EQA Darts

Results Portal — Guide for Laboratories

From your first code to your report and certificate — on a PC or a phone

Portal address: **https://portal.eqadarts.org** (open it in any normal browser — nothing to install)

Guide version 7.2 — November 2026

This guide follows one example user, ULabXYZ, who looks after three laboratories (000, 001 and 002). Every step is shown on a PC and on a phone. Your own User code, lab numbers and lab names will be different, but the screens work the same way. If you look after only one lab, you simply will not see the lab tabs.

The whole journey in eight steps

Step	What you do	Where
1	Receive your User code and one-time claim code	From your EQA Darts coordinator
2	Log in for the first time and choose your password	Login page
3	Open the sample window and enter your results	Results Entry tab
4	Save your results	Save results button
5	Repeat for each of your other labs	Lab tabs
6	Check that your submission was counted	Dashboard tab
7	Download your monthly report and annual certificate	Reports & Certificates tab
8	Next time: log in with User + password and log out when done	Login page / top bar

1. Before you start

Your coordinator registers you and gives you two things:

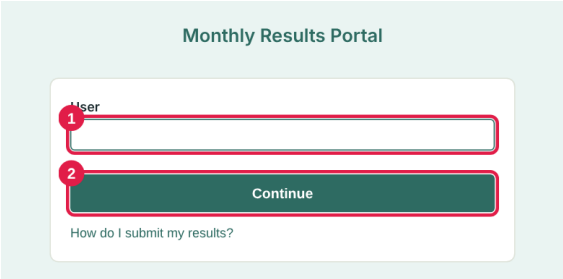
- **User code** — for example ULabXYZ. It identifies you, and all your labs are attached to it.
- **Claim code** — a one-time code used only the first time, to set your own password.

You need a phone, tablet or computer with internet. Keep both codes private. If you lose the claim code before using it, ask your coordinator for a new one.

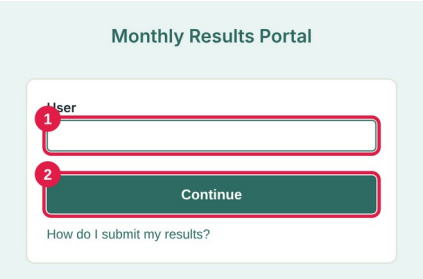
2. First login — choose your password

1. Open **portal.eqadarts.org** in your browser.
2. Type your **User** (for example ULabXYZ) and tap **Continue**.
3. Three new boxes appear. Type the **Claim code** your coordinator gave you, then choose a **Password** (6 or more characters; letters, numbers and symbols are all fine) and type it again in **Confirm password**. Use **Show** to check what you typed.
4. Tap **Log in**. From now on the claim code is no longer needed — you will use your User and your password.

