

Contents:

1 - Introduction	page 2
2 - Login website	page 2
3 - Website structure	page 3
4 - Rounds – finding and entering information	page 4
5 - Performance – history of PT results	page 9
6 - Your details	page 11
7 - News and Help	page 11

1 - Introduction:

The Institute for Interlaboratory Studies uses a website to receive the test results of the PT participants. This manual is intended to understand and to facilitate the use of this website.

The manual answers common questions like:

- [How do I start?](#)
- [What do I do when I cannot login?](#)
- [How do I confirm sample receipt?](#)
- [How do I enter my test results?](#)
- [How do I report problems?](#)
- [Can I change/delete test results?](#)
- [Can I download my test results?](#)
- [Can I download my final z-scores?](#)

2 - Login website:

Open the website www.kpmd.co.uk/sgs-iis/ in your browser.
Please be sure it says: **SGS-iis: Oil, Gas & Chemicals**

iis **SGS-iis: Oil, Gas & Chemicals** **Welcome**

Login

Lab Number

Login ID

Password

Language

Reminder **Login**

You are required to have authorisation from SGS-IIS before you proceed and you are strictly limited to the use set out within that authorisation. Unauthorised access to or misuse of this system is prohibited and constitutes an offence under the Computer Misuse Act 1990. Your use of this website is subject to the terms and conditions governing it. Please read these [terms and conditions](#) before using the website.

Not a member? Contact us

Your company's labcode, the contactperson(s) known to iis and the corresponding password(s) are in the system and can be used for logging on. Please keep us up-to-date when contactpersons are changing.

Before the first use the password 123456 is used. After the first time of logging on, you will be able to change this password.



Login

Lab Number

Login ID

Password

Language

You are required to have authorisation from SGS-IIS before you proceed and you are strictly limited to the use set out within that authorisation. Unauthorised access to or misuse of this system is prohibited and constitutes an offence under the Computer Misuse Act 1990. Your use of this website is subject to the terms and conditions governing it. Please read these [terms and conditions](#) before using the website.

Not a member? Contact us

When you forgot your password, you can click the button 'Reminder'. This will send you an email with your password. When you are still unable to login, please send an email to iisnl@sgs.com. You will receive a reply within one working day, but not in the weekends or during National holidays.

3 - Website structure:

When logged on, a screen like the below example is shown:

SGS-iis: Oil, Gas & Chemicals

Rounds

Email us

Rounds
Performance
Your Details
News
Help
Logout

Scheme	Round	Issue Date	Closing Date	Status
Gasoline ASTM summer	iis18B01ASTM	31/01/2018	09/03/2018	Round Open
Methylmetacrylate	iis18C02	24/01/2018	02/03/2018	Round Open
Fuel Oil	iis17F03	29/11/2017	05/01/2018	Round Closed
Fuel Oil, Marine	iis17F04	29/11/2017	05/01/2018	Round Closed

This screen is the Rounds screen. This is a list of rounds (PTs) that your laboratory participates in. Rounds are displayed from the start date. The rounds that are running at this moment are tagged 'Round Open'. The rounds (PTs) that have been closed already are tagged 'Round Closed'.

At the top, other menu's are available: you can look at the performance of your laboratory, you can change your details, there is a news section and you can logout.

4 - Rounds – finding and entering information

When you click on a round/PT that is open, you will see a screen like the below example:

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

Email us **Rounds** **Performance** **Your Details** **News** **Help** **Logout**

Participant Number: **999999** Scheme: **Gasoline ASTM summer** Round Number: **iis18B01A STM** Issue Date: **31 January 2018** Closing Date: **09 March 2018**

Download Instructions Save / Submit Print

Date Sample(s) Received (DD/MM/YY): Save Date

When the sample was not received in good condition, please report immediately, by email to : nl.saman.iis@sgs.com and iisnl@sgs.com

Sample #18010: 1 * 1L glass bottle

based on scope of latest ASTM D4814 specification

Please, leave the result fields empty for tests that your laboratory did not perform

Please note for Oxidation Stability: report only ">900" when above 900 minutes, otherwise please report a real breakpoint

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
API Gravity		D4052	** Please Select **	<input type="text"/>	<input type="text"/>
Aromatics by FIA (without oxygenates correction)	%V/V	D1319	** Please Select **	<input type="text"/>	<input type="text"/>
Benzene	%V/V	D3606	** Please Select **	<input type="text"/>	<input type="text"/>

This is a screen that contains a lot of information about the selected round/PT. When you click on a round/PT that is open, you will see the same screen like the above example, but with the test results that were entered by your laboratory.

