

Access Instructions

Federated Query System

Version: 1.0

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1 Introduction

The federated query system (FQS) allows queries on anonymized and nationally harmonized data coded in national or international terminologies. Researchers can assess whether and where patients or patient data potentially suitable for a specific research question exist at one or several of the Swiss University Hospitals (UHs).

The system enables researchers to verify the feasibility of their project by running simple queries against a subset of clinical data of all UHs. Additionally, it allows designing and optimizing inclusion and exclusion criteria for study protocols without transferring any patient data. These queries may include demographic information (age and gender), diagnosis (ICD-10), procedures (CHOP), medication (ATC) and lab test (LOINC) and lab results with units (according to UCUM). Overall, the system includes 70 Mio data points from 450 000 patients, which signed the general consent.

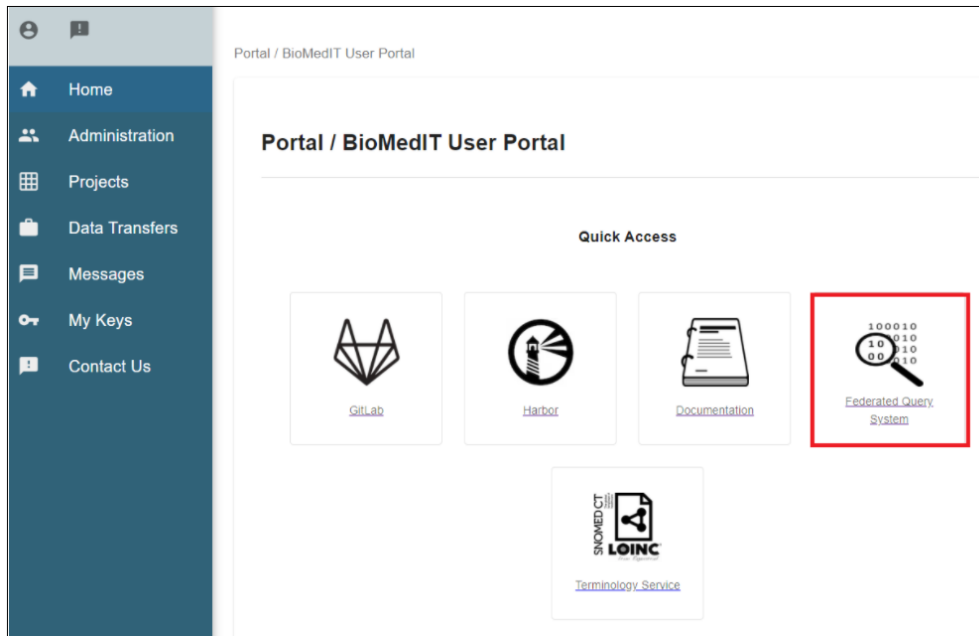
2 Access requirements

In order to gain access to the FQS, users must meet the following requirements:

- The user's institution must have signed an agreement with the SIB. Currently, all five Swiss university hospitals are part of this network, additional institutions will have the possibility to join at a later time point.
- Users have a [SWITCH edu-ID](#) account with their employing institution linked in their profile (though [SWITCHaai](#)). As authentication through SWITCHaai via SWITCH edu-ID is unfortunately not currently possible for USB employees, USB researchers will have access to the SPHN FQS from the beginning of 2022.
- Each user has individually agreed to abide by the [FQS Acceptable Use Policy](#).