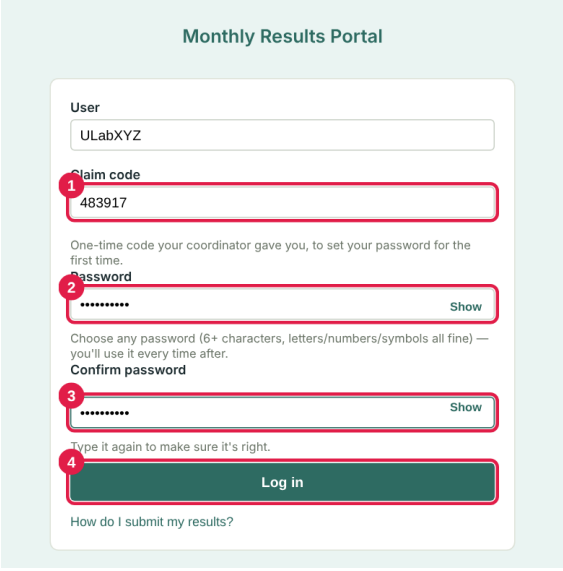
ON A PC



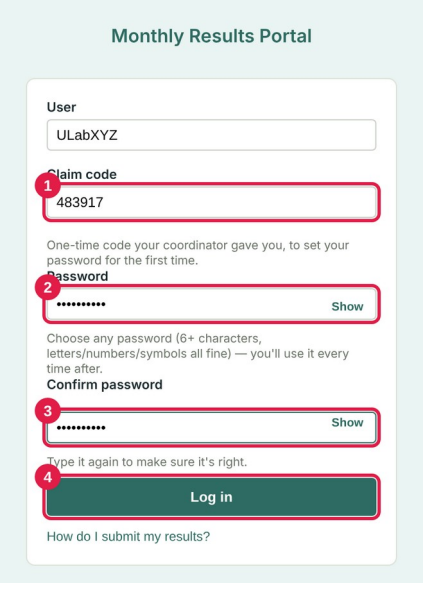
ON A PHONE



ON A PC



ON A PHONE



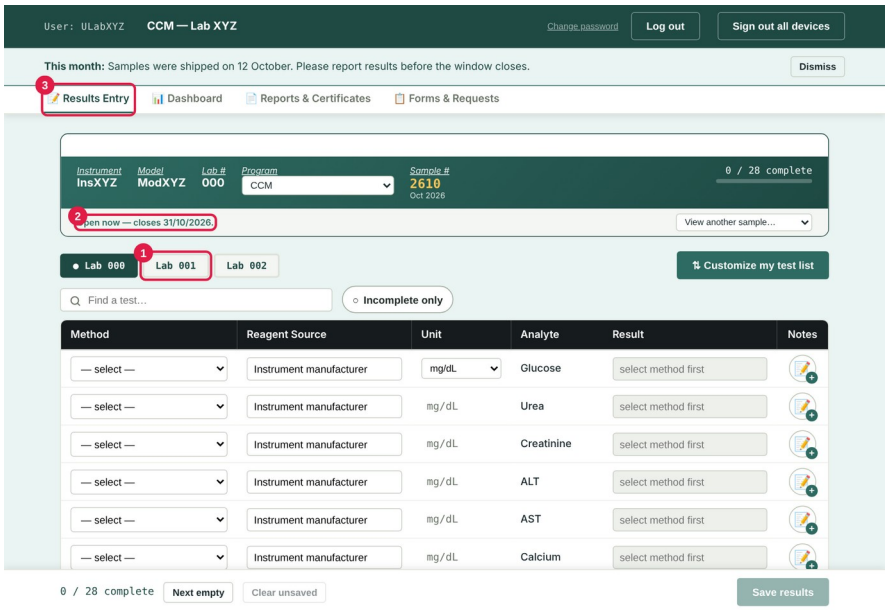
> **If you see “Unknown User”:** your coordinator has not registered you yet. Check the User code for typing mistakes, then ask your coordinator to register you first.

3. Your home screen

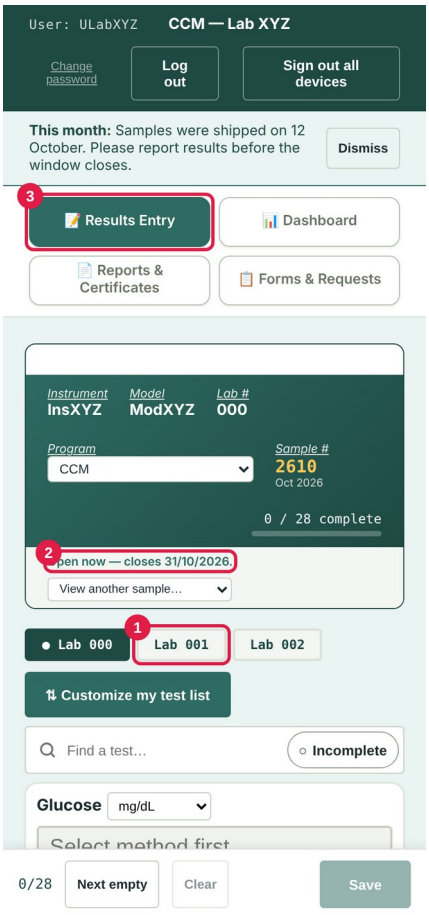
After logging in you land on the Results Entry tab for your first lab.

- **Top bar** — your User code, the lab name, and the buttons How to use the portal (plays the short animated guide), Change password, Log out and Log out of all devices. If a message from the coordinator is shown (“This month: …”), read it, then tap Dismiss.
- **Tabs** — Results Entry, Dashboard, Reports & Certificates, Forms & Requests.
- **Lab card** — Instrument, Model, Instrument name (optional), Lab #, Program and the current Sample # (for example 2610 = October 2026).
- **Window line** — “Open now — closes 31/10/2026.” tells you until when you can enter results.
- **Lab tabs (1)** — one button per lab you look after. The lab with the dot is the one on screen.

ON A PC



ON A PHONE



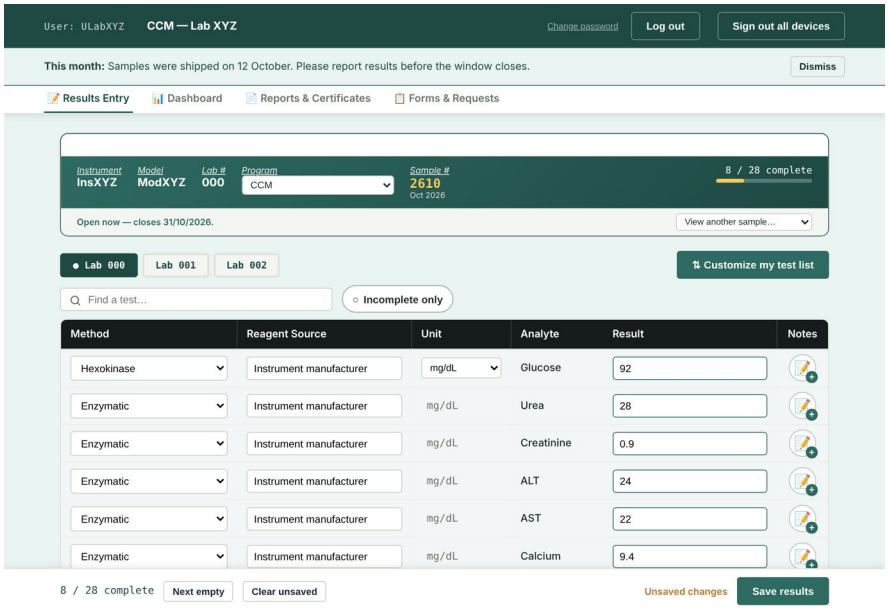
4. Enter your results

Work through the list of tests for the sample. For each test your lab runs:

