP tab then selecting either SUPPORT or FAQ. (Figure 1)

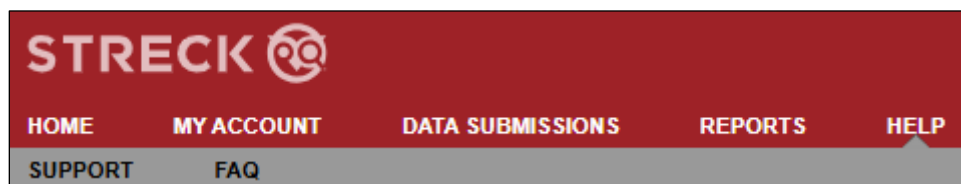


Figure 1

STATS DEPARTMENT CONTACT INFORMATION

The STATS department can also be contacted with any issues or questions regarding STATS-Link. The team is available Monday-Friday from 7 a.m. to 5 p.m. Central time.

Phone: 800-898-9563

Email: statsdata@streck.com

NEW ACCOUNT CREATION

Step 1: CREATE A LOGIN

Creating a new *STATS* account will require two steps: creating a login and then creating either a new lab account or joining an existing account.

1. Click the “Create a Login” link on the first page. (Figure 2)

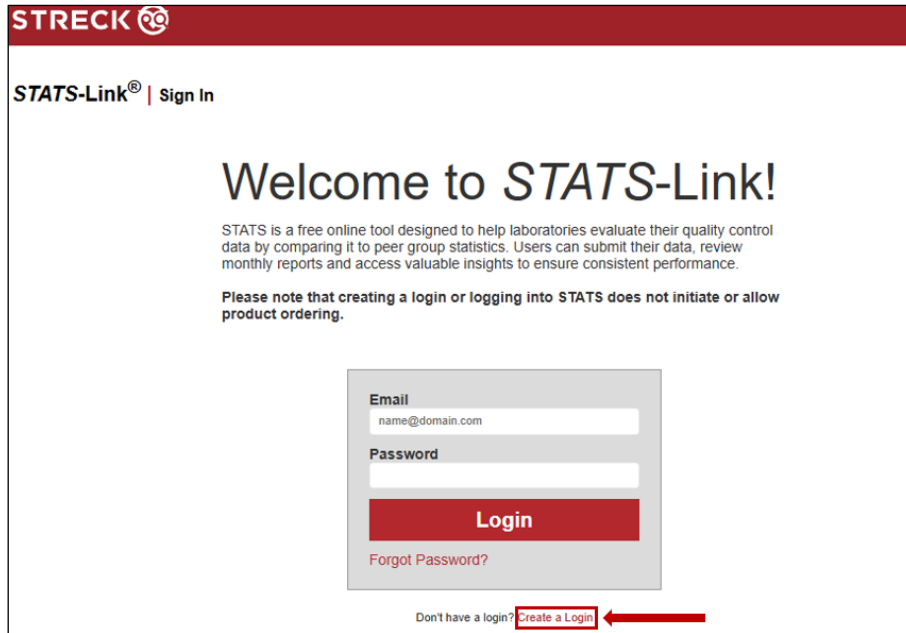


Figure 2

2. Enter a valid email address and password twice to validate the password. (Figure 3)
NOTE: Passwords will expire every year, and an email notification will be sent out when your password is nearing expiration.

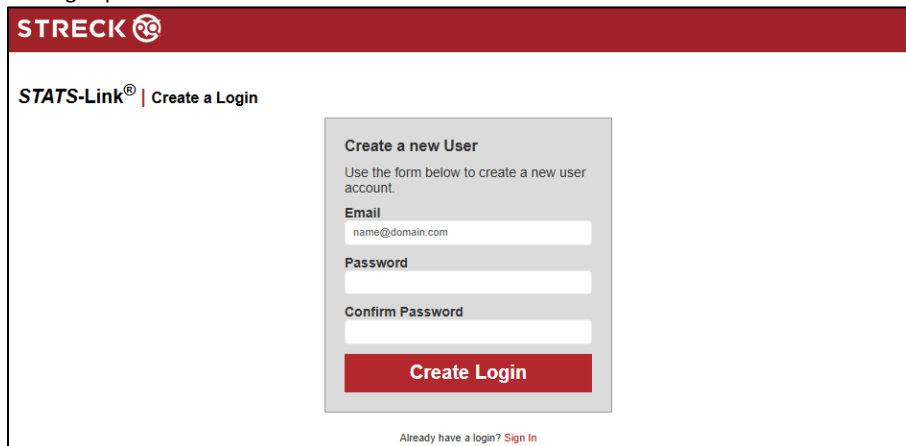


Figure 3

3. Once you create a login, a green message box will appear on the screen to let you know you have successfully registered. An email will be sent to the email used to create a login with the subject line “STATS Registration”.
4. Click on the link in your email to confirm your email address. (Figure 4)

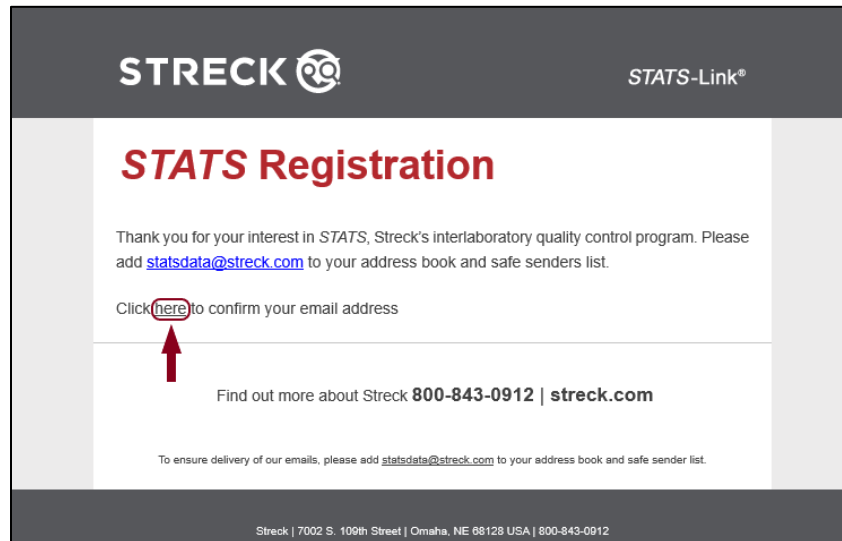


Figure 4

5. Once your email is verified, log back into STATS-Link and it will give you two options: join an existing lab account or create a new lab account.
 - a. Follow [Step 2a](#): to create a new lab account.
 - b. Follow [Step 2b](#): to join an existing lab account.

NOTE: Your email address may only be used for one account in the application. If your email address already exists in STATS-Link and is attached to an account, you will receive an email regarding this issue. Contact the STATS department for assistance.

Step 2a: CREATE A NEW LAB ACCOUNT

If you have not used the application before or are not part of an existing laboratory account, you will follow this process to create a new account that the STATS Department at Streck will review and approve.

1. Log in with your new credentials.
2. Click the “New Account” button. (Figure 5)

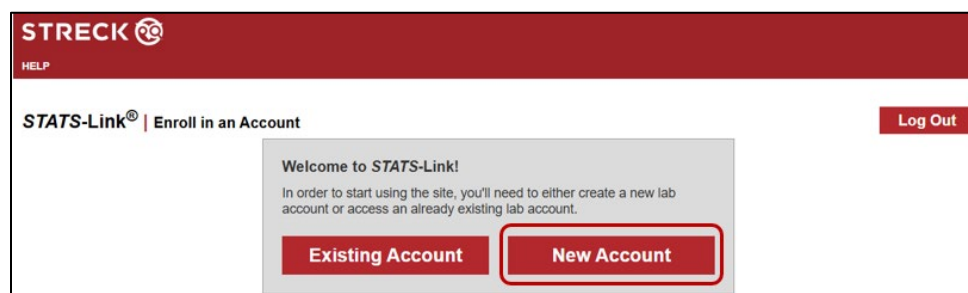


Figure 5

- Complete the information regarding your laboratory. (Figure 6)

NOTE: Fields with an asterisk are required information and must be filled out to proceed.

STRECK

HELP

STATS-Link® | Account Info

Hello, Lab
AccID: 00100 Log Out

1 New Account Information 2 New Product / Instrument 3 New Contact Information 4 Online Enrollment Complete

Let's get started with Account Information first.