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

Email us **Rounds** **Performance** **Your Details** **News** **Help** **Logout**

Participant Number: **999999** Scheme: **Gasoline ASTM summer** Round Number: **iis18B01A STM** Issue Date: **31 January 2018** Closing Date: **09 March 2018**

Download Instructions Save / Submit Print

Date Sample(s) Received (DD/MM/YY): Save Date

When the sample was not received in good condition, please report immediately, by email to : nl.saman.iis@sgs.com and iisnl@sgs.com

Sample #18010: 1 * 1L glass bottle

based on scope of latest ASTM D4814 specification

Please, leave the result fields empty for tests that your laboratory did not perform

Please note for Oxidation Stability: report only ">900" when above 900 minutes, otherwise please report a real breakpoint

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
API Gravity		D4052	** Please Select **	<input type="text"/>	<input type="text"/>
Aromatics by FIA (without oxygenates correction)	%V/V	D1319	** Please Select **	<input type="text"/>	<input type="text"/>
Benzene	%V/V	D3606	** Please Select **	<input type="text"/>	<input type="text"/>

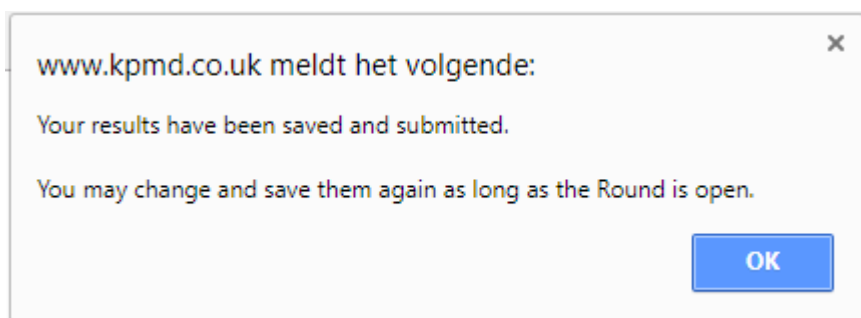
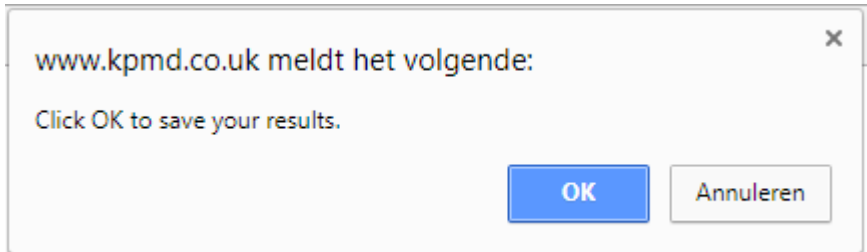
Below the menu tabs you will find your laboratory number (Participant Number), the PT name (Scheme), the PT-ID (Round Number), the starting date of the PT (=issue date) and the final reporting date (= closing date).

At the right hand side of the screen you should enter the date of receipt of the sample, as soon as the sample is received. Please enter the date and press the 'Save Date' button next to this. This is important for us to know, so we can make sure you receive the sample without problems. We will send reminders to you when this date is not entered. Below this, you can click on our e-mail address to send us an e-mail when the dispatch of the sample was not satisfactory.

On the left hand side there are 4 buttons (light grey color). You can download your test results to Excel with the 'Download' button; you can download the letter of instructions with

the 'Instructions' button; you can save and submit you data and you can print the current internet page (also with your test results when entered).

About saving and submitting your data: when you have entered your test data, you should press the 'Save/Submit' button. This will send the data to our database. You will receive two messages when you save and submit:



As long as the round is still open, you can change your test results, provided that you save the changes with the Save/Submit button. As soon as the round is closed, changes, deletions or additions cannot be made anymore.

Another (more laborous, but also higher quality) check to see if the data has indeed been saved is to exit the website and to logon again. When the results are there after logging on again, the results have been uploaded.

