How to fill in results and add your own devices Ammonium ion

Getting started 1-2-3

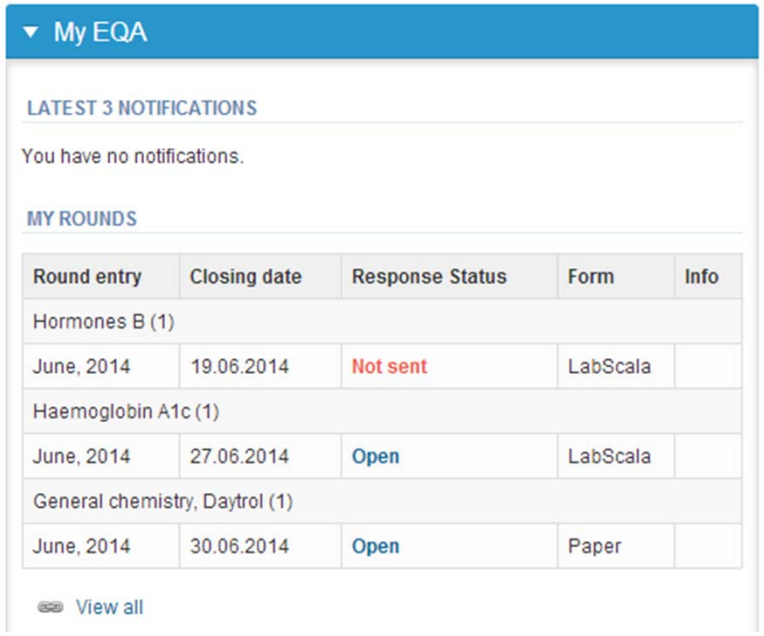
AUTH.01.1

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



Filling results

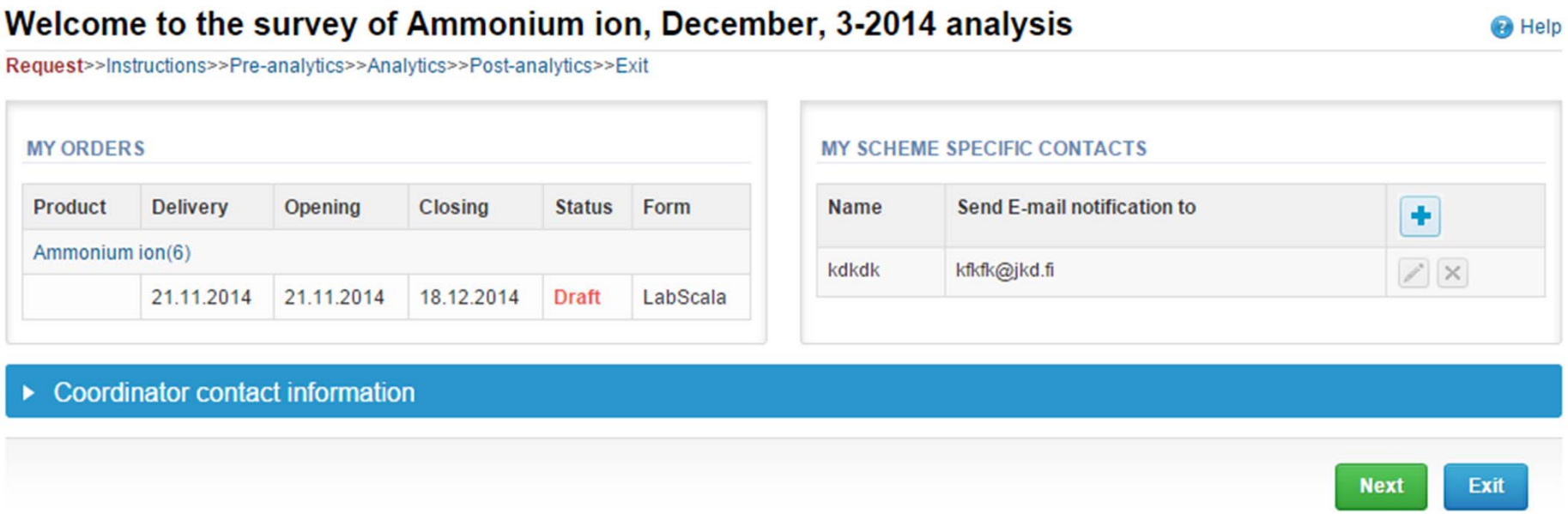
- The eForms can be accessed also from ”My Schemes” in the header
  - **Fill results:** access to eForms that are open for result filling
  - **View all:** access to a list of all ordered schemes
  - **Mainio:** other Internet – round and e-schemes