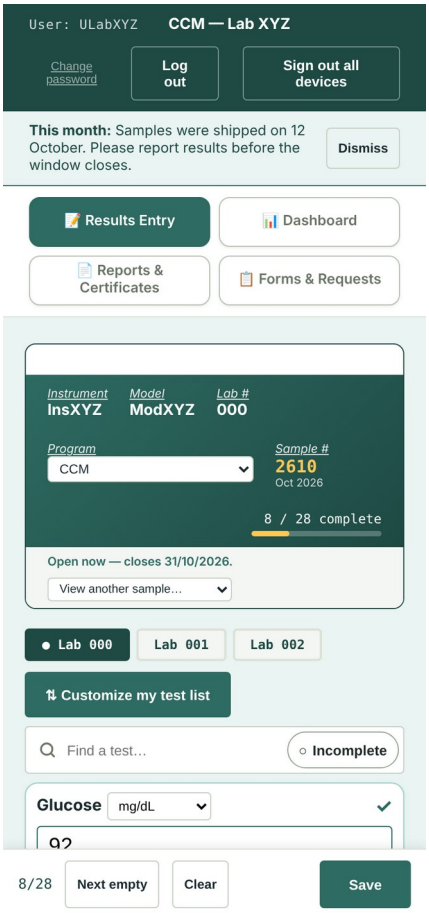
1. **Method** — choose the method you use. The result box stays locked (“select method first”) until you do.
2. **Reagent Source** — leave the suggested text, or type your own.
3. **Unit** — check the unit; where a second unit is offered you can switch it.
4. **Result** — type your result. Leave the row blank if your lab does not run that test.

- **Progress** — “8 / 28 complete” counts the tests you have filled.
- **Find a test…** searches the list; **Incomplete only** shows what is still missing; **Next empty** jumps to the next test needing attention.
- **Note button** — jot a private reminder on any row (for example why a result looks unusual). Only you can see your notes.
- **Customize my test list** — reorder or hide rows to match your analyzer’s printout (this lab only).
- **Unsaved work** — if the page closes by accident, the portal offers to bring back what you typed (“Restore it”).

ON A PC



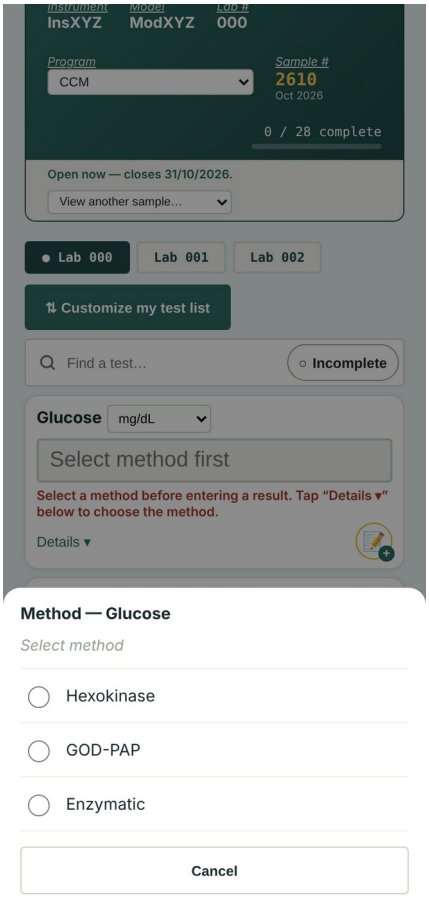
ON A PHONE



ON A PHONE — CHOOSING A METHOD

On a phone each test is a card. Tap the card, pick the method from the list that slides up, then type the result. Tap **Details ▾** on the card to see the reagent source and other fields.

ON A PHONE



Customize my test list (optional)

Your analyzer may print the tests in a different order from the portal, or your lab may not run every test. Tap **Customize my test list** (above the results) to arrange the list the way you like. It changes only the lab you are working on and never changes results you have already saved.

- **1 Order** — drag the ⠿ handle, or tap the ↑ ↓ arrows, to move a test. You can also tap a column title to sort.
- **2 My nickname** — optional short name of your own for a test, for example “Na” or “K”, so it matches your analyzer printout.
- **3 Include this month** — untick a test to hide it (it then reads “Hidden”). Tick it again whenever you need it back. Hidden tests are left out of the list and out of the “complete” count; use “Show all … tests” above the list to see them again.
- **4 Reminder** — optional note to yourself, for example why a test is hidden (“No reagent”). The date it was hidden is recorded for you.
- **5 Save** — keeps your changes. **Cancel** leaves everything as it was and **Reset to default** returns to the portal’s original order.

