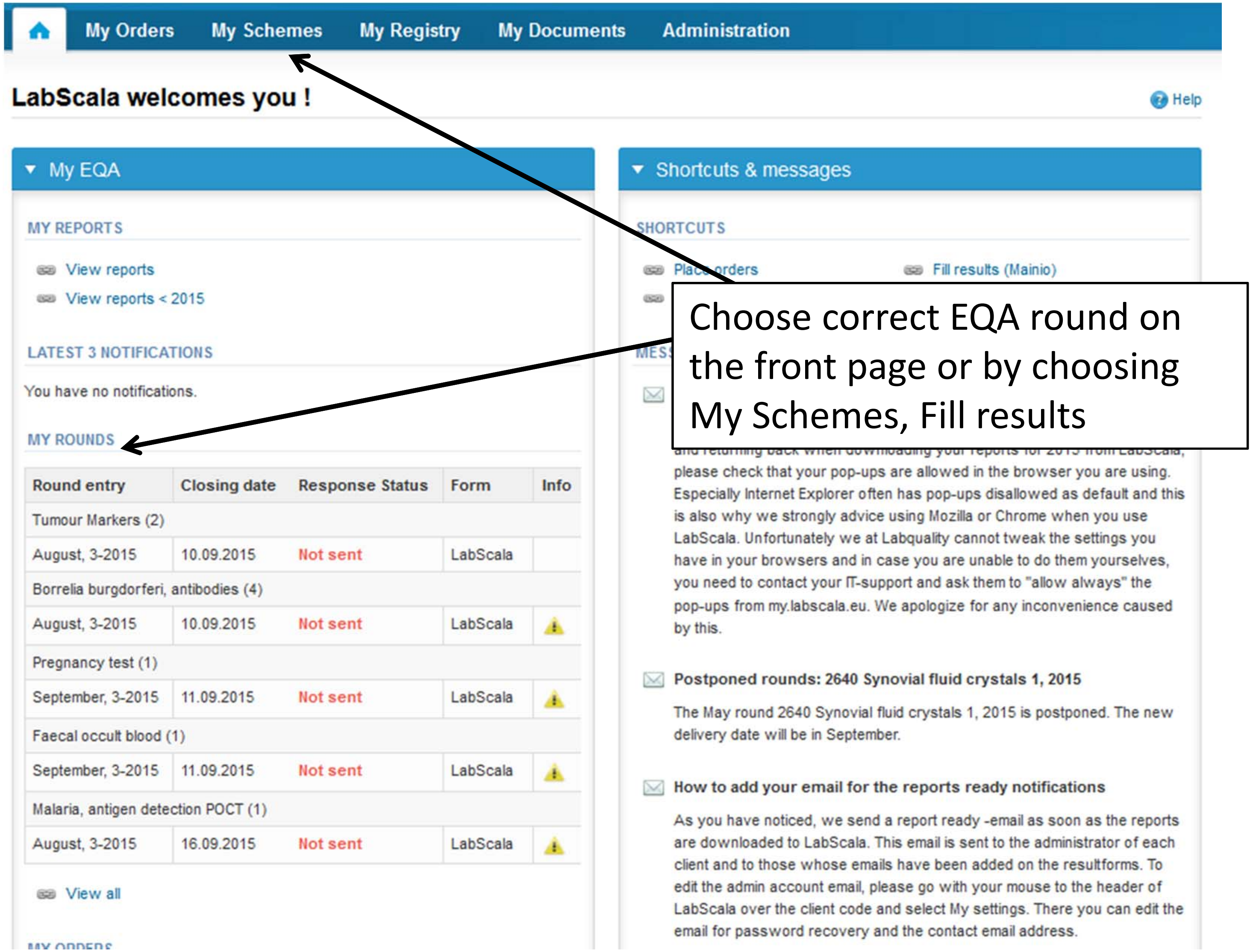
How to fill in results EBV-mononucleosis, spesific antibodies (5641)

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 Device (method) or if needed, add it. If you can’t find your instrumet in the registry, please contact coordinator.
6. Save your results as Save as final.
7. Validate your results and if needed, update them, finally choose Accept and Send results

Result reporting



LabScala welcomes you !

My EQA

MY REPORTS

View reports
View reports < 2015

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Tumour Markers (2)				
August, 3-2015	10.09.2015	Not sent	LabScala	
Borrelia burgdorferi, antibodies (4)				
August, 3-2015	10.09.2015	Not sent	LabScala	⚠
Pregnancy test (1)				
September, 3-2015	11.09.2015	Not sent	LabScala	⚠
Faecal occult blood (1)				
September, 3-2015	11.09.2015	Not sent	LabScala	⚠
Malaria, antigen detection POCT (1)				
August, 3-2015	16.09.2015	Not sent	LabScala	⚠

View all

MY ORDERS

Shortcuts & messages

SHORTCUTS

Place orders
Fill results (Mainio)

MESS

and returning back when downloading your reports for 2015 from LabScala, please check that your pop-ups are allowed in the browser you are using. Especially Internet Explorer often has pop-ups disallowed as default and this is also why we strongly advice using Mozilla or Chrome when you use LabScala. Unfortunately we at Labquality cannot tweak the settings you have in your browsers and in case you are unable to do them yourselves, you need to contact your IT-support and ask them to "allow always" the pop-ups from my.labscala.eu. We apologize for any inconvenience caused by this.

Postponed rounds: 2640 Synovial fluid crystals 1, 2015

The May round 2640 Synovial fluid crystals 1, 2015 is postponed. The new delivery date will be in September.

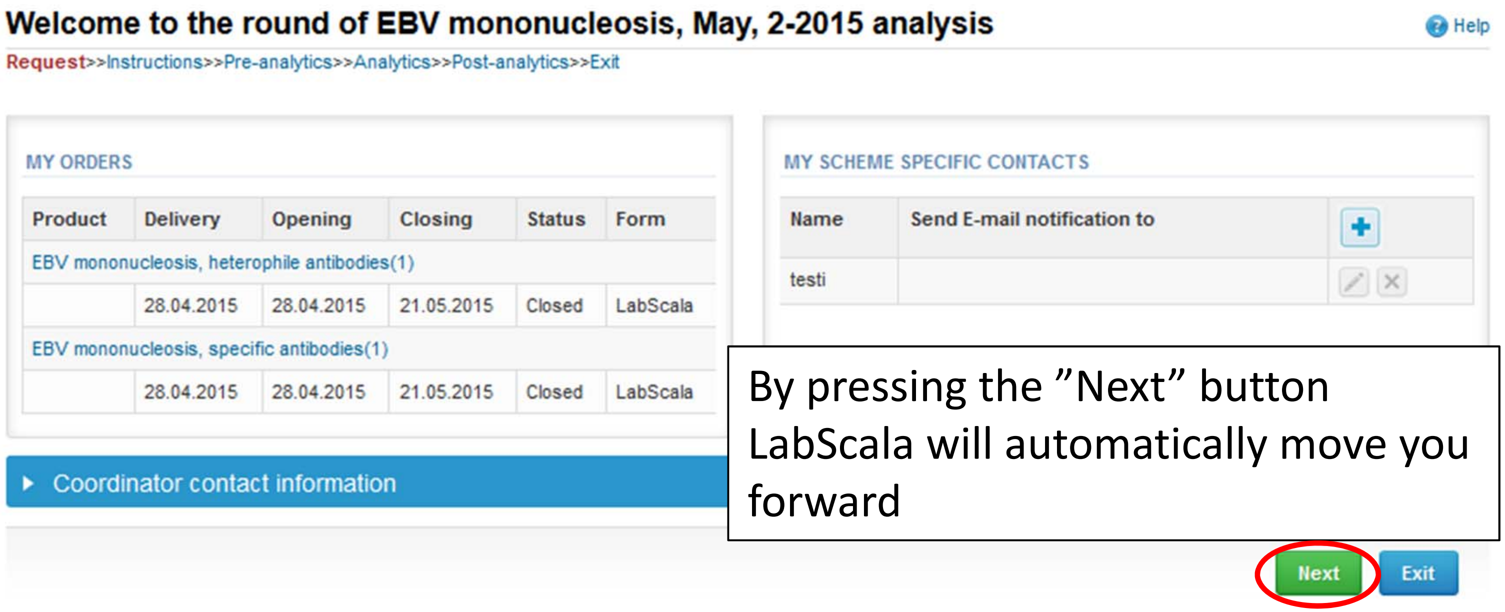
How to add your email for the reports ready notifications

As you have noticed, we send a report ready -email as soon as the reports are downloaded to LabScala. This email is sent to the administrator of each client and to those whose emails have been added on the resultforms. To edit the admin account email, please go with your mouse to the header of LabScala over the client code and select My settings. There you can edit the email for password recovery and the contact email address.