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

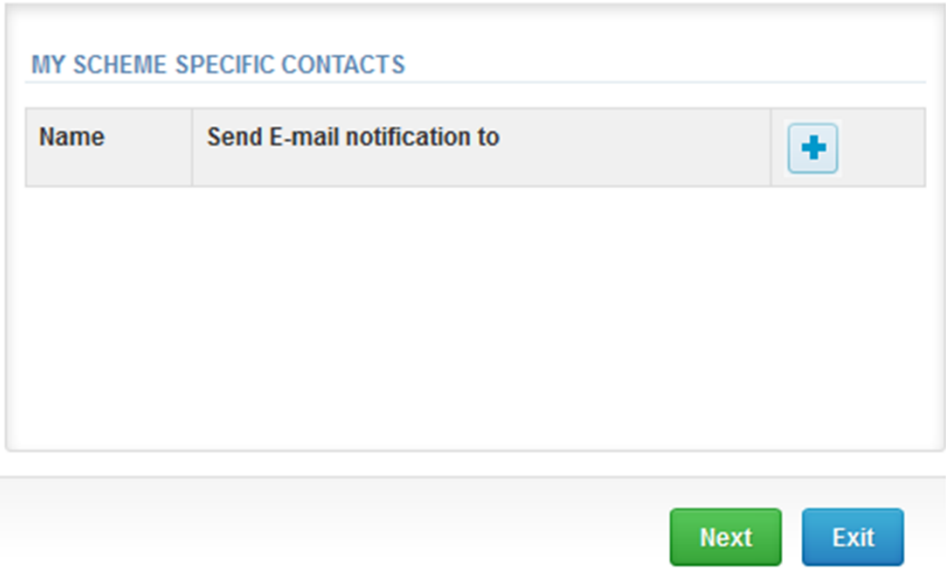
Request

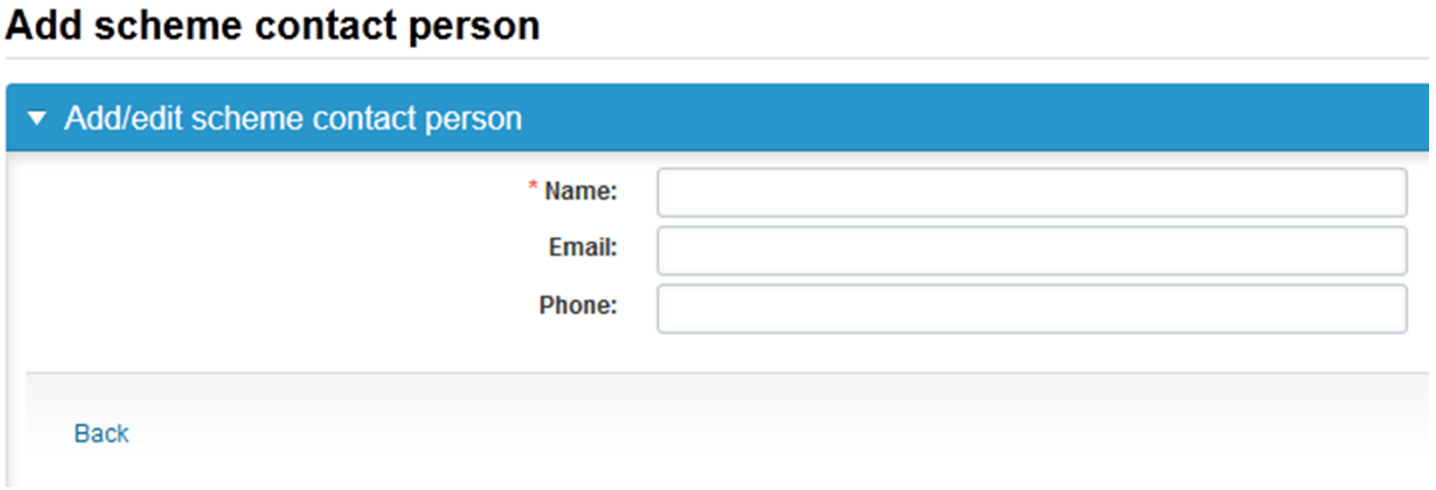
- After opening the scheme the request page is opened with the following information
  - **Product**: here it can be seen what and how much has been ordered
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** eForm is closed
  - **Status:** 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!**