Account Information

Account Name *

SAMPLE LAB

Alternative Name Type *

SAMPLE PARK TOWER Lab

Phone Phone Ext

555.555.5555 5555

Fax Preferred Monthly Report Language

555.555.5555 English

Address Detail

Care Of

Mr. John Doe

Address *

111 Any St.

Bldg/Room

Suite 111

City * State

Any City Please select state

Zip Country

12345-1234 AA

Continue

Figure 6

- When finished entering the information, click the "Continue" button.
- Fill out Instrument Name, Products, Instrument Serial Number, Software Version (if applicable), Upload Date Format, Data Input, and extra instrument information as needed. (Figure 7)
 - Instrument Name: Select Instrument from the drop down.
 - Products: Select the product(s) that you will be running on the instrument from the drop-down menu.
 - Instrument Serial Number: Enter the Serial Number of your analyzer.
 - NOTE: Abbott Alinity hq** users must enter the full instrument Serial Number (SN) when adding a new instrument. SNs begin with an HQ followed by 5-digits. Ensure the instrument has been configured to automatically submit data electronically via AbbottLink. If AbbottLink is not active, refer to the Data Submission section for other available options.
 - Upload Date Format: Select the date format that matches the date format used in the instrument's QC file. The default date format is month/day/year.
 - Extra instrument information: Add extra information. **NOTE:** This info does not print on reports.

STRECK

HELP

STATS-Link® | Instruments

Hello, Lab
AccID: 00100 Log Out

1 New Account Information 2 New Product / Instrument 3 New Contact Information 4 Online Enrollment Complete

Please enter instrument and product information.

Instrument Name *

Products *

Instrument Serial Number Software Version

E111222 v1.1.001

Upload Date Format * Data Input: Units of Measure

month/day/year Conventional Units

Extra instrument information

ESR-10 manual rack

Save Instrument

Finish Adding Instruments

Figure 7

6. Click “Save Instrument” when complete. You will be asked if you would like to enter additional instruments or to continue through the rest of the enrollment process. (Figure 8)

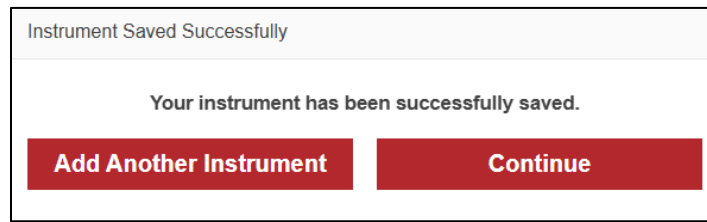


Figure 8

7. When finished adding instruments, select “Continue” and you will be taken to the third section – New Contact Information.
8. The contact information on this page will be tied to the email that you used to create your login. As the requestor of the new account enrollment, you will become the primary contact. Enter your first and last name and phone number. There are also two optional features: Optional Information and Add Secondary Contact. Once complete click “Continue” to complete your enrollment. (Figure 9)
 - a. Optional Information section: Expand that section to update your lab address.
 - b. Expand the Add Secondary Contact section to add additional contacts and select “Yes”.
 - i. If adding additional contacts, enter their information including their email address. Each individual will need to create their own login. If they are listed on an account already, the system will prepopulate their information.

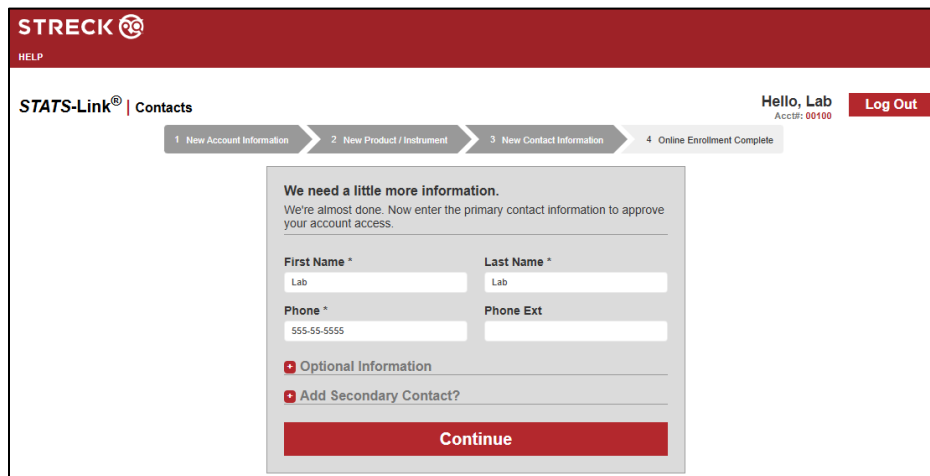


Figure 9

9. You will receive this message on the screen when your enrollment is complete. (Figure 10)

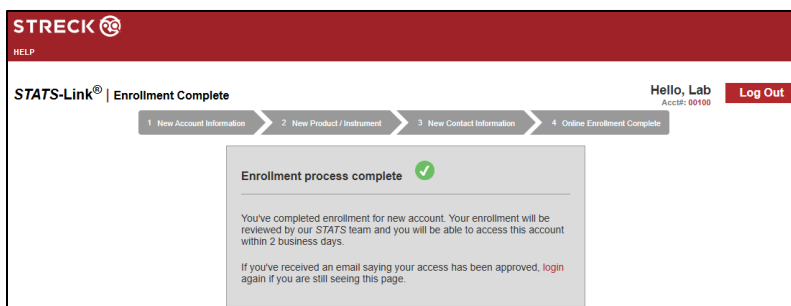


Figure 10

10. You will also receive an email in your inbox notifying you that Streck has received your enrollment request. The STATS Team will approve your account enrollment request within two business days. (Figure 11)



Figure 11

11. When the enrollment is approved, you will receive a welcome email from Streck. (Figure 12)

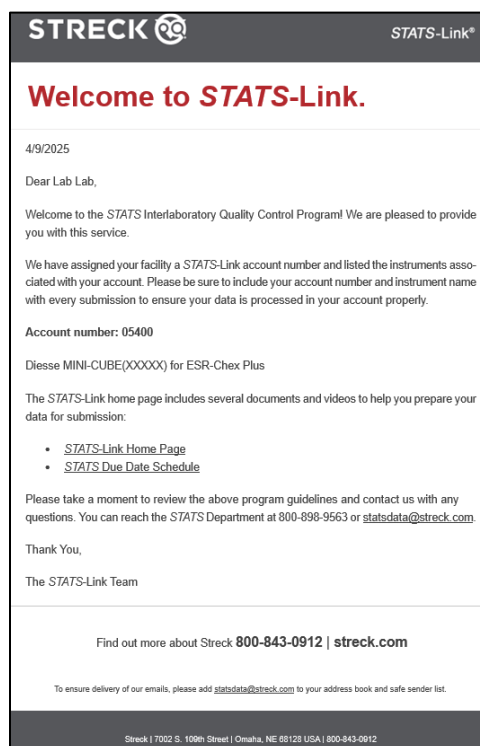


Figure 12

12. You will then be able to log in and submit data. Review the Data Submission section for detailed instructions.

Step 2b: JOIN AN EXISTING LAB ACCOUNT

To join an existing lab account, the lab account must already be approved, be currently active, and have an approved primary contact. Additional users at the lab can gain access to a lab account through the following steps:

1. Click the “Existing Account” button. (Figure 13)

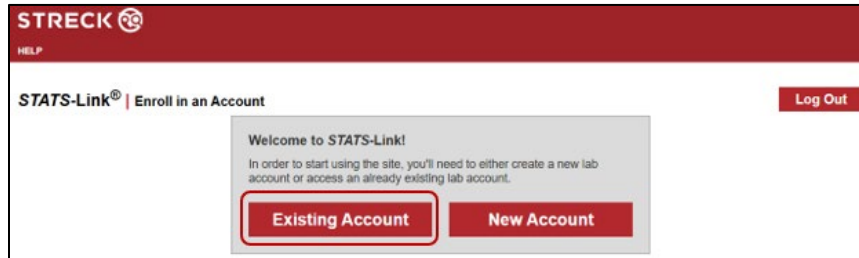


Figure 13

2. Enter the account number and the primary contact’s last name, then click the “Lookup” button. Contact STATS if you do not have the primary contact’s information or the lab account number. (Figure 14)

