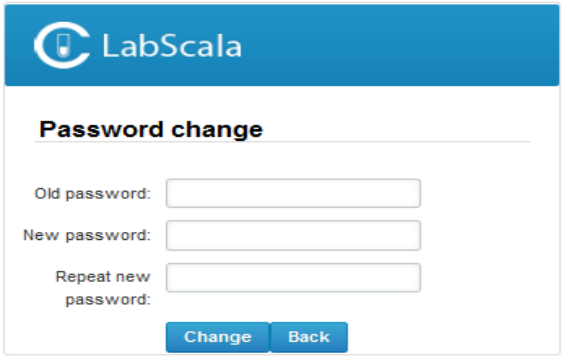
How to fill in results
Longterm results
DayTrol

Getting started 1-2-3

AUTH.01.1

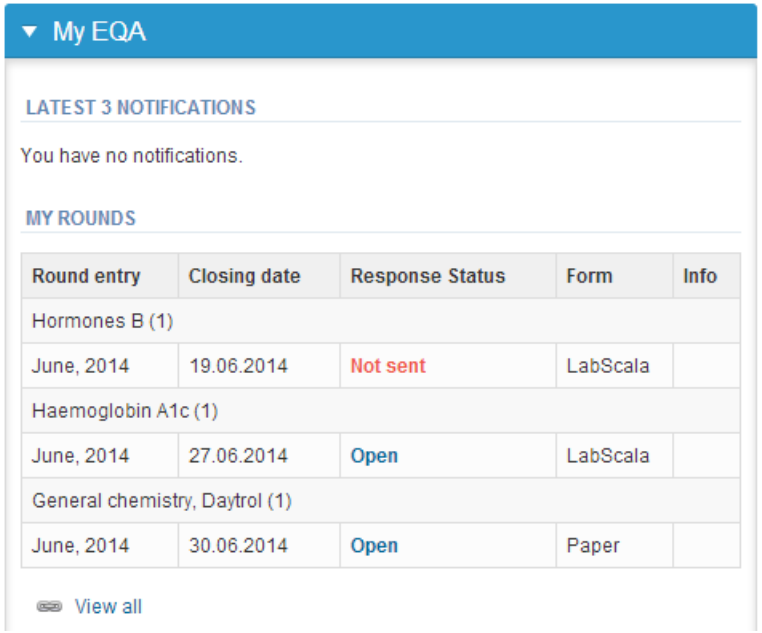


OS5.2

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

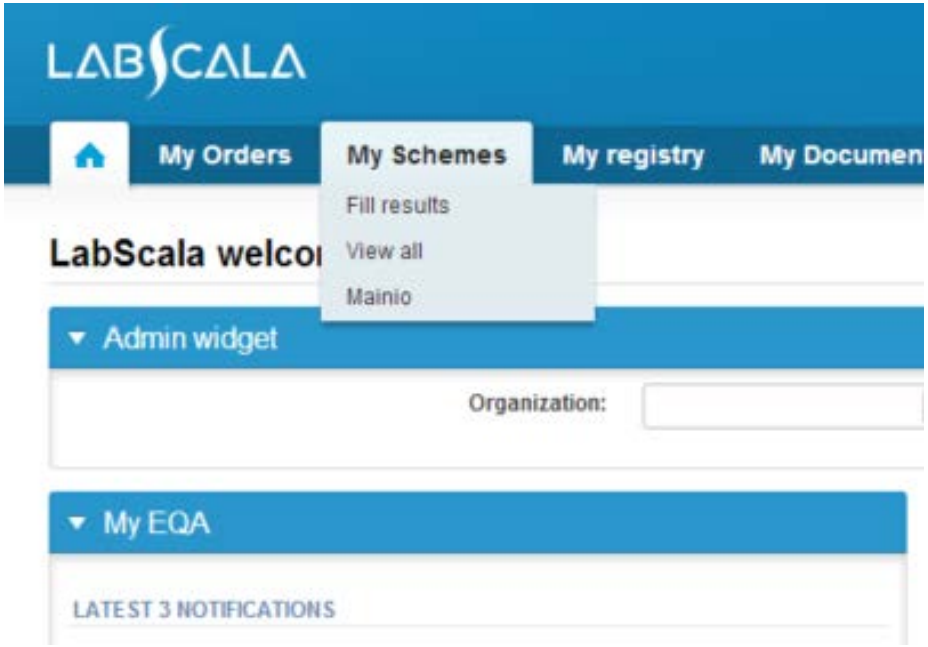