3 How to request access

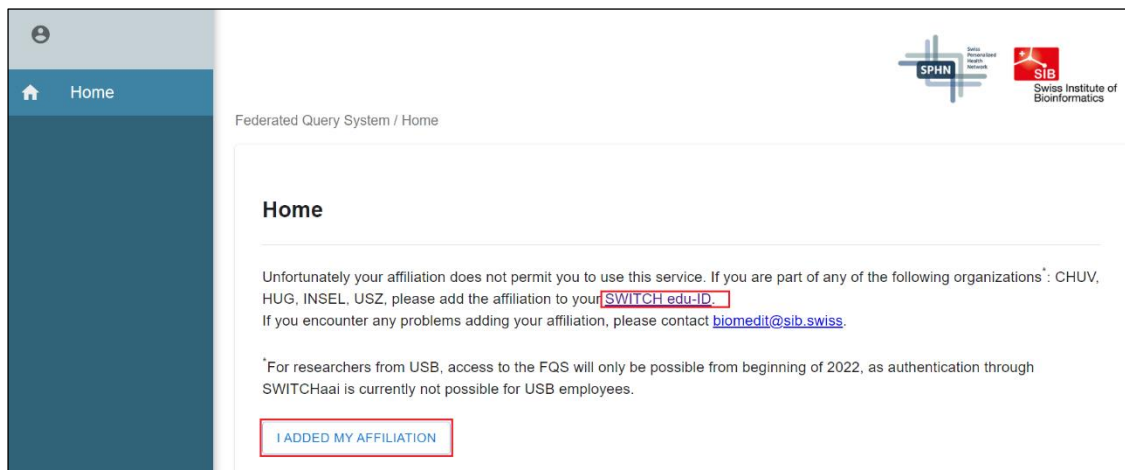
3.1 From the BioMedIT Portal's **Home**, at the **Quick Access** tiles, click on **Federated Query System** icon:



If it is the first time you access the Federated Query System, the system will display the **Registration Form** with your name and current affiliations in your SWITCH edu-ID.

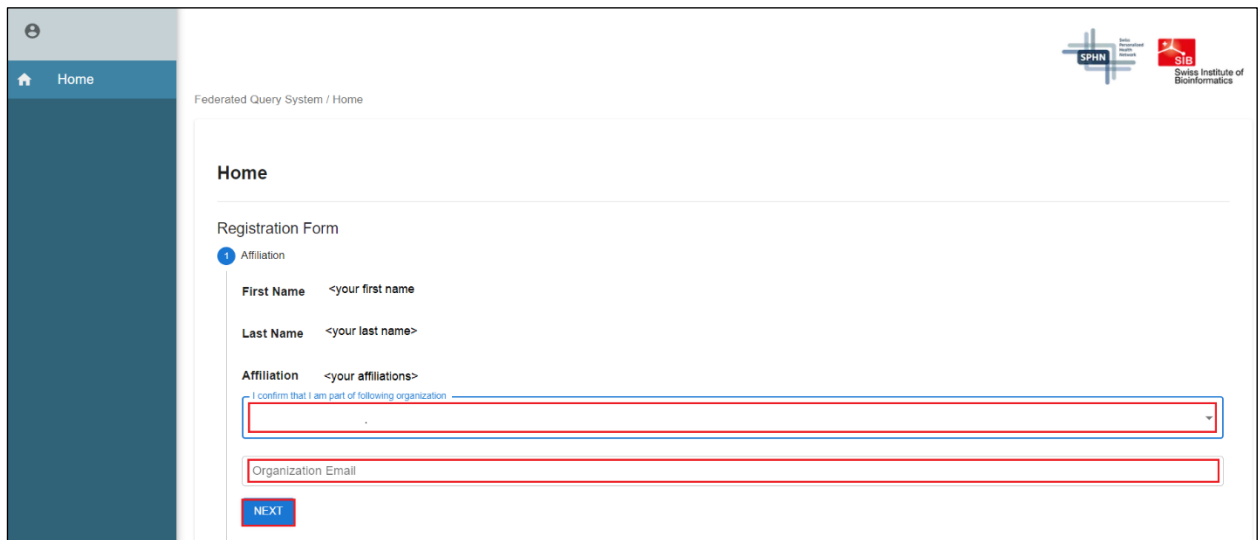
Note:

- **If you do not have any linked organization** in your SWITCH edu-ID, or your linked organization(s) do(es) not have a signed agreement with the SIB, the system will give you the option to update your account.
 - a. Click on **SWITCH edu-ID** to update your account in SWITCH.
 - b. Return to this screen and click on **I ADDED MY AFFILIATION** when your organization is linked to your SWITCH edu-ID.



