



measnet

INTERNATIONAL NETWORK OF WIND ENERGY
MEASUREMENT INSTITUTES

Measnet Server Access Instructions for PT participants

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Measnet

UPM - Montegancedo Campus
CIDA Building - 28223 Pozuelo de
Alarcón, Madrid (Spain)

www.measnet.com
contactus@measnet.com
Phone: +34 637 04 32 37

www.linkedin.com/company/measnet
Association Reg. No. 1/1/597932
VAT No. ES G86213121

Contents

- 1. Measnet Server: Structure2**
- 2. Access to PT Data and Information.....4**
- 3. Submission of PT Results5**
 - 3.1. How to designate the document with your results 5
 - 3.2. Keep your results anonymous..... 6
- 4. Contact.....7**

1. Measnet Server: Structure

Measnet provides each PT participant with a non-recognizable user and a password to access the [Measnet server](#), where they will find the PT instructions and results.

The server is accessible from the Measnet website (section “PT participants login”) or directly from this URL: <http://nasmeasnet.quickconnect.to>

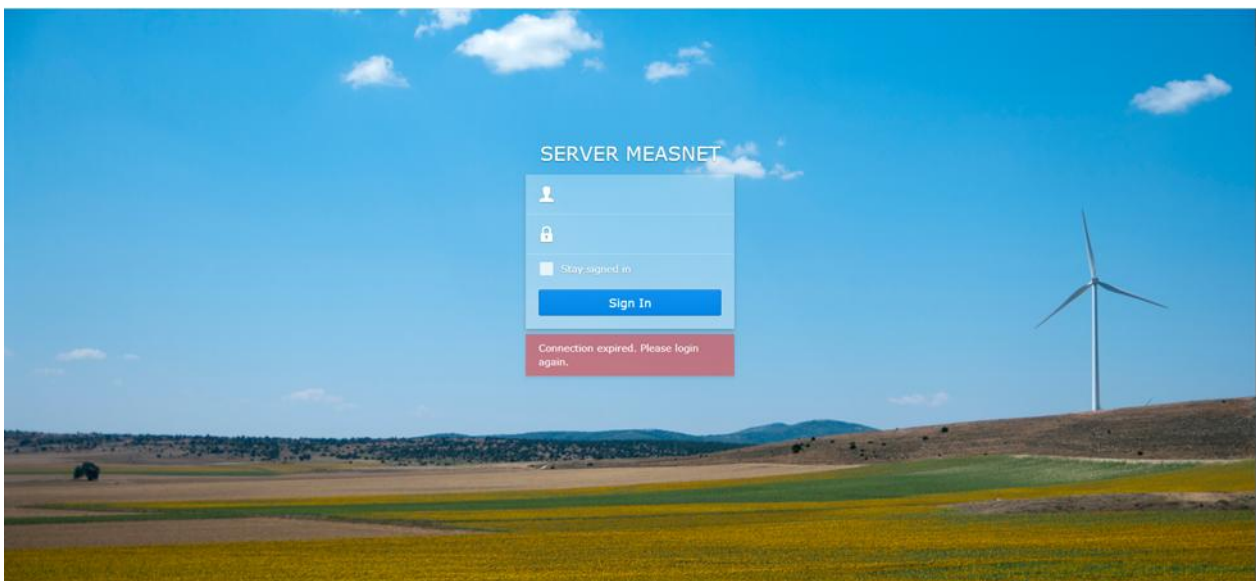


Figure-1. Log-in screen

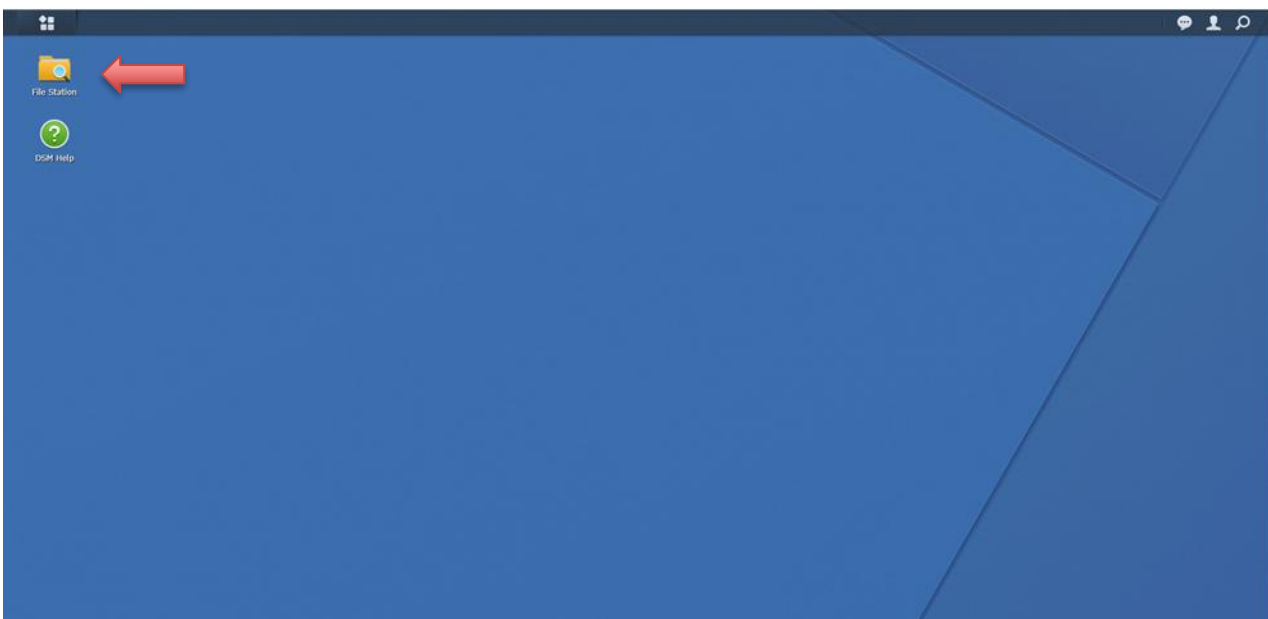


Figure 2. Server screen with principal folder (file station)

