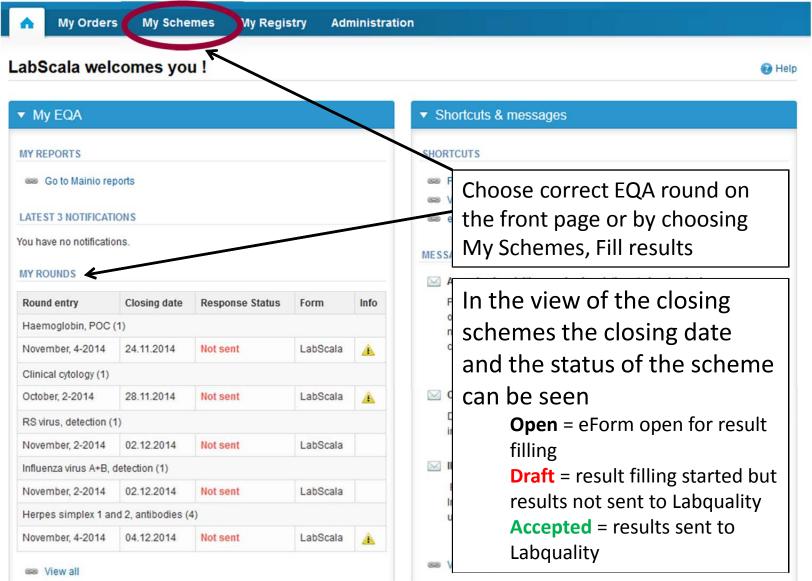


How to fill in results Gram stain, colonies (5040)

Quick guide for result reporting

- 1. Start from LabScala home page by choosing My Schemes —> Fill results -> choose correct round.
- 2. Add Specific Contact, choose Next.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- 5. Reporting results: Answer questions.
- 6. Save your results as Save as final. Move to next specimen by choosing Next.
- 7. Validate your results and if needed, update them, finally choose Accept and send results.

Result reporting



3

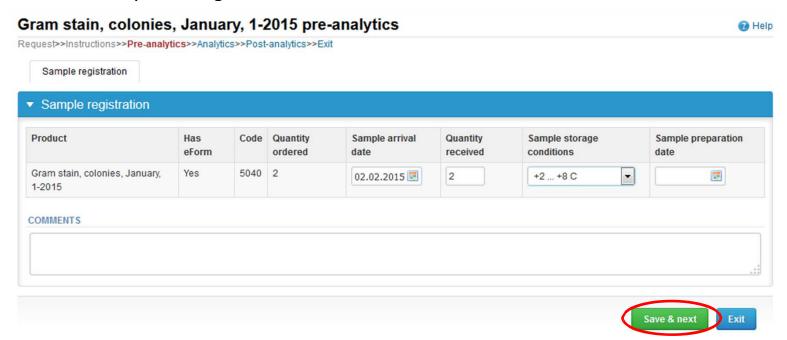
Request

- After opening the scheme the request page is opened with the following information
 - Product: Here it can be seen what and how much has been ordered (e.g. Gram stain, colonies (2) means 2 sets of samples ordered)
 - Instructions: Scheme specific instructions can be read and printed
 - Pre-analytics: Sample arrival date, quantity received, sample storage conditions etc.
 - Analytics: analyte-specific results can be filled
 - Postanalytics: Validate results
 - Exit: Back to the front page
- Also the scheme specific contact information is filled here
 - The contact person receives reminders and important scheme-specific information
 - At least one contact person needs to be named!



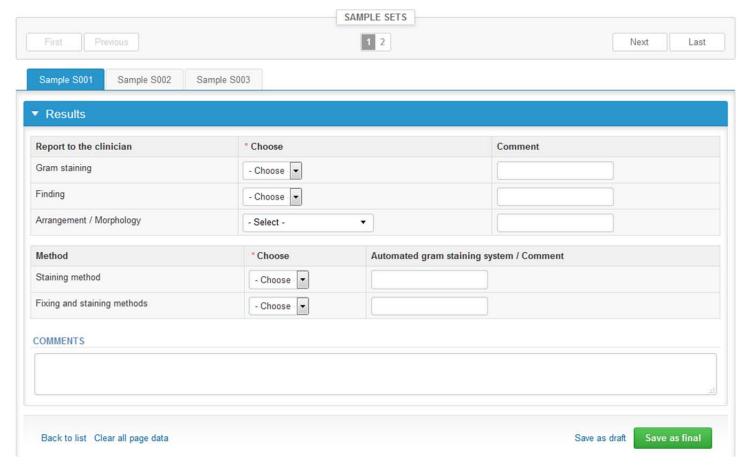
Pre-analytics

- In Pre-analytics, the following is asked
 - Sample arrival date
 - Quantity received: How many sample sets were received
 - Sample storage condition: How have the samples been stored before analysis (refrigerator, room temperature, freezer, other)
 - Sample preparation date: If done, if not, can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"