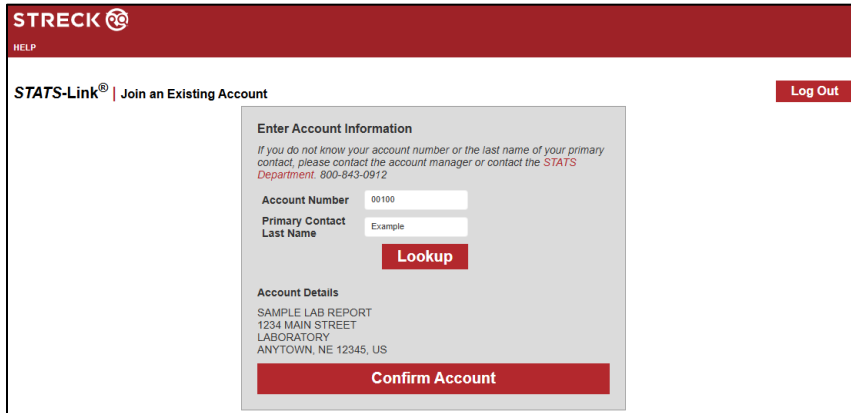


Figure 14

3. If the information matches our system and your lab information, click on the “Confirm Account” button.
NOTE: If the information does not match our system records, you will receive a message saying “Account number or primary contact’s last name did not match”.
4. Enter your contact information. After you’ve finished entering the information, click “Continue”. (Figure 15)

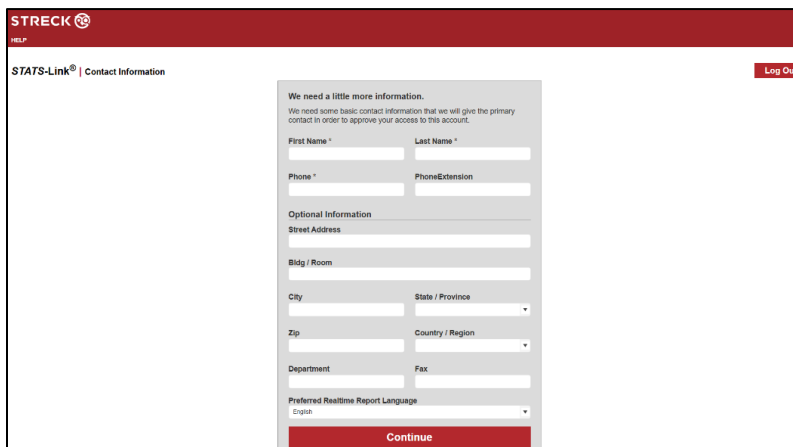


Figure 15

5. After completing your contact information, you will be redirected to “Waiting for Approval” page and an email message requesting approval will be sent to the primary contact of the lab. (Figure 16)

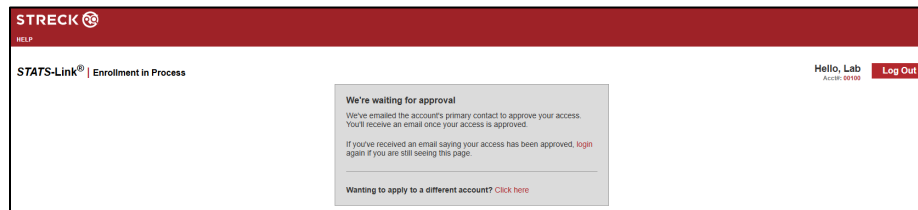


Figure 16

6. The primary contact has 48 hours to approve your account. After the primary contact clicks the link in their email to approve your account, you will receive an email notification that you have been approved by the primary contact. You will be able to access the account's information, contacts, instruments, submissions and reports when you log in after receiving approval notification. If the primary contact is no longer at your facility, contact the STATS department to approve your account and change the primary contact.

RESET FORGOTTEN PASSWORD

If you have forgotten your password or have incorrectly logged in too many times (3 attempts), follow these steps to reset your password.

1. On the login page, click the “Forgot Password?” link.
2. Enter the email address you use to log into STATS-Link.
3. Click the button to “Send Reset Email”. This sends an email message to the address entered. If an email is not received, check the email junk/spam folder or contact STATS for assistance.
4. Click the link inside the message to reset your password. **NOTE:** The message expires within 8 hours.
5. You will be taken to a webpage where you can enter a new password.
6. Once you have re-entered the password, click the “Reset Password” button.
7. You will receive an email message that you have successfully changed your password. You will also be logged in upon successful change of your password.

EDIT ACCOUNT DEMOGRAPHICS

Once you are part of a lab account (either with an existing lab account or a newly created lab account), you can adjust account demographic information such as account name, address, phone number, etc. The primary contact will be notified via email that changes were made. Your account number can be found in the upper corner of every web page next to the “Log Out” button.

1. Log in with your credentials.
2. Go to My Account → Info.
3. Change any information that needs to be adjusted and click “Save Account” when complete. A confirmation message will be displayed on the screen upon successful save and an email message will be sent to the primary contact notifying them of the change. (Figure 17)

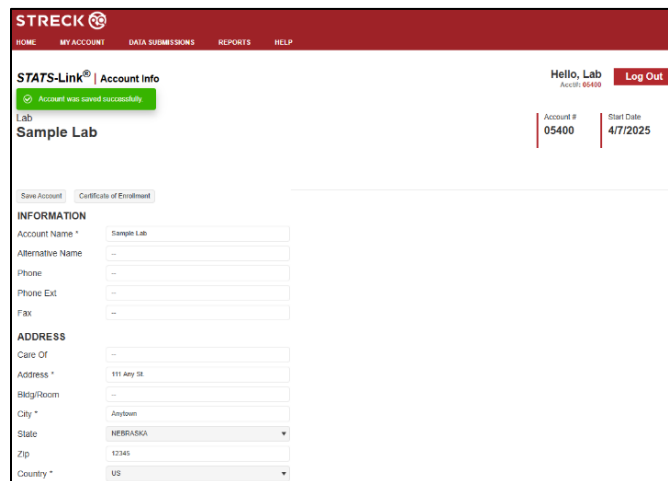


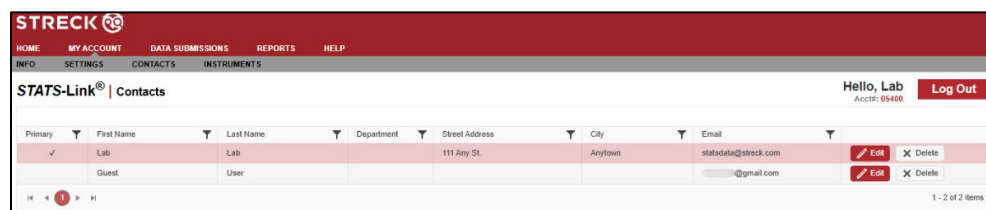
Figure 17

EDIT CONTACTS

All contacts can change their own contact information.

If you are the **primary** contact, you can edit any contact within your lab account, reassign an existing contact as the new primary contact, and permanently delete contacts. If the primary contact is no longer at your facility, contact the STATS department to get a different person assigned as the new primary contact.

1. Log in with your credentials.
2. Go to My Account → Contacts.
3. Click “Edit” next to the contact that needs to be updated. (Figure 18)
 - a. If you want to delete a contact all together, use the “Delete” button on the contact line you wish to remove. **NOTE:** A primary contact cannot be deleted from the application; a different contact on the account must be designated as primary first in which you will need to contact STATS to assist with updating the primary information.



Primary	First Name	Last Name	Department	Street Address	City	Email	
✓	Lab	Lab		111 Any St.	Anytown	statsdata@streck.com	Edit X Delete
	Guest	User				@gmail.com	Edit X Delete

Figure 18

4. Update the information on the screen. (Figure 19)
 - a. If editing the email address of a secondary contact is made, the edited contact will need to use the new email address the next time they log in.
 - b. Labs can receive e-mail notifications for information regarding your STATS account. Selecting the “Enable All” button means you will receive notifications for all the events listed. You can also choose to receive specific notifications by selecting the individual buttons for each notification type. You can hover over each option to learn more about when you receive a notification.

Figure 19

5. When finished, click “Save” to save the changes.

SWITCH PRIMARY CONTACT

The primary contact can designate another contact to be the new primary. Only the new primary contact can reassign primary contact privileges after the changes are saved.