3.2 In the **Registration Form**,

- a. Select your **institution** from the drop-down list
- b. Enter your **institution email**
- c. Click on **NEXT**



Federated Query System / Home

Home

Registration Form

1 Affiliation

First Name <your first name>

Last Name <your last name>

Affiliation <your affiliations>

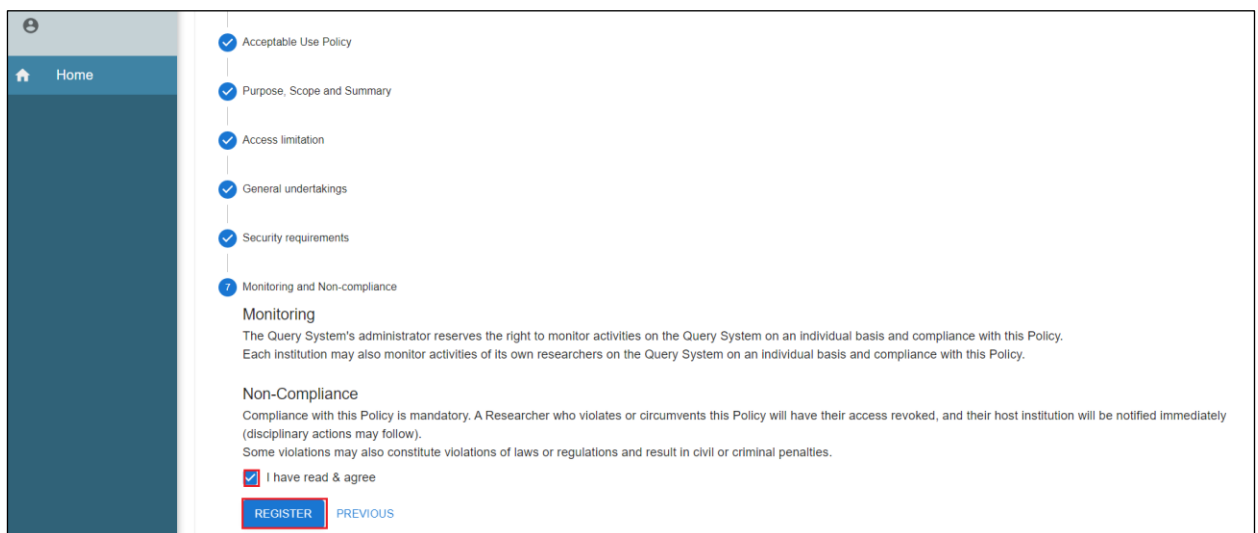
I confirm that I am part of following organization

Organization Email

NEXT

3.3 The **Acceptable Use Policy** will be displayed.

- a. Read carefully all sections
- a. Click on **I have read & agree** when all the terms are read, understood, and agreed.



Home

- ✓ Acceptable Use Policy
- ✓ Purpose, Scope and Summary
- ✓ Access limitation
- ✓ General undertakings
- ✓ Security requirements
- 7 Monitoring and Non-compliance

Monitoring

The Query System's administrator reserves the right to monitor activities on the Query System on an individual basis and compliance with this Policy. Each Institution may also monitor activities of its own researchers on the Query System on an individual basis and compliance with this Policy.

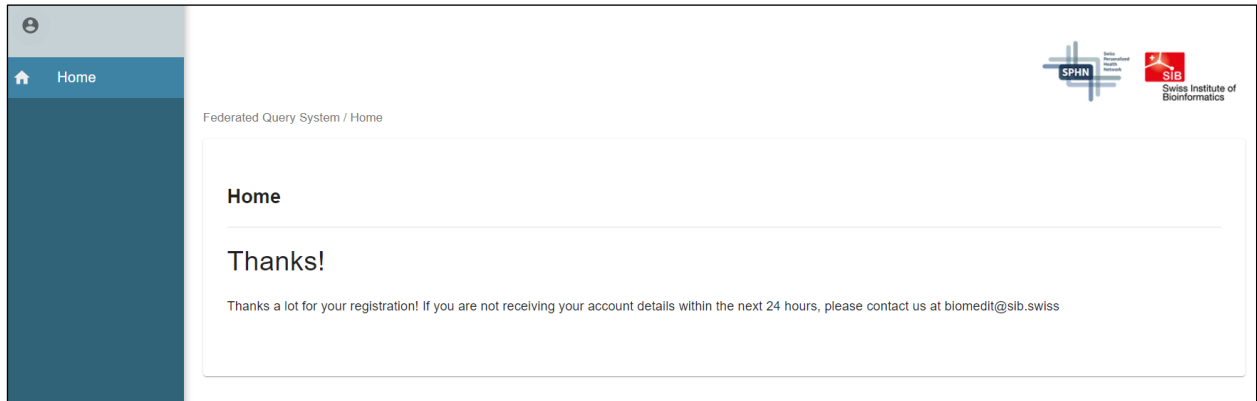
Non-Compliance

Compliance with this Policy is mandatory. A Researcher who violates or circumvents this Policy will have their access revoked, and their host institution will be notified immediately (disciplinary actions may follow). Some violations may also constitute violations of laws or regulations and result in civil or criminal penalties.