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

[Email us](#) [Rounds](#) [Performance](#) [Your Details](#) [News](#) [Help](#) [Logout](#)

Participant Number: 999999 Scheme: Gasoline ASTM summer Round Number: iis18B01ASTM Issue Date: 31 January 2018 Closing Date: 09 March 2018

Download Instructions Save / Submit Print

Date Sample(s) Received (DD/MM/YY): Save Date

When the sample was not received in good condition, please report immediately, by email to : ni.saman.iis@sgs.com and isni@sgs.com

Sample #18010: 1 * 1L glass bottle

based on scope of latest ASTM D 4814 specification

Please, leave the result fields empty for tests that your laboratory did not perform

Please note for Oxidation Stability: report only ">900" when above 900 minutes, otherwise please report a real breakpoint

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
API Gravity		D4052	** Please Select **	<input type="text"/>	<input type="text"/>
Aromatics by FIA (without oxygenates correction)	%V/V	D1319	** Please Select **	<input type="text"/>	<input type="text"/>
Benzene	%V/V	D3606	** Please Select **	<input type="text"/>	<input type="text"/>

Below the menus, there is the sample information.

Sometimes there are two samples with identical test scopes. Then two sample numbers can be seen in the top bar of the screen, see below example. Both sample numbers are displayed in different colors.

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

[Email us](#) [Rounds](#) [Performance](#) [Your Details](#) [News](#) [Help](#) [Logout](#)

Participant Number: 999999 Scheme: Gasoline ASTM summer Round Number: iis18B01ASTM Issue Date: 31 January 2018 Closing Date: 09 March 2018

Download Instructions Save / Submit Print

Date Sample(s) Received (DD/MM/YY): Save Date

When the sample was not received in good condition, please report immediately, by email to : ni.saman.iis@sgs.com and isni@sgs.com

Sample #16181: 4 x 1L Regular Sample #16182: 3 x 1L HVO sample

Please leave result fields open for tests that your laboratory did not perform

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
Cetane Number		D613	D613	<input type="text"/>	<input type="text"/>
Derived Cetane Number (DCN)		D6890		<input type="text"/>	<input type="text"/>
Ignition Delay (ID)	ms	D6890		<input type="text"/>	<input type="text"/>

The form of the second sample can be accessed by clicking on the sample number in the differently colored bar (yellow bar in this example).

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

[Email us](#) [Rounds](#) [Performance](#) [Your Details](#) [News](#) [Help](#) [Logout](#)

Participant Number: 999999 Scheme: Gasoline ASTM summer Round Number: iis18B01ASTM Issue Date: 31 January 2018 Closing Date: 09 March 2018

Date Sample(s) Received (DD/MM/YY): [Save Date](#)

[Download](#) [Instructions](#) [Save / Submit](#) [Print](#)

When the sample was not received in good condition, please report immediately, by email to: nl.saman.iis@sgs.com and iisn@sgs.com

Sample #16181: 4 x 1L Regular **Sample #16182: 3 x 1L HVO sample**

Please leave result fields open for tests that your laboratory did not perform.
Please be aware that this HVO (Hydrogenated Vegetable oil is a special sample in this PT (see letter of instructions).

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
Cetane Number		D613	D613	<input type="text"/>	<input type="text"/>
Derived Cetane Number (DCN)		D6890		<input type="text"/>	<input type="text"/>

The form for this sample will change to the same color as the color of the sample number. By clicking the different sample numbers you can toggle between the data entry forms of both samples.

iis **SGS-iis: Oil, Gas & Chemicals** **Your Results**

[Email us](#) [Rounds](#) [Performance](#) [Your Details](#) [News](#) [Help](#) [Logout](#)

Participant Number: 999999 Scheme: Gasoline ASTM summer Round Number: iis18B01ASTM Issue Date: 31 January 2018 Closing Date: 09 March 2018

Date Sample(s) Received (DD/MM/YY): [Save Date](#)

[Download](#) [Instructions](#) [Save / Submit](#) [Print](#)

When the sample was not received in good condition, please report immediately, by email to: nl.saman.iis@sgs.com and iisn@sgs.com

Sample #18010: 1 * 1L glass bottle

based on scope of latest ASTM D4814 specification

Please, leave the result fields empty for tests that your laboratory did not perform

Please note for Oxidation Stability: report only ">900" when above 900 minutes, otherwise please report a real breakpoint

Determinations	Unit	Reference Method	Actual Method Used	'Unrounded' Result	Rounded cfr. used standard
API Gravity		D4052	** Please Select **	<input type="text"/>	<input type="text"/>
Aromatics by FIA (without oxygenates correction)	%V/V	D1319	** Please Select **	<input type="text"/>	<input type="text"/>
Benzene	%V/V	D3606	** Please Select **	<input type="text"/>	<input type="text"/>

Below the sample information, in red print, some information can be found about the test specification, test methods, etc.