Choose correct EQA round on the front page or by choosing My Schemes, Fill results

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!**



Welcome to the round of EBV mononucleosis, May, 2-2015 analysis

MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
EBV mononucleosis, heterophile antibodies(1)					
	28.04.2015	28.04.2015	21.05.2015	Closed	LabScala
EBV mononucleosis, specific antibodies(1)					
	28.04.2015	28.04.2015	21.05.2015	Closed	LabScala

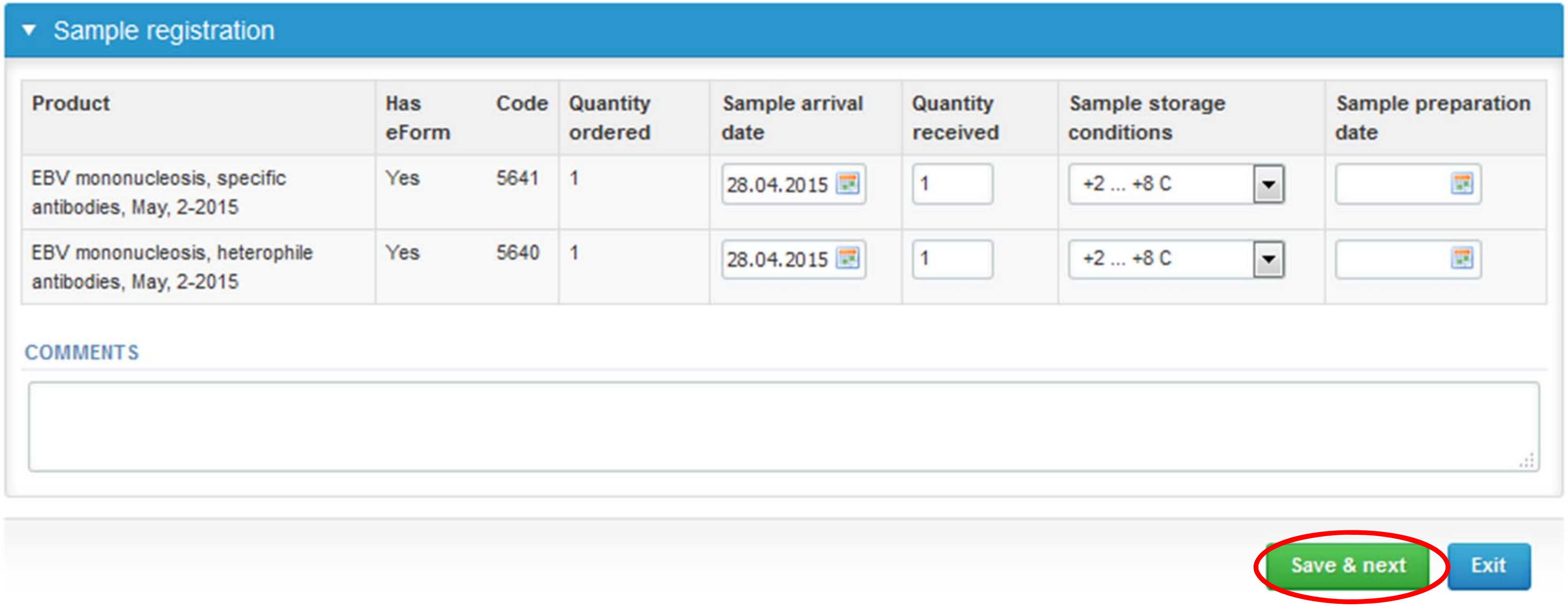
MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	+
testi		✎ ✕

By pressing the ”Next” button LabScala will automatically move you forward

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”



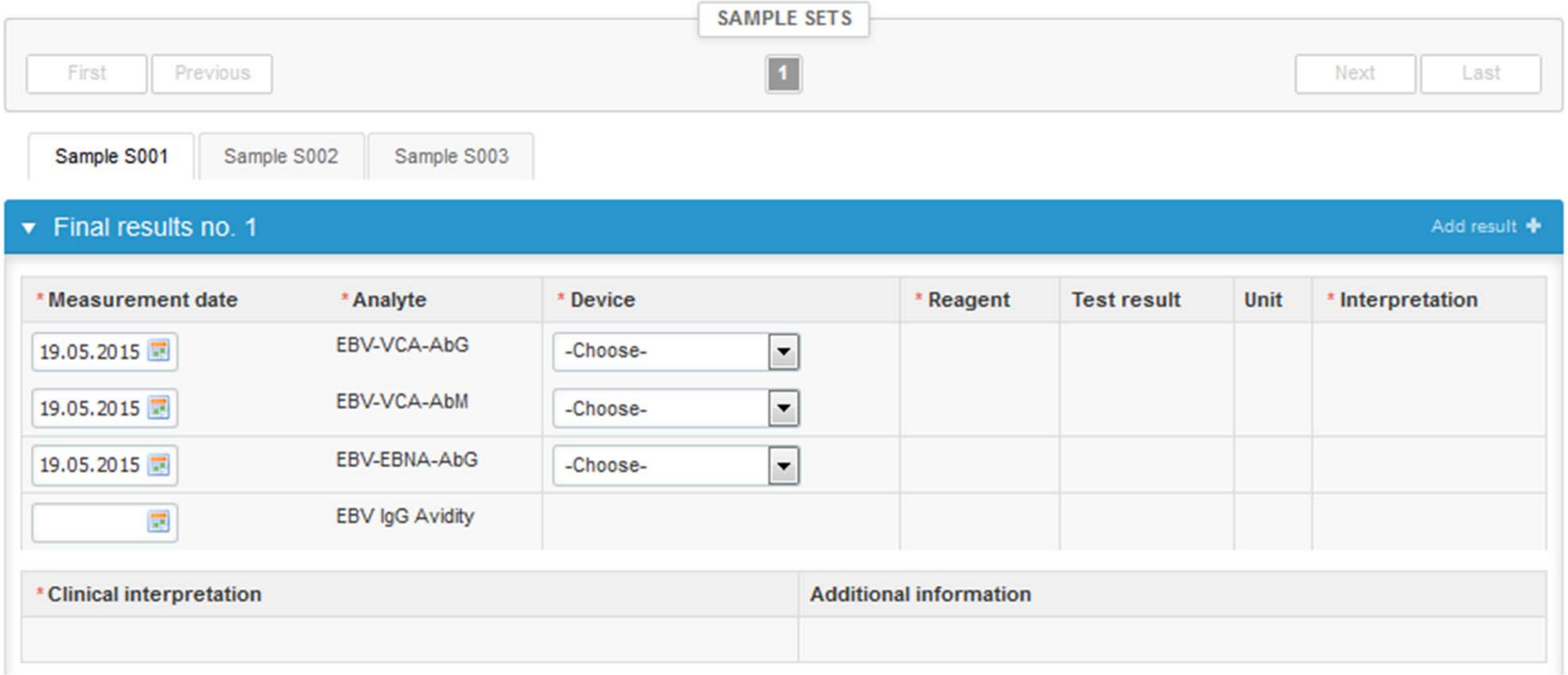
Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
EBV mononucleosis, specific antibodies, May, 2-2015	Yes	5641	1	28.04.2015	1	+2 ... +8 C	
EBV mononucleosis, heterophile antibodies, May, 2-2015	Yes	5640	1	28.04.2015	1	+2 ... +8 C	