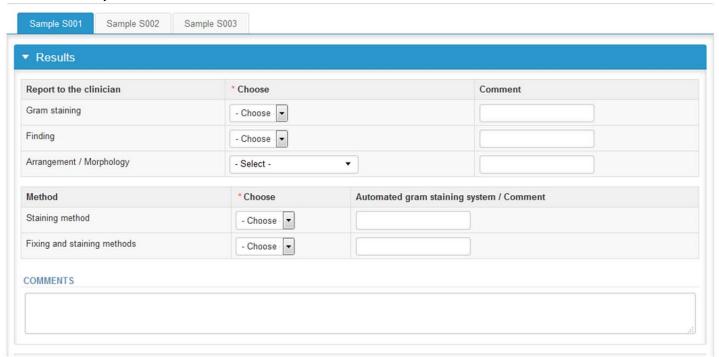
Results

- In Analytics the analyte-specific results can be filled
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If the scheme has multiple samples, the samples are listed on top of the result form (e.g. S001, S002 and S003)



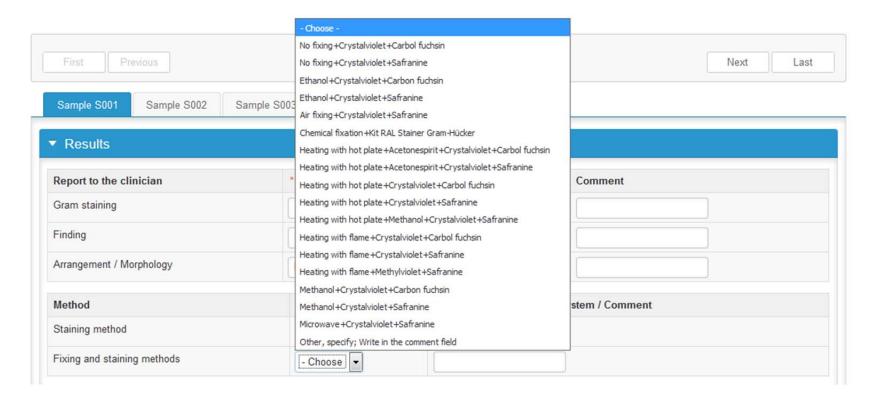
Results – Report to the clinician

- Answer to the questions in the "Report to the clinician" part.
- "Gram staining" and "Finding" are mandatory fields!
- Note! Multiple species are not encountered in the specimens
- If needed, you can write comments in the comment fields



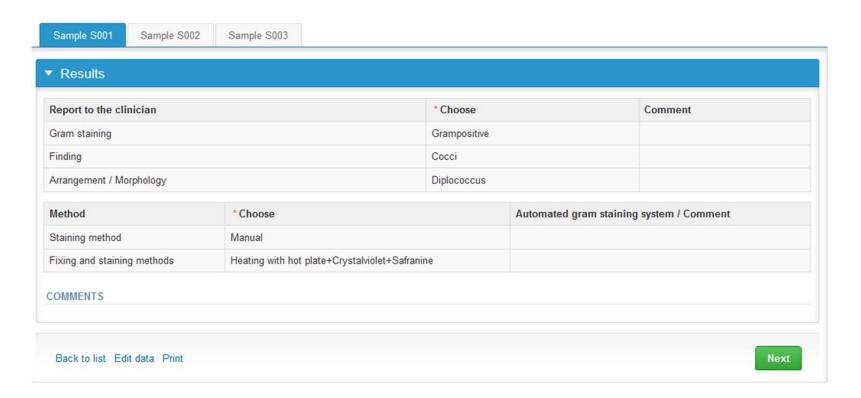
Results - Method

- Choose the correct staining method from the dropdown list. If you choose "Automated gram staining system", please write the name of the system in the comment field.
- Next choose the "Fixing and staining method". If you choose "Other, specify", please specify
 in the comment field.



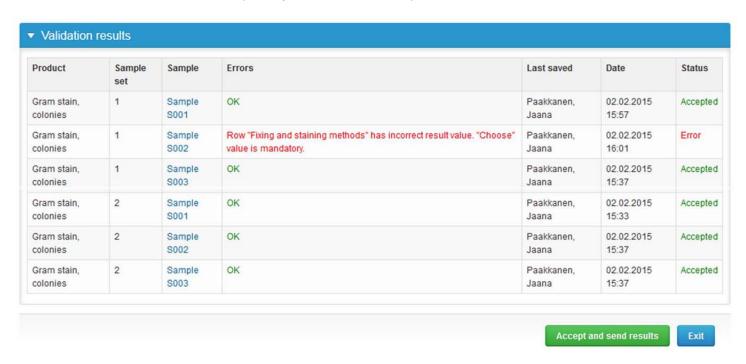
Results

- Finally, select
 - "Save as final" if you see the results as being final
 - "Save as draft" if you do not yet want to send in the results. Results are not processed in Labquality
- If you want to edit your data, choose "Edit data"



