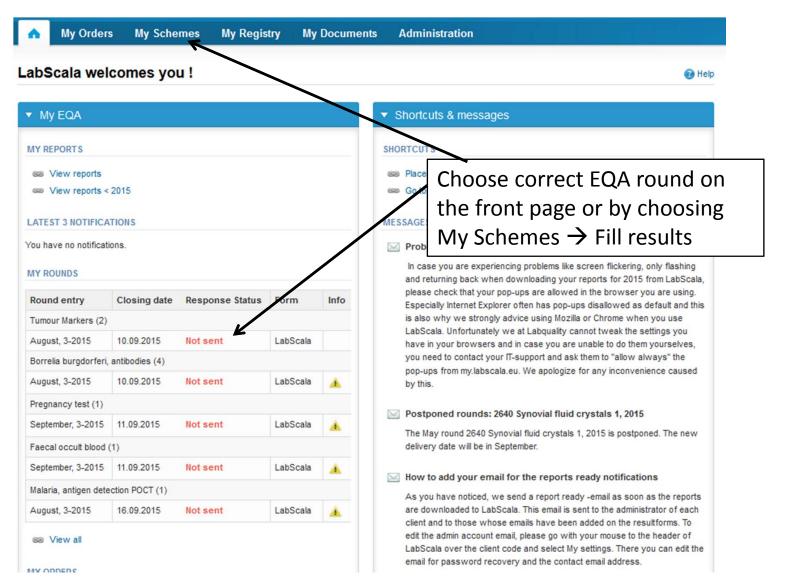


How to fill in results for EBV-Mononucleosis, heterophile antibodies, point-of-care (5640)

## Quick guide for result reporting

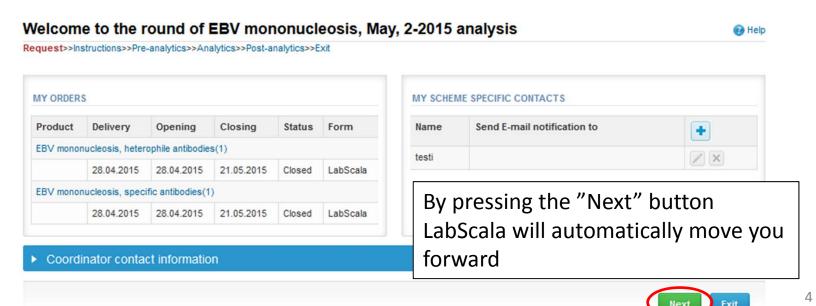
- 1. Start from LabScala home page by choosing My Schemes —> Fill results -> choose correct round.
- 2. Add Specific Contact, choose Next.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- 5. Reporting results: choose Measurement date, choose the correct finding for each analyte.
- 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



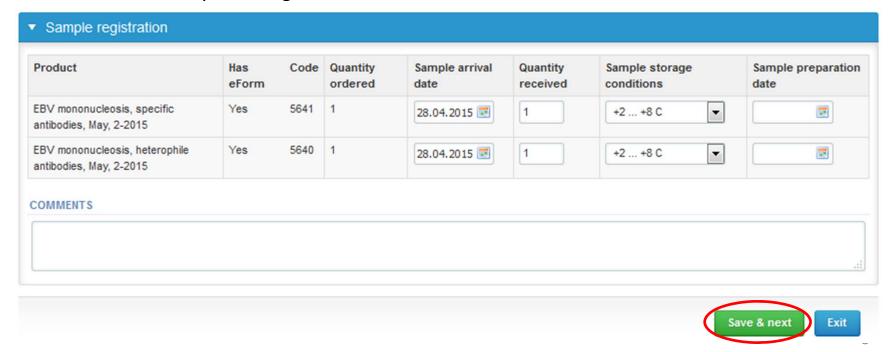
## Request

- 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. EBV mononucleosis (1) means 1 set of samples ordered)
  - Instructions: Scheme spesific instructions can be read and printed
  - Pre-analytivs: 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 persons receive reminders and important scheme-specific information
  - At least one contact person needs to be named!