Filling results

- 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 – rounds and e-schemes

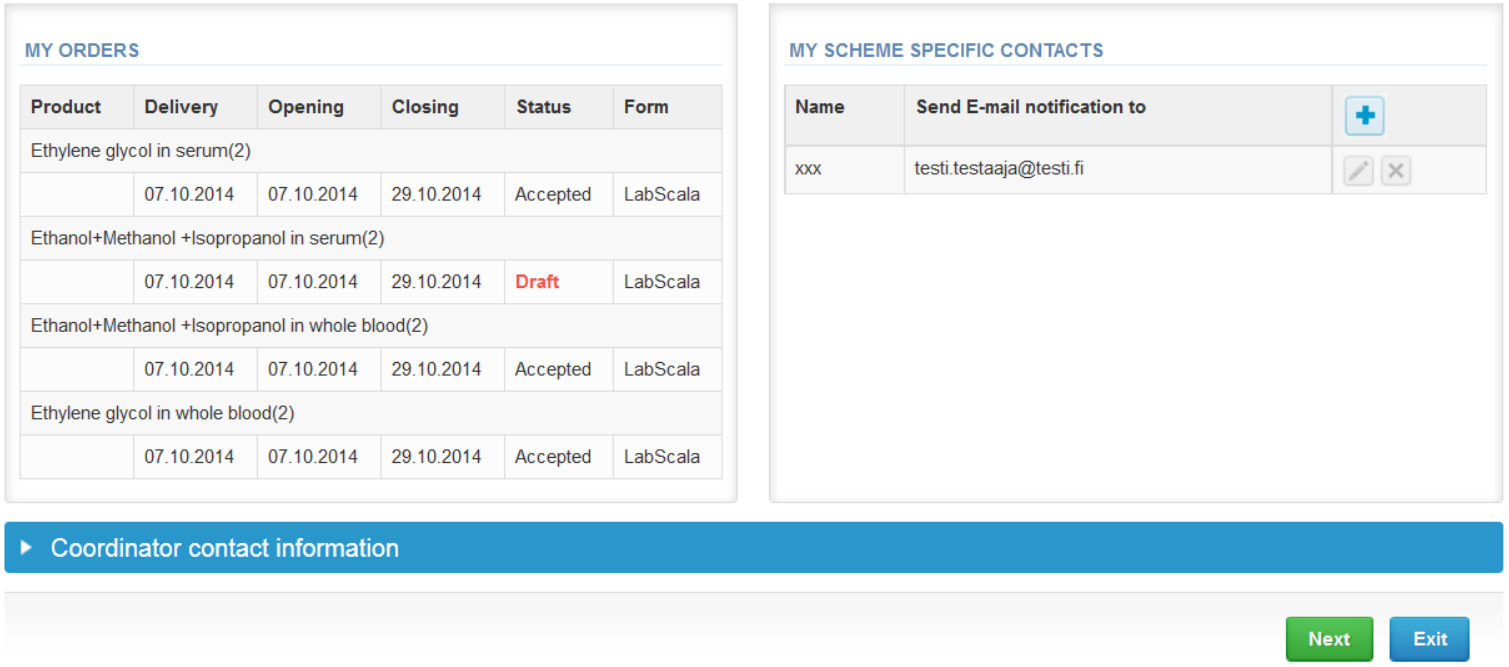


Filling results

- 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
- Proceed by selecting ”Next” or ”Save & next” button

