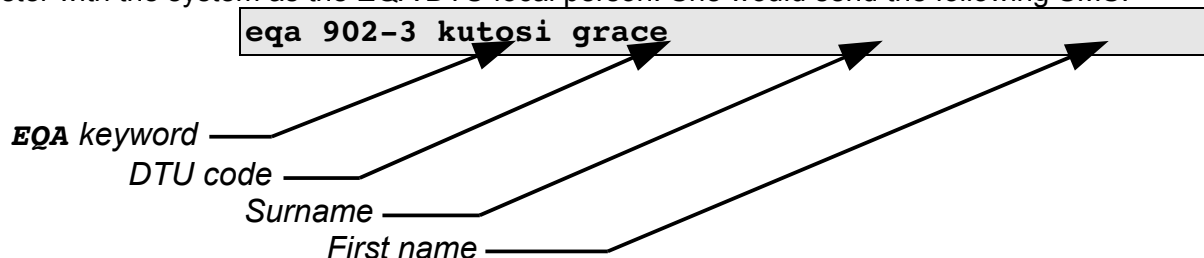# EQA
Guide for DTU Focal Persons

1. Functionality

As the EQA focal person at a participating DTU, you will receive the results of controllers' tests on the slides collected from your DTU. The results will be sent to your phone as an SMS mobile phone text message. No computer or internet access is required.

2. User Registration

Before you can receive any SMS messages you must register yourself as a focal person with the system. To register, send an SMS with the keyword **EQA** followed by your DTU code, then your names.

EXAMPLE: A clinician named Kutosi Grace working at a DTU with the code 902-3 would like to register with the system as the EQA DTU focal person. She would send the following SMS:

```
eqa 902-3 kutosi grace
```

EQA keyword ————
DTU code ————
Surname ————
First name ————

After registering, your DTLS will sample and collect the slides from your DTU. You will receive SMS updates regarding the progress and results of the EQA progress for your DTU's slides.
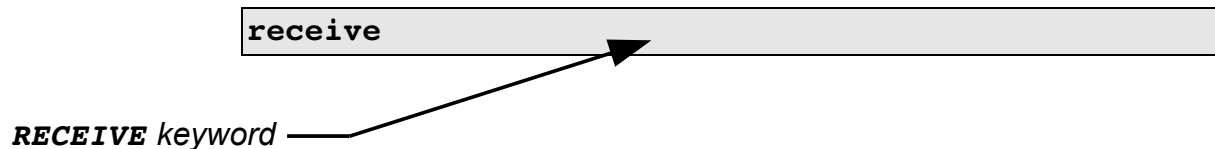
> **Important Notes:**
> - You only need to register once. You do **not** need to register each time you send a message.
> - After registering, the system identifies you by your phone number, so you must send messages using the same line with which you registered.
> - There can only be one EQA focal person registered at each DTU.

3. Receiving samples from the NTLR

When you receive the EQA slides and results report back from NTLR, you must notify the system that you received them by sending the keyword **RECEIVE.**

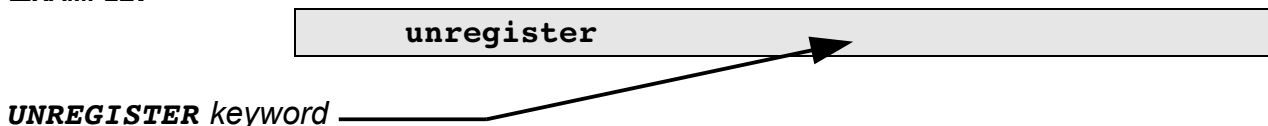**EXAMPLE:** You receive the slides and results back:

> `receive`

RECEIVE keyword ——————

4. Moving DTUs

If you move to a different DTU, simply send the same **EQA** message that you initially sent to register (see section *2. User Registration*) with the new DTU code.

5. Unregistering

If you discontinue your position at the DTU, or you go on leave, you can unregister from the SMS system by sending the keyword **UNREGISTER**. After unregistering you will no longer receive any results through SMS. If you would like to re-register again, you can simply send the **EQA** keyword again (see section *2. User Registration*).

EXAMPLE:

> `unregister`

UNREGISTER keyword ——————

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i **Important Notes:**

- The SMS messages are not case sensitive. Letters can be capital letters or small letters.
- Be careful to differentiate between 0 (zero) and o (the letter O). Those characters appear similar on many phones, but interchanging them may result in your message being rejected.
- You should receive a response after any message you send. If you don't receive a response, wait one hour before trying again. If you still don't receive a response, contact your DTLS or ZTLS for assistance.