

Instructions for Registration

Round Robin Testing – Hub

1. General

The online Hub is the new, central interface between the participants and the TESTEX Round Robin Testing. The Hub has various functions:

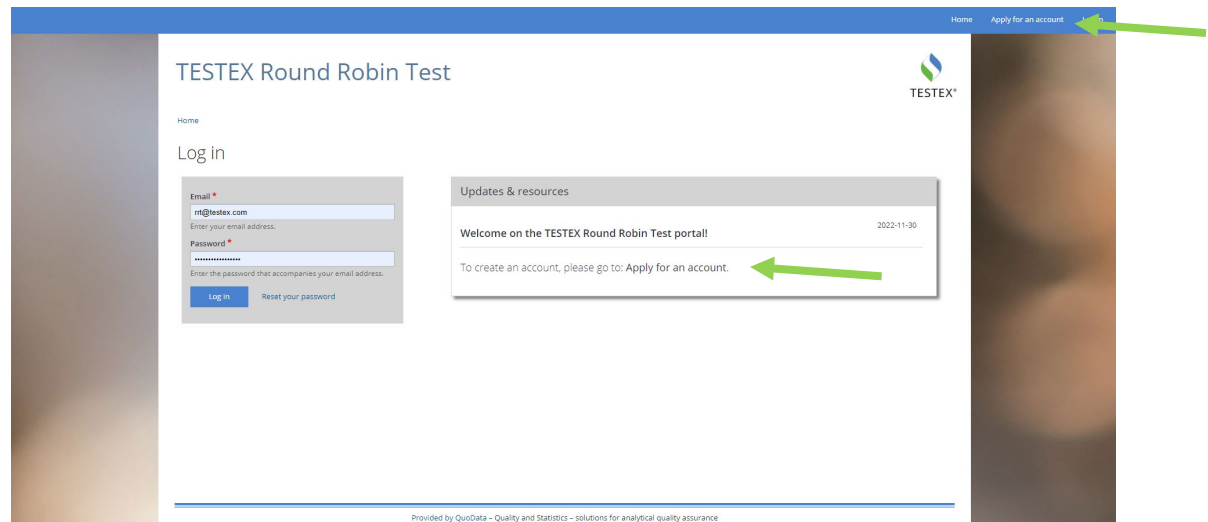
- Registration and account management
- Overview of Round Robin Testing; all upcoming, open and already completed Round Robin Tests are listed
- Registration for participation in Round Robin Tests
- Entry of results when participating in Round Robin Tests
- Sharing of evaluations via the Hub, which can be accessed at any time

2. Apply for an account

You can register via the link on the TESTEX website, the link in the email or by entering the URL directly in your browser.

<https://testex.quodata.de/>

Step 1:



Picture 1: Click on «Apply for an account»