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



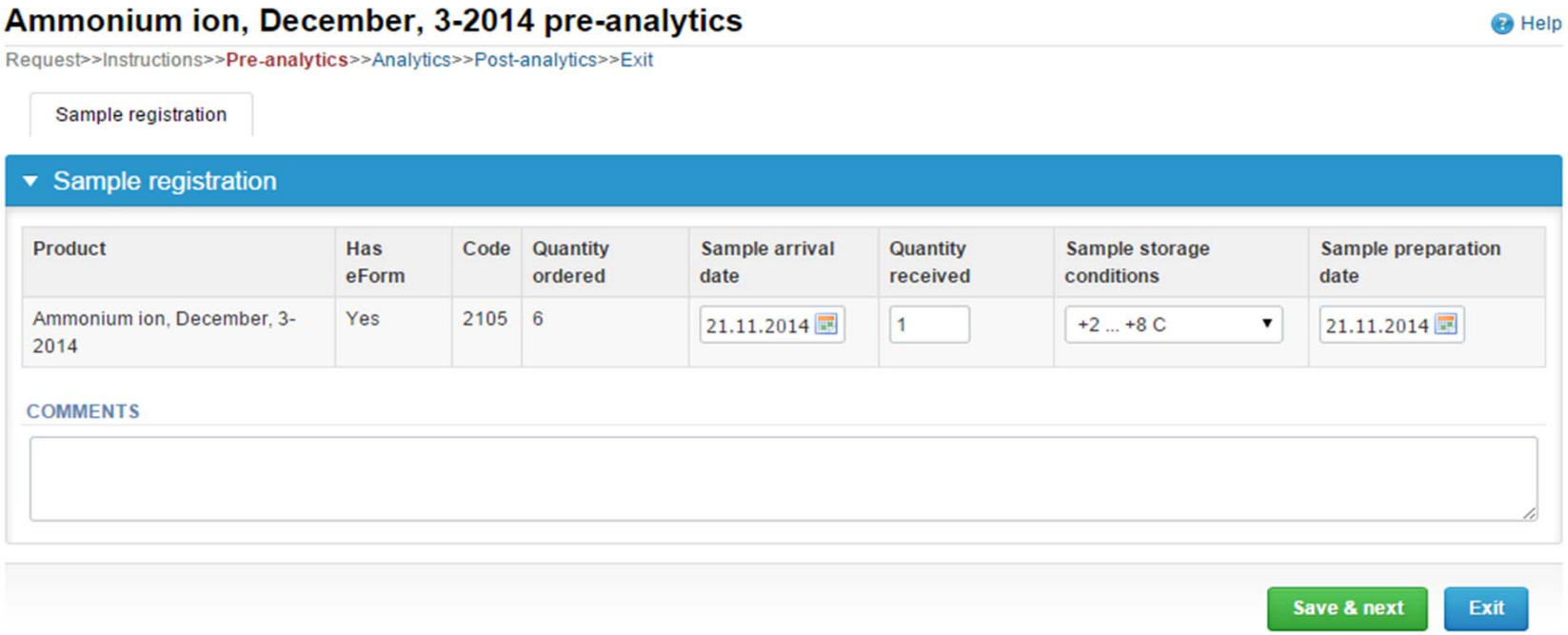


Instructions

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

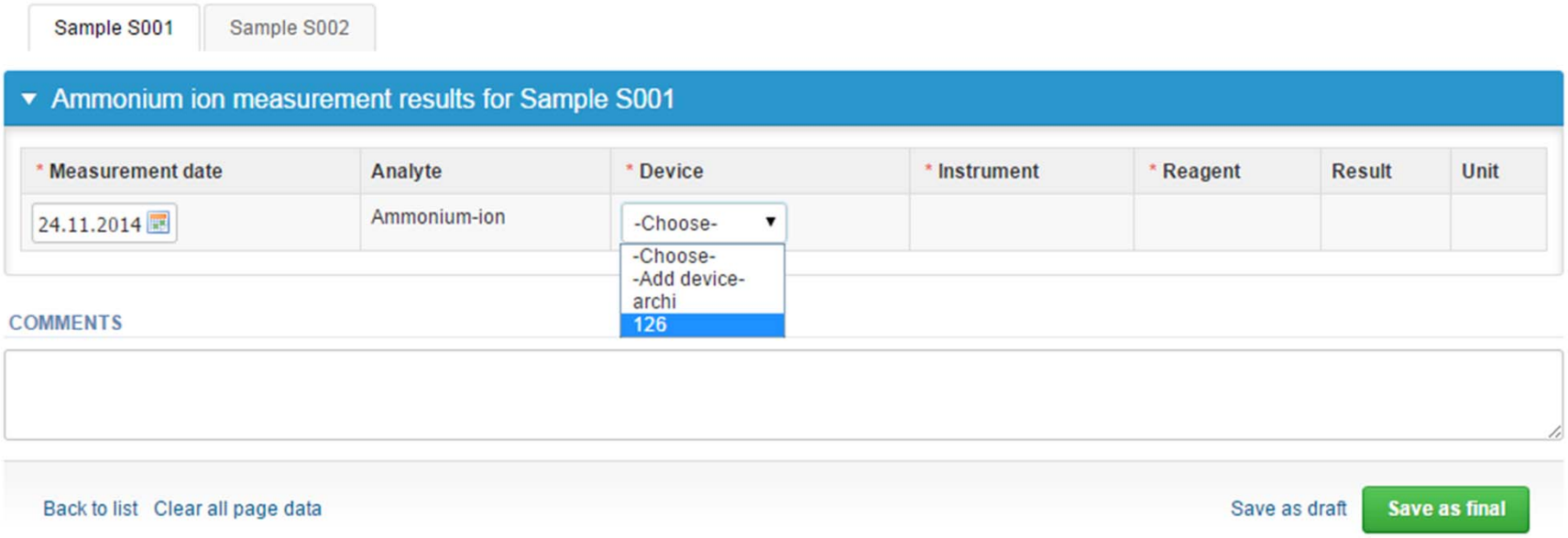
Pre-analytics

- 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”



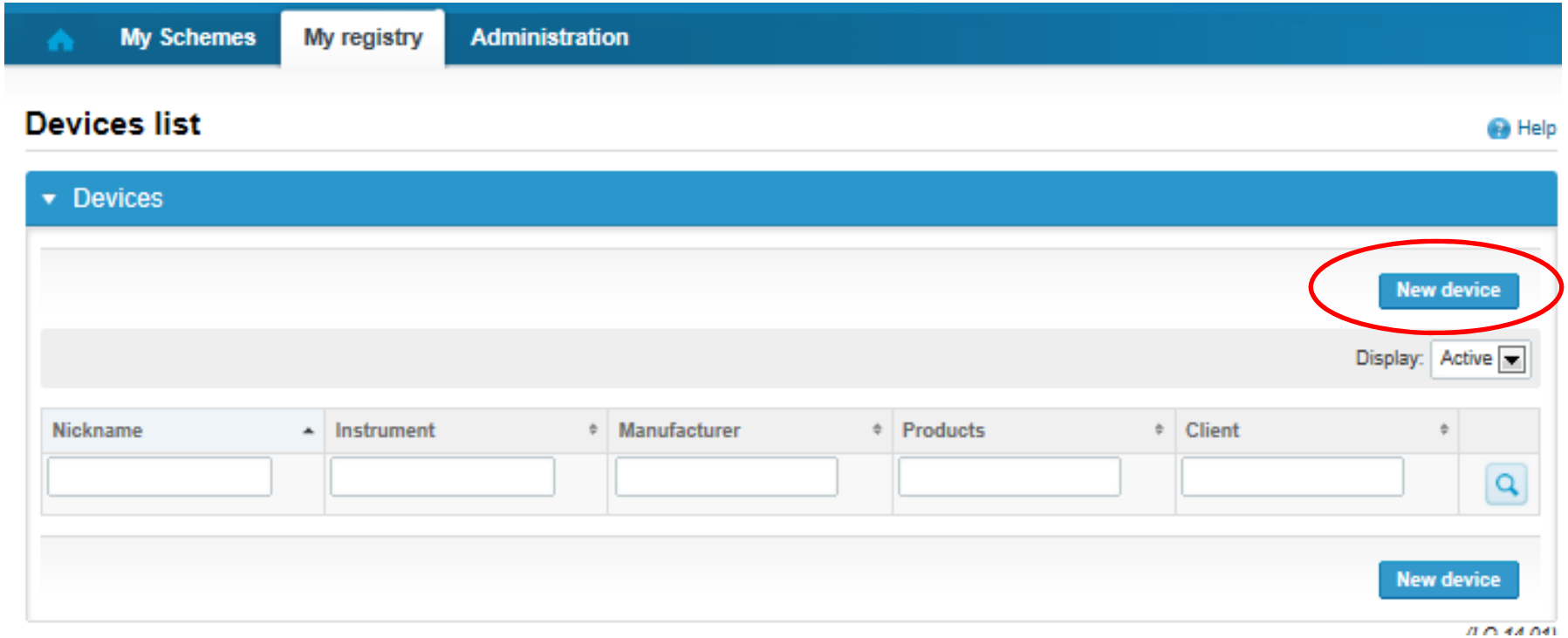
Results – how to start

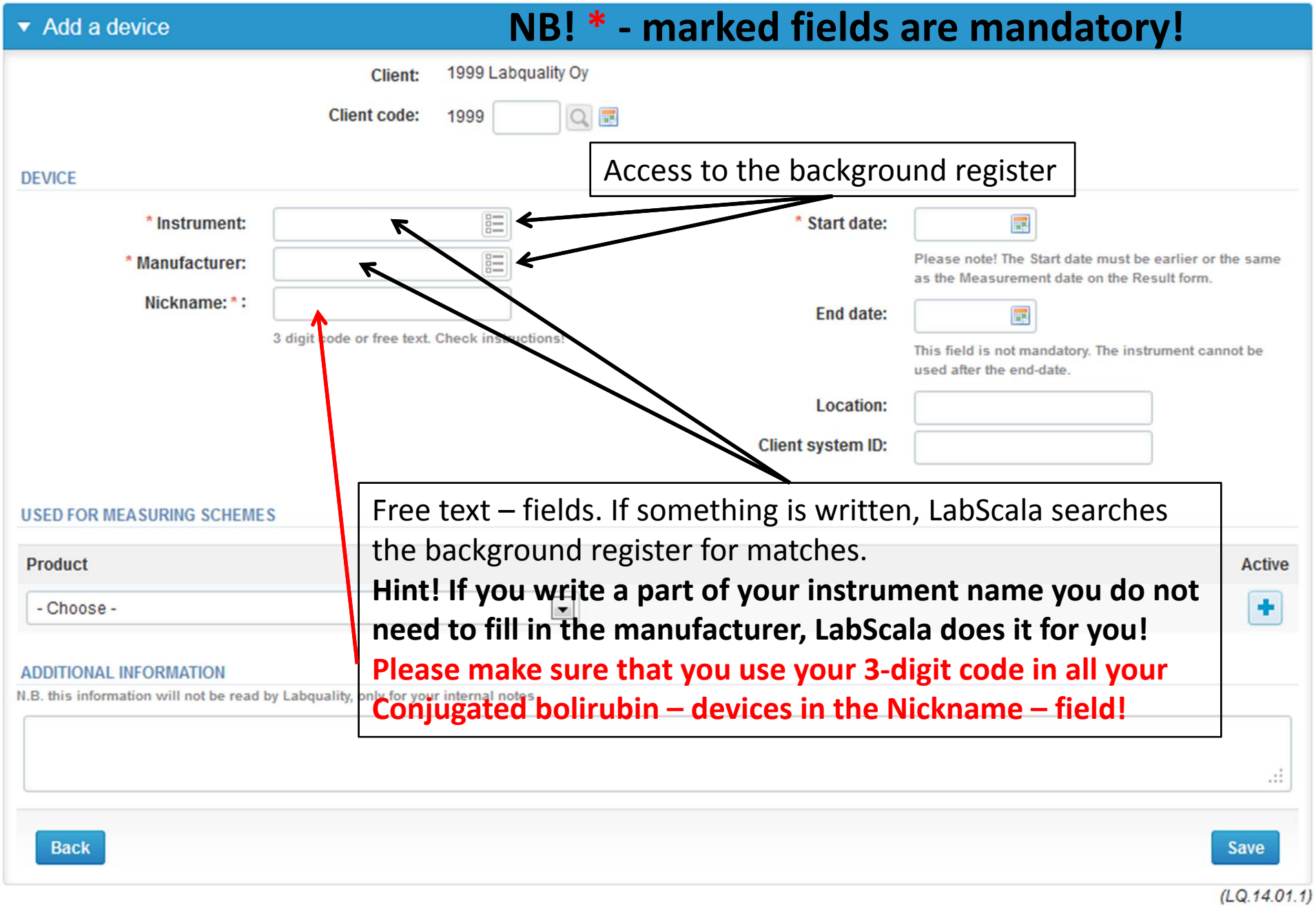
- In Analytics page the results can be filled
- If you have ordered multiple sample sets, the sets can be seen on the top of this view
- If the scheme has multiple samples, the samples are listed on top of the result form (e.g. Sample S001 and Sample S002)
- Result filling is started by selecting the 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

