

---

# EQA

## Guide for First Controllers

---

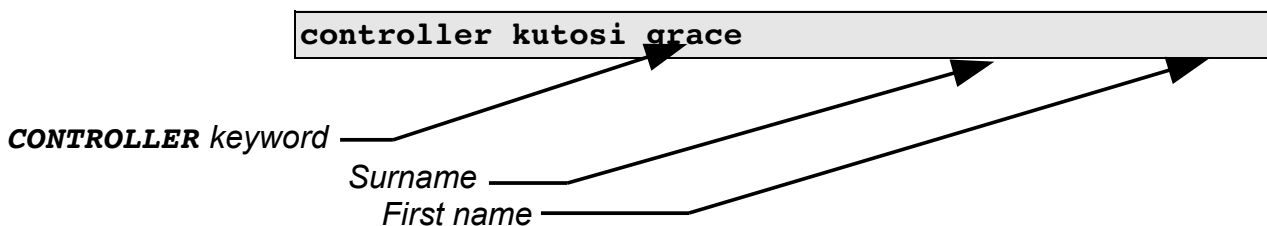
### 1. Functionality

As a first controller, you will interact with the EQA system through SMS mobile phone text messaging. You will send specifically formatted SMS messages to a pre-defined phone number to notify the system of the progress of the EQA procedures. You will only access the system using your mobile phone. No computer or internet access is required.

### 2. User Registration

Before you can receive any SMS messages you must register yourself as first controller focal person with the system. To register, send an SMS with the keyword **CONTROLLER** followed your names.

**EXAMPLE:** A first controller named Kutosi Grace would like to register with the system. She would send the following SMS:



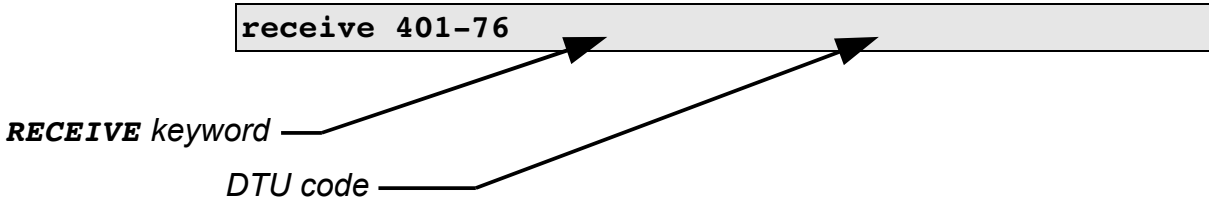
#### Important Notes:

- 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.

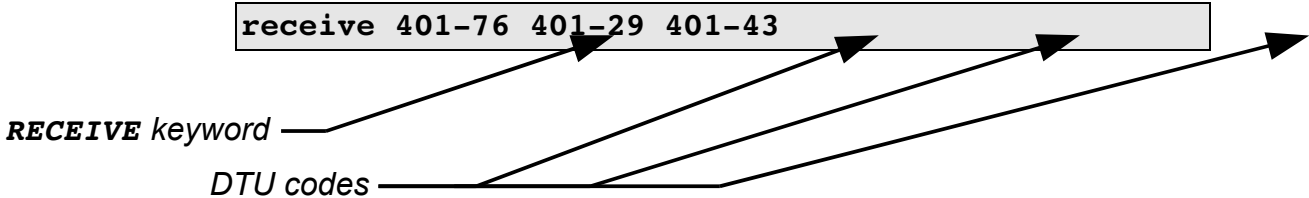
### 3. Receiving slides from a DTLS

When you receive slides for testing from a DTLS, you must notify the system by sending the keyword **RECEIVE**, followed by the DTU code(s) that the slides are from.

**EXAMPLE:** You receive slides from a DTLS for the DTU with the code 401-76:



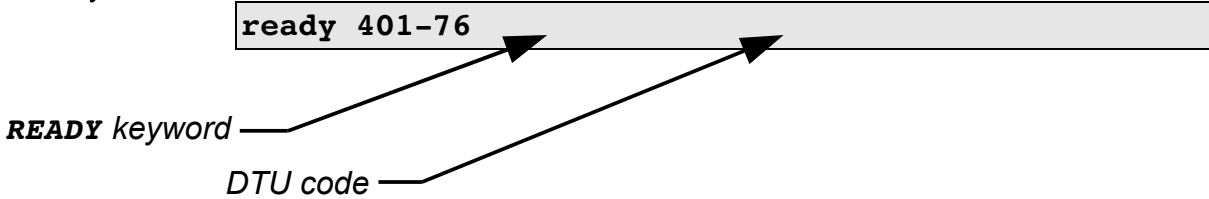
**EXAMPLE:** You receive slides from a DTLS for the DTUs with the codes 401-76, 401-29, and 401-43:



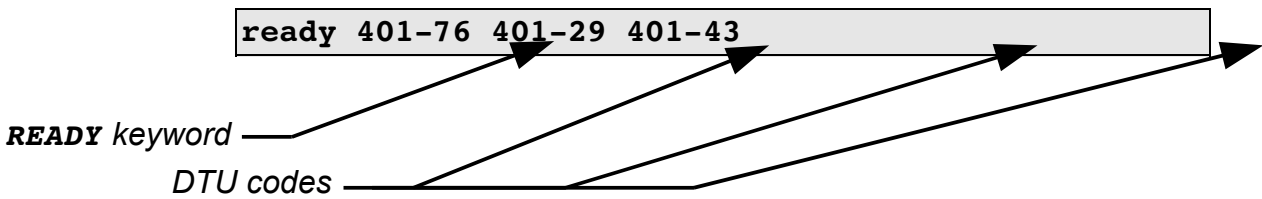
### 4. Notify when slides have been tested

When you have completed testing the slides for a DTU, you must notify the system by sending the keyword **READY** ready, followed by the DTU code(s).

**EXAMPLE:** Slides from the DTU with the code 401-76 have been tested and are ready to be collected by the DTLS:



**EXAMPLE:** Slides from the DTUs with the codes 401-76, 401-29, and 401-43 have been tested and are ready to be collected by the DTLS:



## **5. Unregistering**

If you discontinue your role as a first controller, 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 **CONTROLLER** keyword again (see section **2. User Registration**).

### **EXAMPLE:**

**unregister**

**UNREGISTER** keyword



### **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 ZTLS for assistance.