COMMENTS

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”

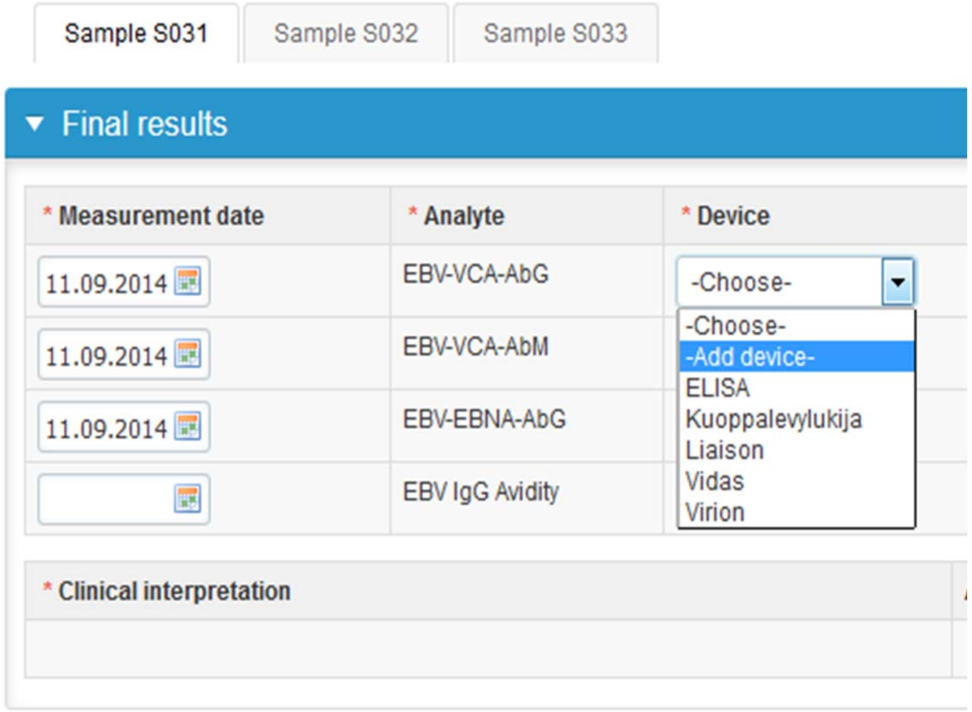


*Measurement date	*Analyte	*Device	*Reagent	Test result	Unit	*Interpretation
19.05.2015	EBV-VCA-AbG	-Choose-				
19.05.2015	EBV-VCA-AbM	-Choose-				
19.05.2015	EBV-EBNA-AbG	-Choose-				
	EBV IgG Avidity					

*Clinical interpretation	Additional information

Results – selecting the device

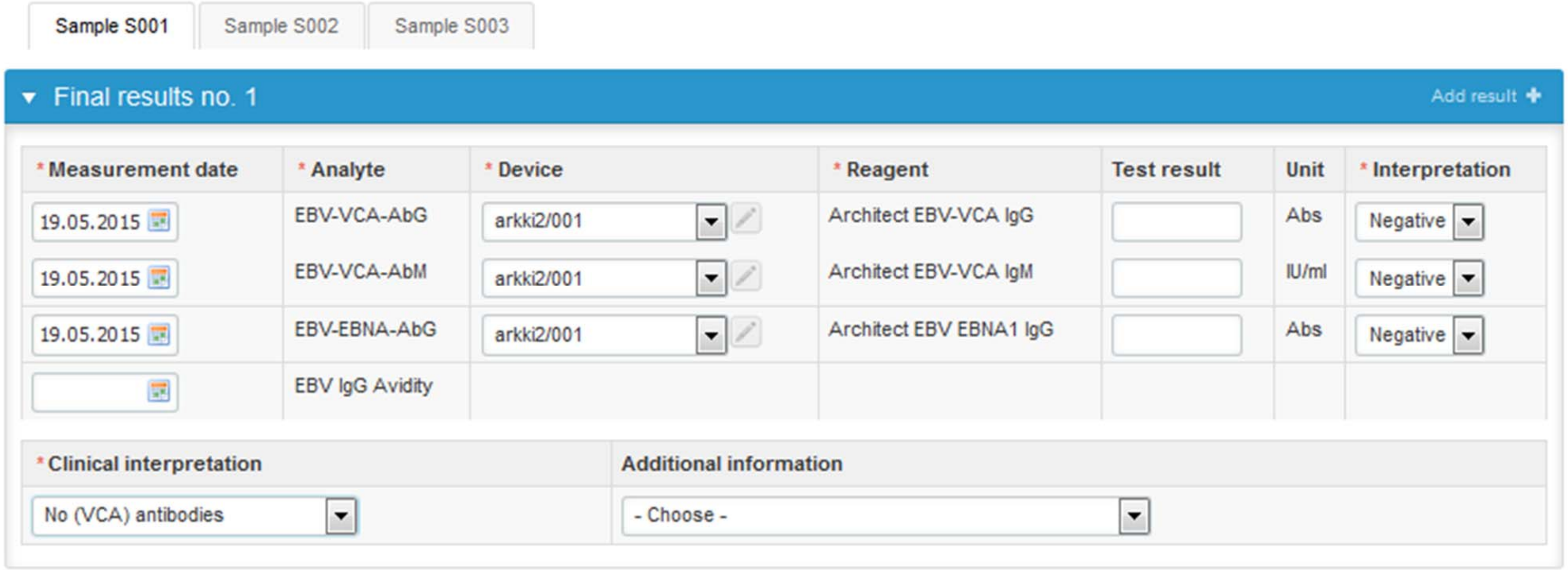
- Analyte-specific results are filled by selecting a previously filled device from the dropdown list or by selecting ”-Add device-”
    - Devices can be also added beforehand from My Registry – My devices
- See instructions starting from slide 13.



* Measurement date	* Analyte	* Device
11.09.2014	EBV-VCA-AbG	-Choose-
11.09.2014	EBV-VCA-AbM	
11.09.2014	EBV-EBNA-AbG	
	EBV IgG Avidity	

Results

- Saved device can be chosen from the dropdown list in the result form
- ”Test result”: absorbance or other numerical value if available (not mandatory)
- Choose the correct option from the ”Interpretation” (mandatory)
- Choose the correct option from ”Clinical interpretation” (mandatory)
- Choose the correct option from ”Additional information” (not mandatory)