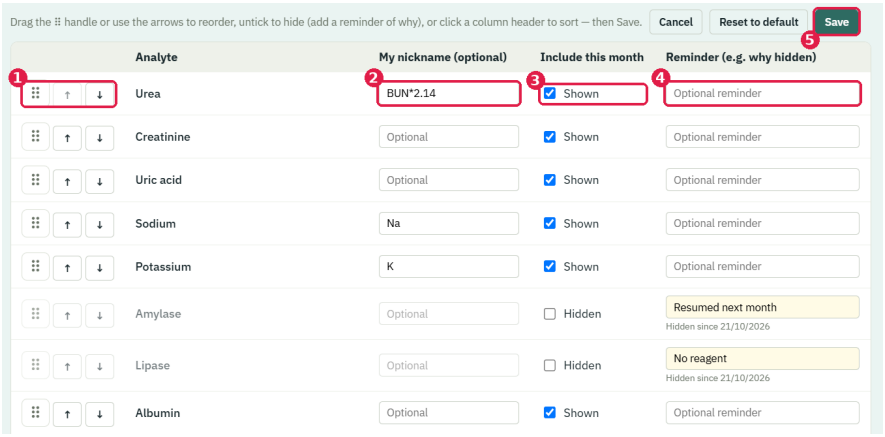
On a phone the table is wider than the screen — swipe it sideways to reach the Include and Reminder columns. The handle, arrows and test name stay in place while you swipe.

Units, urea/BUN, TIBC/UIBC and your instrument name

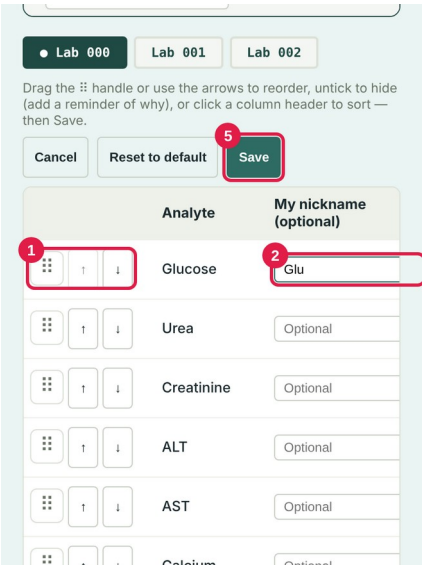
- **Unit** — choose your unit from the list beside each test. To compare all labs fairly, the portal converts your result to the program’s common unit. Your report is then calculated back, so you read it in the unit you chose.
- **Urea / BUN** — on the urea row the unit list also offers BUN. Your BUN is compared with urea labs of the same method, and you still see your own unit.

- **TIBC / UIBC** — on the TIBC row choose TIBC or UIBC. A UIBC lab must also enter iron: the portal adds them to give your TIBC. Without iron, UIBC is not judged.
- **Instrument name** — type a short optional name in the box “Instrument name (optional)”, between Model and Lab # (for example “Emergency lab”). You can change it at any time without asking the coordinator. Instrument and model themselves are changed with Modify my details (section 9).

ON A PC



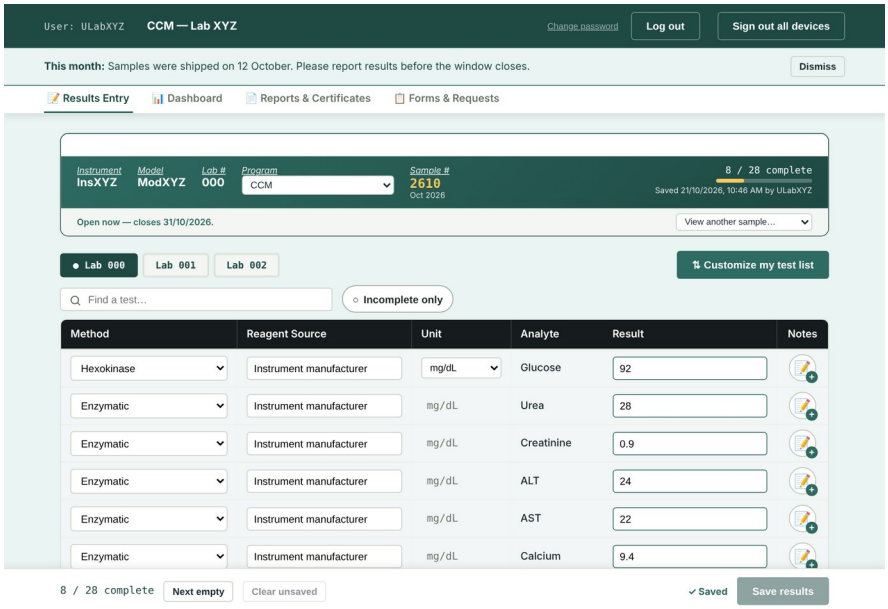
ON A PHONE (swipe the table sideways for more columns)



