



How to fill in results and
add your own devices
Alcohols

Getting started 1-2-3



The image shows the LabScala login interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Login with username and password" is displayed. There are two input fields: "Username:" and "Password:". Below the "Password:" field, there is a blue "Login" button and a link "Forgot your password?".

AUTH.01.1



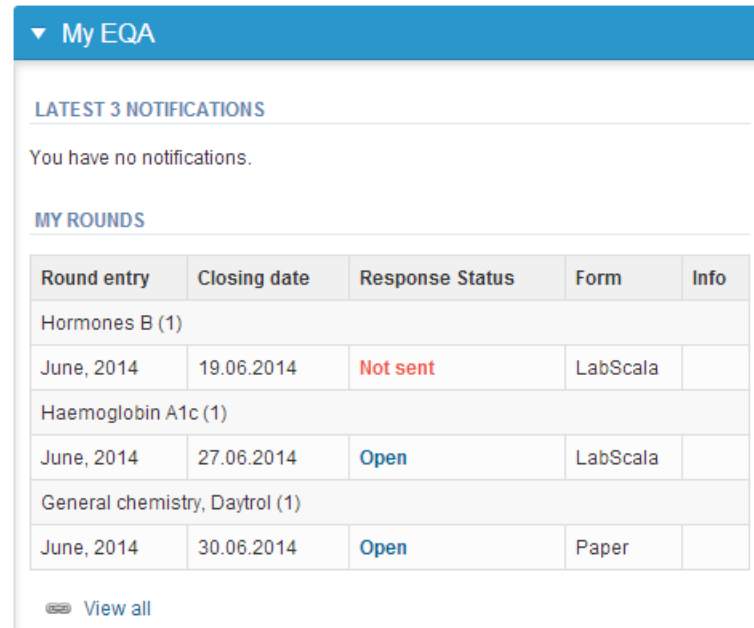
The image shows the LabScala password change interface. At the top is a blue header with the LabScala logo and name. Below the header, the title "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field, there are two buttons: "Change" and "Back".

OS5.2

1. Login with your username and password.
2. If you use LabScala for the first time: Login using the existing Mainio (participant services) password
3. Change the password
 - Password needs to have 9 characters, one of which needs to be a letter and one a number
 - This will be your new administrator password
 - If you are already familiar with LabScala, use your own login name and password to access your account
4. Start using LabScala

Filling results

- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the next 3 closing schemes the closing date and the status of the scheme can be seen
 - **Open** = eForm open for result filling
 - **Not sent** = result filling started but results not sent to Labquality
 - **Accepted** = results sent to Labquality



The screenshot shows a user interface for 'My EQA'. It features a blue header with a dropdown arrow and the text 'My EQA'. Below the header, there are two sections: 'LATEST 3 NOTIFICATIONS' and 'MY ROUNDS'. The 'LATEST 3 NOTIFICATIONS' section contains the text 'You have no notifications.'. The 'MY ROUNDS' section contains a table with the following data:

Round entry	Closing date	Response Status	Form	Info
Hormones B (1)				
June, 2014	19.06.2014	Not sent	LabScala	
Haemoglobin A1c (1)				
June, 2014	27.06.2014	Open	LabScala	
General chemistry, Daytrol (1)				
June, 2014	30.06.2014	Open	Paper	

At the bottom of the table, there is a link labeled 'View all' with a small icon to its left.

Filling results

- The eForms can be accessed also from "My Schemes" in the header
 - **Fill results:** access to eForms that are open for result filling
 - **View all:** access to a list of all ordered schemes
 - **Mainio:** other Internet – surveys and e-schemes



Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:
 - **Request:** Important round-specific information
 - **Instructions:** Printable instruction letter
 - **Pre-analytics:** Sample delivery information
 - **Analytics:** Enter your results
 - **Post-analytics:** Validation of the results (check and save)
 - **Exit:** Back to the front page
- Access to the next step of the process can be done after the previous step is completed



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
 - **Delivery:** samples sent from Labquality
 - **Opening:** Result filling /eForm is opened
 - **Closing:** eForm is closed
 - **Status:** status of the scheme (Open, Draft, Final as before)
- Also the scheme specific contact information is filled here
 - The contact persons receive reminders and important scheme-specific information
 - **At least one contact person needs to be named!**

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Ethylene glycol in serum(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala
Ethanol+Methanol +Isopropanol in serum(2)					
	07.10.2014	07.10.2014	29.10.2014	Draft	LabScala
Ethanol+Methanol +Isopropanol in whole blood(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala
Ethylene glycol in whole blood(2)					
	07.10.2014	07.10.2014	29.10.2014	Accepted	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
xxx	testi.testaaja@testi.fi	 

► Coordinator contact information

Next

Exit

Filling results

- First add your **scheme-specific** contact info by pressing plus – sign
- Fill in name and email address or phone number (you can add as many contact persons as you like)
- **Save** and choose Next

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

Add scheme contact person

▼ Add/edit scheme contact person

* Name:

Email:

Phone:

Back

Instructions

- In Instructions the scheme-specific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

Alcohol determinations, October, 2014 instructions

 Help

Request>>**Instructions**>>Pre-analytics>>Analytics>>Post-analytics>>Exit

7506-Alcohol determina...