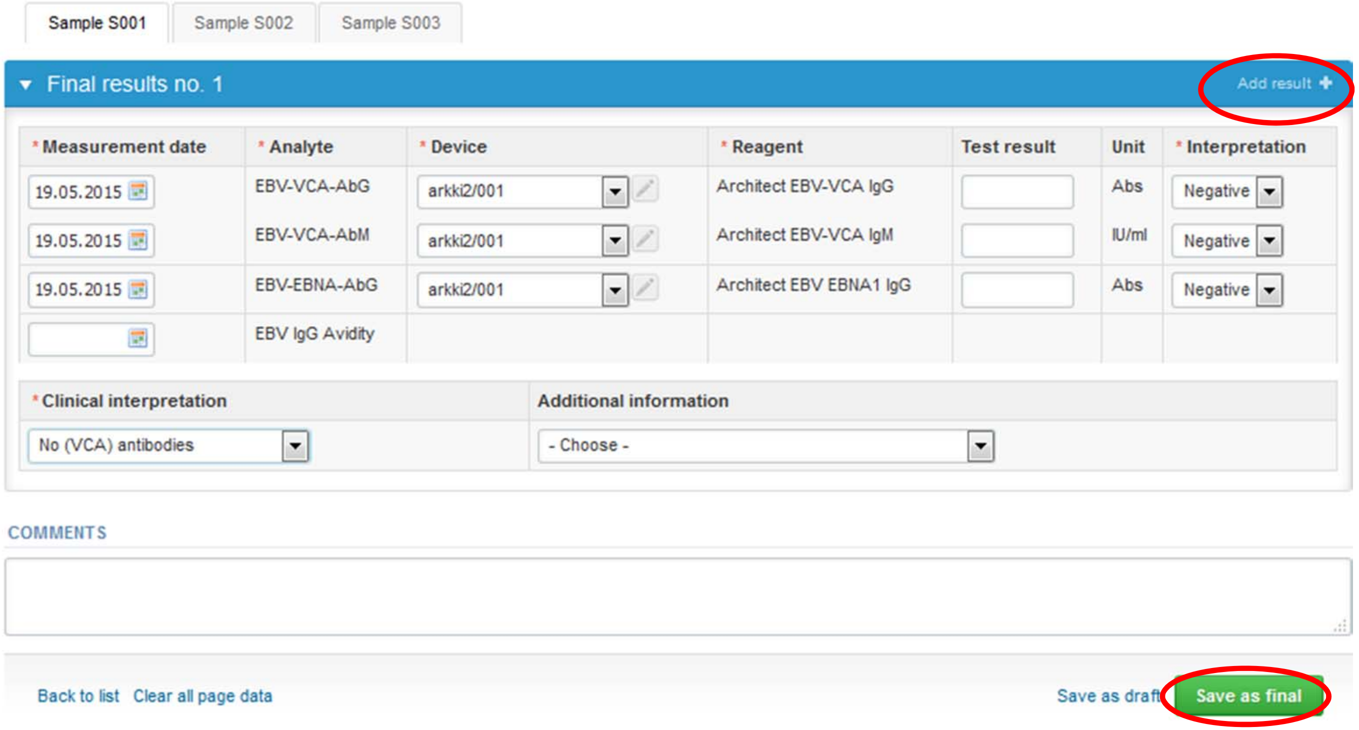


* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
19.05.2015	EBV-VCA-AbG	arkki2/001	Architect EBV-VCA IgG		Abs	Negative
19.05.2015	EBV-VCA-AbM	arkki2/001	Architect EBV-VCA IgM		IU/ml	Negative
19.05.2015	EBV-EBNA-AbG	arkki2/001	Architect EBV EBNA1 IgG		Abs	Negative
	EBV IgG Avidity					

* Clinical interpretation	Additional information
No (VCA) antibodies	- Choose -

Results

- 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”

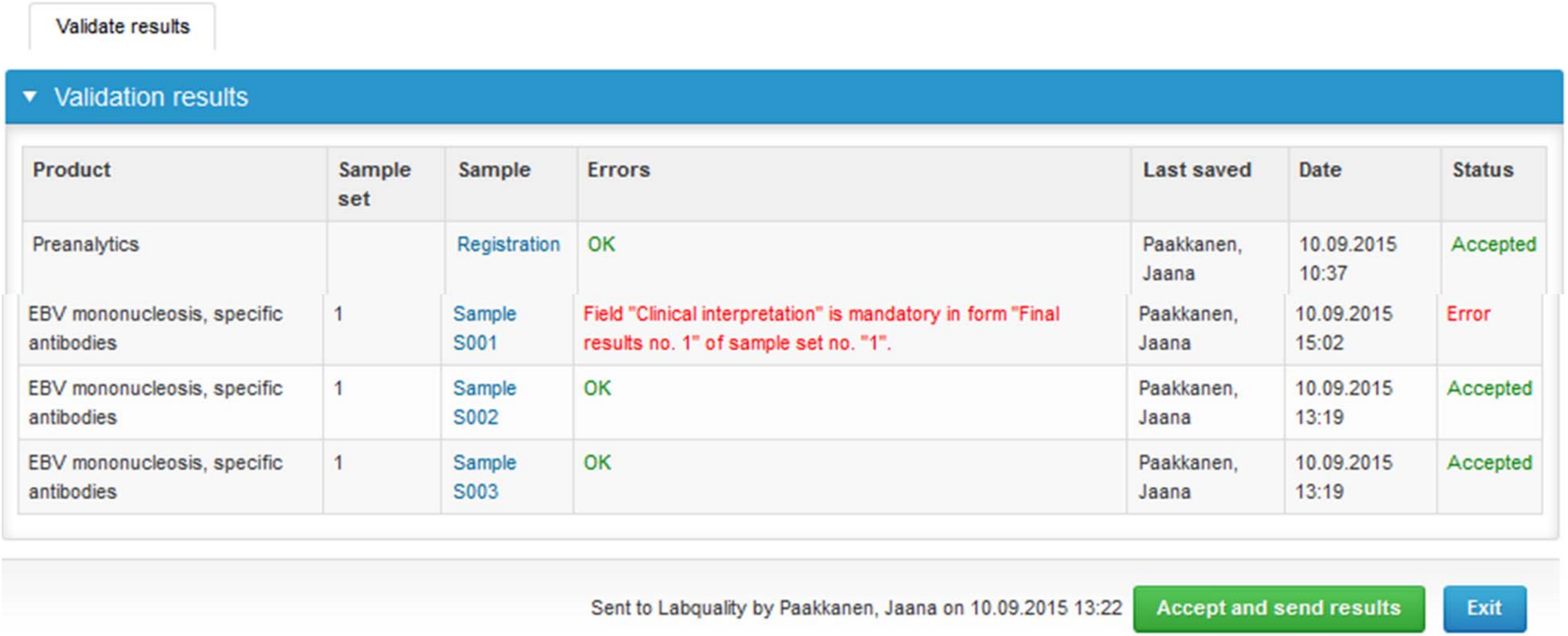


* Measurement date	* Analyte	* Device	* Reagent	Test result	Unit	* Interpretation
19.05.2015	EBV-VCA-AbG	arkki2/001	Architect EBV-VCA IgG		Abs	Negative
19.05.2015	EBV-VCA-AbM	arkki2/001	Architect EBV-VCA IgM		IU/ml	Negative
19.05.2015	EBV-EBNA-AbG	arkki2/001	Architect EBV EBNA1 IgG		Abs	Negative
	EBV IgG Avidity					

* Clinical interpretation	Additional information
No (VCA) antibodies	- Choose -

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)