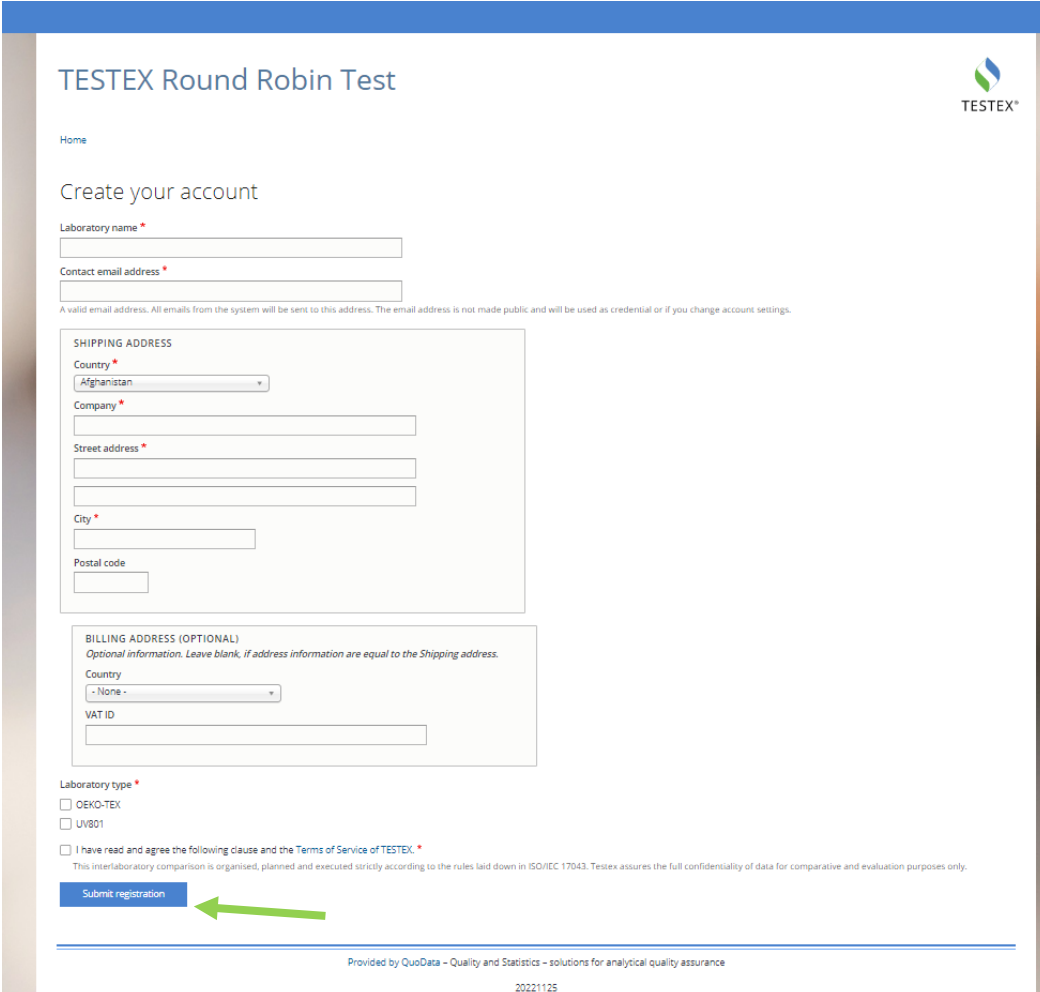
Step 2:

Fill out the form. The «**Laboratory name**» field is intended for the specific naming of your laboratory in your company. This name allows us to identify and work with different laboratories in the same company. You can later assign different roles to the staff, e.g. appoint a «Manager for several labs» who can switch between the different labs (see chapter 4).

If you are eligible to participate in the **OEKO-TEX®** or **UV801** Round Robin Tests, please select the applicable item. Please confirm that you agree to the data privacy policy, the general terms and conditions of TESTEX and submit the registration. Please make sure that your address and company name are entered correctly.

The first registrant of your company is automatically classified as a **lab administrator**. All further registrations are automatically classified as **participants**. See chapter 4 for a description of the different roles.

After you have submitted the registration, we will initiate the registration process.



TESTEX Round Robin Test

Home

Create your account

Laboratory name *

Contact email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will be used as credential or if you change account settings.

SHIPPING ADDRESS

Country *

Company *

Street address *

City *

Postal code

BILLING ADDRESS (OPTIONAL)

Optional information. Leave blank, if address information are equal to the Shipping address.

Country

VAT ID

Laboratory type *

☐ OEKO-TEX

☐ UV801

☐ I have read and agree the following clause and the [Terms of Service of TESTEX](#) *

This interlaboratory comparison is organised, planned and executed strictly according to the rules laid down in ISO/IEC 17043. Testex assures the full confidentiality of data for comparative and evaluation purposes only.