Specimens

Sample 1: **S021**,
Sample 2: **S022**,
Sample 3: **S023**,
Sample 4: **S024**,
Sample 5: **S025** and
Sample 6: **S026** are whole blood or serum preparations according to your order.

Two samples contain different concentrations of ethanol. One sample contains other alcohols.
Samples 3 and 6 contain only ethylenglycol.
The samples contain 1% sodium fluorid and an anticoagulant.

Note

Quality control specimens derived from human blood must be handled with the same care as patient samples, i.e. as potential transmitters of serious diseases. The specimens are found to be HBs-Ag and HIV-Ab negative when tested with licensed reagent, but no known test method can offer complete assurance that the specimens will not transmit these or other infectious diseases.

Directions for use

The specimens are stored at 2 ... 8 °C. They are ready for use and should be analysed as patient samples.

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"

Sample registration

▼ Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Ethylene glycol in serum, October 2014	Yes	2517	2	11.09.2014	<input type="text" value="2"/>	+2 ... +8 C	18.09.2014
Ethanol+Methanol +Isopropanol in serum, October 2014	Yes	2511	2	11.09.2014	<input type="text" value="2"/>	+2 ... +8 C	18.09.2014
Ethylene glycol in whole blood, October 2014	Yes	2516	2	11.09.2014	<input type="text" value="2"/>	+2 ... +8 C	18.09.2014
Ethanol+Methanol +Isopropanol in whole blood, October 2014	Yes	2510	2	11.09.2014	<input type="text" value="2"/>	+2 ... +8 C	18.09.2014

COMMENTS

Results – how to start

- In Analytics page the 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. Sample S001 and Sample S002)
- Result filling is started by selecting the measurement day
- Saved device can be chosen from the dropdown list in the result form
- If you do not have your devices saved, select add device from the dropdown list

Sample S001

Sample S002

▼ Ethanol + methanol+isopropanol, whole blood measurement results for Sample S001

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
18.09.2014	B -Ethanol	001	Vitros 5,1 FS	Vitros ALC slides	1,0	g/L
	B -Methanol					
	B -Isopropanol					

COMMENTS

[Back to list](#) [Edit data](#)

Next

Own devices

(adding crp instrument here as an example)

- In your devices list you are able to see all your devices that you have saved in LabScala
- If you have saved no devices, the list is empty
- Adding devices is done by selecting "New device"

The screenshot shows the 'My registry' section of the LabScala interface. The top navigation bar includes 'My Schemes', 'My registry' (selected), and 'Administration'. Below this is the 'Devices list' header with a 'Help' icon. A blue bar with a dropdown arrow and the text 'Devices' is visible. The main content area is empty, with a 'New device' button circled in red. Below the main area is a search bar with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client'. A 'Display: Active' dropdown is also present. A second 'New device' button is located at the bottom right of the interface.

Client: 1999 Labquality Oy

Client code: 1999

DEVICE

Access to the background register

* Instrument:

* Manufacturer:

Nickname: * :

3 digit code or free text. Check instructions!

* Start date:

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date:

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

Client system ID:

USED FOR MEASURING SCHEMES

Product

- Choose -

Active



ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Free text – fields. If something is written, LabScala searches the background register for matches.

Hint! If you write a part of your instrument name you do not need to fill in the manufacturer, LabScala does it for you!

Please make sure that you use your 3-digit code in all your devices in the Nickname – field!

Back

Save

Client: 1999 Labquality Oy

Client code: 1999

DEVICE

* Instrument:

* Manufacturer:

Nickname: * :

3 digit code or free text. Check instructions!

Fill in the **start date** when you started to use this device. This date must be earlier than the date when you analyze the samples.

* Start date:

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date:

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

Client system ID:

Fill in your own **system ID** for this device

USED FOR MEASURING SCHEMES

Product

- Choose -

Active



ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

You can also fill in **end date**, after this date this device is not valid on this scheme (you can leave it also empty).
Fill in the **location** of this device, for example Room 110.

Back

Save

Client: 1999 Labquality Oy

Client code: 1999  

DEVICE

* Instrument: 

* Manufacturer: 

Nickname: * :

3 digit code or free text. Check instructions!

* Start date: 

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.


End date: 

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

Client system ID:

USED FOR MEASURING SCHEMES

Product	Active
<input type="text" value="- Choose -"/>	

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Dropdown menu. Select the scheme in which you want this device to be used. Add it by pressing the Active – plus – sign on the right.