I have read & agree

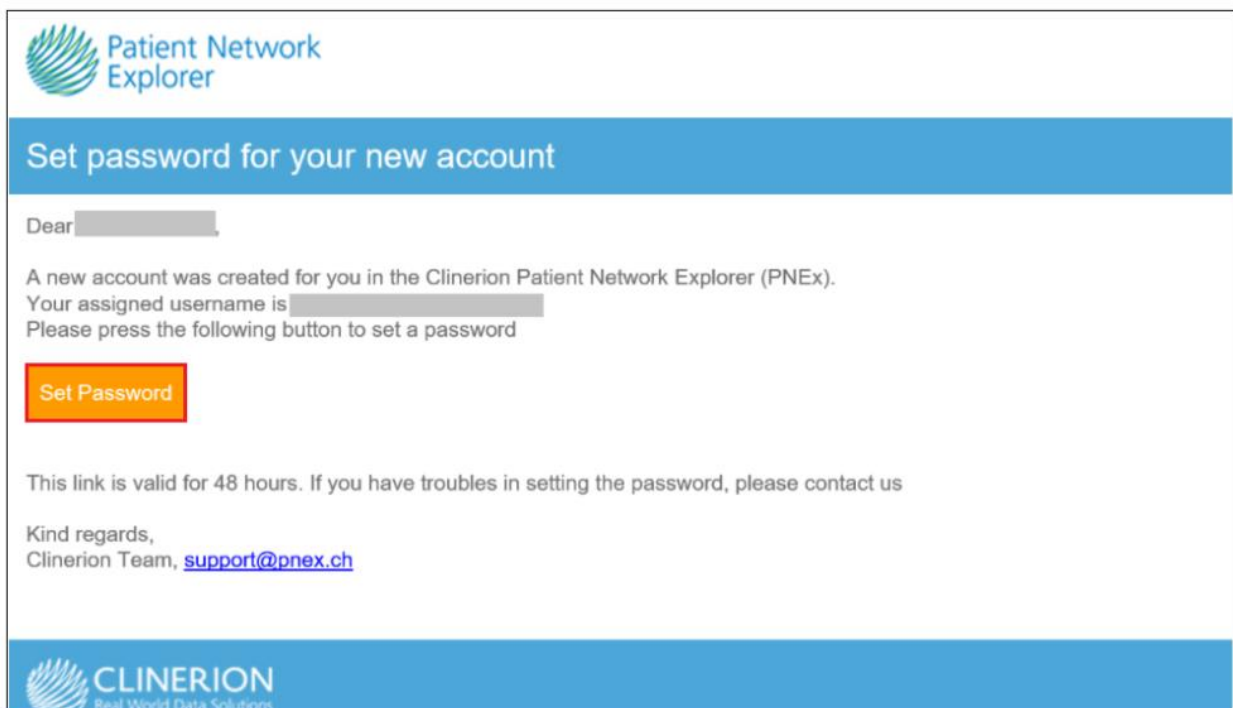
REGISTER PREVIOUS

3.4 You will get confirmation that your request was sent.



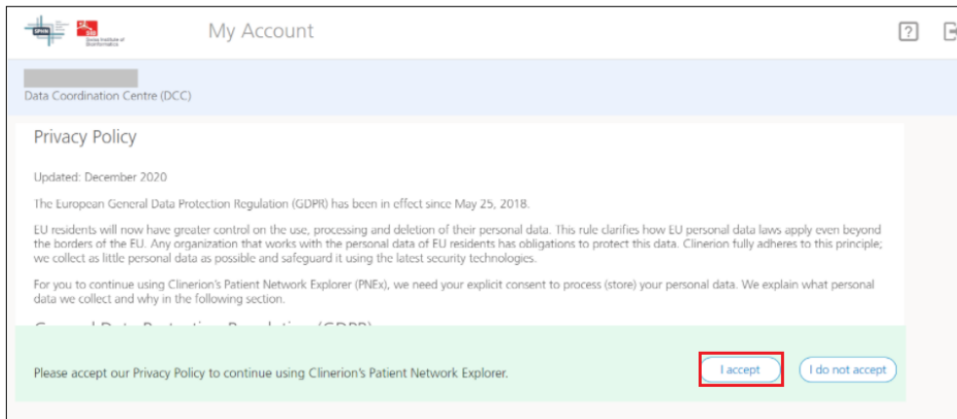
3.5 Within 24 hours, you will receive an email with your account details and the option to set your credentials.

- a. Open the email
- b. Click on **Set Password**.