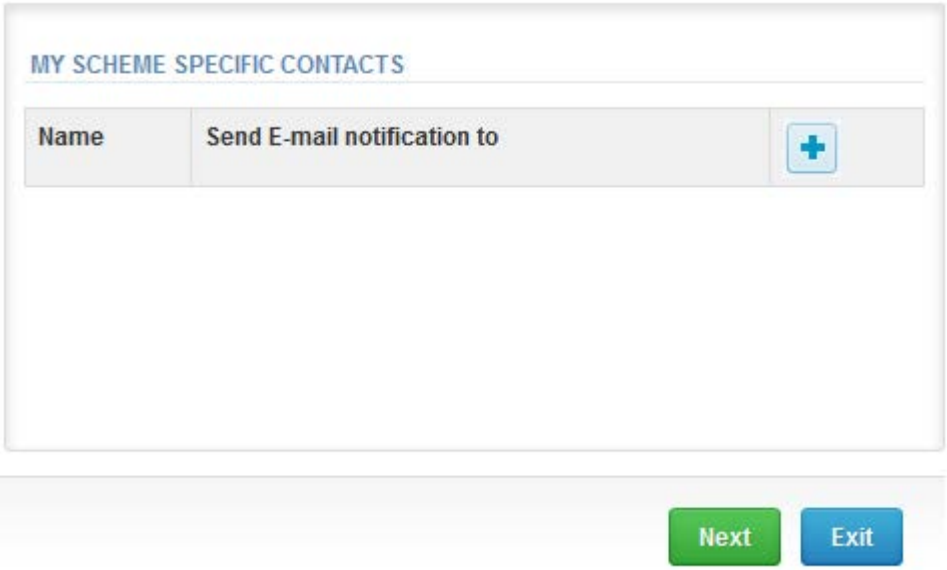
Request

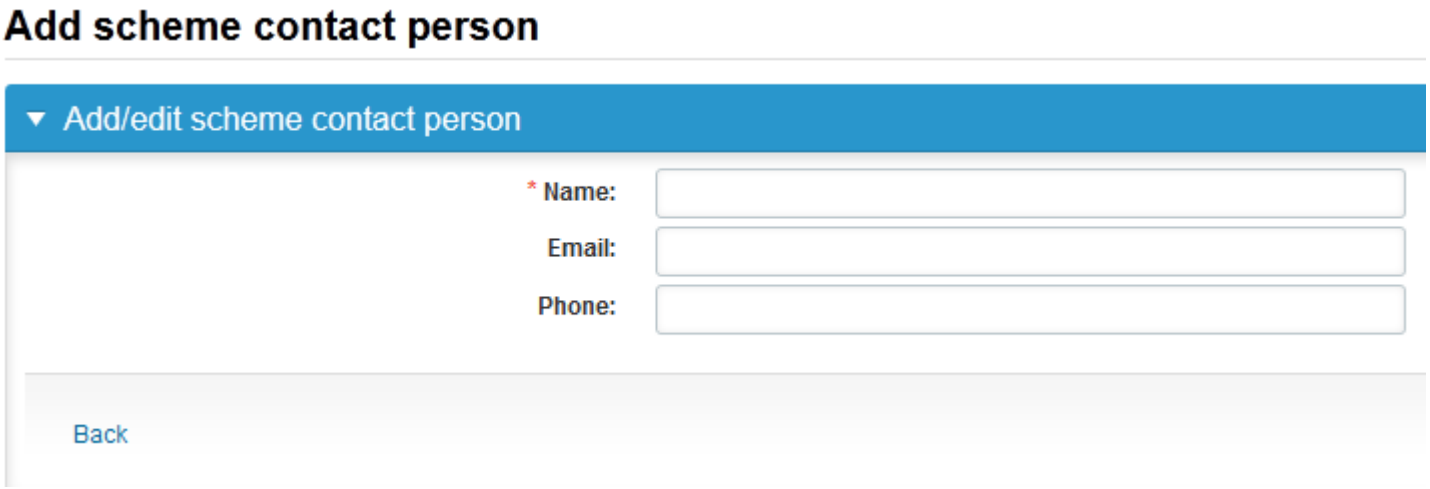
- After opening the scheme the request page is opened with the following information
  - **Product**: here it can be seen what and how much has been ordered
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** eForm is closed
  - **Status:**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

LABQUALITY

Human serum, DayTrol DT15
for the long-term quality control assessment of a clinical laboratory 2015

Storage
Lyophilised vials are stored refrigerated (below +8 °C).

Note
This material is tested for infectious risk but anyhow it should be handled with the same care than infective patient samples.

December 2014

INSTRUCTIONS

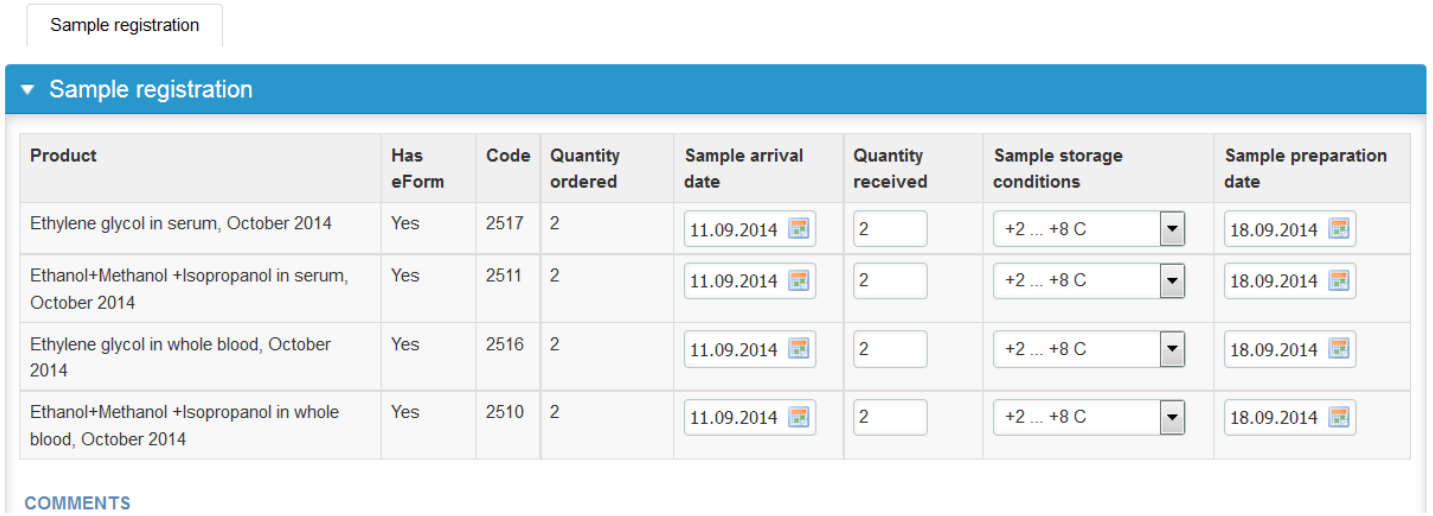
Product no. 1031
The shipment includes
-Lyophilised serum vials
-Target values
-Result forms