Inside the principal folder (**File Station**), you will find a folder with the PT code (20XX01, where XX are the PT name initials).

The folder is structured in sub-folders:

1. Coordinator: Only the PT Coordinator has access to this folder.
2. Participants: Inside this folder, you will find as many folders as participants in the PT. Each participant has access only to their own folder, identified by their ID.
3. PT Info & Data: All participants can access this folder to download their contents.
4. PT Results: All participants will have access to this folder, once the Coordinator has analyzed the data and generated the corresponding report.

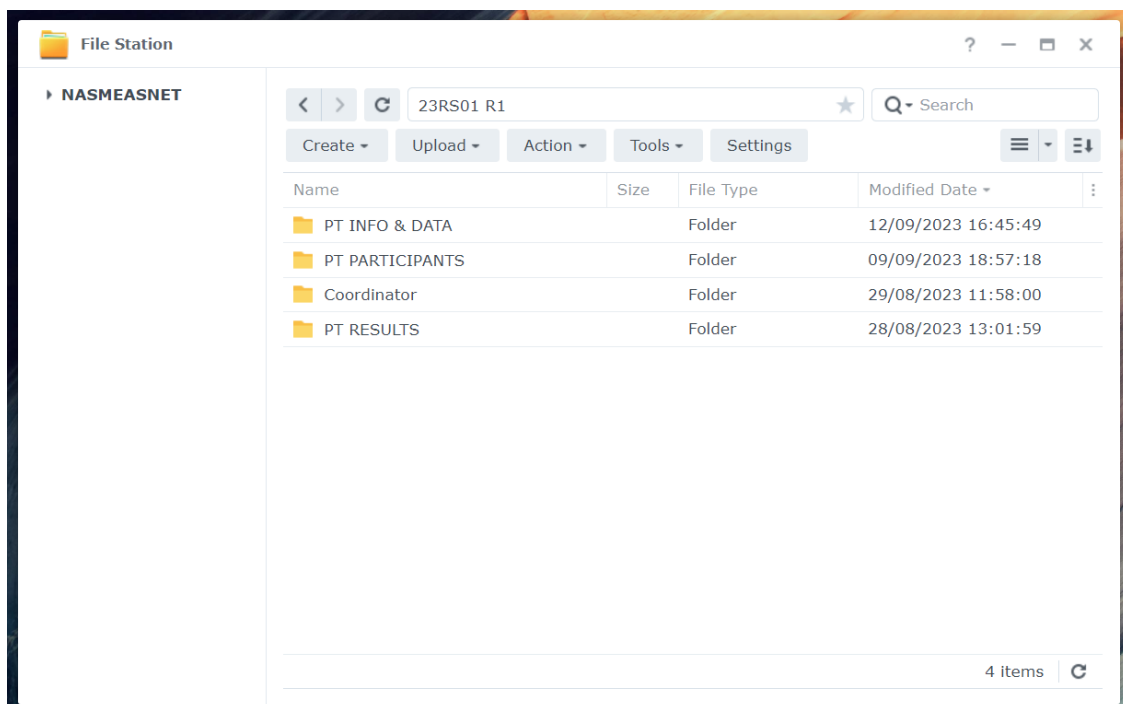


Figure 3. PT folder structure

2. Access to PT Data and Information

The PT Coordinator produces and provides the data sets needed by the participants.

Those data, information regarding the PT and the results template will be uploaded to the “PT Info & Data” folder by the PT Coordinator.

Participants will have time-limited access to this folder, although it will be long enough to download the information and templates they need to work and submit their results by the deadline.