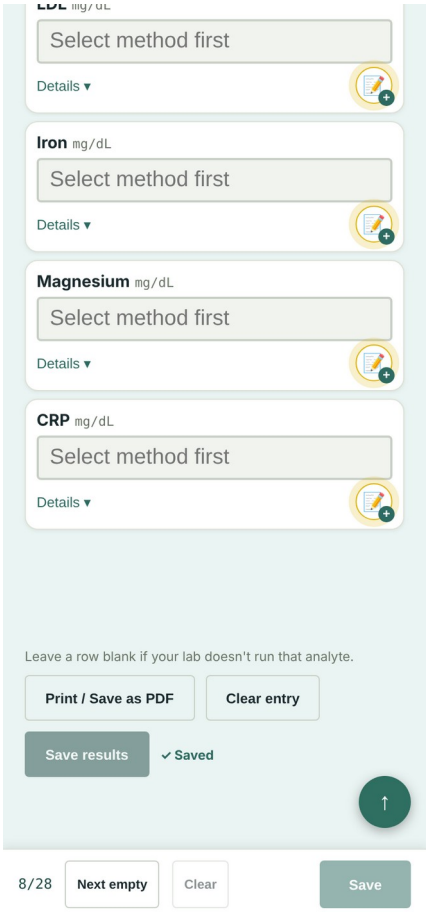
5. Save your results

1. Tap **Save results** (on a phone: the green **Save** button in the bottom bar, or **Save results** at the end of the list).
2. A ✔ **Saved** mark appears, and the lab card shows “Saved <date and time> by <your User>”.
3. You can come back and change your results at any time until the coordinator closes the window. Save again after every change.

ON A PC



ON A PHONE

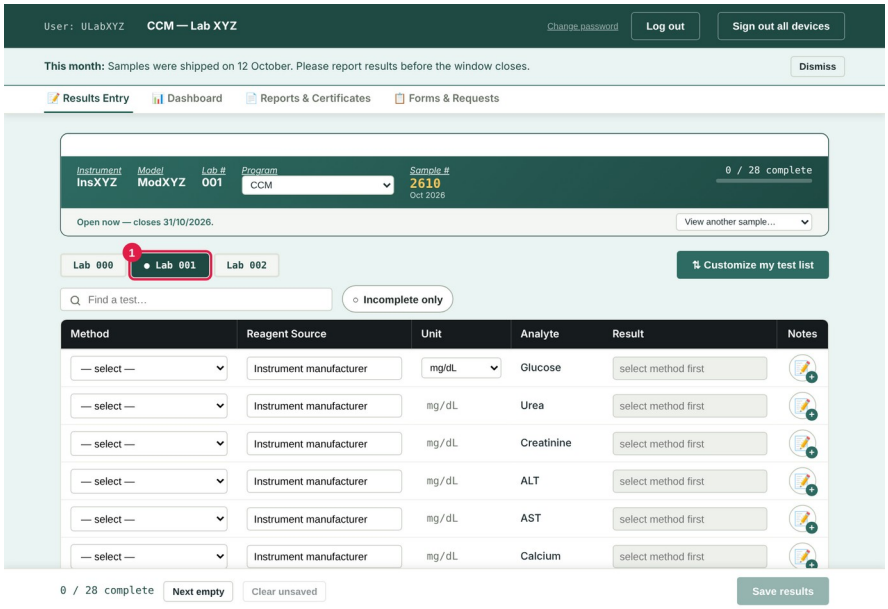


Good to know: you may save only methods, units or reagents without any result — the portal remembers them for next month, but this does not count as a submission. After the closing day there is a grace period set by the coordinator; results saved then are marked late (the button reads “Save as late”). A late submission is not judged — your report shows statistics only, with no SDI — and it is not counted toward your certificate.

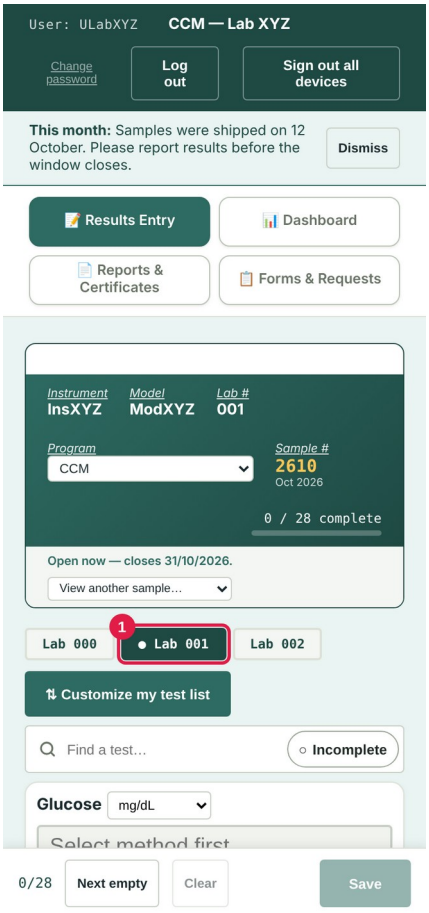
6. More than one lab? Repeat for each

Tap the lab tab (Lab 001, Lab 002) and repeat steps 4 and 5. Each lab has its own results, instrument, reports and certificate. The top bar always shows which lab you are working on — check it before you type.