1. Log in with your credentials.
2. Go to My Account → Contacts.
3. Click the “Edit” button of the contact you wish to set as the primary.
4. Check the primary checkbox of the secondary contact. (Figure 20)

Figure 20

5. Click “Save” to save your changes. **NOTE:** Once you click “Save”, you will no longer have any of the privileges associated with the primary contact.
 - a. You are now logged in as a secondary contact without primary contact permissions.
 - b. An email message will be sent to both the prior primary contact and the new primary contact. The email message outlines the rights and responsibilities of the primary contact. (Figure 21)

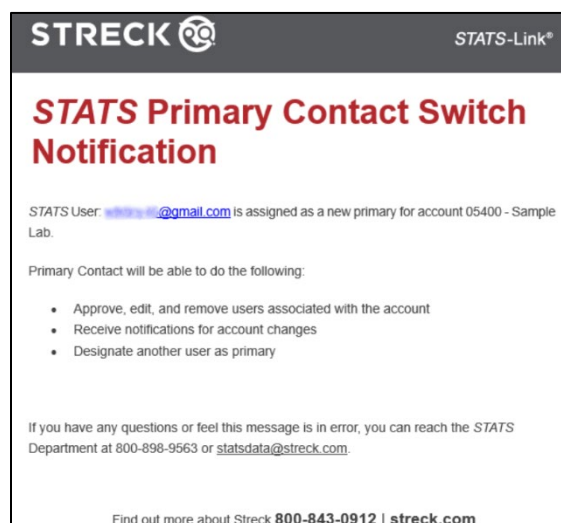


Figure 21

EDIT INSTRUMENTS

Any contact can add, edit, and deactivate instruments. **NOTE:** Instruments cannot be removed – only deactivated.

1. Log in with your credentials.
2. Go to My Account → Instruments.
3. From the Instrument screen, you can Edit, Add, or Deactivate instruments. (Figure 22)
 - a. Click “Edit” next to the instrument that needs to be updated. Update any necessary information and click “Save Instrument”.
 - b. Click “Add New Account Instrument” to add an additional analyzer. Fill out Instrument Name, Products, Instrument Serial Number, Software Version (as necessary), Upload Date Format (Should be same as QC file), and add extra instrument information (if needed), then click “Save Instrument”.
 - c. Click “Deactivate” if you would like to deactivate a no longer used analyzer from your lab account profile. **NOTE:** This will prevent the instrument from being utilized in the future. Labs cannot “Reactivate” an instrument once it has been deactivated. Contact the STATS department if an instrument was deactivated by mistake.

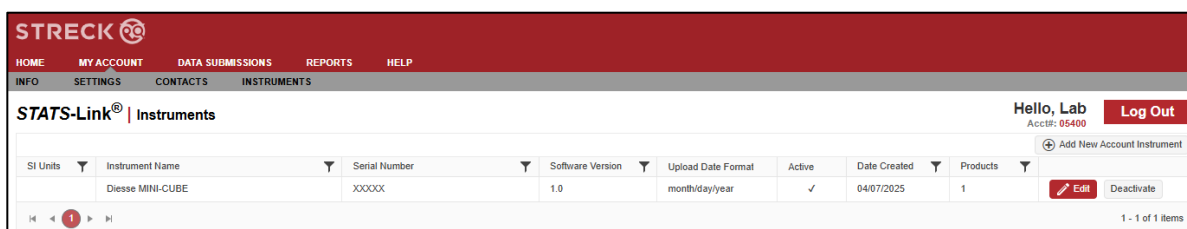


Figure 22

4. If you need to have your report configured for SI Units, please contact the STATS Department.

DATA SUBMISSIONS

Submitting data will allow you to see reports for the instrument, product, and lots you submit.

Data can be submitted by:

- Manually entering directly into the STATS-Link program
- Importing Streck Microsoft Excel forms
- Importing Instrument files (refer to approved instrument list at Help→Support→Instrument Upload List).

All products have a due date that is used for processing data and creating monthly reports. The purpose of the due date is to keep the peer group contributing at regular intervals and generate larger comprehensive reports on the respective due date.

Manual Data Entry Process

1. Log in with your credentials.
2. To access the data entry screen, there are two options (Figure 23):
 - a. Go to Data Submissions → Submit Data
 - b. Click on the Data Entry icon on the left side of the Home Screen.
3. In the Submit Data section, select the product you are submitting. (Figure 24)
4. Select the instrument from the drop-down list.
5. Select the lot number of the data being submitted.

NOTE: A list of in-date lots and lots that are within the 3-month expiration window will appear in the drop-down list. Any lots over their 3-month expiration will not appear and data cannot be submitted.
6. Enter the date range for your submission data into the From/To date range boxes.
 - a. The **From** date is the first data in the data set.
 - b. The **To** date is the last day in the data set.
7. Choose “Daily Data” (default) or “Summary Data”
 - a. **Daily Data** allows the submission of multiple data points.
 - b. **Summary Data** allows the submission of the Mean, SD, and N (number) for each parameter.
8. Expand the “Optional Information” to add comments, adjust the shift number, or change the submission SD for summary data.
 - a. Shift Number: This option may be used if separate reports are needed for multiple data sets submitted within the same timeframe.

Example 1: If your lab wants to receive different reports for the QC values submitted on different lab schedules (morning, evening, night).

Example 2: If your lab submits multiple months’ data in one submission but they would like each month to be on a separate report. They would need to select shift 1 for one month and shift 2 for another month.
 - b. Submission SD may only be selected when summary data is submitted. Customers may choose 1SD or 2SD depending on what they are submitting.
9. Click the “Start Entering Data” button.

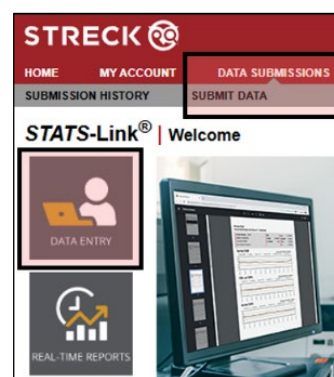


Figure 23

Figure 24

10. To manually enter data, first click the “Add Level” button and select the level for the data you are entering. (Figure 25)

Figure 25

11. Enter the run date manually or by selecting from the calendar. If a run date is added that falls outside of the From/To date previously selected, the date will highlight in RED to inform you to enter appropriate dates.
- If the From/To dates previously selected are incorrect and need to be adjusted, you can edit them in the Submission Information section. Any changes to the From and To Dates will automatically save. No other options in that section are editable. (Figure 26)

Figure 26

- If submitting subsequent dates, enter the first date in line 1, click on the date, hover over the small blue square on the bottom right corner of the cell until a plus sign appears, then left click and drag down until you reach enough cells. (Figure 27)

Figure 27

12. Enter data under parameter.
- Data entered will be automatically saved. The data can be modified up until the due date. Once the due date occurs, the data submitted will be put into a report and emailed to each contact.

Legend for Data Submitted

If any of the data cells flag with a color, the legend displays what the cell coloration will indicate for your data or you can hover over the data and a message will appear. (Figure 28)

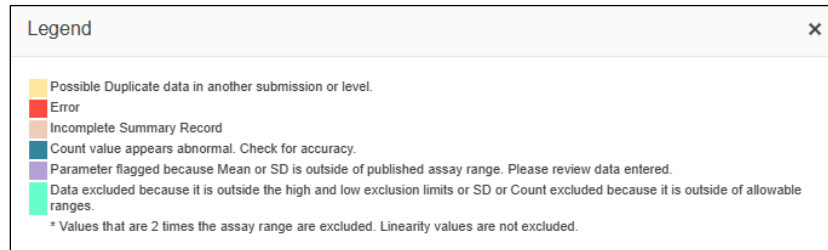


Figure 28

Possible Duplicate Run: This data is checked across multiple submissions and could possibly be a duplicate entry. This flag identifies data that should be reviewed. Data with this flag will be included in all calculations.

Error: Data will need to be edited, or it will not be saved. This can include letters or special characters.

Incomplete Summary Record: (Only seen when submitting Summary Data) When summary data is submitted, all cells must contain data, or the record will not be saved.

Count value appears abnormal: (Only seen when submitting Summary Data) Check for accuracy.

Parameter: Will flag if the mean or SD is outside of published assay ranges. Data highlighted in purple will be included in the overall lab and peer group calculations.

Data excluded because it is outside of the high and low exclusion limits: This data exceeds two times the assay range and will be excluded (Linearity product values that exceed two times the assay range are not excluded).