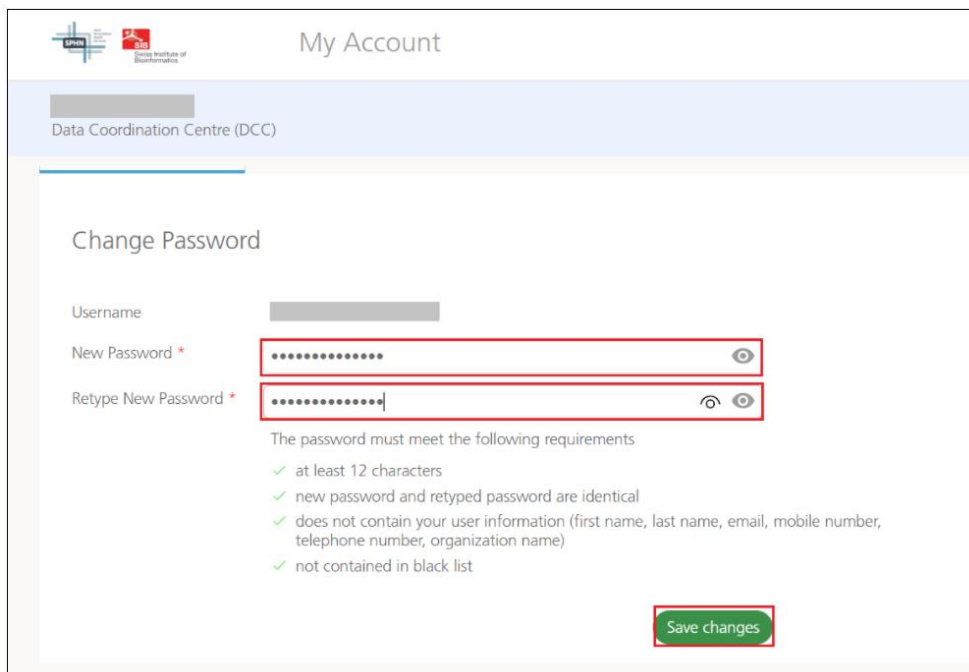
3.6 The **Privacy Policy** will be displayed:

- a. Read carefully all sections
- b. Click on **I accept** when you read, agreed and understood all the terms.



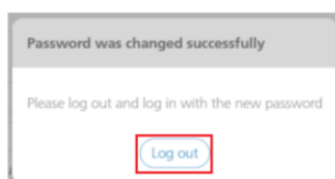
3.7 The **Change Password** screen will be displayed.

- a. Enter a password that meets the security requirements
- b. Click on **Save changes**



