

Place Utrecht
Date 15/09/2024

Subject INSTRUCTION PLATFORM ICAR PT BULL SEMEN

Dear Colleague,

Starting in Autumn 2024, ICAR will be organizing a proficiency test for Bull semen. To streamline communication between ICAR and participants, we have developed a dedicated ICAR platform.

Using this platform, you can:

- 1. Register your subscription(s)
- 2. Order the sets of samples
- 3. Submit your results
- 4. Download your performance report

Each laboratory is provided with a single access (one email).

Username: Please use the account provided in the accompanying email **Password:** A temporary password, which can be changed and personalized

Please find detailed instructions for completing these three steps on the following pages.



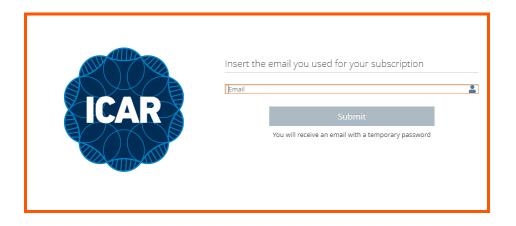
1. Record your subscription(s)



ICAR Proficiency Test Bull Semen



For creating a new account, please click on "Click here"





In the following mask, please specify your email used at the registration, then submit it. In few minutes, you will receive an email with a specific text and a temporary password as reported in the email received.

Please return to the registration mask and type your:

Username = email address

Password = temporary password received by email



ICAR Proficiency Test Bull Semen

Insert username and	password
Username Password	
Password	
	Login
	Forgot your password? Click here to recover it

Digit the password received by email = old password and decide a your own password following the rules indicated

Check your details if are correct e.g. contact details email delivery address etc.

In "round list"

Choose a round where you would like to participate e.g. BS_24

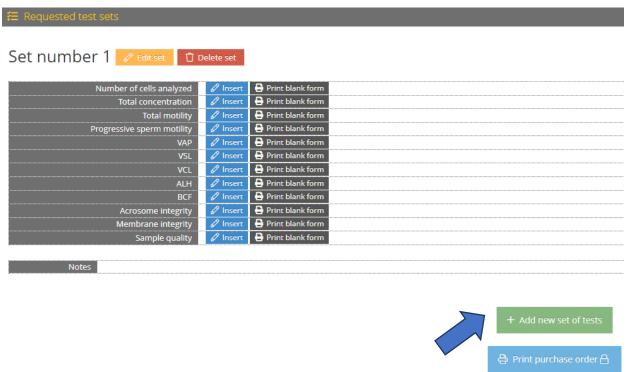


Please note that the round has a start and end date. It is possible to insert your subscription only before the run start Click on the right icon



2. Order set/s of samples

When you select to participate in one Pt round, by default one set of samples is assigned to your organization.



In case you wish to order an other set of sample click on "Add set of tests" and save. When finalized your can print your purchase order (PO). The PO will not include the shipment cost.

This will be added after the shipment and it will be the exact courier cost to delivery the samples at the indicated address.

3. Insert your results

Once you have logged into your account, the subscribed order will be visible. When your results are ready, you can enter them by clicking "Insert" for each parameter.

Fill in the results and all required information, then save and move on to the next parameter.

You may enter one or more parameters based on your expertise and procedures.



If you wish to submit two sets of results but have only ordered one set of samples, you can add the second set during the results submission process. This will require deleting the original purchase order and adding a new set of samples. No additional costs will be incurred.

4. Download your performance

As soon ICAR will send you the email that the reports are finalized you can login in your account to select the round and to download your performance.

You can choose the short report with only your performance and the complete report with your performance and the complete statistical elaboration with all the data received anonymized.

The complete report will include the number of participants and the names of the countries represented.

If you would like your organization's name to be listed alphabetically in the introduction—without any connection to the participation code—please send an email to silvia@icar.org with the subject line "Display my organization in the participant list."

5. Contact details

For any further questions contact Mrs Silvia Orlandini silvia@icar.org