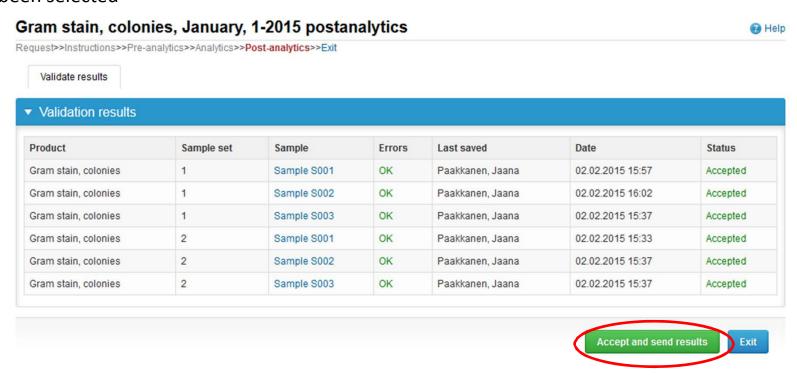
Post-analytics

- Next the user is taken to the result validation.
 - Product: What part of the process is being validated
 - Sample set: Which sample set is being validated
 - Sample: Which sample is being validated
 - Errors: If there are analyte-specific validation limit errors these are shown here
 - Last saved: The user who has saved the results
 - Date: Date of last saving
 - Status: Status of the results (Accepted, Draft, Error)



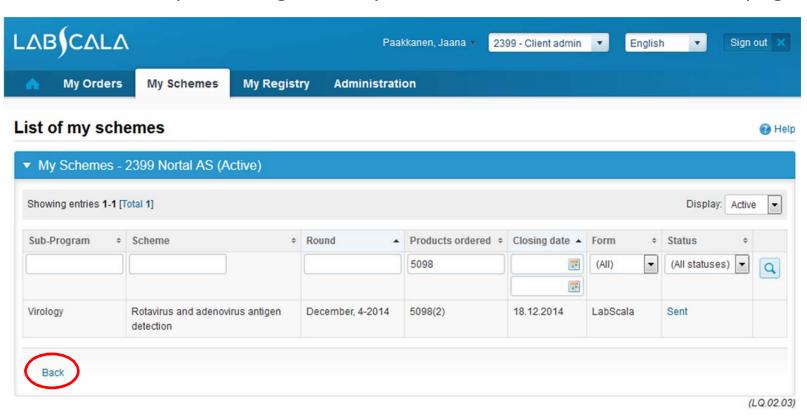
Post-analytics

- The results can be edited by selecting the correct sample
- When all of the states are such that the results can be sent to Labquality, select "Accept and send results"
- If you wish not to send the results yet, select "Exit"
- The results can be edited as long as the round is open, even if "Accept and send results" has been selected

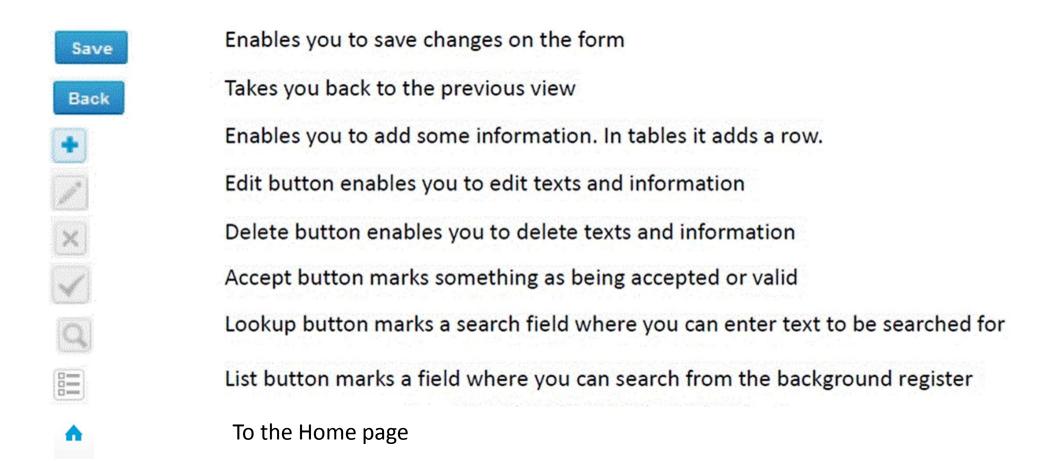


Exit

 After selecting "Accept and send results" you will be taken back to my schemes list. By choosing "Back" you will be taken back to the front page.



LabScala buttons



Questions?

- In case you have questions, please contact:
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