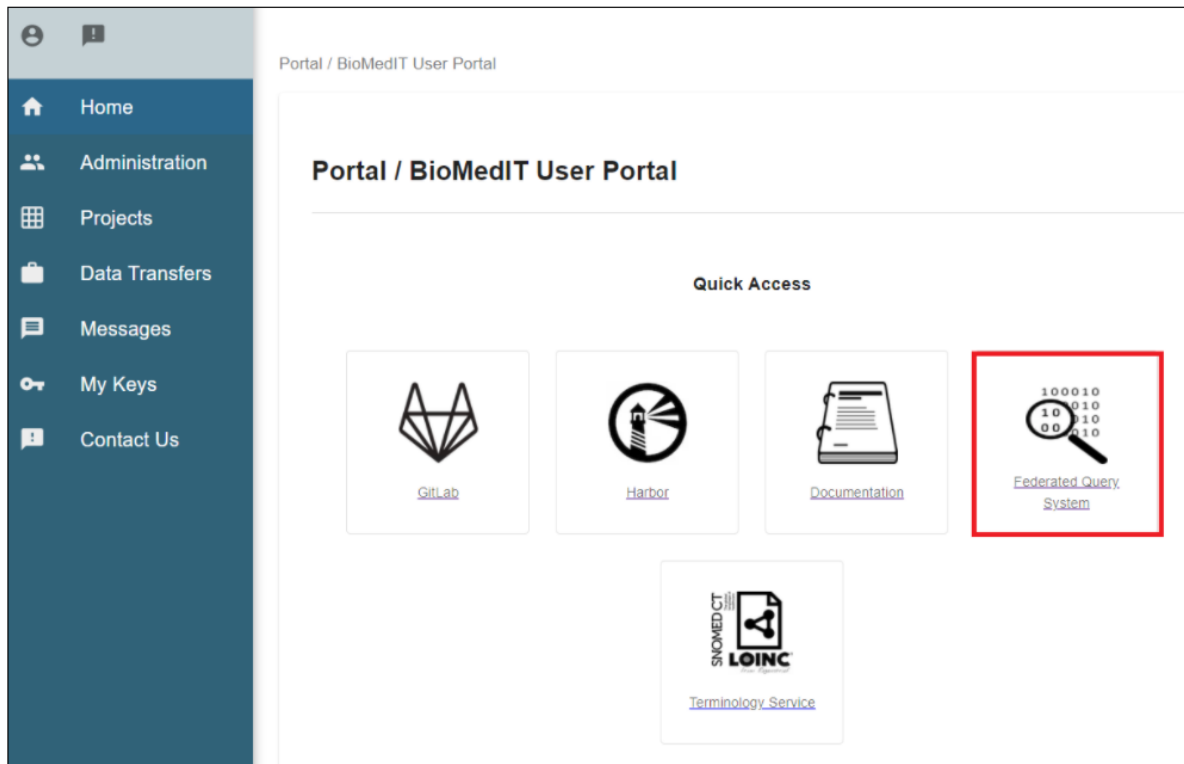
3.8 You will get confirmation that your password was changed successfully.