3. Submission of PT Results

Participants must upload their results to their own folder, using the provided template, within the “Participants” folder (see figure 4):

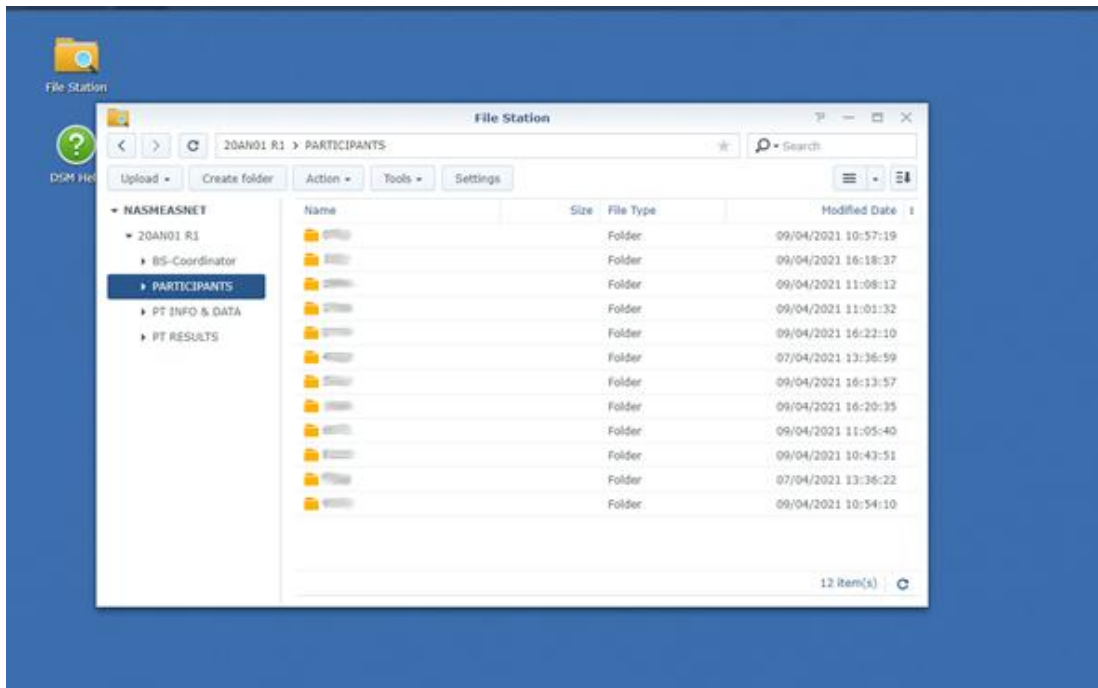


Figure 4. Participant's folder

3.1. How to designate the document with your results

Results will be treated as anonymous, so the templates to upload the results **should not content any reference to the company name; just the participant ID.**

Please name the documents according to the following format:

20AA01RB_CCCC_TDDD.xls, being:

AA Code of the Competence Area (e.g. EC for Electrical Characteristics, LD for Loads, PP for Power Performance...)

B Number of the Proficiency Test Round (1 or 2)

CCCC Participant ID

DDD Number of the task (if applies). If there is only one Excel template for all the tasks involved in the PT, document's nomenclature will be:

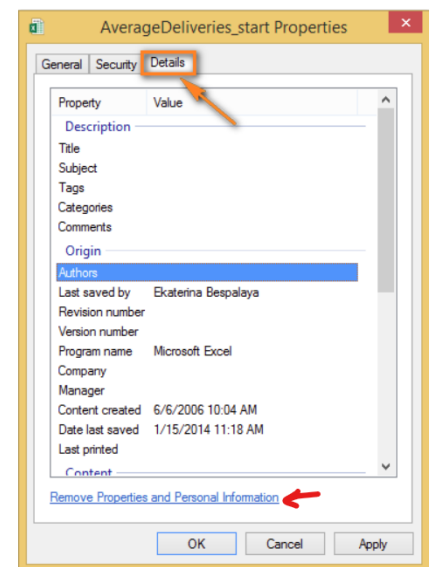
20AA01RB_CCCC.xls.

3.2. Keep your results anonymous

To ensure the anonymity of your results, in addition to **avoid including your laboratory or your own name in the results template**, it is also advisable to **remove metadata** stored in the files with information about who has edited them.

Follow these steps*:

1. Go to the local folder where you have saved your Excel file.
2. Right-click on the file.
3. Click on "Properties".
4. Click on "Details".
5. Click on "Remove properties and personal information" to delete metadata containing company and author information.



(* Wording could be different depending on the versions of Windows).

Nevertheless, Measnet will make sure that this requirement is fulfilled by all participants by revising the uploaded results.

Once you have uploaded your results to the server, please send a notification to the Measnet Secretariat (lucia.poza@measnet.com / carolina.prada@measnet.com).

4. Contact

Participants are not allowed to contact the PT Coordinator directly. During the designated period for submitting technical questions or concerns, participants may send them to the Measnet Secretariat, which will forward them to the Coordinator.

For questions or concerns regarding the development and organization of the PT, please contact also the Secretariat.

In case that you experience any technical issue when accessing the server, please contact our IT Team (support@measnet.com), CC contactus@measnet.com

Measnet Secretariat:

Lucía Poza lucia.poza@measnet.com

Carolina Prada carolina.prada@measnet.com

IT Team: support@measnet.com