ON A PC



ON A PHONE



7. Check your participation — Dashboard

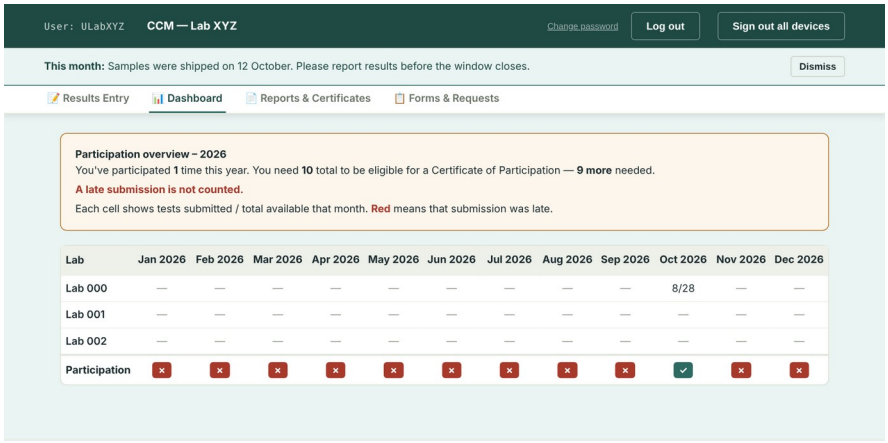
The Dashboard shows, for each lab and each month, how many tests you submitted (for example 8/28). The last row marks months in which at least one of your labs took part on time: a green tick counts, a red cross does not. A late submission appears in red and is not counted. The box at the top tells you how many participations you have this year and how many you still need for the Certificate of Participation.

Each cell also shows how many results had a **warning** (yellow, above 2.0 and below 3.0 SDI from the comparator mean) and how many **needed action** (red, 3.0 or more SDI from the comparator mean).

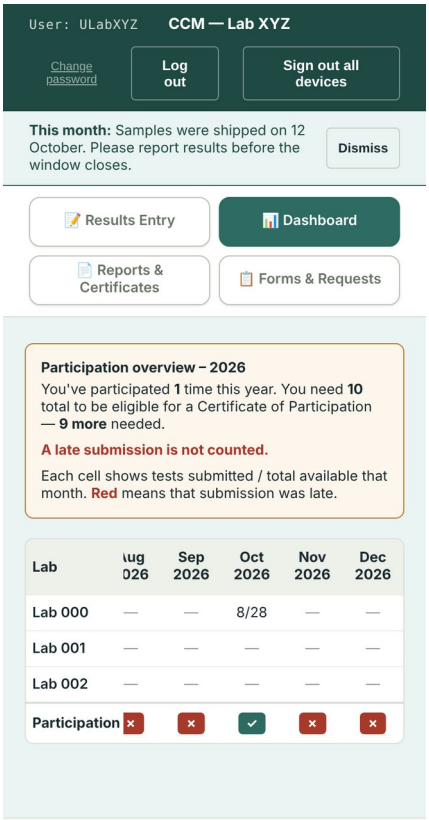
TEa used in your reports

On the Dashboard, open **TEa used in your reports** and select the allowable total error (TEa) list you want, then save. If you never choose, the default is used: biological variation, desirable (EFLM 2025). Your choice is used from your next report; each test in the report shows its TEa and your % deviation judged against it.

ON A PC



ON A PHONE



8. Download your report and certificate

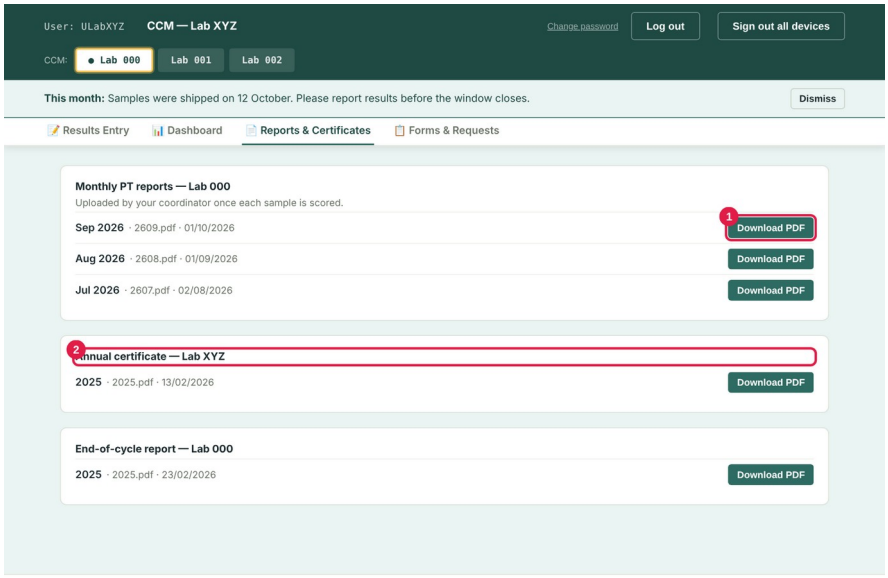
Each monthly report appears automatically under **Reports & Certificates** within a week of the closing day, and the same report is emailed to your lab. You do not need to ask for it.

1. Open the **Reports & Certificates** tab.
2. Choose the lab in the top bar (Lab 000, 001 or 002) — reports and certificates are kept separately for each lab.
3. **Monthly PT reports** — one line per month. Tap **Download PDF** beside the month you want. A “New” mark shows reports you have not opened yet.