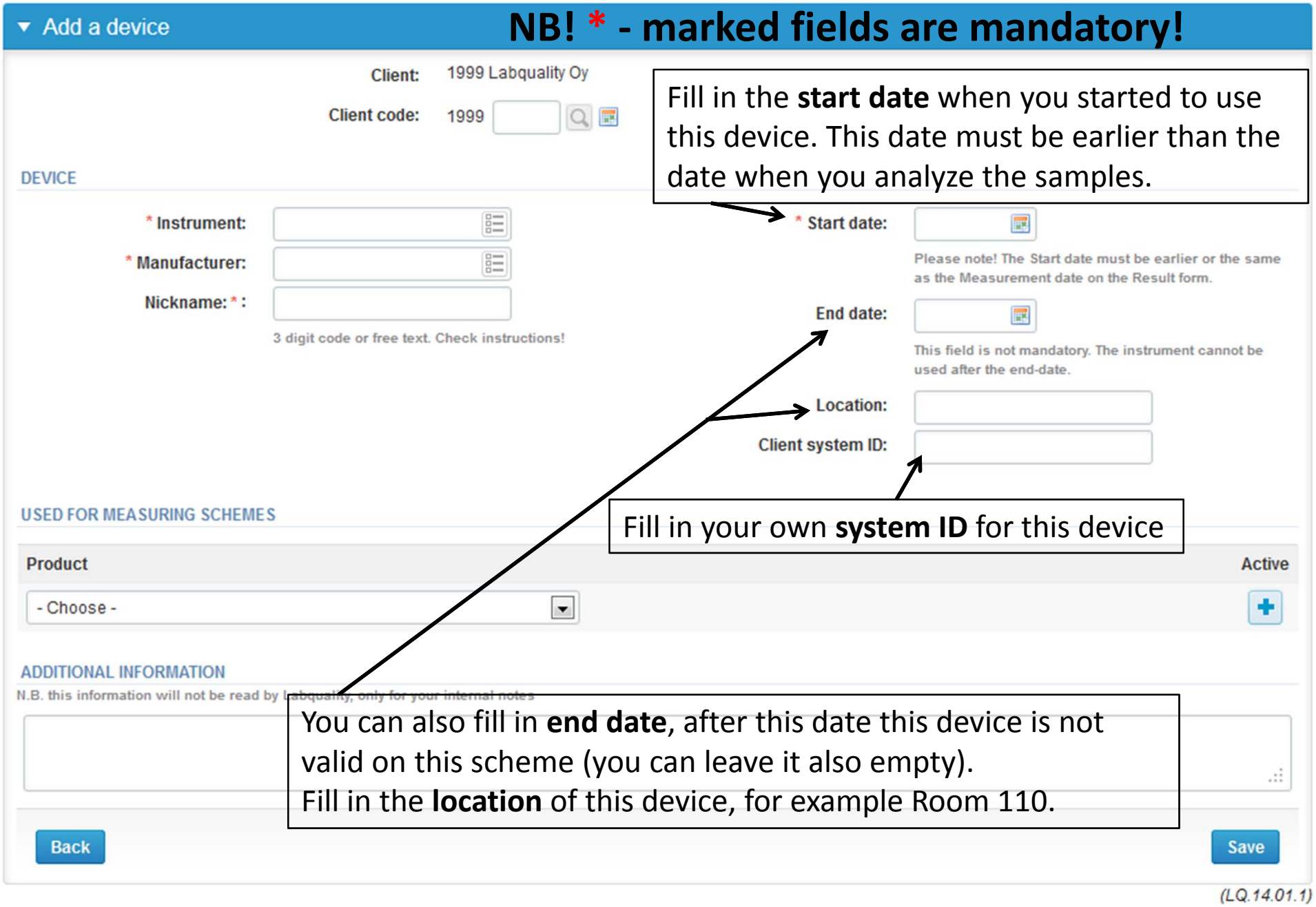


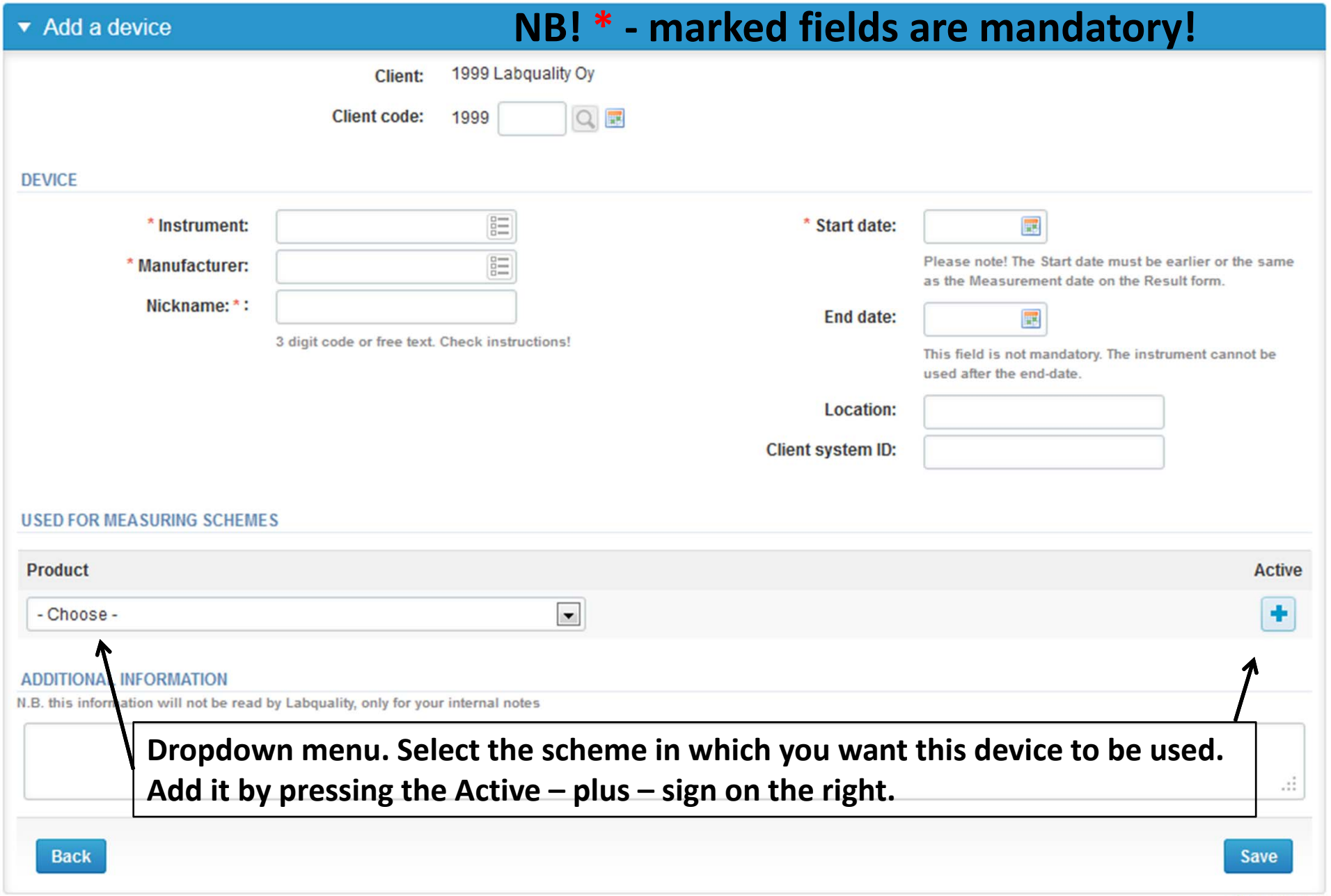
Own devices

- 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”

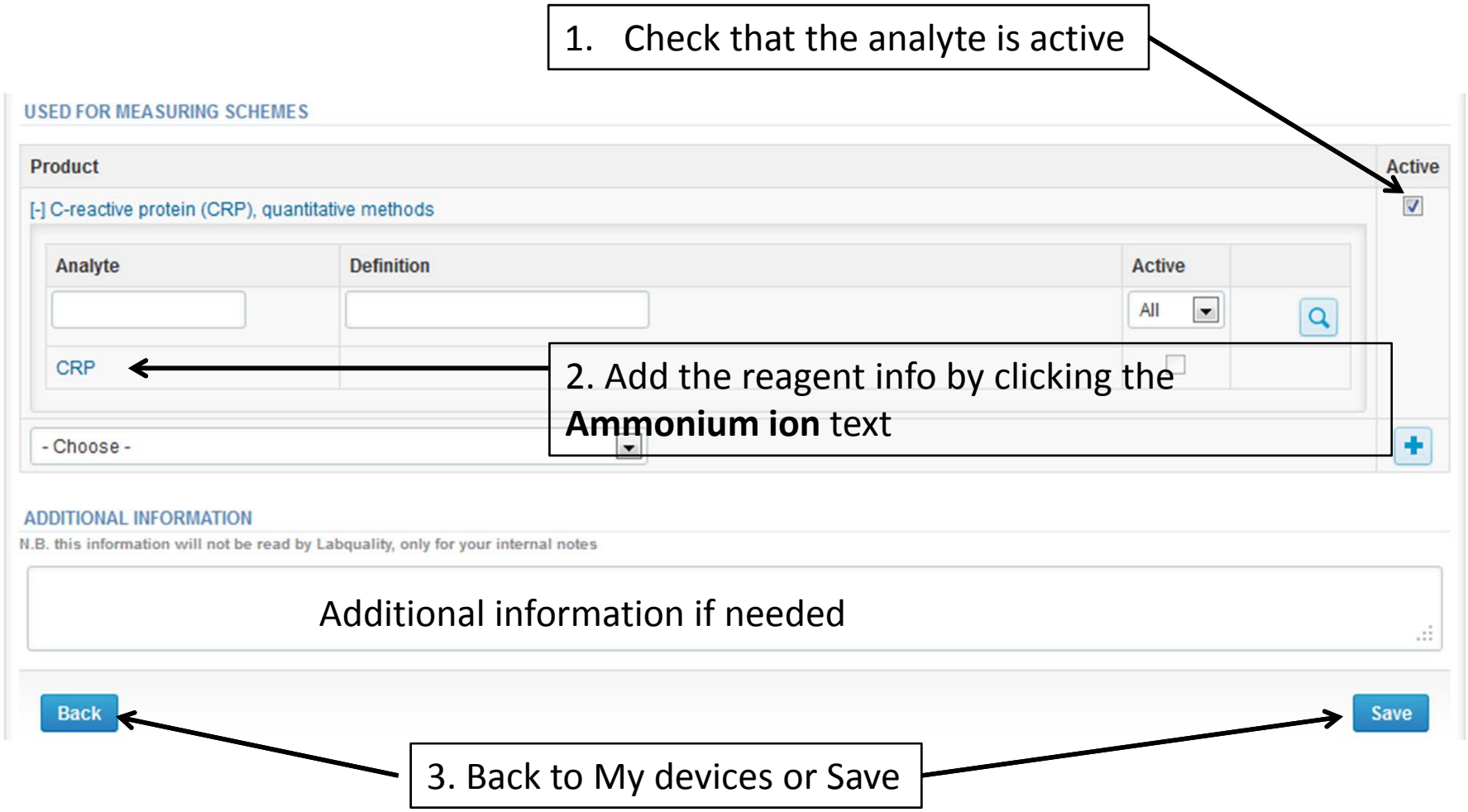



Add a device
NB! * - marked fields are mandatory!
Client: 1999 Labquality Oy
Client code: 1999
DEVICE
Access to the background register
* Instrument:
* Manufacturer:
Nickname: * :
3 digit code or free text. Check instructions!
* Start date:
Please note! The Start date must be earlier or the same as the 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:
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 Conjugated bolirubin – devices in the Nickname – field!
USED FOR MEASURING SCHEMES
Product
Active
- Choose -
ADDITIONAL INFORMATION
N.B. this information will not be read by Labquality, only for your internal notes
Back
Save
(LQ.14.01.1)