Please only report the tests that you have performed. When you did not perform a test, do not fill in anything. Anything reported that does not have a reference to a test (like: '----' or '/') will only make the processing of the data lengthier (and may lead to human errors), for these nonsensical comments will have to be deleted manually. We also sometimes see that the unit is reported with the test result. This also slows down the checking of the data, since we have to remove the unit manually in order to evaluate the test result numerically. Comments that do reflect the test result and that are OK to report are of course: 'not applicable', 'not detected', '<10, etc".

Phosphorus as P	<input type="text" value="mg/L"/>	D3231	<input type="text" value="** Please Select **"/>	<input type="text"/>	<input type="text"/>
Sulphur	<input type="text" value="mg/kg"/>	D5453	<input type="text" value="** Please Select **"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>				

At the end of the data entry form, there is always a comment field. This comment field can be used when a test method is used that was not in the method selection or when information about the sample/equipment/method is important to mention. However, please bear in mind that these comments are downloaded not immediately after saving your results, but after closing of the round, together with the test results. That means that if a remark has urgency, we will not see it until after the round is closed. As with any comment on our PTs, please use our e-mail or phone us, when you come across something that we need to know or to fix.

5 - Back to the main page - Performance – history of PT results:

Scheme	Round	Issue Date	Closing Date	Status
Gasoline ASTM summer	iis18B01ASTM	31/01/2018	09/03/2018	Round Open
Methylmetacrylate	iis18C02	24/01/2018	02/03/2018	Round Open
Fuel Oil	iis17F03	29/11/2017	05/01/2018	Round Closed
Fuel Oil Metals	iis17F04	29/11/2017	05/01/2018	Round Closed

When you click on the 'Performance' tab, the following screen will show:

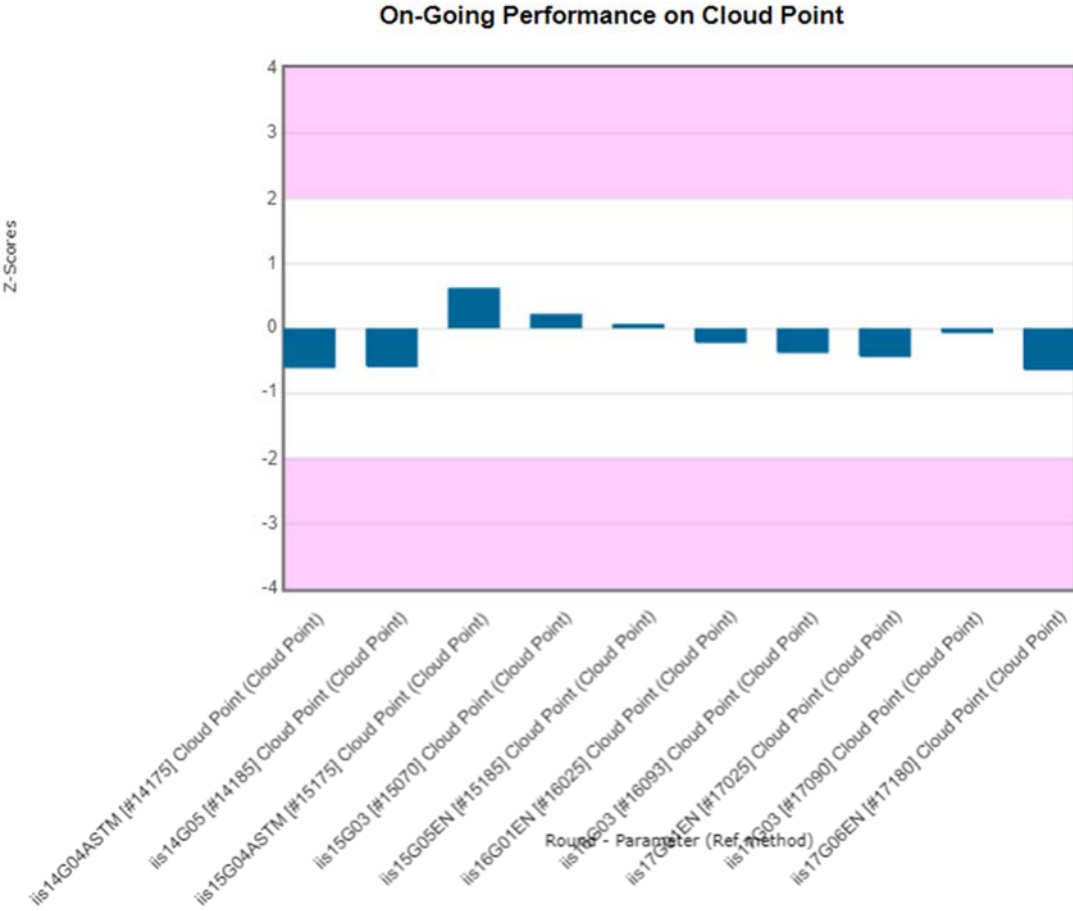
Analyte Group:

