

# RTQA uploader

## Site Training

Version 1.0

27 Nov 2023

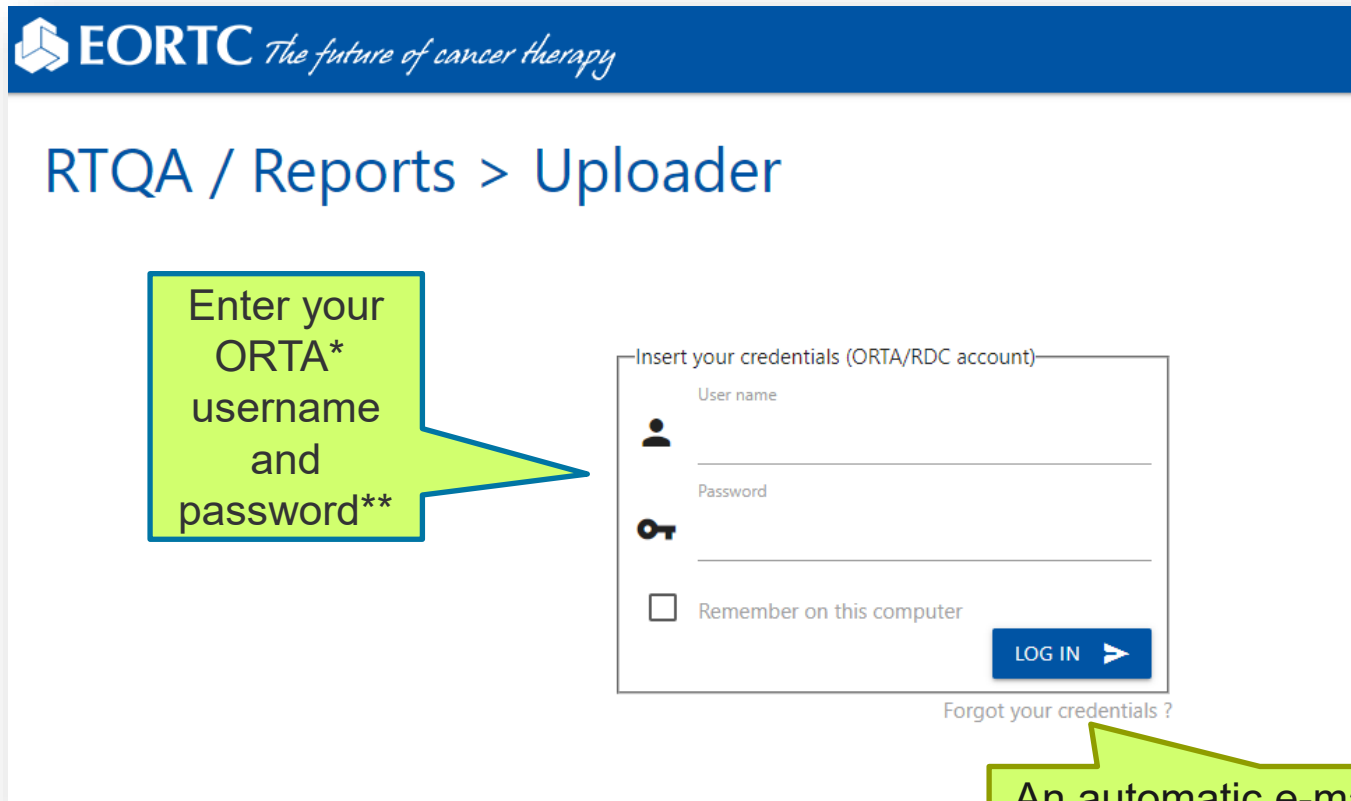
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# What is the RTQA uploader ?

- The RadioTherapy Quality Assurance (RTQA) uploader is a webpage allowing institutions participating in a trial, EORTC or otherwise:
  - to upload zipped files containing patient's radiotherapy treatment plans in DICOM format,
- The usage of the uploading platform requires an ORTA/RDC account.

# How to login?



**EORTC** *The future of cancer therapy*

RTQA / Reports > Uploader

Enter your ORTA\* username and password\*\*

Insert your credentials (ORTA/RDC account)

User name

Password

Remember on this computer

LOG IN >

[Forgot your credentials ?](#)

An automatic e-mail will be sent to you allowing you to reset your password

\*On-line Randomized Trials Access (ORTA) credentials are sent as automatic e-mail message from Randlog@eortc.org to your inbox (or spam folder).

\*\***Note:** First time login will prompt you to **immediately** change your password; afterwards, you are asked to update **every 3 months**. Do **not** use accents in your password.

# How to navigate?

## RTQA Upload

Select the study, site number and visit

SETTINGS

VIEW LIST

Upload a new file

Protocol Number

Select your study

Institution Number

Event (Visit / Submission type)

Seq Id

Type in the Seqid for  
which you want to upload

FILE

Upload your file

Opens a file selection  
frame

SEND

Click "send" to complete  
the upload

# Contact

- Refer to study protocol and guidelines for study-specific instructions on RTQA guidelines
- Contact the EORTC study team for your study-specific and technical questions related to RTQA uploader.