Importing Files

Data files can be imported into the STATS-Link program. To utilize our Streck Input (Excel) forms, they can be found at this link. www.streck.com/stats-input-forms/

1. To import Streck Input files or Instrument Files, follow instructions 1-9 of the [Manual Data Entry Process](#).
2. Once the Data Submission page opens, click on the “Import File” button at the top right. This will open the file import dialog box. (Figure 29)

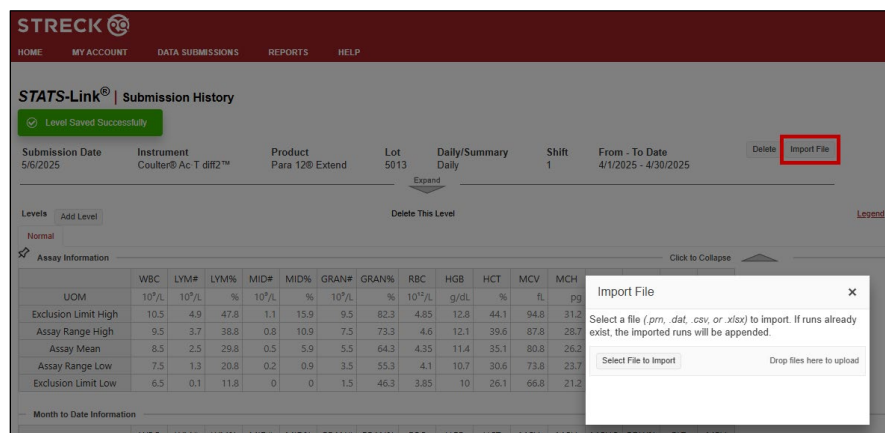


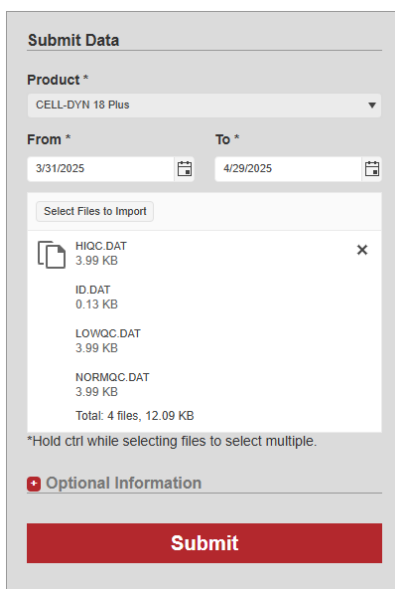
Figure 29

3. Click on “Select File to Import” or drag and drop the file onto the “Import File” popup.
 - a. If the file to be imported is a **STRECK EXCEL FILE**, all levels will be imported at once, and do not need to be specified. The levels are determined by the product selected.
 - b. If **INSTRUMENT FILES** are imported, use the import box to specify the level of the file. Each level will need to be imported individually if using instrument files.
 - c. The file will automatically import. Once the import is complete, it will give you the options to “Import Another File” or “Finish”.
 - d. Once the data has been imported, review the imported data for flags and accuracy.

NOTE: The data being imported must fall within the specified From/To date range, or data will be flagged with an error and will not be imported.

Importing .DAT files for Abbott analyzers (except Abbott Alinity hq)

1. Follow steps 1 – 3 of the [Manual Data Entry Process](#).
2. Select the From and To dates of the data being submitted. (Figure 30)
3. Click on “Select Files to Import” and press and hold CTRL when selecting multiple files.
 - a. The ID.DAT file is required to be imported along with your QC data and the serial number in the ID.DAT file should match the serial number listed in STATS.
 - b. Files that have been imported already cannot be imported again.
4. Click the “Submit” button.



Submit Data

Product *
CELL-DYN 18 Plus

From * 3/31/2025 **To *** 4/29/2025

Select Files to Import

HIQC.DAT	3.99 KB
ID.DAT	0.13 KB
LOWQC.DAT	3.99 KB
NORMQC.DAT	3.99 KB
Total: 4 files, 12.09 KB	

*Hold ctrl while selecting files to select multiple.

Optional Information

Submit

Figure 30

5. Another dialog box will pop up asking if you want to “Import Another File” or “Finish”.
6. If you are done importing files, review if the data is appropriate.

Importing Abbott Alinity hq data

The Alinity h-series analyzers can be configured to automatically submit data through AbbottLink. If a customer's analyzer does not automatically submit data, they will need to follow these instructions to upload their data.

1. Follow steps 1 – 3 of the [Manual Data Entry Process](#).
2. Select the "Alinity H-series" product from the drop-down list.
3. Select the date range that you wish to import from the files.
4. Select the files that you would like to import from your Alinity h-series instrument.
 - a. These must be in a .csv format.
5. Click the "Submit" button to upload your data.

Saving Data

The system auto saves data as it is entered into the system, so there is no save button available. There will be several different types of notifications showing that the data entered has been saved by the system.



DELETING SUBMISSION DATA

It is easy to delete either a specific level or the entire submission as long as the data has not been locked and a report has already been made with the data submitted. (Figure 31)

- To delete an individual level, click on the "Delete this Level" link. This action will only delete the level that has been selected.
- To delete an entire submission, click the "Delete" button in the upper right corner of the submission page.

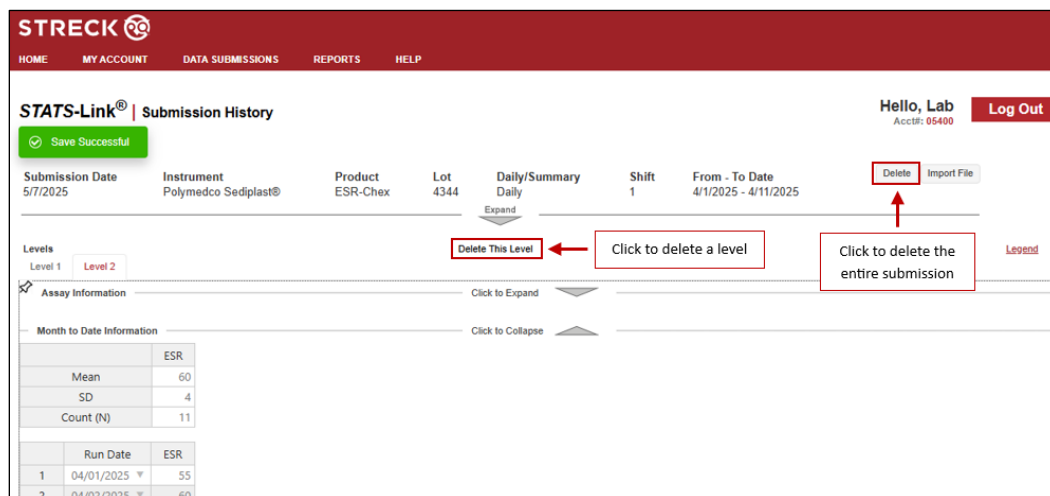
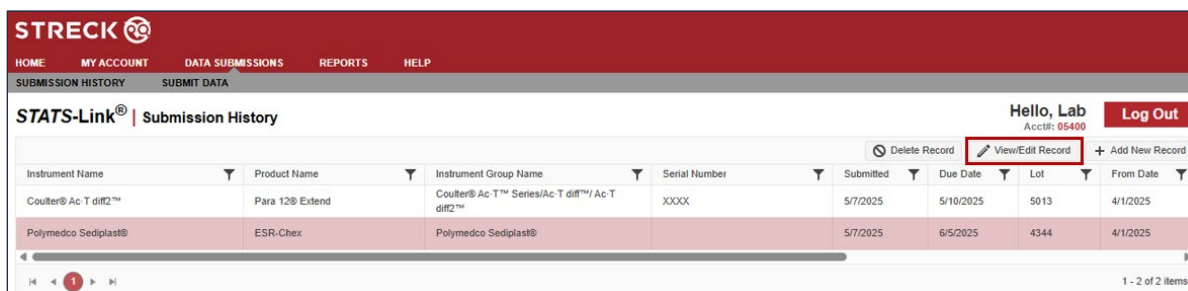


Figure 31

SEARCH FOR SUBMISSIONS

After submitting data, you can filter and sort to review submissions you have entered.

