



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

Getting started 1-2-3



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

AUTH.01.1



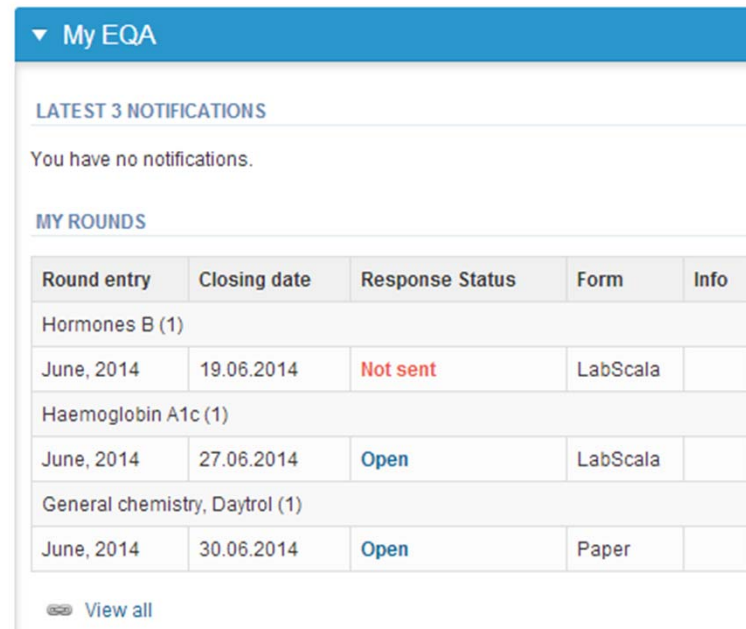
The screenshot shows the LabScala password change page. At the top is a blue header with the LabScala logo and name. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the "Repeat new password:" field 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 is a section for 'LATEST 3 NOTIFICATIONS' which states 'You have no notifications.' This is followed by a section for 'MY ROUNDS' containing 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 that says '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 – 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!**

Welcome to the survey of Ammonium ion, December, 3-2014 analysis




[? Help](#)

[Request](#)>>[Instructions](#)>>[Pre-analytics](#)>>[Analytics](#)>>[Post-analytics](#)>>[Exit](#)

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Ammonium ion(6)					
	21.11.2014	21.11.2014	18.12.2014	Draft	LabScala

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
kdkdk	kfkfk@jkd.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

Ammonium ion, December, 3-2014 instructions

[? Help](#)

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

7501-Ammonium ion

Ammonium ion 3, 2014

General information

For the round-specific instruction letter please see below "Print instructions".

Print instructions

Next

Exit

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"

Ammonium ion, December, 3-2014 pre-analytics

[Help](#)

[Request](#)>>[Instructions](#)>>[Pre-analytics](#)>>[Analytics](#)>>[Post-analytics](#)>>[Exit](#)

Sample registration

▼ Sample registration							
Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Ammonium ion, December, 3-2014	Yes	2105	6	21.11.2014	1	+2 ... +8 C ▼	21.11.2014