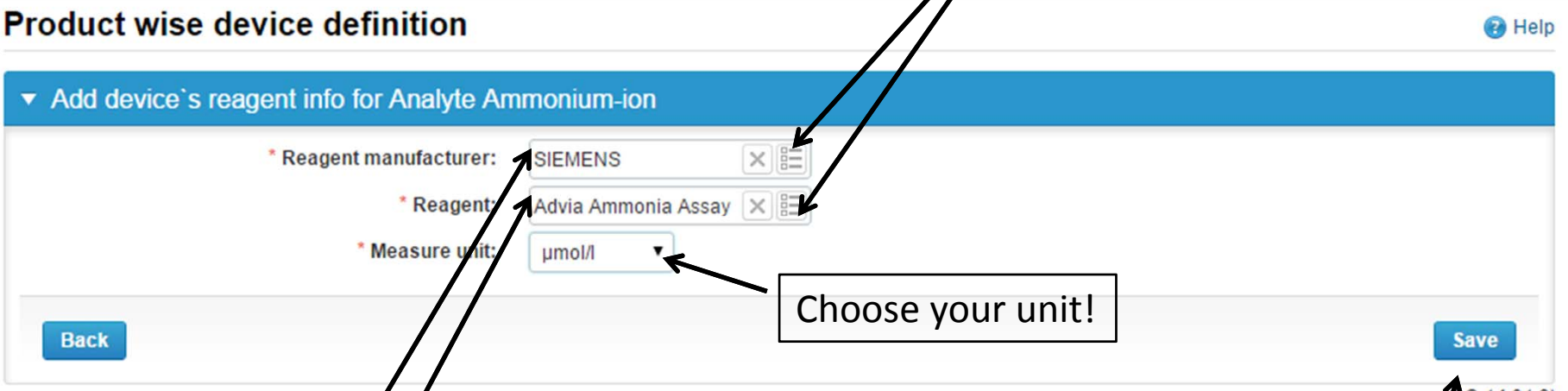

Add a device
NB! * - marked fields are mandatory!
Client: 1999 Labquality Oy
Client code: 1999
DEVICE
* Instrument:
* Manufacturer:
Nickname: * :
3 digit code or free text. Check instructions!
Fill in the start date when you started to use this device. This date must be earlier than the date when you 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
Active
- Choose -
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
(LQ.14.01.1)


Add a device
NB! * - marked fields are mandatory!
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
- 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

(LQ.14.01.1)


1. Check that the analyte is active
USED FOR MEASURING SCHEMES
Product
Active
[-] C-reactive protein (CRP), quantitative methods
Analyte
Definition
Active
All
CRP
2. Add the reagent info by clicking the **Ammonium ion** text
- Choose -
ADDITIONAL INFORMATION
N.B. this information will not be read by Labquality, only for your internal notes
Additional information if needed
Back
Save
3. Back to My devices or Save

Adding Ammonium ion reagent



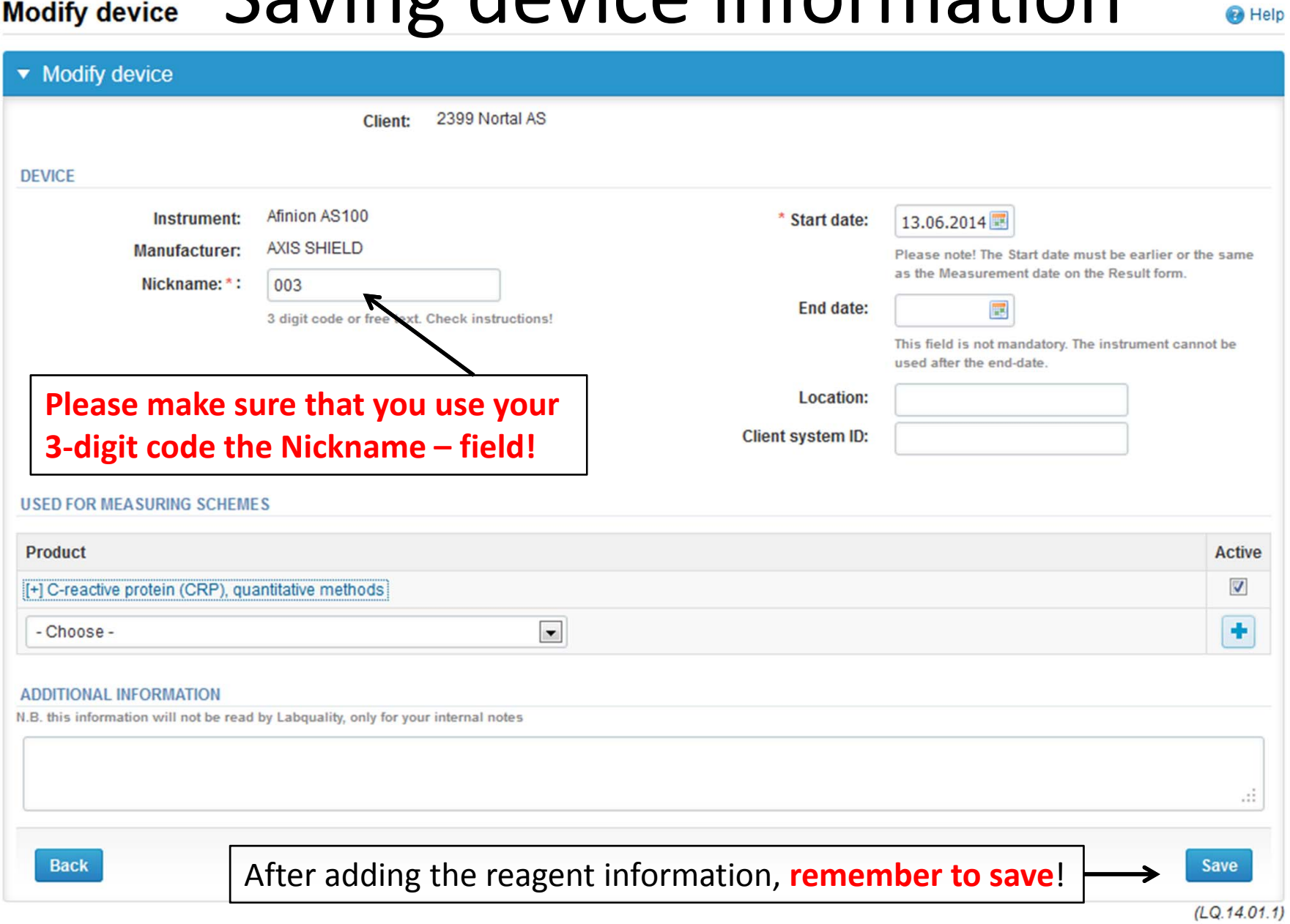
Access to background register

Choose your unit!