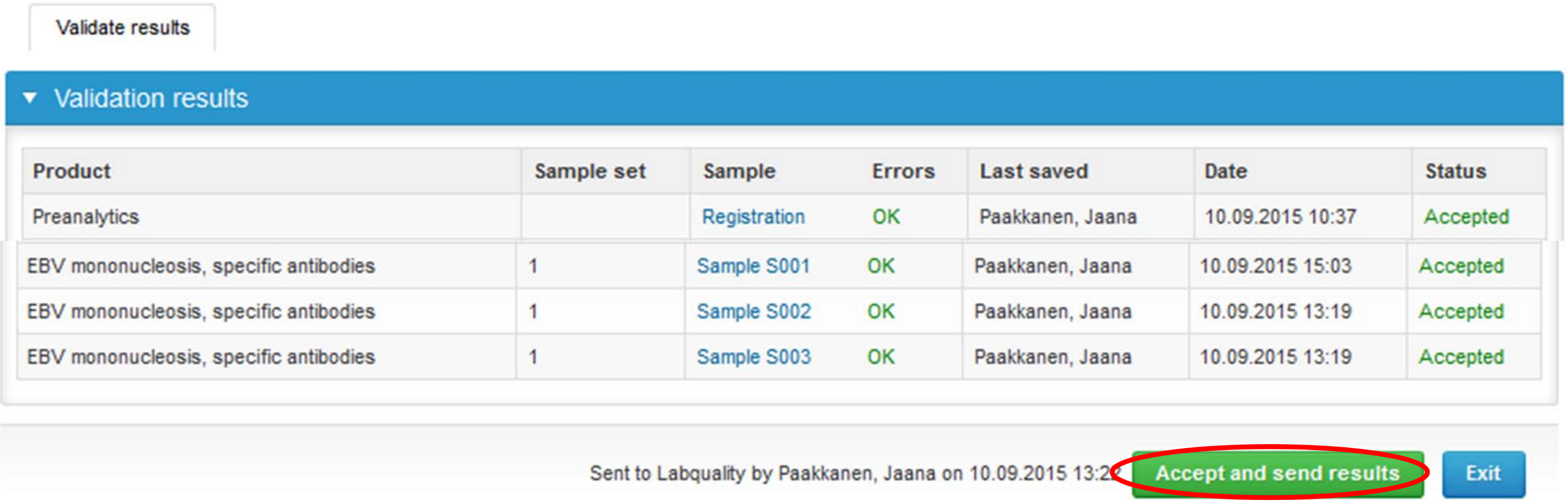


Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics		Registration	OK	Paakkanen, Jaana	10.09.2015 10:37	Accepted
EBV mononucleosis, specific antibodies	1	Sample S001	Field "Clinical interpretation" is mandatory in form "Final results no. 1" of sample set no. "1".	Paakkanen, Jaana	10.09.2015 15:02	Error
EBV mononucleosis, specific antibodies	1	Sample S002	OK	Paakkanen, Jaana	10.09.2015 13:19	Accepted
EBV mononucleosis, specific antibodies	1	Sample S003	OK	Paakkanen, Jaana	10.09.2015 13:19	Accepted

Sent to Labquality by Paakkanen, Jaana on 10.09.2015 13:22

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	OK	Paakkanen, Jaana	10.09.2015 10:37	Accepted
EBV mononucleosis, specific antibodies	1	Sample S001	OK	Paakkanen, Jaana	10.09.2015 15:03	Accepted
EBV mononucleosis, specific antibodies	1	Sample S002	OK	Paakkanen, Jaana	10.09.2015 13:19	Accepted
EBV mononucleosis, specific antibodies	1	Sample S003	OK	Paakkanen, Jaana	10.09.2015 13:19	Accepted

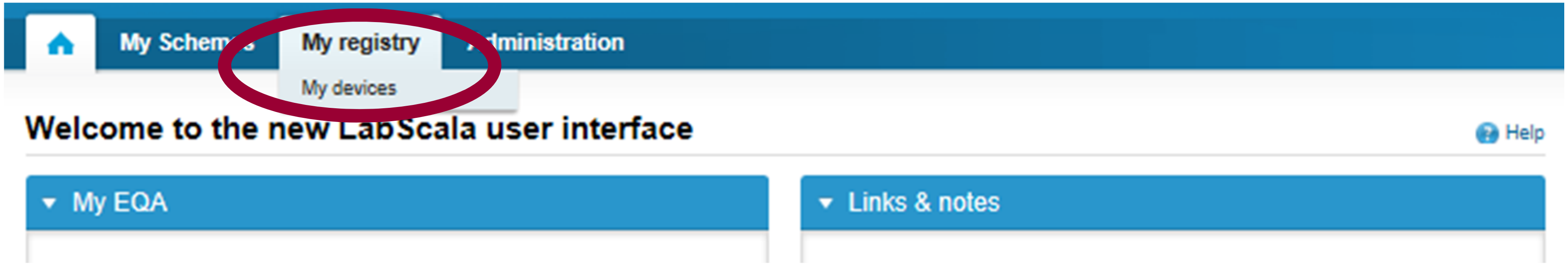
Sent to Labquality by Paakkanen, Jaana on 10.09.2015 13:2

Adding your own devices

- There are two ways to add devices in LabScala:

1) By selecting ”-Add device-” in the ”Final results” page

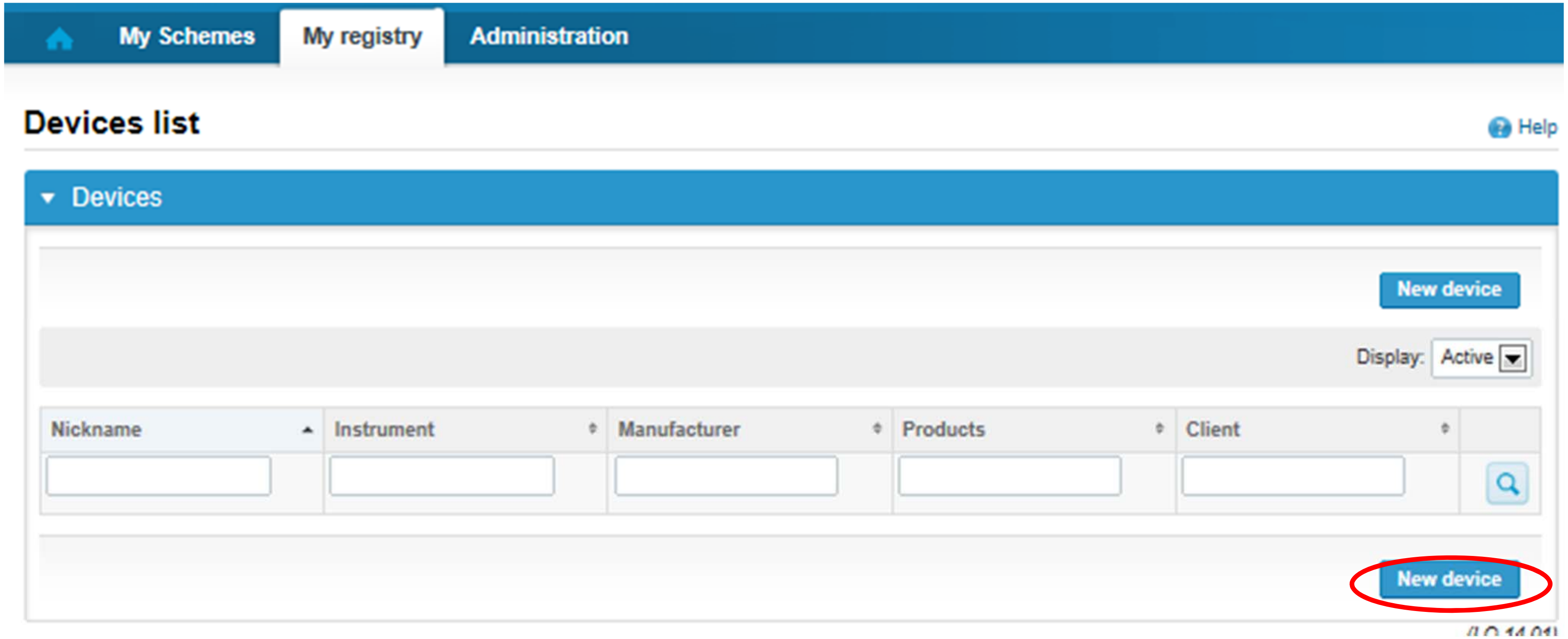
2) By choosing ”My devices” under ”My registry” in the top header you can fill in your device information even before a round is opened for result filling

