



The CTCB website is optimized for recent Internet browsers. If you are using a "Windows XP" operating system, it uses an outdated version of Internet Explorer that is not fully compatible with our website. In this case, it is necessary to install a recent version of Internet Explorer (from version 9.0), Edge, Firefox Mozilla or Google Chrome.

**HOMEPAGE**

Go to <http://www.ctcb.com>

The home page allows you to:

- Sign in to your personal account (« Se connecter à MyCTCB »)
- Discover our activities and latest news,
- Access the different sections of the website.

Click here to log in

Click here to access the different sections of the website.

« read more... »

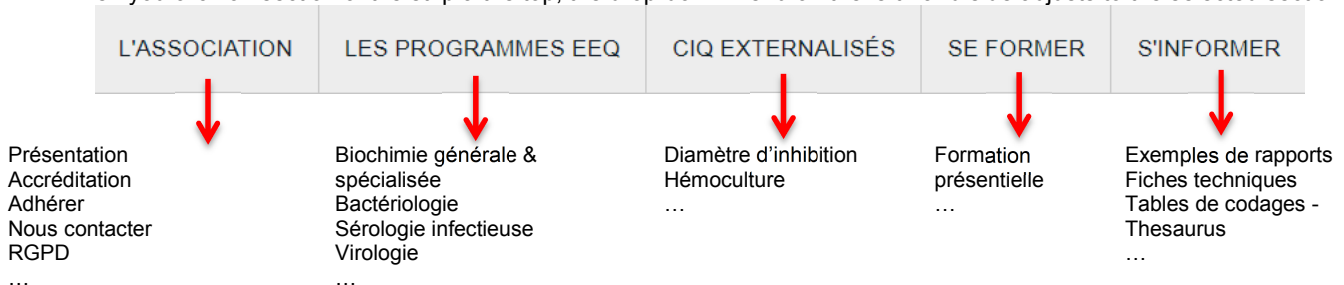
**OFFRES & SERVICES**

## STRUCTURE OF THE WEBSITE

Whatever your choice on the homepage, the following pages all has the same structure:

- a strip at the top (identical to all the pages) (1)
- a drop-down menu on the left-hand side (2)
- a central panel specific to the selected page (3)

When you click on section of the strip à the top, the drop-down menu on the left-hand side adjusts to the selected section



The screenshot illustrates the website's structure with the following components:

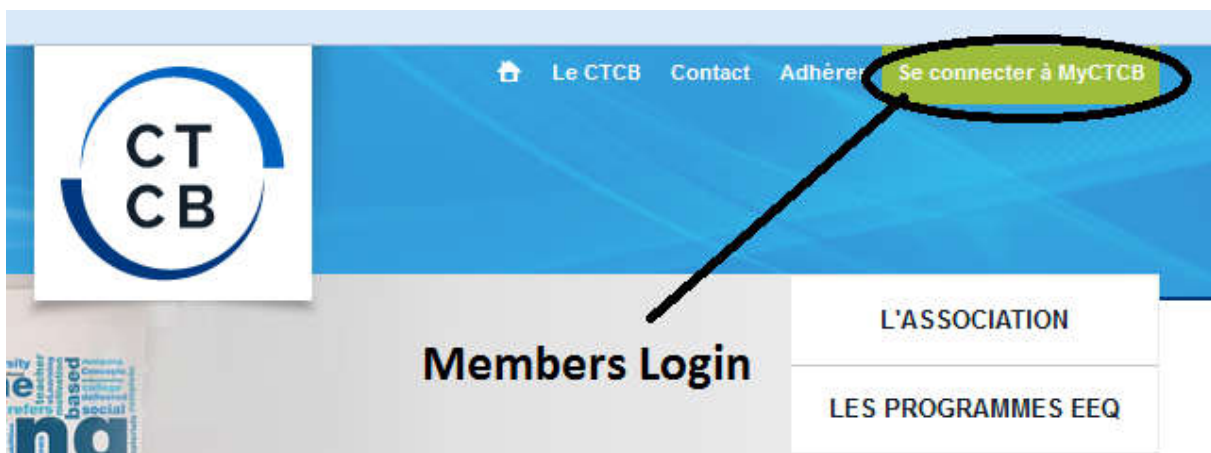
- bandeau du haut (1):** Top navigation bar with the CT CB logo and menu items: L'ASSOCIATION, LES PROGRAMMES EEQ, SE FORMER, S'INFORMER.
- Menu de gauche spécifique à la rubrique (2):** Left sidebar menu for the 'PARASITOLOGIE' section, including 'E-learning' (Présentation, Bactériologie, Sérologie / Virologie) and 'MICROSCOPIE VIRTUELLE' (Présentation de la technologie et prérequis, Auto-immunité, > Parasitologie).
- Contenu spécifique de la page (3):** Main content area displaying 'PARASITOLOGIE' and a specific page content box.
- Bandeau du bas:** Bottom banner with 'OFFRES & SERVICES' (PROGRAMMES EEQ, SE FORMER) and 'ADHÉRER'.
- Footer:** Bottom section containing 'NOUS CONTACTER', 'ACCÈS RAPIDES', and accreditation information (cofrac).

Structure of the strip at the top :

- Part “L’association”: you will find here a presentation of the CTCB, contact information, information on our accreditation and subscription Information. We advise you to contact us by mail because of the language.
- Part “Les programmes EEQ” allows you to access to the different programs of EQA, see your results, download reports, customize your profile (number and names of analyzers, number and names of operators for visual reading technique, codes of reagents....)
- Part “Se former” is dedicated to training
- Part “s’informer” delivers you information on different topics (Satisfaction surveys, links to sites of interest, data sheets ...)