Back

Save

1. Check that the analyte is active

USED FOR MEASURING SCHEMES

Product

[+] C-reactive protein (CRP), quantitative methods

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="checkbox"/>	<input type="text"/>
CRP		<input type="checkbox"/>	

- Choose -

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Additional information if needed

2. Add the reagent info by clicking the Analyte-text

3. Back to My devices or Save

Adding reagent

Product wise device definition ? Help

▼ Add device's reagent info for Analyte CRP

* Reagent manufacturer:

* Reagent:

* Measure unit:

Free text – fields. If something is written, LabScala searches the background register for matches.

Remember to save!

Choose your unit!

Access to background register

Saving device information

▼ Modify device

Client: 2399 Nortal AS

DEVICE

Instrument: Afinion AS100
 Manufacturer: AXIS SHIELD
 Nickname: * :
3 digit code or free text. Check instructions!

* Start date:
Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

End date:
This field is not mandatory. The instrument cannot be used after the end-date.

Location:
 Client system ID:

Please make sure that you use your 3-digit code the Nickname – field!

USED FOR MEASURING SCHEMES

Product	Active
<input type="text" value="+] C-reactive protein (CRP), quantitative methods"/>	<input checked="" type="checkbox"/>
<input type="text" value="- Choose -"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

N.B. this information will not be read by Labquality, only for your internal notes

Back

After adding the reagent information, **remember to save!**

Save

Results

- There is place for comments at the end of the page
- Options for saving on this page are
 - Use "Save as draft", if you don't want to send the results yet
 - Use "Save as final", if you want to send the results to Labquality
- Back to list –button takes you back to the front page
- Clear all page data –button clears all the information on this page
- Note! If your result is above (>) or under (<) some concentration, please mark your result without space (e.g. <20).

Sample S001

Sample S002

▼ CRP measurement results for Sample S001

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
28.05.2014 	CRP	007  	QuikRead Go	QuikRead go CRP	65	mg/l

COMMENTS

[Back to list](#) [Clear all page data](#)

[Save as draft](#)

[Save as final](#)

Results

- If "Save as final" was selected the results are saved and the table is closed. The data can be edited by selecting "Edit data" from the bottom of the page
- By selecting "Next" LabScala takes you automatically to the next sample or sample set to be filled

Sample S001

Sample S002

▼ CRP measurement results for Sample S001

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
28.05.2014	CRP	007	QuikRead Go	QuikRead go CRP	65	mg/l

COMMENTS

[Back to list](#) [Edit data](#)

[Next](#)

Post-analytics

- When all of the results have been filled the user is taken to Post-analytics for result validation
 - **Product:** what part of the process is being validated
 - **Sample set:** which sample set is being validated
 - **Sample:** which sample
 - **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, Open, Error)

▼ Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open

Accept and send results

Exit

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

Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Rauvo, Päivi	13.06.2014 09:30	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	1	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Accepted
C-reactive protein (CRP), quantitative methods	2	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Draft
C-reactive protein (CRP), quantitative methods	2	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	3	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	4	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S001	OK	Rauvo, Päivi	13.06.2014 10:48	Open
C-reactive protein (CRP), quantitative methods	5	Sample S002	OK	Rauvo, Päivi	13.06.2014 10:48	Open

Accept and send results

Exit

Exit

- After selecting "Exit" you will be taken back to the front page

LabScala welcomes you !

[? Help](#)

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS


Round entry	Closing date	Response Status	Form	Info
Parasites in faeces, virtual microscopy (1)				
April, 2014	18.06.2014	Not sent	LabScala	⚠
Rotavirus and adenovirus antigen detection (4)				
June, 2014	19.06.2014	Not sent	LabScala	⚠
Coeliac disease (1)				
June, 2014	26.06.2014	Not sent	LabScala	⚠

▼ Shortcuts & messages

SHORTCUTS

- Place orders
- View reports
- e-schemes
- Fill results (Mainio)
- Go to Mainio

MESSAGES

 **LabScala videos on YouTube**

As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.

In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube account at [http://www.youtube.com](#)

LabScala buttons

A blue rectangular button with the word "Save" in white text.

Enables you to save changes on the form

A blue rectangular button with the word "Back" in white text.

Takes you back to the previous view



Enables you to add some information. In tables it adds a row.



Edit button enables you to edit texts and information



Delete button enables you to delete texts and information



Accept button marks something as being accepted or valid



Lookup button marks a search field where you can enter text to be searched for



List button marks a field where you can search from the background register



Takes you back to the front page

Questions?

- In case you have questions, please contact:
Pirjo Makkonen
pirjo.makkonen@labquality.fi

Jonna Pelanti
jonna.pelanti@labquality.fi
- In order to help our customers use LabScala we have created short LabScala-videotutorials for the most used functions: login, adding users, adding devices, how to use the eForms etc. The videos can be found on LabScala's own YouTube-account at <https://www.youtube.com/user/LabScala>