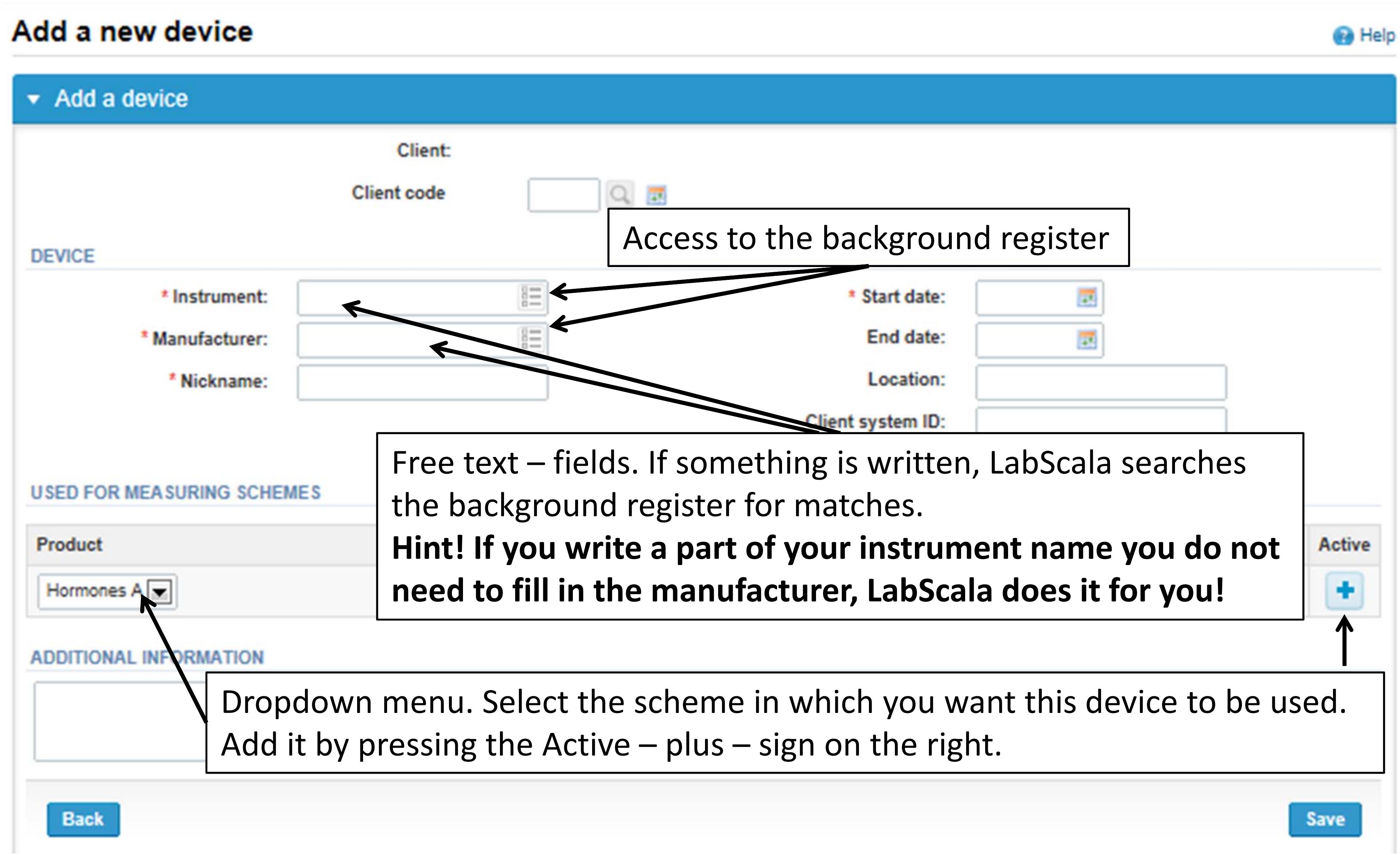


Welcome to the new LabScala user interface

Own devices

- Both choices takes you to your ”Devices list” where 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”





Product: Hormones A

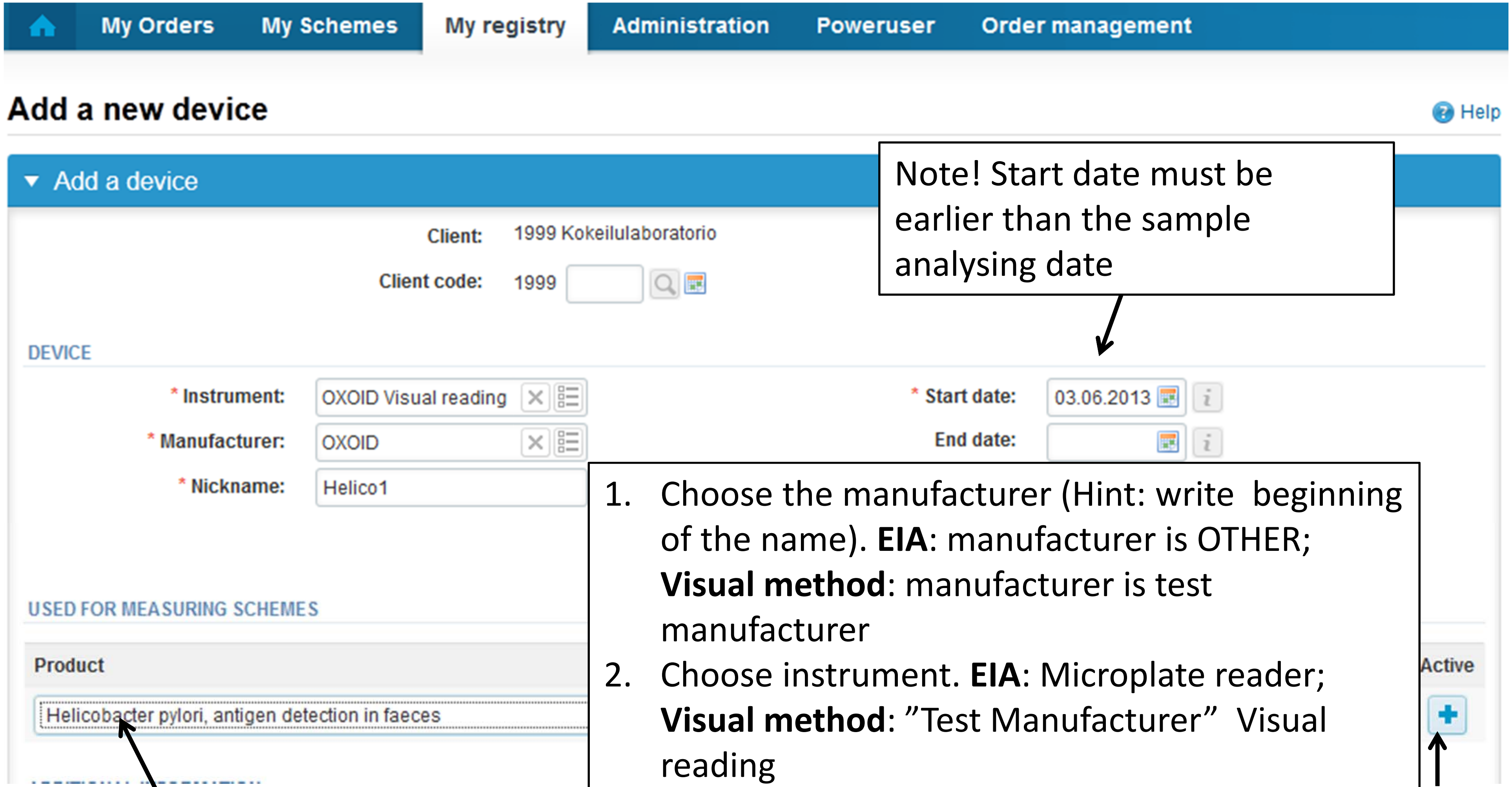
Access to the background register

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!

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.

NB! * - marked fields are mandatory!