1. Log in with your credentials.
2. Go to Data Submissions → Submission History.
3. When you find the submission to review, click to select the row and click the “View/Edit Record” button on the top right. You may also double-click on the desired row to open the submission. (Figure 32)



Instrument Name	Product Name	Instrument Group Name	Serial Number	Submitted	Due Date	Lot	From Date
Coulter® Ac-T diff2™	Para 12® Extend	Coulter® Ac-T™ Series/Ac-T diff™/ Ac-T diff2™	XXXX	5/7/2025	5/10/2025	5013	4/1/2025
Polymedco Sediplast®	ESR-Chex	Polymedco Sediplast®		5/7/2025	6/5/2025	4344	4/1/2025

Figure 32

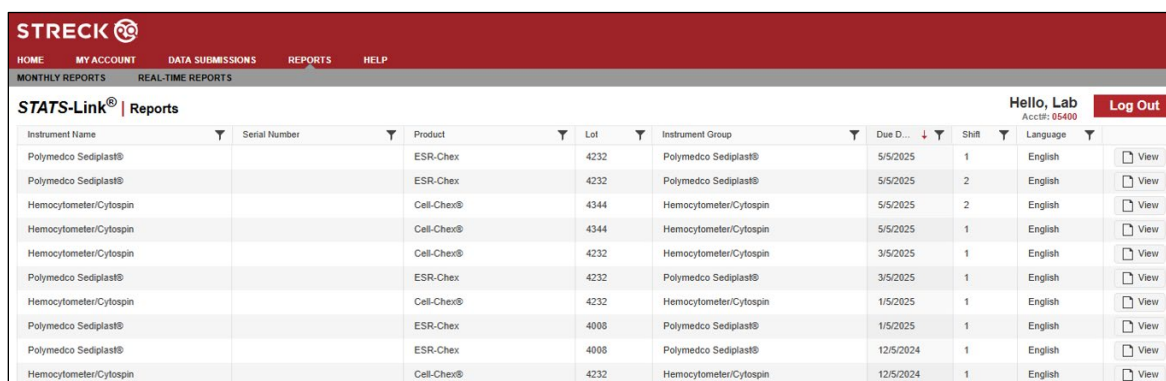
NOTE: Data can be edited or deleted as long as it has not been processed for a monthly report. Data is locked once a monthly report has been generated and cannot be edited.

VIEW MONTHLY REPORTS

Every product has a regular monthly due date (or weekly for linearity products) for which *STATS* generates reports. These monthly reports are available to ensure peer group sizes are maximized for regular, periodic review of your test systems. *STATS* users will receive an email notification that contains their monthly report. *STATS* users can also access current and past reports via their secure *STATS*-Link account. Peer groups are comprised of other labs using the same instrument, method and control lot number. Peer group comparisons include essential lab and group statistics for the current submission period and cumulative data collected throughout the lot. The monthly report options include Levey Jennings Charts, SDI Charts and a Six-Month Historical Comparison. For labs with multiple products and instruments, you can also sort and filter reports to easily find specific reports.

1. Log in with your credentials.
2. Go to Reports → Monthly Reports.
3. The most recently processed reports are listed first.
 - a. To sort, you can utilize the filter icon (▼) for each column
4. Click on the “View” button at the end of the row for the report you want to review. (Figure 33)

A PDF file will open for you to view or save.



Instrument Name	Serial Number	Product	Lot	Instrument Group	Due Date	Shift	Language	View
Polymedco Sediplast®		ESR-Chex	4232	Polymedco Sediplast®	5/5/2025	1	English	View
Polymedco Sediplast®		ESR-Chex	4232	Polymedco Sediplast®	5/5/2025	2	English	View
Hemocytometer/Cytospin		Cell-Chex®	4344	Hemocytometer/Cytospin	5/5/2025	2	English	View
Hemocytometer/Cytospin		Cell-Chex®	4344	Hemocytometer/Cytospin	5/5/2025	1	English	View
Hemocytometer/Cytospin		Cell-Chex®	4232	Hemocytometer/Cytospin	3/5/2025	1	English	View
Polymedco Sediplast®		ESR-Chex	4232	Polymedco Sediplast®	3/5/2025	1	English	View
Hemocytometer/Cytospin		Cell-Chex®	4232	Hemocytometer/Cytospin	1/5/2025	1	English	View
Polymedco Sediplast®		ESR-Chex	4008	Polymedco Sediplast®	1/5/2025	1	English	View
Polymedco Sediplast®		ESR-Chex	4008	Polymedco Sediplast®	12/5/2024	1	English	View
Hemocytometer/Cytospin		Cell-Chex®	4232	Hemocytometer/Cytospin	12/5/2024	1	English	View

Figure 33

VIEW REAL-TIME REPORTS

Real-time reports are great tools to do an immediate verification of instrument performance compared to a peer group. They are a way to evaluate their instruments' performance immediately as opposed to waiting for their monthly report. Real-time reports can only be generated with any data that is listed in the Submission History log that has not been calculated into a monthly report. Real-time reports are only valid at the time they are created and are not meant to replace the monthly report. Peer group data will continue to change and be updated as other customers contribute to the peer group aggregation.

1. Log in with your credentials.
2. Go to Reports → Real-Time Reports or click on “Real-Time Reports” from the Home Page. (Figure 34)

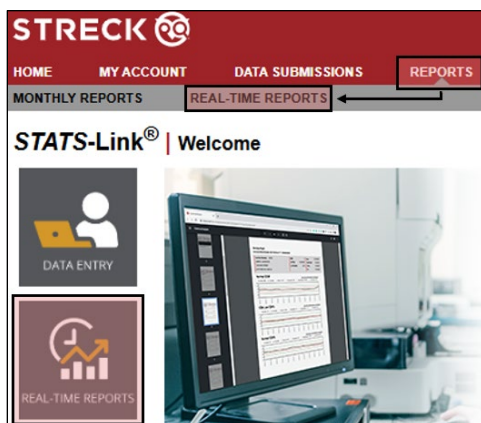


Figure 34

3. Data can be filtered by clicking on  located on each column header or by clicking on the column header to sort.
4. When you find the submission you would like to create a real-time report for, click the “Generate” button at the end of the row.
 - a. A notification dialog box will appear at the top right of your screen saying “Generating real-time report...” You are able to move around the site while this is running; it will reappear on the active page when it is complete.

Once the report is complete another notification dialog box will appear saying that the report is ready, click the link to open the PDF. (Figure 35)

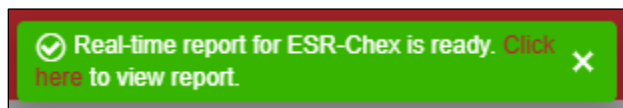


Figure 35

- a. A PDF file will open for you to view or save.
- b. See the Report Setting section for instructions on how to customize your real-time report.

ACCOUNT HANDLER ACCOUNTS

Anyone who oversees multiple accounts or has multiple instruments of the same type can create an Account Handler (Lab Manager Account) to receive a report with associated lab accounts and instruments. This is a useful tool to show how a variety of labs or instruments are performing. Multisite reports are issued when monthly reports are generated. Generally, this account type is not able to submit data. However, if you would like to be able to submit data with this account, you will need to contact the STATS department.

1. Follow the steps to create a login.
2. Log in with your new credentials.
3. Click the “New Account” button.
4. Complete the information regarding your laboratory, making sure to select “Account Handler” from the Type dropdown. (Figure 36)

NOTE: When Account Handler is selected, a checkbox will pop up that says, “Receive Multi-Instrument Report”.

1 New Account Information 2 New Product / Instrument 3 New Contact Information 4 Online Enrollment Complete

Let's get started with Account Information first.

Account Information

Account Name *

Sample Lab

Alternative Name

SAMPLE PARK TOWER

Type *

Account Handler

Phone

555.555.5555

Phone Ext

5555

Fax

555.555.5555

Preferred Monthly Report Language

English

Address Detail

Care Of

Mr. John Doe

Address *

111 Any St.

Bldg/Room

Suite 111

City *

Anytown

State

NE - NEBRASKA

Zip

12345-6789

Country

US

☒ Receive Multi-Instrument Report

Continue

Figure 36

5. When finished completing the information, click the “Continue” button.
6. Enter the information for the labs that you wish to manage.
7. Enter the account number for each active lab and the primary contact’s last name at each location.
8. Click the “Lookup Account” button. If the account number and last name match, a message will show with the account’s name and address. Click “Link Account”. (Figure 37)

Account Management

Please enter the account's number and primary contact's last name. You can add multiple accounts now and can add additional accounts after registration.