Year:

Select an Analyte Group from the drop-down box above

When your laboratory has participated in several PTs with the same analyte groups (like density, viscosity, etc), you can create a performance overview and download these data to Excel. After the publication of a PT report, the statistical evaluation (like consensus value and target reproducibility) is entered in the data entry portal. The performance report therefore is based on the published report, not on the data entered in the portal. Please know that we cannot update a corrected test result, submitted after the round was closed. This will give a different z-score than published in the report. You can download the data as Excel file, which makes it possible to recalculate z-scores using different reference test methods or add a corrected test result.

This is an example of how it could look like :



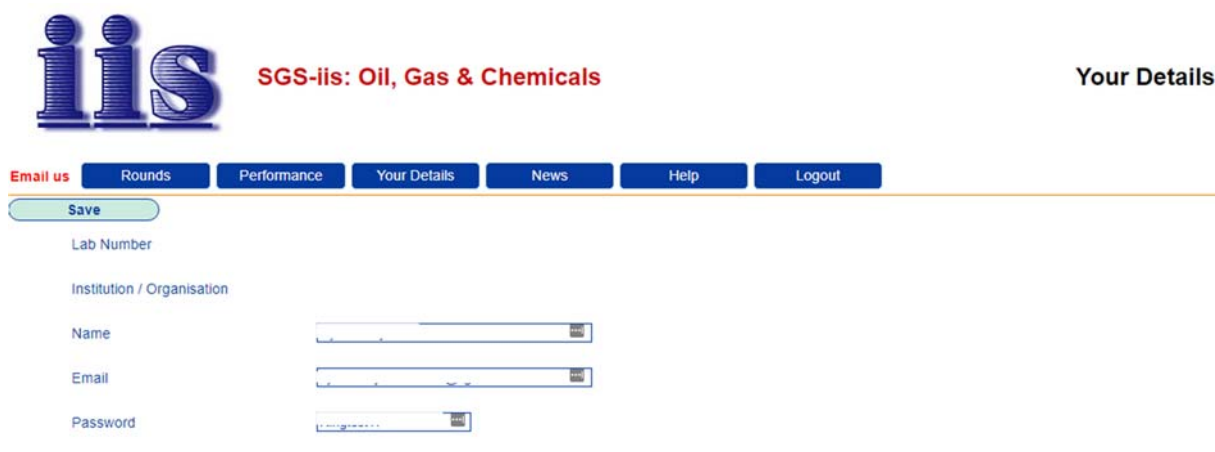
Please try out this feature, if you have any questions, do not hesitate to contact iis by mail or telephone so we can help you with this performance overview.

6 - Back to the main page – Your details:



Scheme	Round	Issue Date	Closing Date	Status
Gasoline ASTM summer	iis18B01ASTM	31/01/2018	09/03/2018	Round Open
Methylmetacrylate	iis18C02	24/01/2018	02/03/2018	Round Open
Fuel Oil	iis17F03	29/11/2017	05/01/2018	Round Closed

When you click on the 'Your details' tab, the following screen will show:



In this screen you can change your name, email address and password for this website. Please know that this change is only for this data entry portal. When you would like to change the contact person for all communications with iis (or add a person to enter test results), please let us know by e-mail. Make sure you save any changes with the save button on top.

7 - Back to the main page – News and Help:



Scheme	Round	Issue Date	Closing Date	Status
Gasoline ASTM summer	iis18B01ASTM	31/01/2018	09/03/2018	Round Open
Methylmetacrylate	iis18C02	24/01/2018	02/03/2018	Round Open
Fuel Oil	iis17F03	29/11/2017	05/01/2018	Round Closed

When you click on the 'News' tab, some items are shown that will help you using the website. Under the Help button you will find some additional instructions.