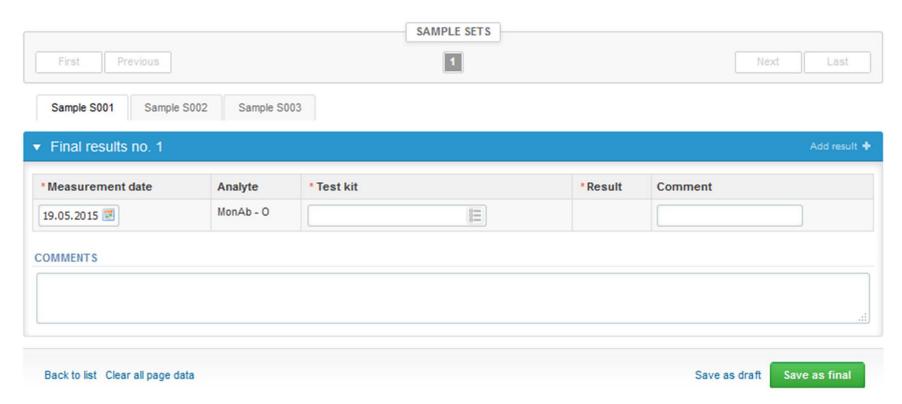
## Pre-analytics

- 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"



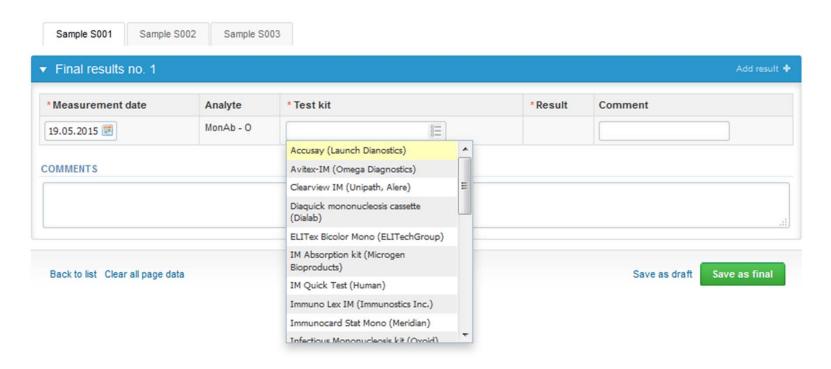
## Results – how to start

- 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 sample, the samples are listed on top of the result form (e.g. S001, S002 and S003)
- Result filling is started by selecting "Measurement date"