Account Number

00100

Primary Contact's Last Name

User

SAMPLE LAB REPORT
1234 MAIN STREET
LABORATORY
ANYTOWN, NE 12345, US

Link Account

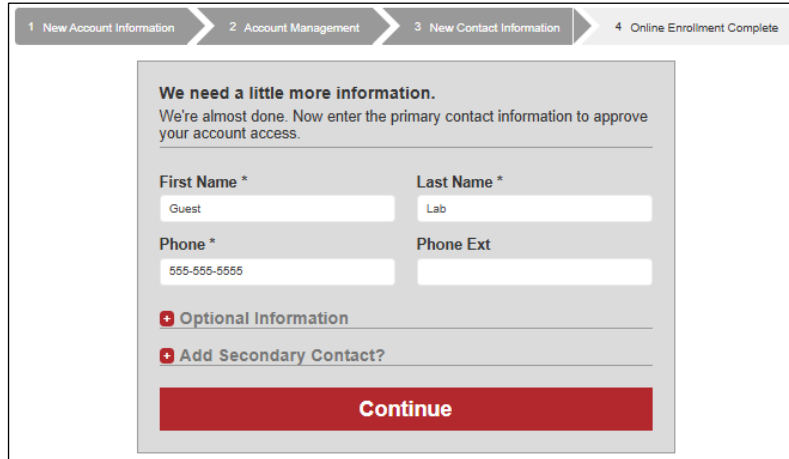
Accounts Added

No accounts added yet

Finish Adding and Continue

Figure 37

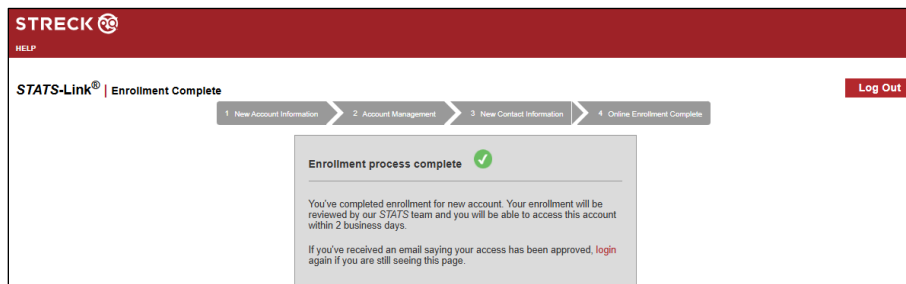
9. Repeat steps 6-9 for all associated labs. When you are finished adding labs, click the button “Finish Adding and Continue” and you will be taken to the third section.
10. The contact information on this page will be tied to the email used to create your login.
11. Enter your full name and phone number. You can open the Optional Information by pressing the + button to edit the facility address, and you can add a Secondary Contact by clicking the + button. When finished adding contacts, click “Continue” to complete your enrollment. (Figure 38)



The screenshot shows a web form titled "We need a little more information." with the subtext "We're almost done. Now enter the primary contact information to approve your account access." The form is divided into two columns. The left column contains fields for "First Name *" (with "Guest" as a placeholder), "Phone *" (with "555-555-5555" as a placeholder), and an expandable section for "Optional Information" marked with a red plus icon. The right column contains fields for "Last Name *" (with "Lab" as a placeholder) and "Phone Ext". Below these fields is a red button labeled "Continue". At the top of the form, a progress bar shows four steps: "1 New Account Information", "2 Account Management", "3 New Contact Information" (which is the current step), and "4 Online Enrollment Complete".

Figure 38

12. You will receive this message on the screen when your enrollment is complete. (Figure 39)



The screenshot shows a confirmation page with a red header containing the "STRECK" logo and a "HELP" link. Below the header, it says "STATS-Link® | Enrollment Complete" and has a "Log Out" button. A progress bar at the top indicates the completion of the four-step process. The main content area features a green checkmark and the text "Enrollment process complete". Below this, a message states: "You've completed enrollment for new account. Your enrollment will be reviewed by our STATS team and you will be able to access this account within 2 business days." It also includes a note: "If you've received an email saying your access has been approved, login again if you are still seeing this page."

Figure 39

- a. You will also receive an email message in your inbox notifying you that Streck has received your enrollment request. The STATS Team will approve your enrollment request within two business days.
 - b. When the enrollment is approved, you will receive a welcome email.
 - c. The labs that you have requested to manage will receive an email request for approval for the association between the accounts. This email request goes to the primary contact.
 - d. Once the lab approves the association, the lab manager account is able to view all labs' reports.
 - e. An email notification of the approval is sent to the primary contact of the lab as well.
13. To see a full list of the associated accounts, visit your account information page by clicking “MY ACCOUNT” and then “INFO”. (Figure 40)

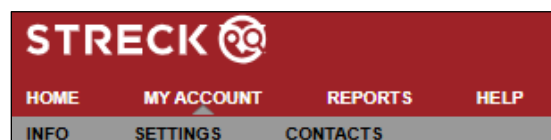


Figure 40

Request Account Handler Access After Enrollment

An account handler can add new associations with labs after enrollment. The association request sends an email to the primary contact of the lab requesting access.

1. The lab manager logs in with their credentials.
2. Go to My Account → Info.
3. Click the “Add Site” button. (Figure 41)

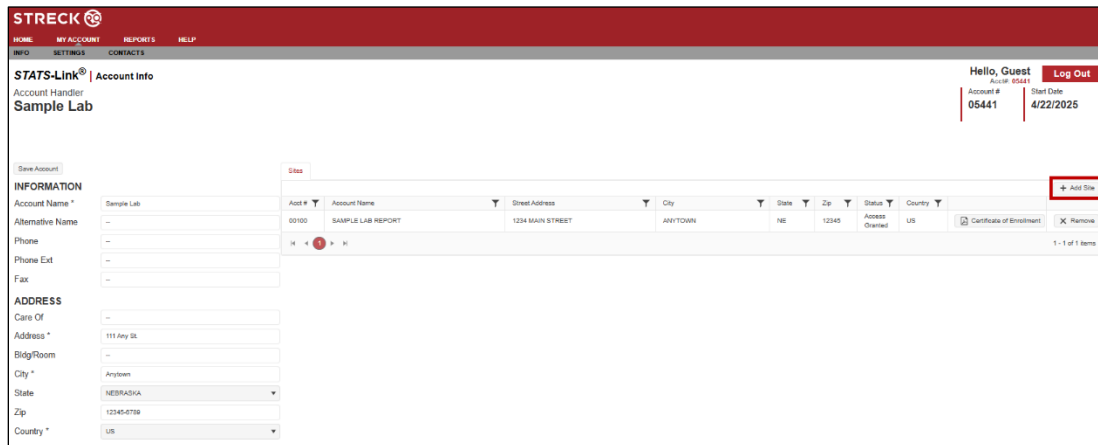


Figure 41

4. Enter the lab number of the lab you wish to join and the primary contact's last name, and then click the “Lookup” button.
 - a. If the information matches, the lab name and address will populate.

NOTE: An error message will pop up if the information does not match an active lab.
5. Click the “Link Account” button if the lab's information is correct. (Figure 42)

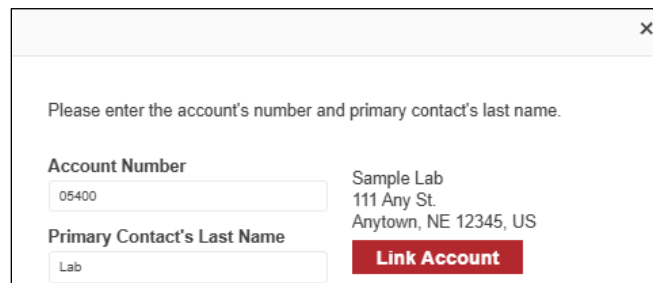


Figure 42

6. You will receive a notification that an email message requesting approval was sent to the primary contact of the lab.
 - a. After the primary contact clicks the link in the email message to approve your request, you will receive an email notification that you have been approved by the primary contact. You will then be able to access the account's reports.

Removing Associated Accounts as an Account Handler

An account handler has the ability to manage the associated labs, including removing associated labs.

1. Log in with your credentials.
2. Go to My Account → Info.
3. Find the lab you would like to remove and on the right hand side of the listed facility, click on the “Remove” button .
4. A dialog box will pop up asking if you are sure you want to delete this record. Select “OK” to the dialog box to confirm your choice. You will no longer be able to see the reports for this lab.
 - a. A notification will then be sent to the lab indicating the association has been removed.