Submit registration

Provided by QuoData - Quality and Statistics - solutions for analytical quality assurance

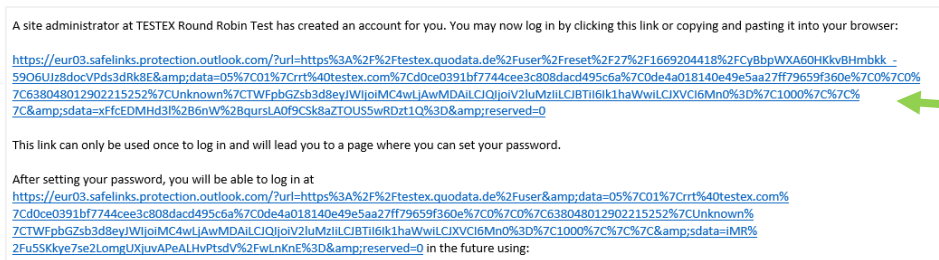
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Picture 2: Submit registration

Step 3:

As soon as we have activated your registration, you will receive an email notification containing two links. Please complete the registration via the first link.

IMPORTANT: This link is only valid once!



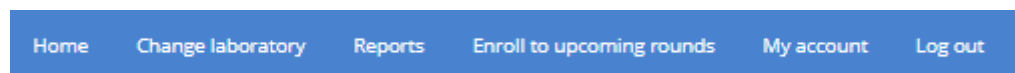
Picture 3: Complete your registration via the email notification”

If you have not received the email after two working days, please contact us at rrt@testex.com.

Please remember that the email may be in junk mail folder. If you have not received the email after two working days, please contact us at rrt@testex.com.

After this step your registration is completed and you can use your customer account and the functions described above.

3. User interface



Picture 4: Main bar

When you open the Hub and log in, you will see the homepage. The main bar is located at the top of the page. The button «Change laboratory» is only enabled if you have activated the role of «Manager for several labs» (see chapter 4).

3.1. Homepage

On the homepage you have an overview of the upcoming, closed and currently open Round-Robin Tests. Please note that the registration and data entry time slots are opened and closed automatically on the respective due dates.

You have the possibility to book Round Robin Tests via the «Apply for rounds» buttons (see chapter 3.4).

PT dashboard

Currently open rounds

You are not enrolled in any open rounds.

Closed rounds

You were not enrolled in any closed rounds.

Upcoming rounds

Apply for rounds

Round	Status	Start	End	Order confirmation
Textiles_-_Colour_fastness_to_water_231	Starting in 96 days	27 Mar 2023	05 May 2023	Download

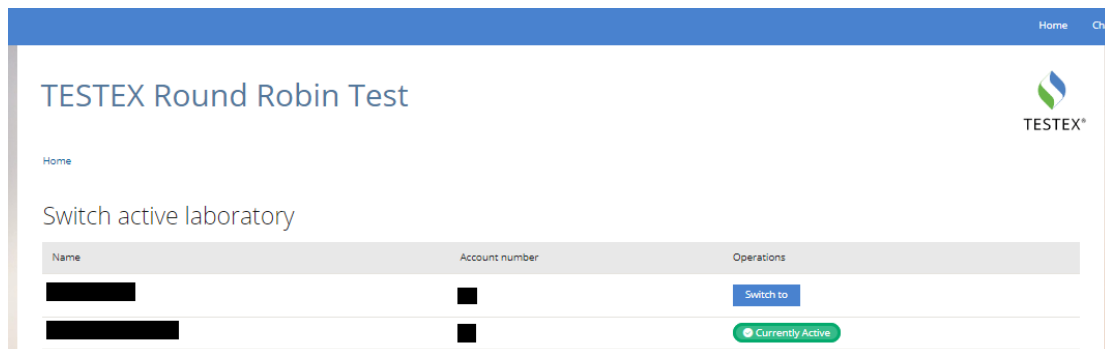
Provided by QuoData - Quality and Statistics - solutions for analytical quality assurance

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Picture 5: Homepage

3.2. Switch active laboratory

If you are logged in as «Manager for several labs», you have the possibility to switch between different laboratories. This option is particularly useful for QM staff. For the explanation of the different roles see chapter 4.