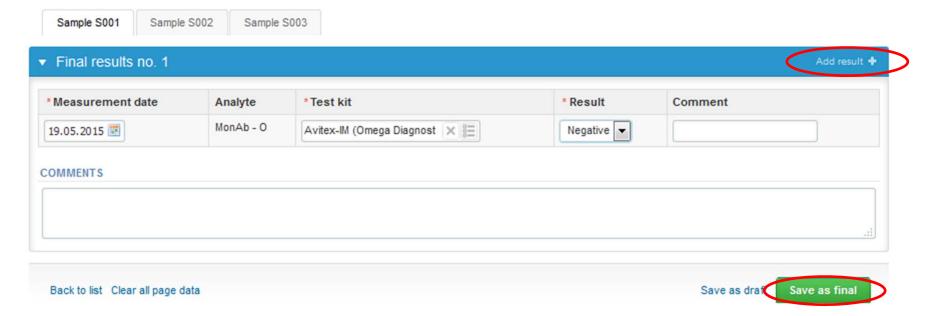
### Results – Test kit

• Choose the correct option from the "Test kit" drop-down list



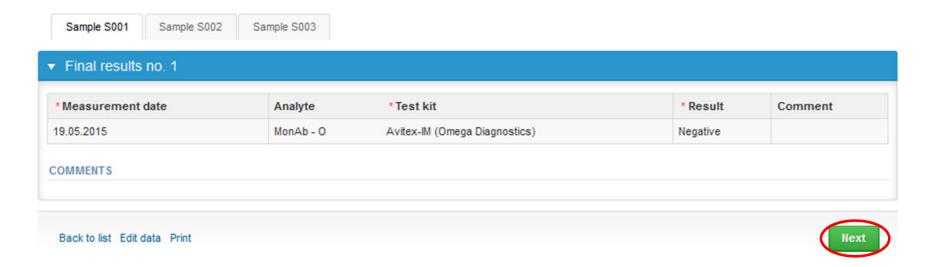
#### Results

- Choose the correct option from the "Result" drop-down list. If you choose "Other, please spesify in comment field", write the answer in the "Comment" field
- If you want to report additional results from the same specimen, please select the "Add result +" on the result form and a new result field will be opened.
- 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 proccessed in Labquality
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"



#### 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

- 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)

Validate results

Product	Sample set	Sample	Errors	Last saved	Date	Status		
Preanalytics		Registration	ОК	Paakkanen, Jaana	10.09.2015 10:37	Accepted		
EBV mononucleosis, heterophile antibodies	1	Sample S001	ОК	Paakkanen, Jaana	10.09.2015 12:53	Accepted		
EBV mononucleosis, heterophile antibodies	1	Sample S002	ОК	Paakkanen, Jaana	10.09.2015 10:46	Accepted		
EBV mononucleosis, heterophile antibodies	1	Sample S003	Field "Result" is mandatory in form "Final results no. 2" of sample set no. "1".	Paakkanen, Jaana	10.09.2015 12:55	Error		

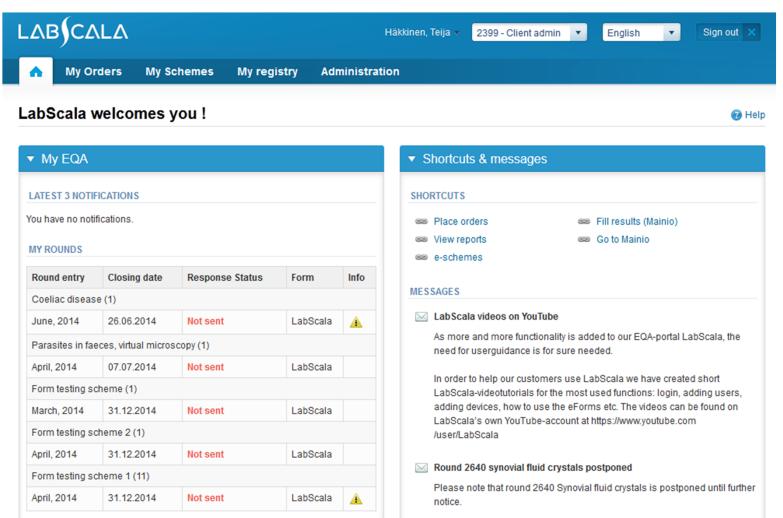
## Post-analytics

- 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

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	ОК	Paakkanen, Jaana	10.09.2015 10:37	Accepted
EBV mononucleosis, heterophile antibodies	1	Sample S001	OK	Paakkanen, Jaana	10.09.2015 12:53	Accepted
EBV mononucleosis, heterophile antibodies	1	Sample S002	ок	Paakkanen, Jaana	10.09.2015 10:46	Accepted
EBV mononucleosis, heterophile antibodies	1	Sample S003	OK	Paakkanen, Jaana	10.09.2015 12:56	Accepted

#### Exit

 After selecting "Exit" you will be taken back to the front page or to the round list:



#### LabScala buttons

Enables you to save changes on the form Save Takes you back to the previous view Back Enables you to add some information. In tables it adds a row. \* |/ |X | |V 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 To the Home page

#### **Questions?**

- In case you have questions, please contact:
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