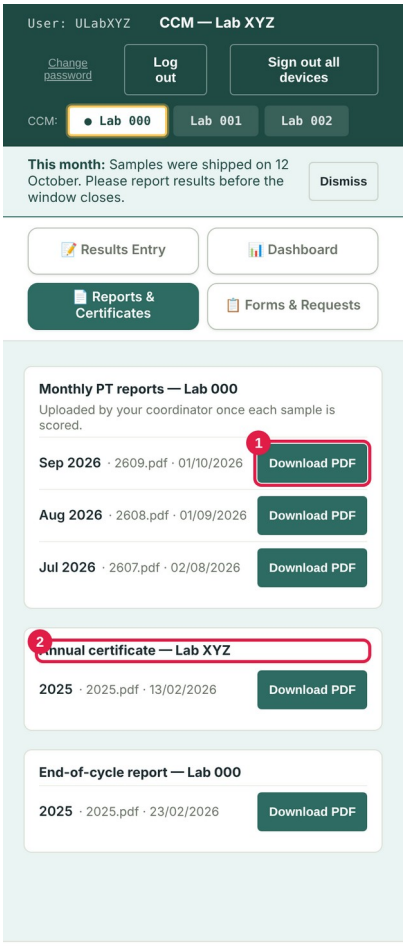
- **Late results** — if your results were marked late, the report is one page with the group statistics only: no SDI and no judgment.

4. **Annual certificate** — appears when posted by the coordinator (within a month after the cycle has finished). Tap Download PDF.
5. **End-of-cycle report** — one report for the whole year. After the last sample of the cycle it appears in the same list (“End of Cycle 2026”) and is emailed in the same way as the monthly reports.
6. The PDF is saved with a name like “EQA Darts CCM 2609_000.pdf”. On a phone it may open in the PDF viewer first — use the viewer’s share or save option to keep a copy.

ON A PC



ON A PHONE



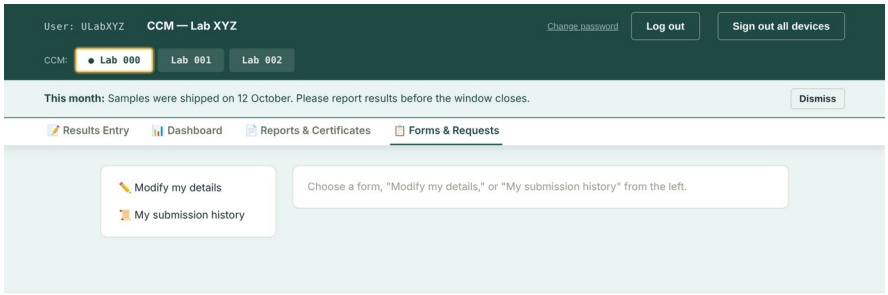
> **Nothing listed?** Messages such as “No report yet” simply mean the coordinator has not uploaded it yet. Check again later.

9. Forms & Requests

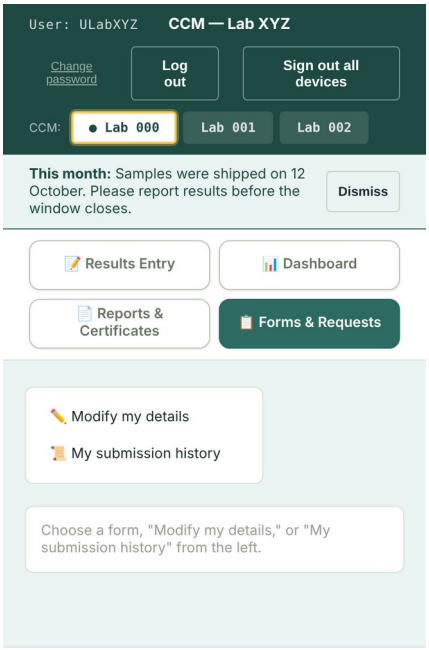
Forms & Requests is where you write to the coordinator and ask for changes:

- **Message to the Coordinator (F02.P4.9)** — write a subject and your message (mention the sample number if it concerns one). The reply comes by email or phone.
- **Participants/Customers Complaint (F01.P5.8)** — use this form for a complaint.
- **Modify my details** — ask to change your lab name, address or CC emails, add a phone, or ask to replace an instrument. The primary phone and primary email cannot be changed here. Your record changes only after the coordinator reviews and approves your request.
- **My sent forms & messages** — lists everything you sent through the forms.
- **Survey** — during the cycle the portal opens a short satisfaction survey. Give each question the rating that matches your experience and use the notes box for any details that can help us improve.
- **No login yet, or cannot log in?** Use the contact form at eqadarts.org/contact.

ON A PC



ON A PHONE

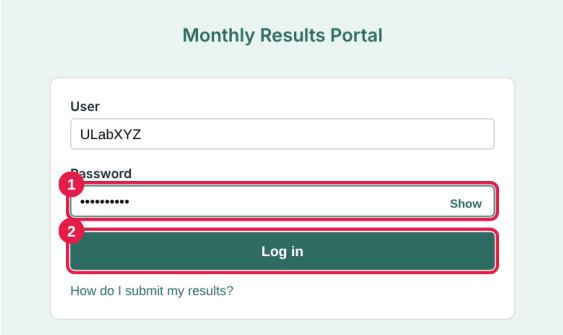


10. Your account

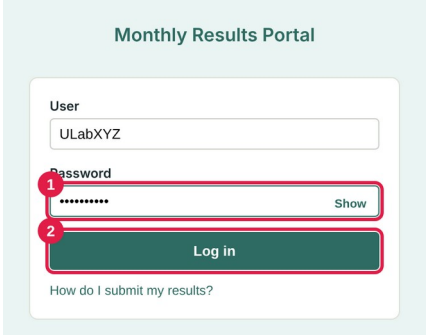
Next time you log in

Type your User, tap Continue, then type your password and tap Log in. The claim code is never asked again.

