LAB**S**CALA

How to fill in results and add your own devices CRP

Getting started 1-2-3

AUTH.01.1
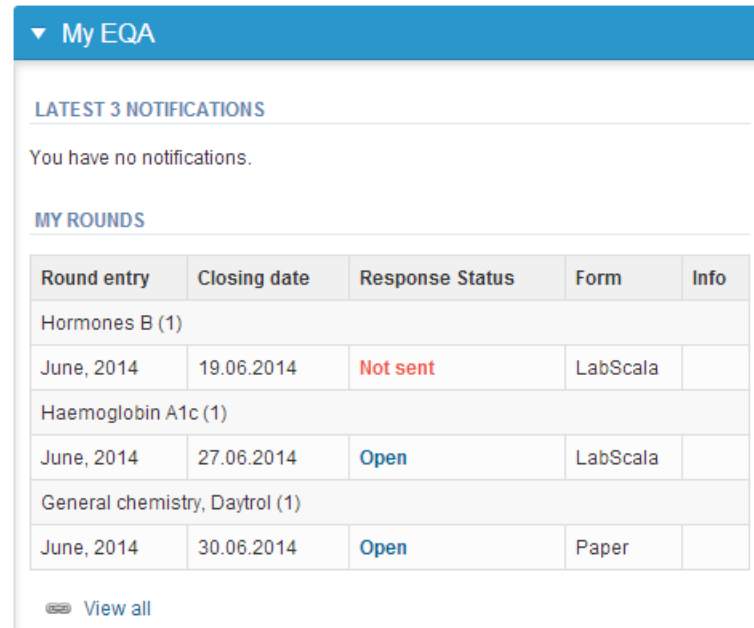
OS5.2

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

▼ My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

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	

View all

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!**

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

C-reactive protein , June, 2014 instructions

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

7351-C-reactive protein

Specimens

Specimens **Sample 1** (S001:LQ735114021) à 1 ml and **Sample 2** (S002:LQ7

Note

Quality control specimens derived from human blood must be handled with specimens are found to be HBs-Ag and HIV-Ab negative when tested with lic 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 If the result is above > some concentration, the sample should be **diluted**. If

However **< and > results** can't be processed among the numerical results, th

NOTE! If you use Orion QuikRead-method, please inform the result as it is,

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"

C-reactive protein , June, 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
C-reactive protein (CRP), quantitative methods, June 2014	Yes	2132	5	13.06.2014	5	+2 ... +8 C	

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

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

Client: 1999 Labquality Oy

Client code: 1999 [ ] 🔍 📅

Access to the background register

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: [ ]

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 CPR – 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

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)

NB! * - marked fields are mandatory!

▼ Add a device

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 CRP 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 CRP reagent

Product wise device definition   ❓ Help

▼ Add device`s reagent info for Analyte CRP

* Reagent manufacturer: ORION DIAGNOSTICA [X] [▤]

* Reagent: QuikRead go CRP [X] [▤]

* Measure unit: mg/l ▾

[Back]   [Save]

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   ❓ Help

▼ Modify device

Client: 2399 Nortal AS

DEVICE

Instrument:	Afinion AS100	* Start date:	13.06.2014 📅
Manufacturer:	AXIS SHIELD		Please note! The Start date must be earlier or the same as the Measurement date on the Result form.
Nickname: * :	003	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:	

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

USED FOR MEASURING SCHEMES

Product	Active
[+] C-reactive protein (CRP), quantitative methods	☑
- Choose - ▼	➕

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**

(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
- Note! If your result is above (>) or under (<) some concentration, please mark your result without space (e.g. <20).

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 buttons

Save   Enables you to save changes on the form

Back   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:

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- 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