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## EQA System

### Guide for DTLS

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## 1. Functionality

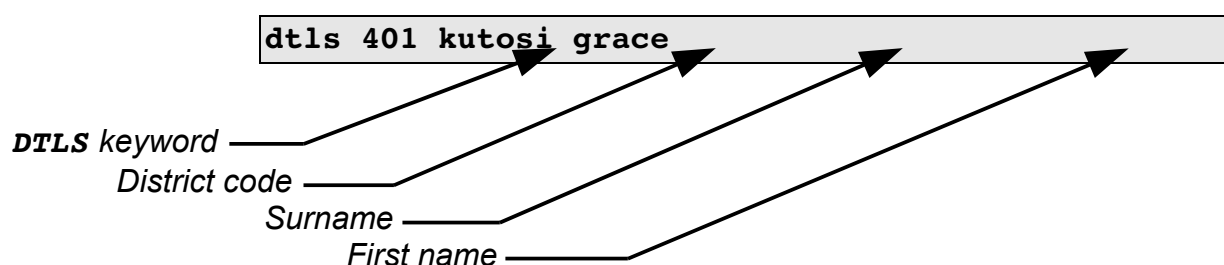
As a DTLS for a participating district, you will interact with the EQA system through SMS mobile phone text messaging. You will send specifically formatted SMS messages to a pre-defined phone number to notify the system of the progress of the EQA procedures. You will only access the system using your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

## 2. User Registration

**Note:** You do not need to register again if you have already registered with your district for the TSRS system.

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

**EXAMPLE:** A DTLS named Kutosi Grace working at a district with the code 401 would like to register with the system as a DTLS. She would send the following SMS:



### Important Notes:

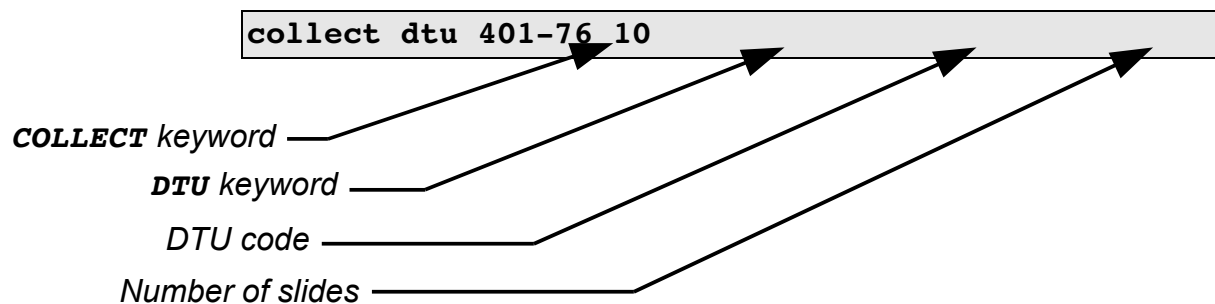
- You only need to register once. You do **not** need to register each time you send a message.
- After registering, the system identifies you by your phone number, so you must send messages using the same line with which you registered.
- There can only be one DTLS registered at each district.

### **3. Collecting EQA slides from a DTU**

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When you have sampled and collect slides for EQA from a DTU, you must send the keyword **COLLECT**, followed by the keyword **DTU**, then the DTU code, then the number of slides you have collected.

**EXAMPLE:** You collect 10 slides for EQA from the DTU with the code 401-76:



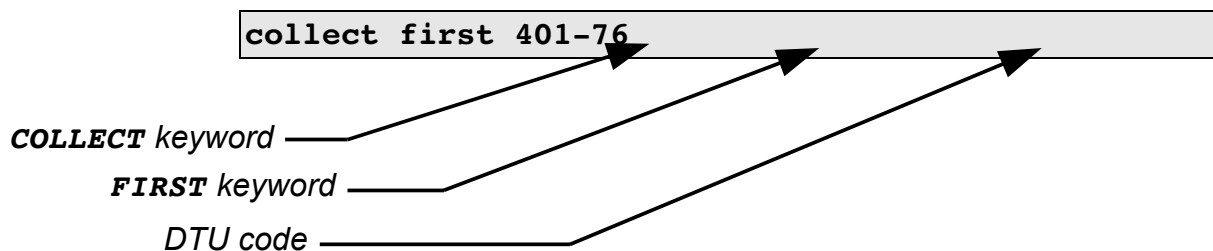
Once you have collected the slides from the DTU, you must deliver them to the designated first controller for that DTU. The first controller will send an SMS confirming that they have received the slides from you.

#### **4. Collecting EQA slides from the first controller**

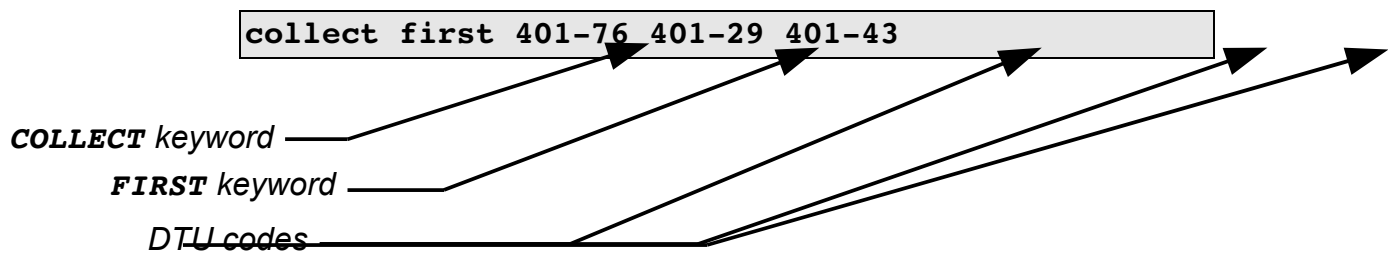
Once you have been notified that the first controller has finished testing the slides, you will receive an SMS informing you to collect the slides from the first controller.

When you have collected the slides from the first controller you must send the keyword **COLLECT**, followed by the keyword **FIRST**, then the DTU code(s).

**EXAMPLE:** You collect the slides for DTU 401-76 from the first controller:



**EXAMPLE:** You collect the slides for DTUs 401-76, 401-29, and 401-43 from the first controller:



After collecting the slides from the first controller, you must deliver the slides to the designated second controller(s) for each DTU. The second controller will confirm that they have received the slides from you.

## **5. Moving to another district**

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

## **6. Unregistering**

If you discontinue your position at the district, 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 **DTLS** 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.