- a. Click on the **Log out** button



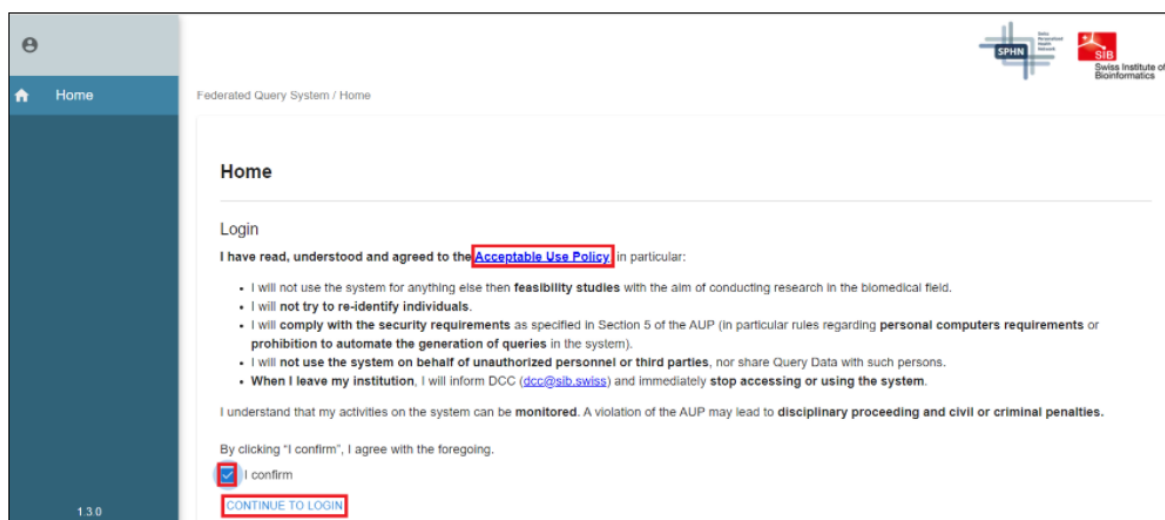
4 Login to the FQS

4.1 From **Quick Access** tiles in the BioMedIT Portal's **Home**, click on **Federated Query System** icon:



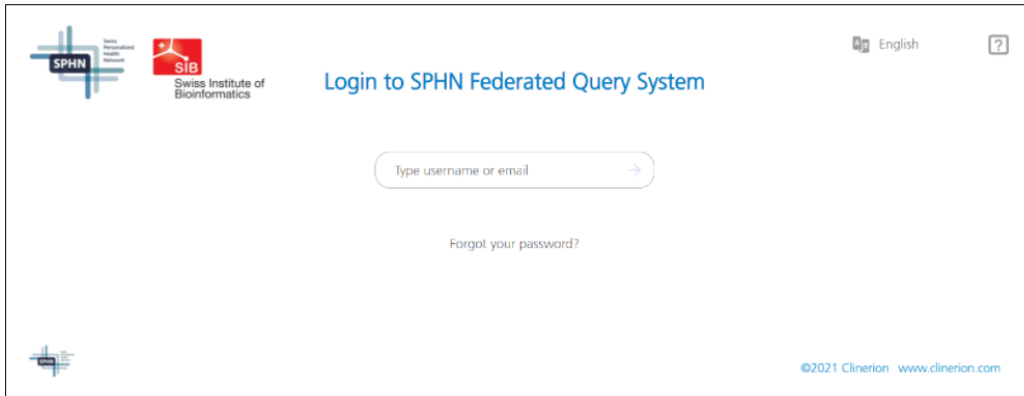
4.2 The **Login** page will be displayed.

- a. Read the **Acceptable Use Policy**
- b. Select **I confirm** when the you read and understood the **Acceptable Use Policy**
- c. Click on **CONTINUE TO LOGIN**

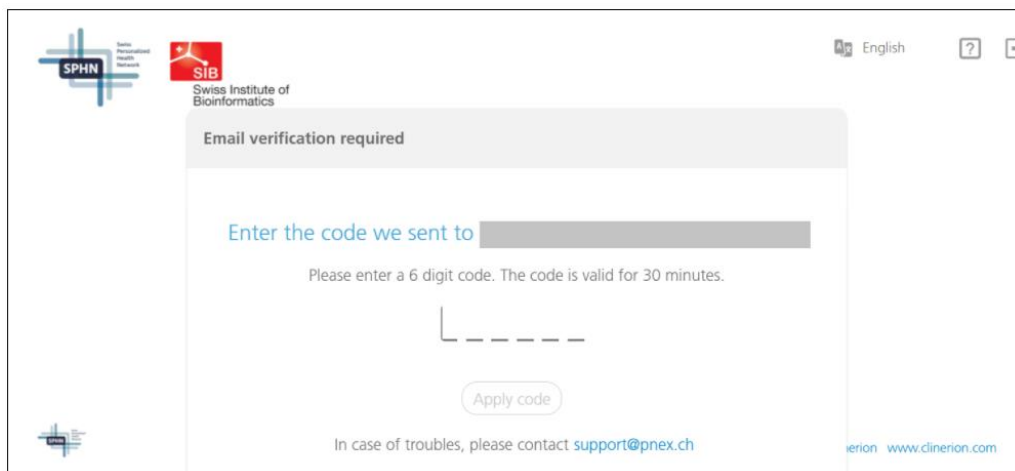


4.3 The **Login to the SPHN Federated Query System** page will be displayed.

- a. Enter your username or email. You can find your username in the confirmation email you received from the DCC.
- b. Click on the '→' icon

