



THE GLOBAL STANDARD FOR LIVESTOCK DATA

Place Utrecht, The Netherlands
Date 9-March-2021
Subject Management of the ICAR PT
by a specific software

To the milk laboratories participating to the
ICAR Proficiency Test

Dear Colleague,

From March 2021, ICAR is offering the option to manage the ICAR Proficiency Test directly from an ad hoc basis developed ICAR platform.

By adopting such procedure you can complete the following actions:

1. Record your subscription(s)
2. Insert your results
3. Download your performance

The data base offers one access (one email) to each laboratory. For the organizations that have different laboratories in different cities but with the same email, it will be necessary to create a dedicated email for each laboratory.

Username = Please use the account reported in the communicating email

Password = Temporary password that is possible to change and personalize

Please find in the next pages the set of instructions for each of the three steps mentioned before.

Network. Guidelines. Certification.


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1. Record your subscription(s)

For registering as a new user and record your subscription(s), please login to :<https://pt.icar.org/>




Insert username and password

Forgot your password?
[Click here to recover it](#)



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



Insert the email you used for your subscription

You will receive an email with a temporary password

In the following mask, please specify your email account, then submit it.

In few minutes, you will receive an email with a specific text and a temporary password as detailed in the next image



Da: app <app@icar.org>
Inviato: mercoledì 3 marzo 2021 15:03
A: Robert Yellow <r.yellow@teams.org>
Oggetto: Password recovery

Dear Rober Yellow,
your temporary password ot access ICAR system is
pbdYKA9eL

At the first login you'll be prompted for password change.

Greetings,
ICAR

Please return to the registration mask and type your:

Username = email address

Password = temporary password received by email

Insert username and 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

Attention: you used a one time password
To access the registry you must specify a new password

New password has to satisfy this rules:

- Must be at least 7 characters long and not more than 10
- Must contain only number, letters and exclamation mark, dash and period symbols (! - .)
- Must contain at least one uppercase letter, one lowercase letter, one number and one symbol

Old password

New password

Confirm new password

Confirm password change



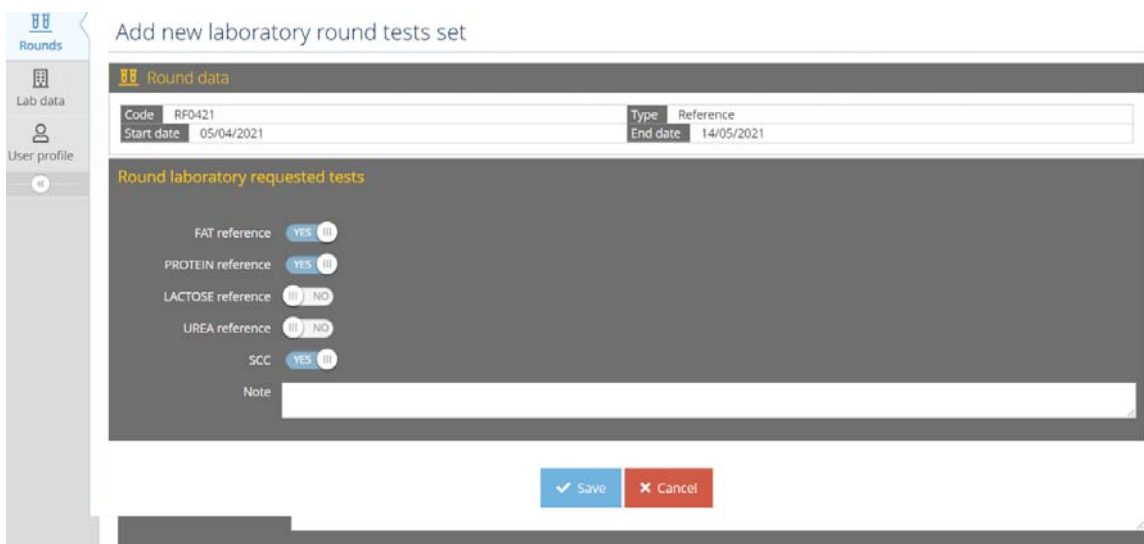
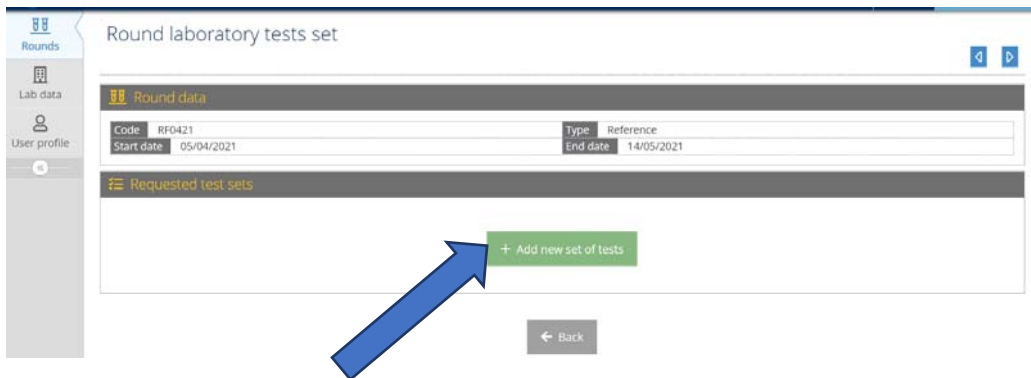
In “round list”

Choose a round where you would like to participate e.g. RF0421



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

Now you have to subscribe the parameter/s of this round where you would like to participate, click on new set of test and activate(yes) the parameter where you would like to participate



In this example the parameters fat reference-Protein reference and SCC have been chosen.

We remind you that the parameter SCC includes all methods



In case you wish to order an other set of sample (e.g you are planning to participate with two instruments) click on “Add set of tests” chose the parameters of this second sets of samples and save.

In the example above the laboratory has chosen

1° SET

- FAT reference-PROTEIN reference-SCC

2° SET

- FAT reference-PROTEIN reference-UREA reference-SCC

The laboratory will receive:

- 2 sets 2 FAT
- 2 sets PROTEIN
- 1 set UREA
- 2 sets SCC



2. Insert your results

After having entered into your account, the subscribed order is visible.

For your internal use, you can now print the result by clicking on the “Blank form”

When the results have been produced, you can insert them by click “Insert” for each parameter that you have subscribed

☰ Requested test sets

Set number 1

FAT reference	Insert	Print blank form	
PROTEIN reference	Insert	Print blank form	
LACTOSE reference	Insert	Print blank form	
UREA reference	Insert	Print blank form	
SCC	Insert	Print blank form	

Notes

Insert the results and all the information requested. Save and add the next parameter

Sample 5	Replicate 1		Replicate 2	
Sample 6	Replicate 1		Replicate 2	
Sample 7	Replicate 1		Replicate 2	
Sample 8	Replicate 1		Replicate 2	
Sample 9	Replicate 1		Replicate 2	
Sample 10	Replicate 1		Replicate 2	
Comments				
Analyst				

Save Cancel

3. 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 statistical elaboration.

CONTACTS

FOR ANY REQUEST OF ASSISTANCE PLEASE CONTACT SILVIA ORLANDINI at: silvia@icar.org