ON A PC



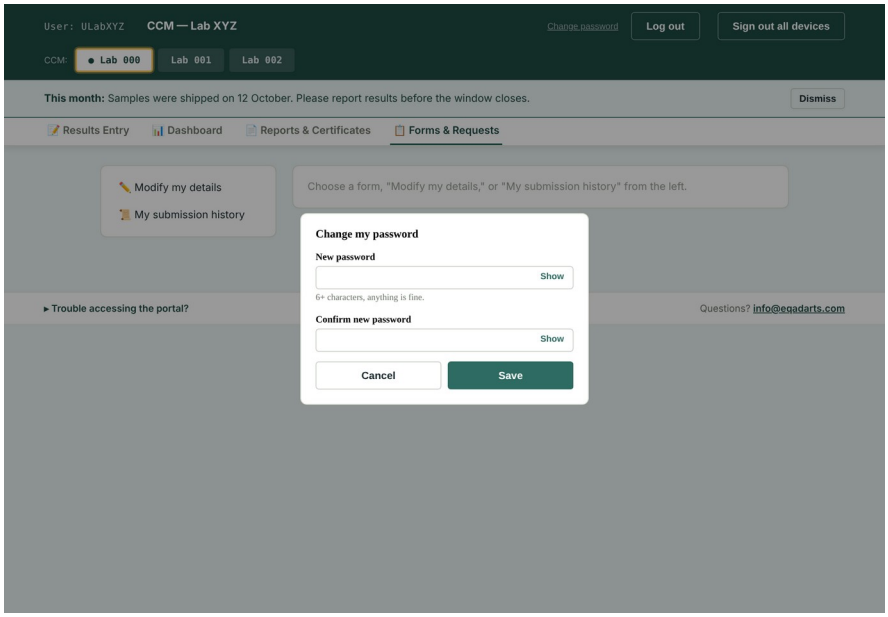
ON A PHONE



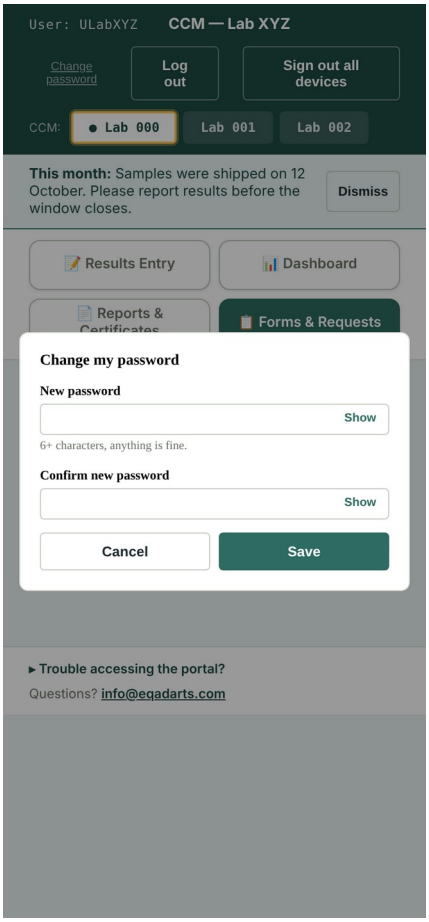
Change password, log out

- **Change password** — in the top bar; type the new password twice and tap Save.
- **Log out** — ends the session on this device only. Always use it on a shared or public computer.
- **Log out of all devices** — ends your session everywhere (for example if you lost a phone or left yourself logged in on another computer).

ON A PC



ON A PHONE



11. If something goes wrong

Need help? Log in, open Forms & Requests and send a Message to the Coordinator. If you cannot log in, use the contact form at eqadarts.org/contact.

What you see	What to do
Unknown User — ask your coordinator to register you first.	Check the User code; if it is correct, your coordinator must register you.
Incorrect User or Password.	Retype carefully (use Show). If you forgot your password, ask your coordinator to reset it for you.
Claim code is refused	The code can be used once only. Ask your coordinator for a new one.
Result box says “select method first”	Choose the Method for that test; the result box then unlocks.
Window is closed / “Save as late”	The coordinator closed the window. You can still send results, but they are marked late are not judged (statistics only) and do not count toward the certificate.
“These results were changed somewhere else”	Someone (or another device of yours) saved this sample after you opened it. Choose “Show the saved version” to see it, or “Keep what is on my screen” to overwrite it.
A report or certificate is missing	It has not been uploaded yet, or you are on the wrong lab tab. Check the lab tab, then ask your coordinator.
Screen looks old or stuck	Refresh the page. Your saved results are never lost by refreshing.