View Account Handler Reports

Account Handlers have access to their labs’ reports that are created when the final monthly reports are generated. These reports give an overview of all related instruments, products, and lots of all the labs overseen by the Account Handler.

1. Log in with your credentials.
2. Go to Reports → Manager Reports.
3. Filter your data by clicking on  located on the column headers to select the criteria. Each column header can also be selected to sort.
4. When you find the report you would like to review, click the “View” button on the row of the report.
5. A PDF file will open for you to view or save.

APPROVE ACCOUNT HANDLER REQUEST AS A LAB’S PRIMARY CONTACT

After an account handler has requested to manage a lab, the primary contact of that lab can approve the association. This can be done via the email sent or it can be done in the application.

1. The managed lab’s primary contact logs in with his/her credentials.
2. On the main screen there will be a box labeled “Pending Actions”. In that box you can “Confirm” or “Deny” the request to add the lab to the Account Handler account. (Figure 43)

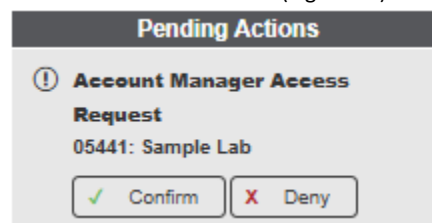


Figure 43

3. If you “Confirm” the account, this grants the account handler access to your lab’s reports.
 - a. An email notification regarding approval is sent to the lab manager’s primary contact.

NOTE: If the account handler should be removed after previous approval, contact the STATS department for assistance.

RESET KNOWN PASSWORD

If you know your password and would like to change it, follow these steps.

NOTE: STATS-Link passwords need to be reset annually. The system will alert all users when this is applicable.

1. On the home page, go to My Account → Settings.
2. Click the “User Settings” option.
3. This will take you to a page to enter your current password and a new password.
4. Once you have successfully entered the new password, click the “Change Password” button. (Figure 44)
 - a. Your password is now changed, and you will receive an email message confirming the change.

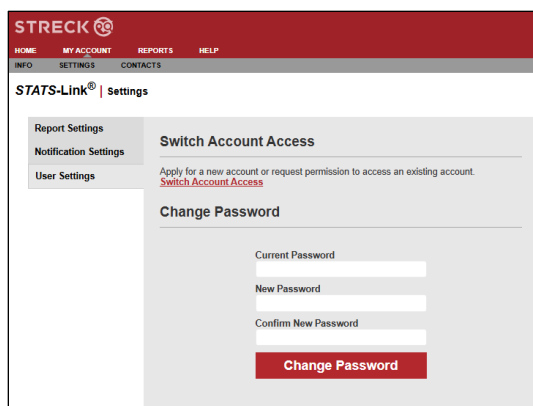


Figure 44

REPORT SETTINGS

To change the content of your reports, follow these steps to adjust the default settings. **NOTE:** These settings apply to **all users** associated with the account.

1. On the home page, go to My Account → Settings.
 - a. For **Real-Time** reports you have the option to either include or exclude submitted data in the report and select the language for your reports.
 - b. For **Monthly** reports you can choose to either include or exclude several sections of the report. The default is set to include all sections, however, in many cases it is desirable to exclude sections to make the report shorter.
 - c. See Table 1 for a description of each selection.
2. Select “show” or “hide” to either include or exclude each section of the report listed.
3. Selecting “show” in the “enable all” setting will display all available report sections. (Only available under Monthly Report Settings).
4. Once all settings have been selected, click on “Save Changes”.

Report Selections	Description
Interpretive Comments	Summary of the sections and calculations available in the report
Levey Jennings Graph	Graphs data points submitted for each level, compared to the assay and group mean and range.
SDI Charts	Graphical representation of the SDI value for each parameter.

Historical Data Comparison	Table listing the SD and CV for each data submission over a six-month timeframe.
Customer Data Submitted	Table listing all data submitted for the month that is included in the report. Excluded data is noted on the table.
Monthly Report Language	Select an alternate language from English for the report: Spanish, French or Japanese.

Table 1

NOTIFICATION SETTINGS

To change the default e-mail notifications, follow these steps. These settings apply to the **specific user/email**.

1. On the home page, go to My Account → Settings.
2. Select “Notification Settings”
3. Select “ON” or “OFF” for each notification you would like to receive.
 - a. Selecting “ON” for Enable All turns on all email notifications.
 - b. Selecting “OFF” for Enable All turns off all email notification.
 - c. See Table 2 for a description of each notification option.
4. Once all settings have been selected, click “Save Changes”.

Notification Options	Description
Lot Expiration	Email informs when the active lot will expire.
Lot Submission Window Ending	Notification stating when the 90-day post-expiration date window will close for a previously submitted lot.
Due Date	Monthly email reminder regarding a product’s due date.
Peer Group >9	Notification is sent when an instrument peer group size increases to a monthly submission volume greater than 9 instruments.
Receive Reports via Email	Monthly report will be included as an attachment in the email notification. If not selected, email will indicate reports are available and user need to log in to their account to retrieve the report.

Table 2

COUNTRY NAME LISTING

Please see the list below for a detailed listing of country names available in the STATS-Link. (Table 3)

Description	Country	Description	Country	Description	Country	Description	Country
Aruba	AA	Cyprus	CY	Cambodia	KH	Poland	PL
United Arab Emirates	AE	Czech Republic	CZ	Korea, Republic Of	KR	Portugal	PT
Afghanistan	AF	Germany	DE	Kuwait	KW	Paraguay	PY
Anguilla	AI	Denmark	DK	Cayman Islands	KY	Qatar	QA
Netherland Antilles	AN	Dominica	DM	Lebanon	LB	Romania	RO
Angola	AO	Dominican Rep	DO	Saint Lucia	LC	Russia	RU
Argentina	AR	Ecuador	EC	Liechtenstein	LI	Rwanda	RW
American Samoa	AS	Estonia	EE	Sri Lanka	LK	Saudi Arabia	SA
Austria	AT	Egypt	EG	Lithuania	LT	Sweden	SE
Australia	AU	Spain	ES	Latvia	LV	Singapore	SG
Azerbaijan	AZ	Finland	FI	Libya	LY	Slovenia	SI
Barbados	BB	Faroe Islands	FO	Morocco	MA	Slovakia	SK
Bangladesh	BD	France	FR	St Martin	MF	San Marino	SM
Belgium	BE	United Kingdom	GB	Marshall Islands	MH	El Salvador	SV
Burkina Faso	BF	Grenada	GD	Mali	ML	St Maarten	SX
Bulgaria	BG	Greece	GR	Myanmar	MM	Turks and Caicos	TC
Bahrain	BH	Guatemala	GT	Mongolia	MN	Thailand	TH
Belize	BL	Guam	GU	Macau	MO	Tunisia	TN
Bermuda	BM	Guyana	GY	Montserrat	MS	Turkey	TR
Brunei	BN	Hong Kong	HK	Malta	MT	Trinidad/Tobago	TT
Bolivia	BO	Honduras	HN	Maldives	MV	Taiwan	TW
Bonaire	BQ	Croatia	HR	Malawi	MW	Tanzania	TZ
Brazil	BR	Haiti	HT	Mexico	MX	Ukraine	UA
Bahamas	BS	Hungary	HU	Malaysia	MY	Uganda	UG
Belarus	BY	Canary Islands, The	IC	Namibia	NA	United States of America	US
Canada	CA	Indonesia	ID	Nigeria	NG	Uruguay	UY
Switzerland	CH	Ireland	IE	Nicaragua	NI	St Vincent	VC

Description	Country	Description	Country	Description	Country	Description	Country
Ivory Coast	CI	Israel	IL	Netherlands	NL	Venezuela	VE
Chile	CL	India	IN	Norway	NO	British Virgin Islands	VG
Cameroon	CM	Iraq	IQ	Nepal	NP	U.S. Virgin Islands	VI
China	CN	Iran, Islamic Republic of	IR	New Zealand	NZ	Vietnam	VN
Colombia	CO	Iceland	IS	Oman	OM	Yemen	YE
Costa Rica	CR	Italy	IT	Panama	PA	Yugoslavia	YU
Serbia	CS	Jamaica	JM	Peru	PE	South Africa	ZA
Cuba	CU	Jordan	JO	Papua New Guinea	PG	Zimbabwe	ZW
Cape Verde	CV	Japan	JP	Philippines	PH		
Curacao	CW	Kenya	KE	Pakistan	PK		

Table 3