Add a new device

Client: 1999 Kokeilulaboratorio

Client code: 1999

DEVICE

* Instrument: OXOID Visual reading

* Manufacturer: OXOID

* Nickname: Helico1

* Start date: 03.06.2013

End date:

USED FOR MEASURING SCHEMES

Product	Active
Helicobacter pylori, antigen detection in faeces	+

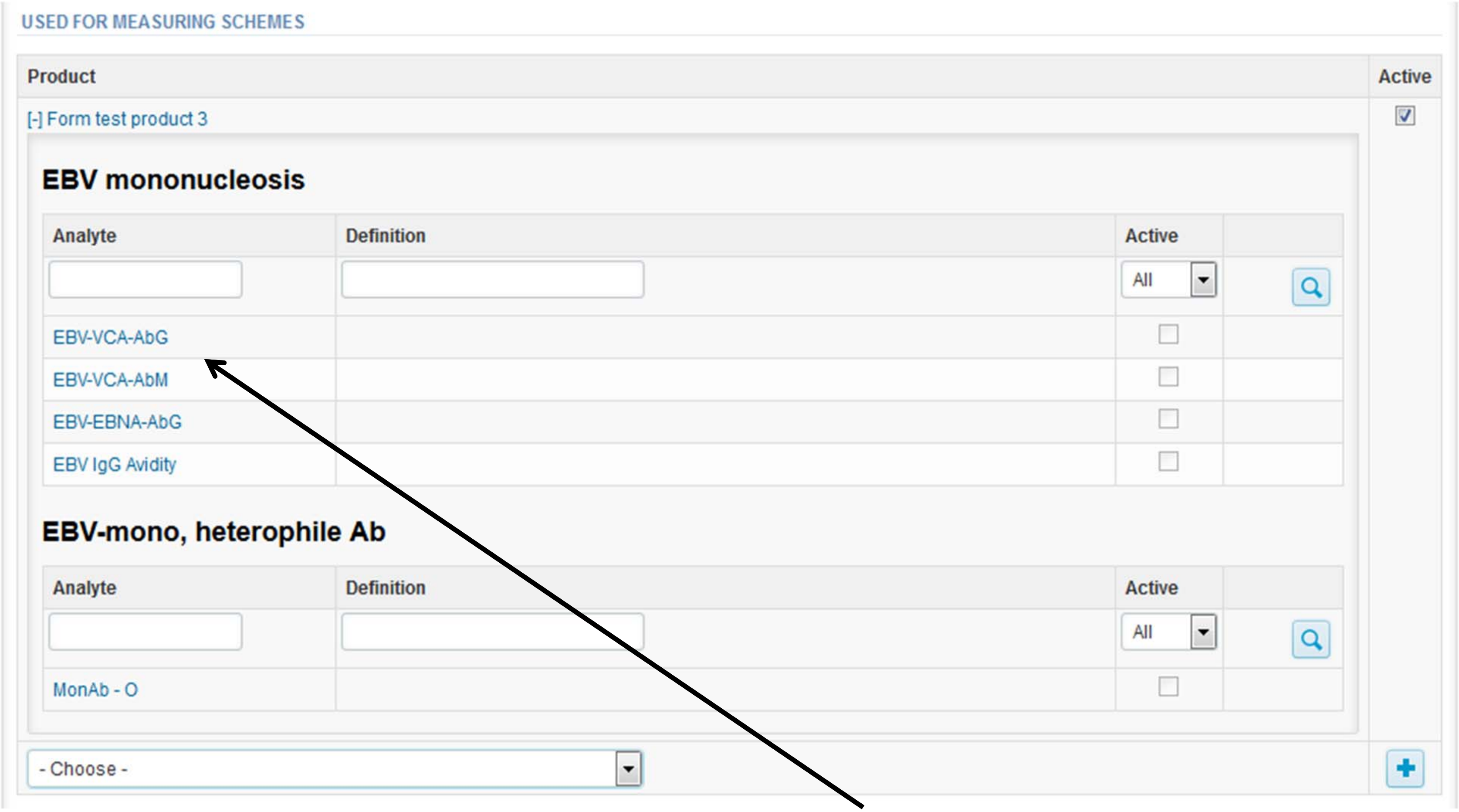
Note! Start date must be earlier than the sample analysing date

1. Choose the manufacturer (Hint: write beginning of the name). **EIA**: manufacturer is OTHER; **Visual method**: manufacturer is test manufacturer
2. Choose instrument. **EIA**: Microplate reader; **Visual method**: ”Test Manufacturer” Visual reading

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.

NB! * - marked fields are mandatory!

Adding reagent information



USED FOR MEASURING SCHEMES

Product	Active
[-] Form test product 3	☑

EBV mononucleosis

Analyte	Definition	Active	
		All	
EBV-VCA-AbG		☐	
EBV-VCA-AbM		☐	
EBV-EBNA-AbG		☐	
EBV IgG Avidity		☐	

EBV-mono, heterophile Ab

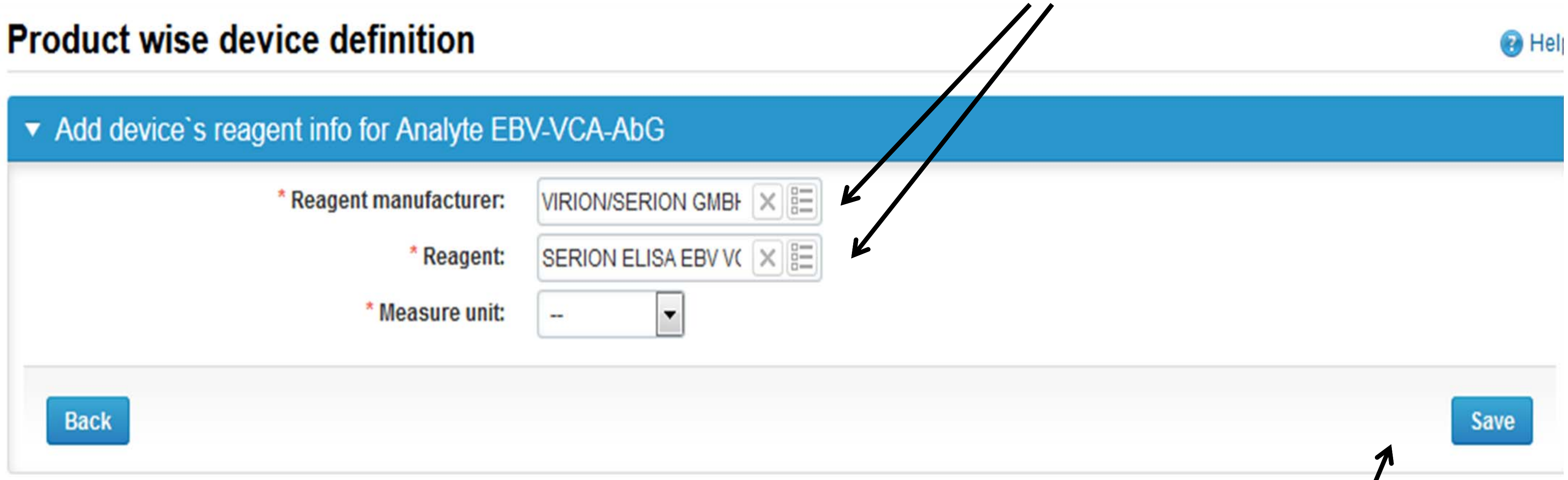
Analyte	Definition	Active	
		All	
MonAb - O		☐	