1. Click on « Se connecter à MyCTCB » (= members login)



2. Please then identify (ID code and password) and click on « OK »


If you have forgotten your ID code or password, use the link “ici”.(“here”). You will then have to enter your e-mail address which was used for the subscription and click on OK. You will receive your login by email.

Vous êtes ici : Accueil » Se connecter à MyCTCB

**VEUILLEZ VOUS IDENTIFIER AFIN DE POURSUIVRE :**

## Profil « MyCTCB »

Once connected, the list of the programs you subscribed to is displayed on the screen.

- The first column shows the name of the program (eg : Biothérapie : Infliximab...).
- The second column shows the ID code of the survey.
- The third column shows the status of the survey :
  - o Green boxes = opened surveys
  - o Orange boxes = Scheduled surveys but data entry form not yet available
  - o Red boxes = Closed surveys or surveys not yet scheduled
- The fourth column shows the date of samples shipment. The icon  provides information on the shipment methods. No icon means that you received the samples with those of a previous survey.
- The fifth column shows the opening date of the survey, from which you can enter your results
- The sixth column shows the closing date of the survey.

**RÉCAPITULATIF DES CONTRÔLES 2020**

Copier planning | Export Excel | **Impression PDF** You can click here to print this table in PDF

Afficher Tous éléments Rechercher :

Programmes EEQ	N°	Statut	Sort column (date, status ...) Envoi des échantillons	Ouverture saisie	Fermeture saisie	Disponibilité des résultats	Gestion
<a href="#">ADN HBV (virologie)</a>	201	Saisie en prévision	07/04/2020 	07/04/2020	05/05/2020	Non 	 CTCB
<a href="#">ADN HBV (virologie)</a>	202	Saisie en prévision	-	29/09/2020	13/10/2020	Non 	 CTCB
<a href="#">ADN HPV (virologie)</a>	201	Saisie en prévision	07/04/2020 	07/04/2020	05/05/2020	Non 	 CTCB
<a href="#">ADN HPV (virologie)</a>	202	Saisie en prévision	-	29/09/2020	13/10/2020	Non 	 CTCB
<a href="#">Allergie</a>	201	Saisie en prévision	04/02/2020 	04/02/2020	25/02/2020	Non 	 CTCB
<a href="#">Allergie</a>	202	Saisie en prévision	-	22/09/2020	06/10/2020	Non 	 CTCB

The drop-down menu on the left-hand side on this page :

Profil
Vos coordonnées
Personnalisez votre accès saisie (automates, techniques, opérateurs)
Changez de mot de passe
▶ Vos programmes
Vos attestations de participation
Vos attestations d'inscription

Opens the page of your contact information (delivery address, communication email ...).  
The laboratory is free to make the change on-line, but he must ensure that that he has really registered the changes.

Opens the page where you can customize some information about your equipment like the number and names of analyzers/operators according to the «ID code» of the laboratory (as you can have two ID codes for a single sample).

**! Next page for more explanations!**

## HOW TO PERSONALIZE YOUR DATA ENTRY:

**PERSONNALISEZ VOTRE ACCES SAISIE - 2020**

EEQ	Code Saisie	Libelle de l'automate/technique /opérateur
Hémoglobine Glyquée		▲
	> CE8-1 :	RUBIS <input checked="" type="checkbox"/>
	> CE8-2 :	Automate/Technique/Opérateur 2 <input type="checkbox"/>
Comptage différentiel des leucocytes non destiné au diagnostic ▼		
Numération pathologique ▼		

When you click on the black arrow of the program to be customized, the editable items appear on the screen.

Here, the laboratory CE8 has activated the data entry for its "RUBIS" analyzer (it checked the box and entered the name of its equipment), it did not activate its 2nd equipment (Box unchecked)

The customization allows you to attribute the results obtained to an analyzer (eg Rubis) or to a technique (e.g. Malassez) or to an operator (e.g. John Smith).  
The activation of a line gives a data entry code that consists of the ID code of the lab incremented by a digit: for example here, ID code = CE8 which is specific of the laboratory, Data entry Code : CE8-1 which is specific of the analyzer.

### DATA ENTRY

**First step :** To access the data entry page, you have to click on a program in the table (See description above: the "Status" box must be green).

**Second Step :** The laboratory selects the **survey number** and the **"incremented ID Code"** of data entry for which it wants to enter the results :

**HÉMOGLOBINE GLYQUÉE**

Veuillez sélectionner le numéro du contrôle pour lequel vous souhaitez transmettre ou consulter vos résultats :

Numéro du contrôle : Contrôle n°201

Code Saisie : Sélectionnez code saisie

OK

CE8-1 : RUBIS

Only activated codes (equipment, technician, operator) are visible in the list.  
The names are those saved in the profile (e.g. CE8-1 RUBIS)

### Third step : printing results

Once the results have been saved, the selection page is displayed again, but this time it is possible to print the entered results. In addition, a confirmation email containing a link to view the results is sent to the laboratory.

Vos résultats ont été correctement enregistrés.  
Un e-mail de confirmation de saisie vous a été envoyé.

IMPRIMER **PRINT**

### Fourth Step « Download the pdf file »

By clicking on "IMPRIMER" (print), a pop-up appears with a progress bar: When the progression reaches 100%, a **download link** is displayed

Chargement en cours....

Le PDF est en cours de création, merci de patienter.

Votre document est prêt !

TÉLÉCHARGER LE PDF

**! Even if you have registered the entry of your data, you can modify your results until the closure of the survey !**