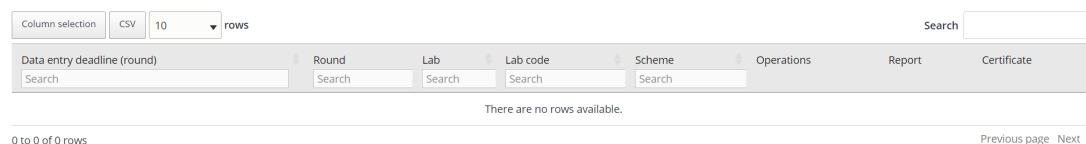


Picture 6: Switch active laboratory

3.3. Reports

Under «Reports» you can see all the evaluations you have received from TESTEX. You can filter the data by keyword. If you want to filter by other criteria, simply add more columns via the «Column selection».

All reports



Picture 7: All reports

3.4. Enroll to upcoming rounds

Under «Enroll to upcoming rounds» you can book participation in Round Robin Tests. You will see a list of all the Round Robin Tests that have been unlocked for you. We recommend searching for the required standard using the search bar at the top right of the page. Round Robin Tests which have already been booked disappear from the list and cannot be booked multiple times.

You can also access the enrollment page from the homepage via the button «Apply for rounds».

DETERMINATION_OF_FABRIC_PROPENSITY_TO_SURFACE_PILLING_FUZZING_OR_MATTING- PART2_MODIFIED_MARTINDALE_METHOD_231

Determination of fabric propensity to surface pilling, fuzzing or matting - Part 2: Modified Martindale method

Applied standards:
ISO 12945-2:2020

Test material: Woven and knitted textiles of various quality

Frequency: 1 x per year

Expected number of participants: 80-120, testing institutes and industrial laboratories

Registration:	21.11.2022 - 14.04.2023 Closing in 113 days
Data entry:	15.05.2023 - 23.06.2023
Sample shipment:	15.05.2023
Price (Not including VAT and shipment costs):	CHF 150.00

[Order participation](#)

Picture 8: Apply for rounds

Please note that the time slot for registration and data entry open and close automatically. When you select «Order for participation», you will be taken to the order form, where you confirm your details and agree to the general terms and conditions and data privacy. After you click «Submit order», your order is booked and you will receive an order confirmation by email. Your booked Round Robin Tests are visible under «DOWNLOAD SUBMITTED ORDERS AS PDF» (see picture 9).

Currently you have to book each Round Robin Test separately. However, we are working on implementing a collective booking option in the system.

TESTEX Round Robin Test

Home

[Apply for rounds](#)

[▶ DOWNLOAD SUBMITTED ORDERS AS PDF](#)

Type to search...

85 rows visible (filtered from 85 rows)

Picture 9: Overview of submitted orders

3.5. My Account

Under «My account» you can edit your data in the following two tabs: «My user account» and «My laboratory settings». Under «My user account» you also have the option to activate or deactivate a «Data entry reminder» as well as other notifications.

☒ **Data entry reminder**
Get a reminder email 7 days before the data entry closes.

☒ **Other uncategorized mails**
Receive additional emails that are not categorized above.

[Save](#)

Picture 10: Email settings

Please note that the settings won't be applied until you click «Save».

4. Instructions for the use of different roles

You have the option of defining different roles in the TESTEX AG Round Robin Testing Hub. We differentiate between three roles:

Role	Booking of Round Robin Tests	Result Entry	Access to Evaluations	Manage Participants (create, delete, change)	Insight into several participating Laboratories
Participant	x	x	x		
Lab administrator	x	x	x	x	
Manager for several labs	x	x	x	x	x

