

**Service : Quality of Laboratories**

**INSTRUCTION MANUAL FOR THE ENCODING  
OF THE RESULTS OF THE RINGS TESTS  
“RARE DISEASES” IN THE TOOLKIT.**

**Last update : 11 July 2022**

## Purpose

Brief description of the use of the Toolkit for the encoding of the results of the External Quality Assessments (*ring tests*) focused on some specific medical analyses used in the context of the diagnosis and/or follow-up of rare diseases.

## Procedure

### a) Connection

The Access to the “Toolkit” web application is possible using Internet browsers such as Google Chrome, Firefox, Safari or Microsoft Edge. We do not recommend using Internet Explorer as the functionality will not be maintained for this browser in the short to medium term.



The results must be encoded using the following address:  
<https://eqatoolkit.sciensano.be/login.aspx>.

### b) Identification

Please use the login (= *laboratory number-Labonummer-Numéro Labo*) and the password (= *wachtwoord/Mot de passe*) of your laboratory to access the Toolkit.

For the Belgian laboratories, the **laboratory number** is the recognition number of the laboratory that includes the 5 middle numbers of the INAMI-RIZIV number of the laboratory (e.g. x-12345-xx-xxx). These laboratories can find this number in each correspondence from Sciensano.

A screenshot of a web login page. At the top is the Sciensano logo. Below it is the title 'EKE/EEQ Toolkit'. There are two input fields: the first has a person icon and is labeled 'Labonummer/Numéro labo'; the second has a lock icon and is labeled 'Wachtwoord/Mot de passe'. Below these fields is a large green button with a white right-pointing arrow.

### c) Selection of the domain of External Quality Assessment

On the next page, please select the domain “**Rare Diseases-Clinical Chemistry**” or “**Rare Diseases-Hematology**” from the drop-down list (based on your registration to quality controls and activities) :

The figure displays three sequential screenshots of the 'sciensano EKE/EEQ Toolkit' web application. Each screenshot shows a green header with the logo and title, a language selector (ER/NL), and a session timer. Below the header is a white navigation bar with a 'Données administratives' link. The main content area features a 'Choisissez un domaine' dropdown menu. In the first screenshot, the selected domain is 'Rare diseases (Clinical chemistry)'. In the second, it is 'Rare diseases (Hematology)'. In the third, it is 'Rare diseases (Immunology)'.

### d) Results encoding

The page below appears. For the introduction of your results, please click on the box "**INTRODUCTION RESULTATS = INTRODUCTION of RESULTS**".

The screenshot shows the 'Results encoding' page of the sciensano EKE/EEQ Toolkit. At the top, the logo and 'Evaluation Externe de la Qualité' text are on the left, and the date '08/06/2021' and release version '2.26.01 - (20210427.1)' are on the right. The main content area has a grey header bar labeled 'Rare diseases (Clinical chemistry)'. Below this, there are three green buttons: 'INTRODUCTION RESULTATS', 'RAPPORT GLOBAL', and 'Retour au Menu principal'. A yellow arrow points to the 'INTRODUCTION RESULTATS' button.

To encode your analytical results, please start by selecting the round (= *Enquête*) number that corresponds to the ring test to which you are participating.

Example : Round “DHPR activity in Dried blood Spots-2021-1”

The screenshot shows the sciensano logo at the top center with the text "Evaluation Externe de la Qualité". In the top right corner, it says "08/06/2021", "Release : 2.26.01 - (20210427.1)". The main heading is "Veuillez sélectionner l'enquête et l'échantillon". Below this, there are two dropdown menus. The first is labeled "Domaine Rare diseases (Clinical chemistry)" and the second is labeled "Enquête" with the selected value "DHPR activity in DBS-2021-1". To the right of the "Enquête" dropdown is another dropdown labeled "Echantillon" with the selected value "2021-1-1". A yellow arrow points to the "Enquête" dropdown. Below the dropdowns are two buttons: "SUBMIT" and "Retour au menu".

Then, select the sample ( = *Echantillon*) for which you want to report some results.

Example : Sample 2021-1-1, 2021-1-2, ...

This screenshot is identical to the one above, showing the sciensano logo, release information, and the selection interface. However, a blue arrow points to the "Echantillon" dropdown menu, which is currently set to "2021-1-1". The "Enquête" dropdown remains set to "DHPR activity in DBS-2021-1". The "SUBMIT" and "Retour au menu" buttons are still present at the bottom.

Please click on « **SUBMIT** ».

Please note that the results are encoded sample by sample. The procedure illustrated above must therefore be carried out twice during each round.

The following page appears for you to encode your results.

At the top of this page, you can enter the dates of receipt and analysis of the sample using the drop-down lists. **(a)**

You can also consult the round closing date (upper right corner), as well as the short clinical description that has been provided by the laboratory that has sent the sample. **(b)**

Enter the sample results (quantification/interpretation). **(c)**

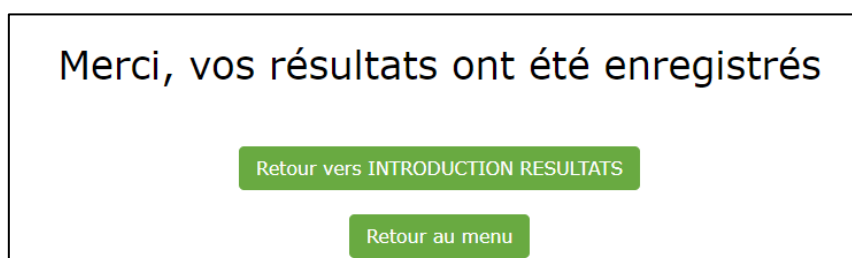
If you wish, you can also write a comment about the sample and/or its analysis in the frames dedicated to free text. **(d and f)**

Please also specify the quality of the sample that you received using the drop-down list. **(e)**

To submit your results, please click on “Submit”. **(g)**

After the submission of your results, a page that summarizes the results you submitted for that sample appears. You can print it with a right click with your computer mouse.

**To encode the results of another sample**, please click at the bottom of the page on « **Retour vers INTRODUCTION RESULTATS** » (= *back to INTRODUCTION of RESULTS*) and repeat the encoding procedure after selecting the second sample.



NB: Please do not open several pages at the same time but encode the results of one sample, submit them and then encode the results of the second sample of the round.

### e) Support

If you experience any difficulties with the use of the Toolkit application, you can contact us by email at [EQAToolkit@sciensano.be](mailto:EQAToolkit@sciensano.be).

The Toolkit web application also allows you to (i) register your laboratory to our external quality assessment/ring tests programs, (ii) to update the contact persons and medical supervisors of your laboratory for the analyses belonging to the domain of ring test to which your laboratory participates, and (iii) consult your administrative data relating to your accreditation (this third aspect is only applicable to Belgian laboratories).

For any questions regarding your registration, participation and performance to the ring tests "Rare Diseases", you can contact:

- Dr. Nathalie Vandeveld (PharmD, PhD) – principal coordinator:  
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