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

Remember to save!

Saving device information



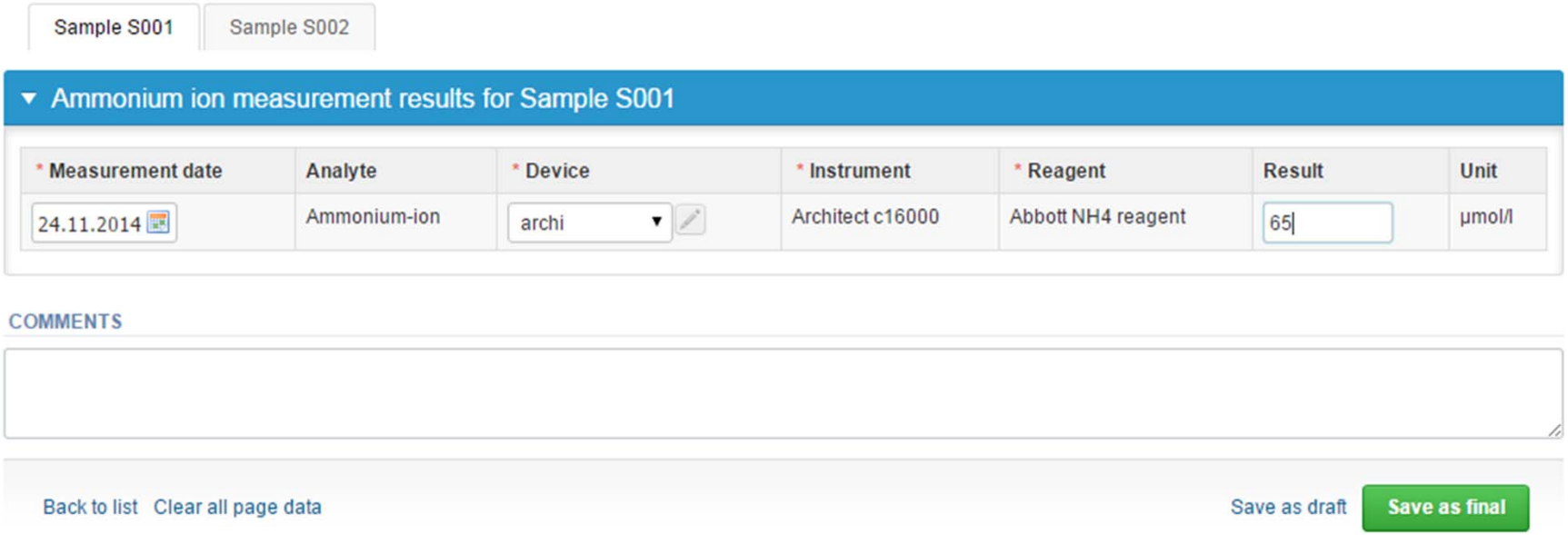
(LQ.14.01.1)