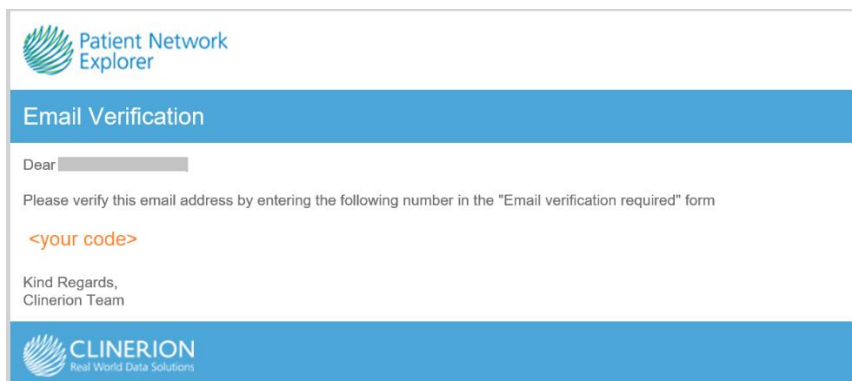


4.4 The **Email Verification** page will be displayed asking you to enter a 6-digit code.



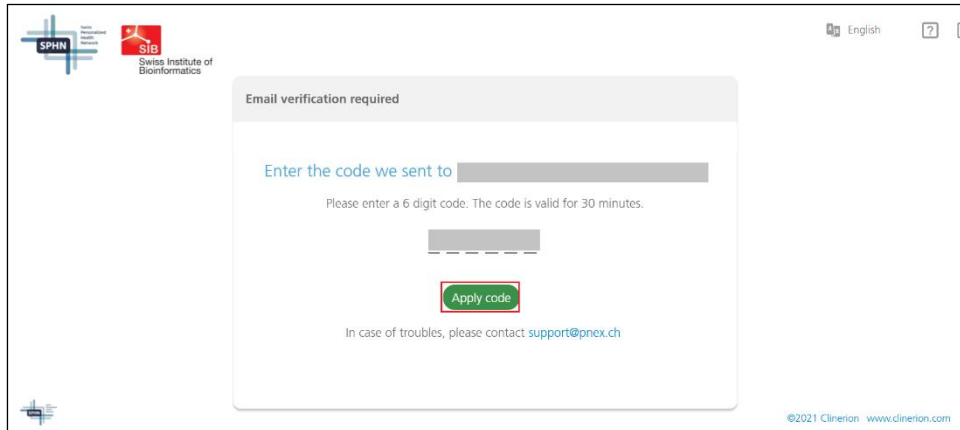
4.5 Check your inbox. You would have received an email with the code:

- a. Copy the code
- b. Return to the **Email Verification** page



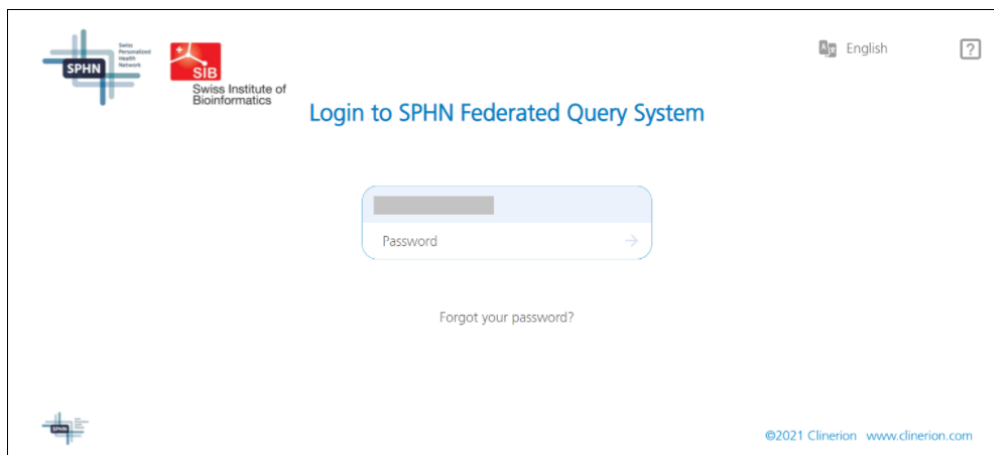
4.6 In the **Email Verification** required page

- a. Enter the code you received by email and click on **Apply code**



4.7 You will be prompted to enter your password.

- a. Enter your password



4.8 If your credentials are correct, you must have logged in to the Federated Query System successfully.

5 Resources

- To check or update your linked organizational identities, go to [SWITCH edu-ID - My edu-ID](#)
- For instructions to manage your SWITCH edu-ID, go to [Creating a SWITCH Edu-ID - SPHN DCC](#)
- For detailed instructions for creating queries & using system, go to [FQS FAQs](#)