- Choose -

1. Add the analyte-specific reagent info by clicking the analyte

Adding reagent information

Access to background register



▾ Add device`s reagent info for Analyte EBV-VCA-AbG

* Reagent manufacturer: VIRION/SERION GMB

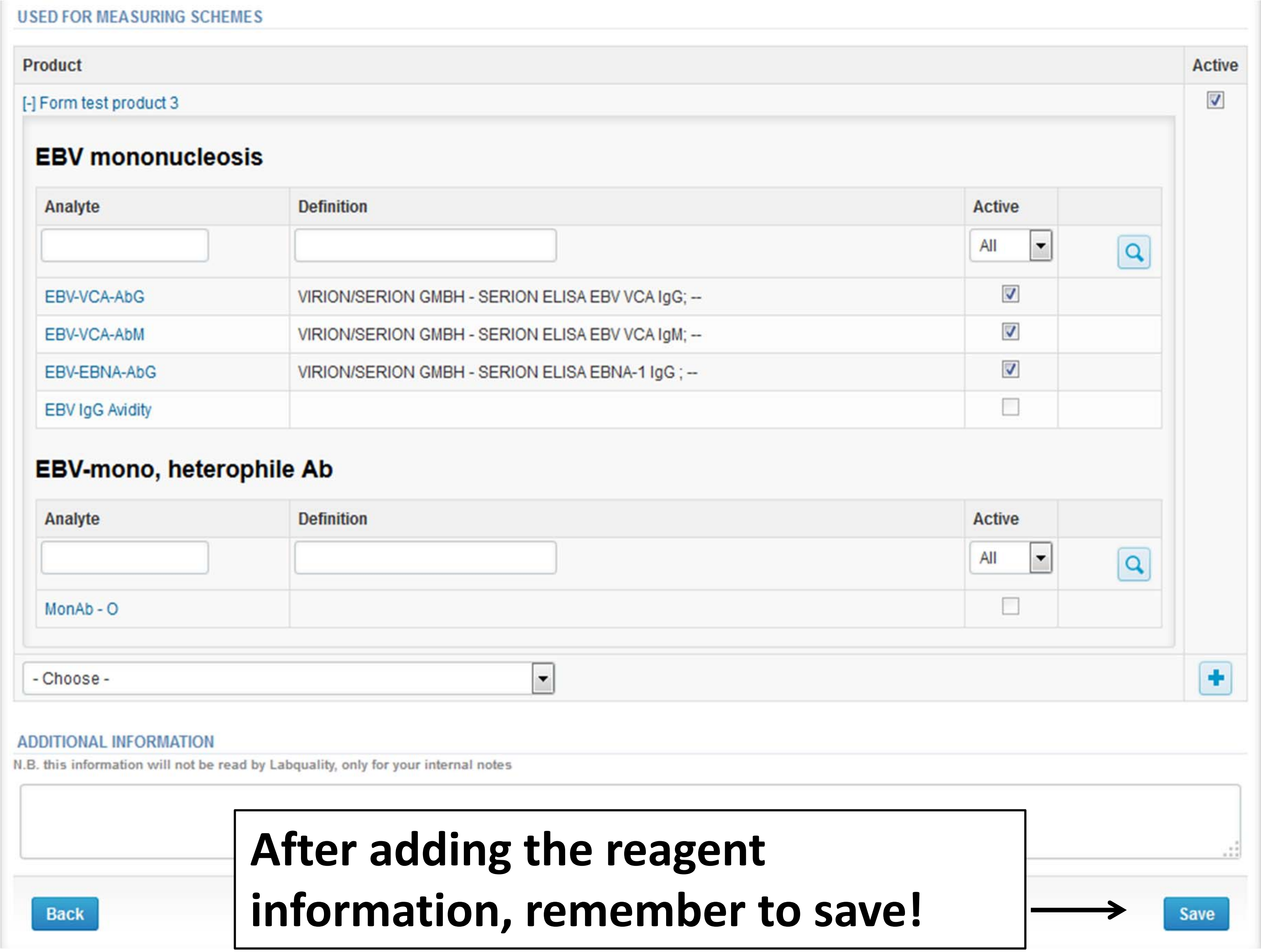
* Reagent: SERION ELISA EBV V

* Measure unit: --

1. Choose Reagent manufacturer
2. Choose/check Reagent
3. Choose Measure unit (Visual reading: --, Microplate reader: Abs, U/mL etc.)

4. Remember to save!

Saving device information



USED FOR MEASURING SCHEMES

Product	Active
[-] Form test product 3	☑

EBV mononucleosis

Analyte	Definition	Active	
		All	
EBV-VCA-AbG	VIRION/SERION GMBH - SERION ELISA EBV VCA IgG; --	☑	
EBV-VCA-AbM	VIRION/SERION GMBH - SERION ELISA EBV VCA IgM; --	☑	
EBV-EBNA-AbG	VIRION/SERION GMBH - SERION ELISA EBNA-1 IgG ; --	☑	
EBV IgG Avidity		☐	

EBV-mono, heterophile Ab

Analyte	Definition	Active	
		All	
MonAb - O		☐	

- Choose -

ADDITIONAL INFORMATION

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

After adding the reagent information, remember to save! →

Own devices

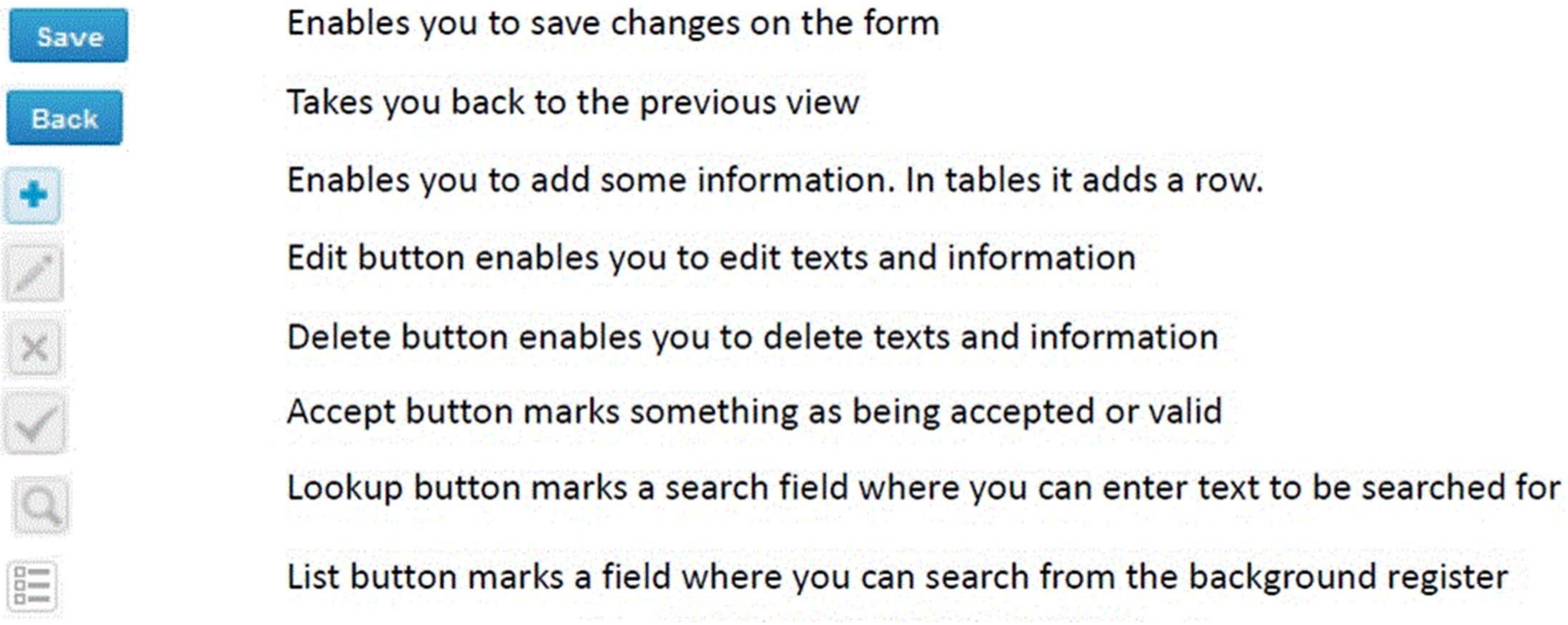
- If you have used the same device already on other schemes, just add new scheme and analytes for that device from the dropdown list.
- Open device from the edit button on the right (pencil)
- Choose right scheme from the drop down menu and click + button.

USED FOR MEASURING SCHEMES

Product	Active
[+] Prostate specific antigen	☑
HypoTSH	+

ADDITIONAL INFORMATION

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
🏠	To the Home page

Questions?

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