COMMENTS

Save & next


Exit

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

▼ Ammonium ion measurement results for Sample S001

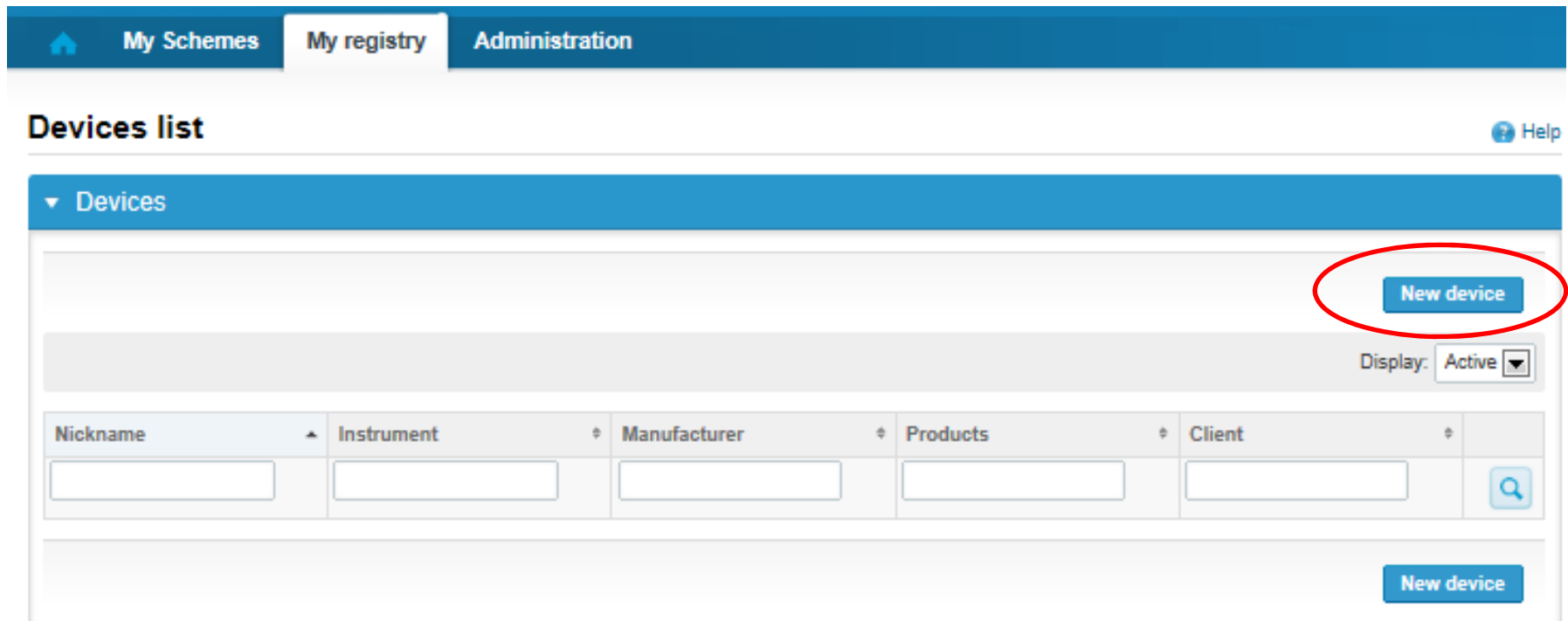
* Measurement date	Analyte	* Device	* Instrument	* Reagent	Result	Unit
24.11.2014 	Ammonium-ion	-Choose- -Choose- -Add device- archi 126				

COMMENTS

Back to list Clear all page data Save as draft **Save as final**

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"



The screenshot shows the 'My registry' section of the LabScala interface. The 'Devices list' is currently empty. A blue button labeled 'New device' is circled in red, indicating the action to add a new device. Below the button is a search bar with columns for Nickname, Instrument, Manufacturer, Products, and Client. A 'Display: Active' dropdown menu is also visible.

My Schemes My registry Administration

Devices list

Help

▼ Devices

New device

Display: Active

Nickname	Instrument	Manufacturer	Products	Client
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New device

Client: 1999 Labquality Oy

Client code: 1999

DEVICE

Access to the background register

* Instrument:



* Start date:

* Manufacturer:



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

Nickname: * :

End date:

3 digit code or free text. Check instructions!

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

Back

Save

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!

Client: 1999 Labquality Oy

Client code: 1999

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.

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:

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

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

1. Check that the analyte is active

USED FOR MEASURING SCHEMES

Product Active

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

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

- Choose - +

ADDITIONAL INFORMATION

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

Additional information if needed

Back Save

2. Add the reagent info by clicking the **Ammonium ion** text

3. Back to My devices or Save

Adding Ammonium ion reagent

Product wise device definition ? Help

▼ Add device's reagent info for Analyte Ammonium-ion

* Reagent manufacturer: SIEMENS

* Reagent: Advia Ammonia Assay

* Measure unit:

(Q.14.01.3)

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

▼ 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:

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

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


After adding the reagent information, **remember to 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

Sample S001 Sample S002

▼ Ammonium ion measurement results for Sample S001

* Measurement date	Analyte	* Device	* Instrument	* Reagent	Result	Unit
24.11.2014 	Ammonium-ion	archi  	Architect c16000	Abbott NH4 reagent	65	µmol/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

▼ Ammonium ion measurement results for Sample S001

* Measurement date	Analyte	* Device	* Instrument	* Reagent	Result	Unit
24.11.2014 	Ammonium-ion	archi  	Architect c16000	Abbott NH4 reagent	65	µmol/l

COMMENTS

[Back to list](#) [Clear all page data](#) [Save as draft](#) [Save as final](#)

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)

▼ 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

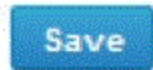
MESSAGES

✉ **LabScala videos on YouTube**

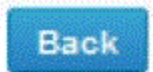
As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.

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: [LabScala on YouTube](#)

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>