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

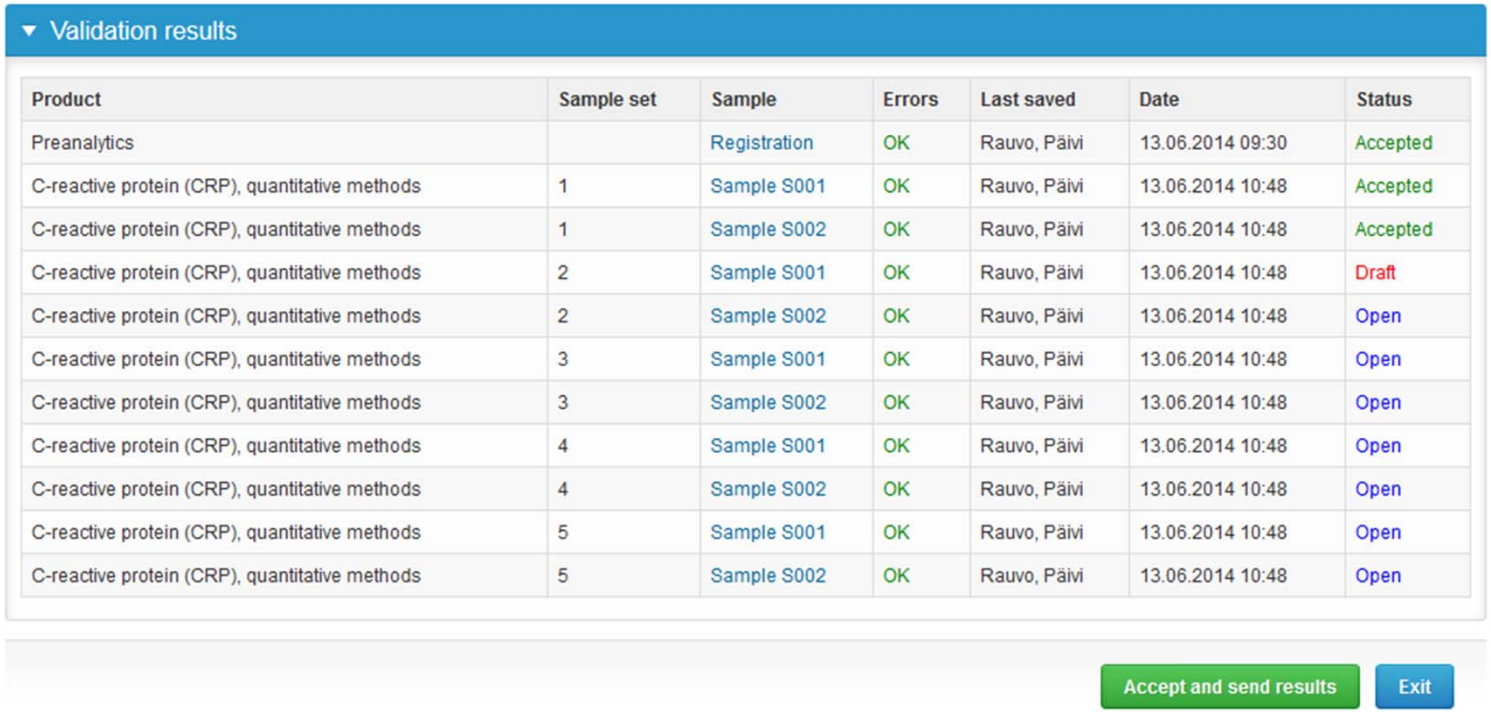
Results

- 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



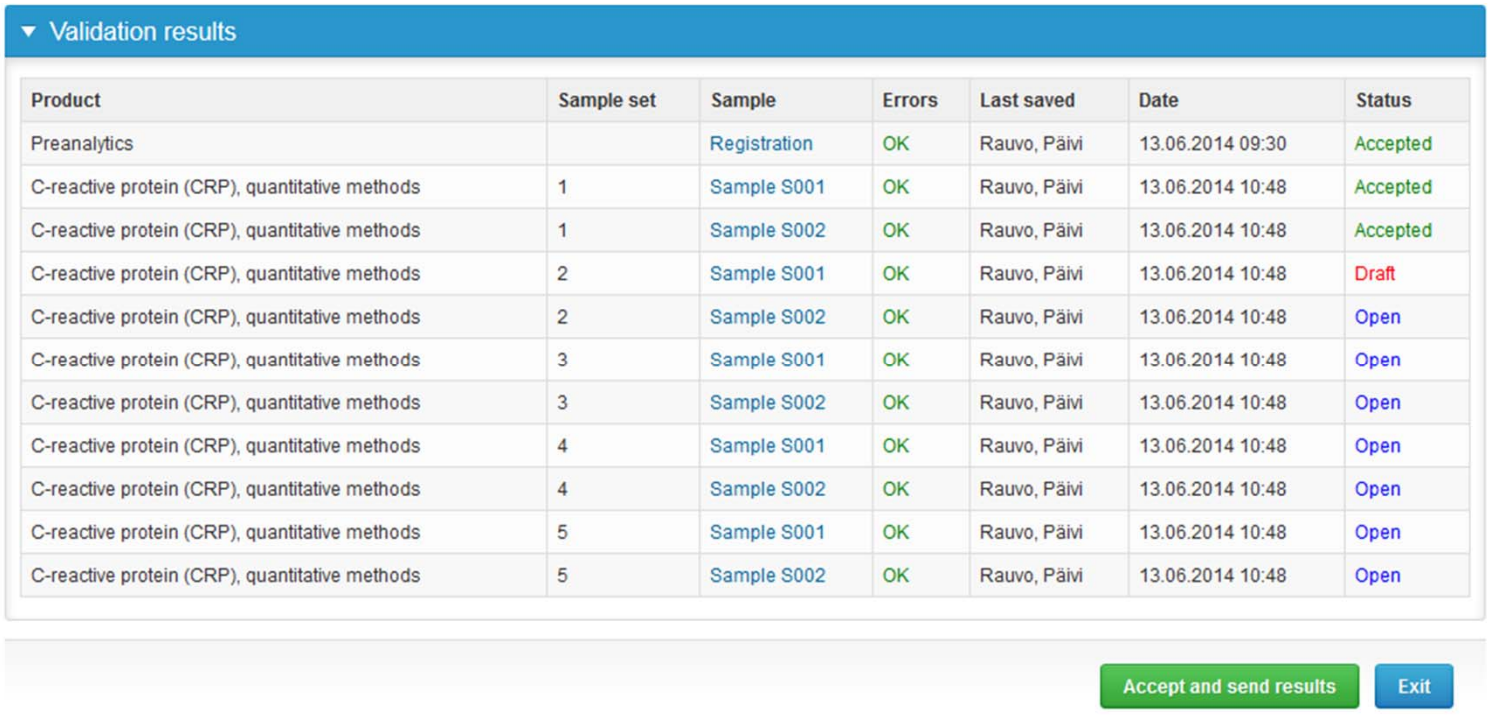
Post-analytics

- When all of the results have been filled the user is taken to Post-analytics for result validation
  - **Product:** which process or 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)



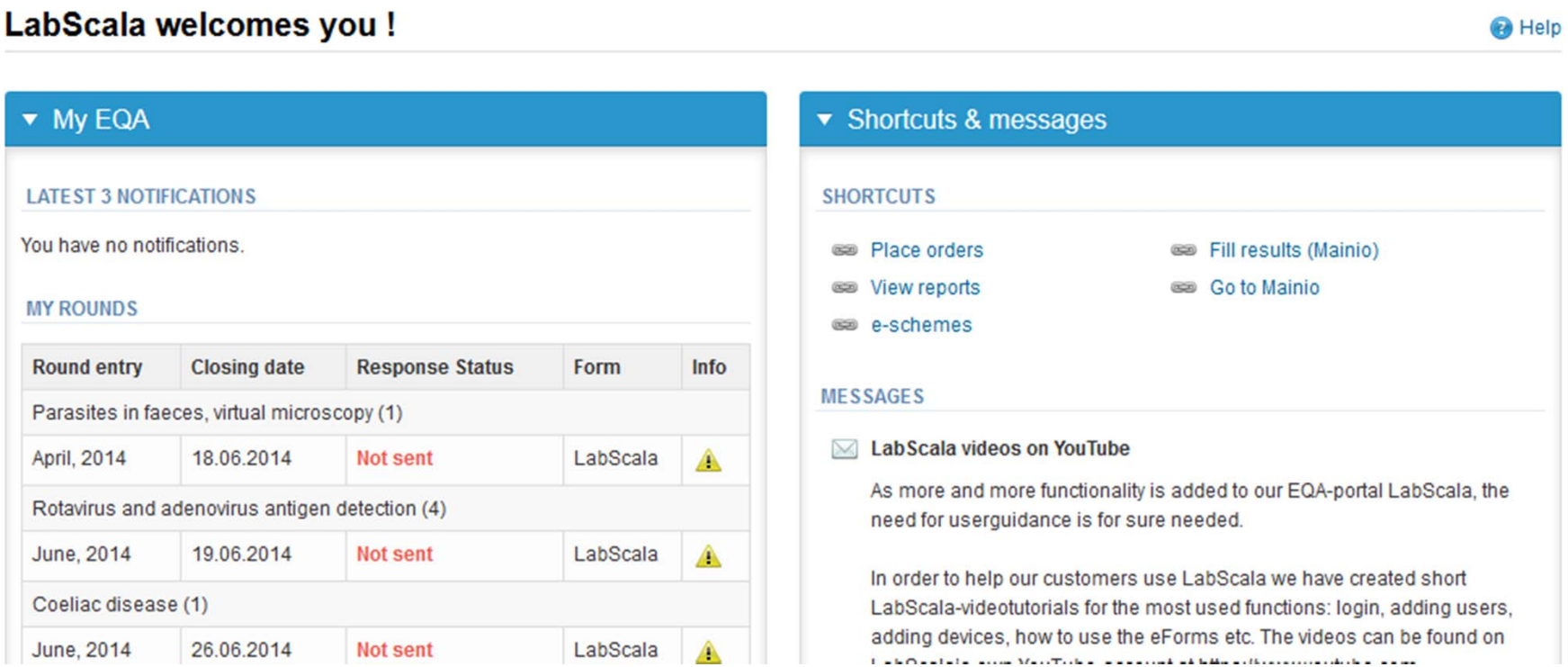
Post-analytics

- 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 ”Exit” you will be taken back to the front page



LabScala buttons

Enables you to save changes on the form

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:

  Satu Eklund
  satu.eklund@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