Sheet 1: Different roles

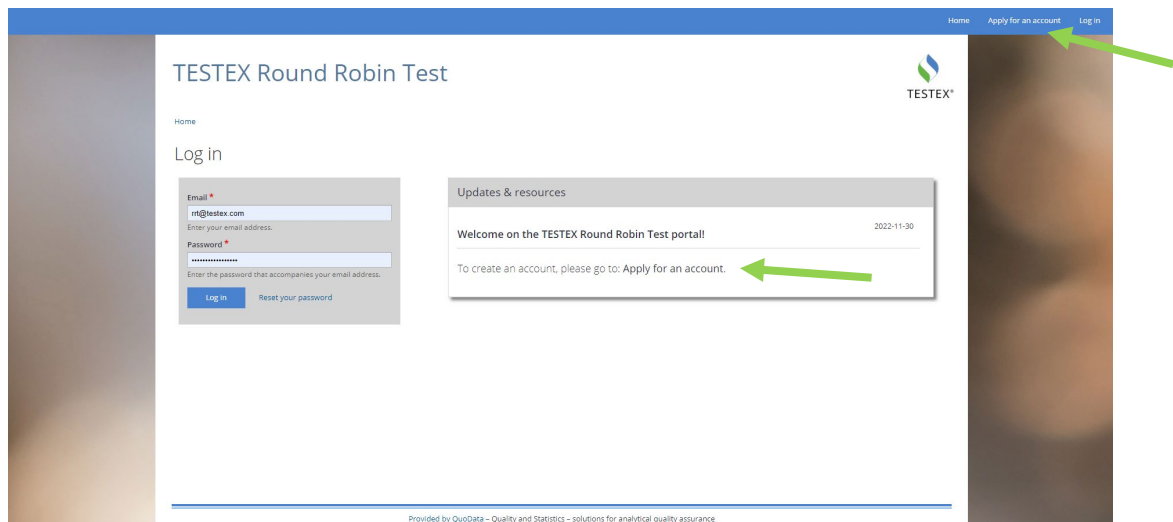
The initial applicant of your laboratory is automatically defined as «**Lab administrator**» and can use the functions mentioned above.

After your registration, further users with different roles can be created. A «**Participant**» can be created and defined by the Lab administrator or via the «Apply for an account» button (see picture 1). If you want to create participants via «Apply for an account», it is important to enter the name of your laboratory exactly as you already registered it initially.

If you want to use the role of «**Manager for several labs**», please proceed as follows:

- Each laboratory must register separately via «Apply for an account» (see picture 11)
- You can request a mutation of your account to «Manager for several labs» via our contact rrt@testex.com. Please specify the laboratories with which you would like to be linked, including their account number. After we have checked the inquiry, you will be activated and linked to the respective laboratories. When you login in you will now see the field «Change laboratory». With this button you can switch between different labs and perform the functions mentioned above (see pictures 2 & 3).

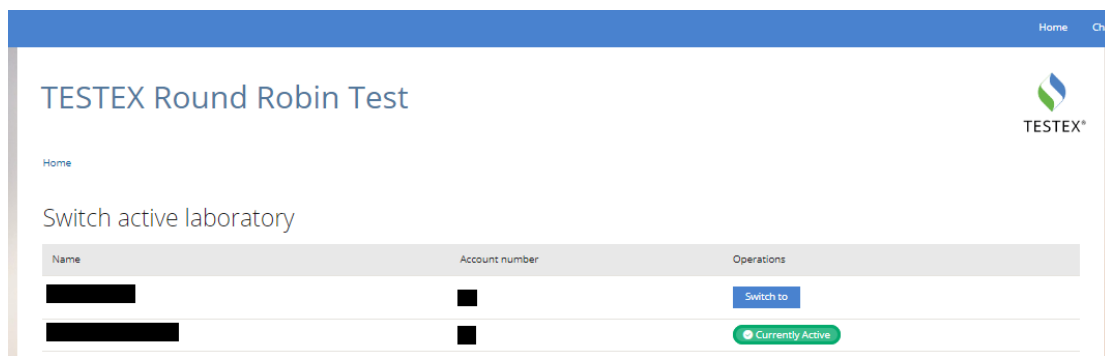
Important: The Round Robin Tests are linked to the laboratories. It is important that when you book Round Robin Tests as «Manager for several labs», you book them under the correct account.



Picture 11: Apply for an account



Picture 12: Change laboratory



Picture 13: Switch active laboratory