Results
You find the instructions on the Labquality´s home page
www.labquality.fi
starting from January 2014.

Return the result forms via mail to Labquality. The forms should be in the Labquality´s office **latest on the 3rd day of the next month.**

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:** can also be left empty
- Comments can be informed if needed
- Move forward by selecting ”Save & next”



Results (1)

- The results can be filled on the ”Analytics” page
- Filling in the results can be done by selecting the sheet DayTrol
- In the picture below Specimen S011 is selected
- Then select the blue row ”Analytes”
- All analytes for the sample shall be selected one by one

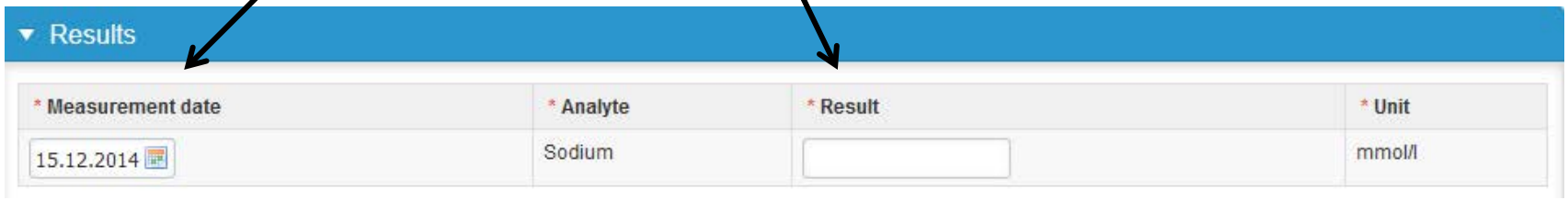
Results (2)

- Select the analytes you analyze in your laboratory from the dropdown menu
- Select the unit for the analyte from the other dropdown menu
- After selecting the analyte and the unit click on the ”Add” button

- Repeat the same for all analytes needed
- The selection of analytes shall be done only once because the program will remember the selection
- After this selection procedure the analytes are visible below the ”Analytes” area in the ”Results” area

Results (3)

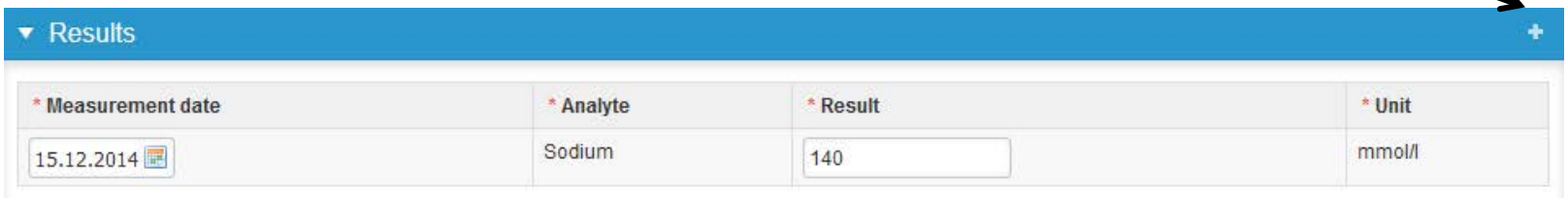
- Select the measurement date and fill in the result



- Remember to save the results
- Options for saving the results on this page are
  - Use ”Save as draft” if you don’t want to accept the results finally
  - Use ”Save as final”, if you want to send the results to Labquality
- 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
- **The button ”Clear all page data” will delete all the results fiiled in for the current month and will also delete the analyte selections!**
- There is a place for comments at the end of the page
- Back to the list –button takes you back to the front page

Results (4)

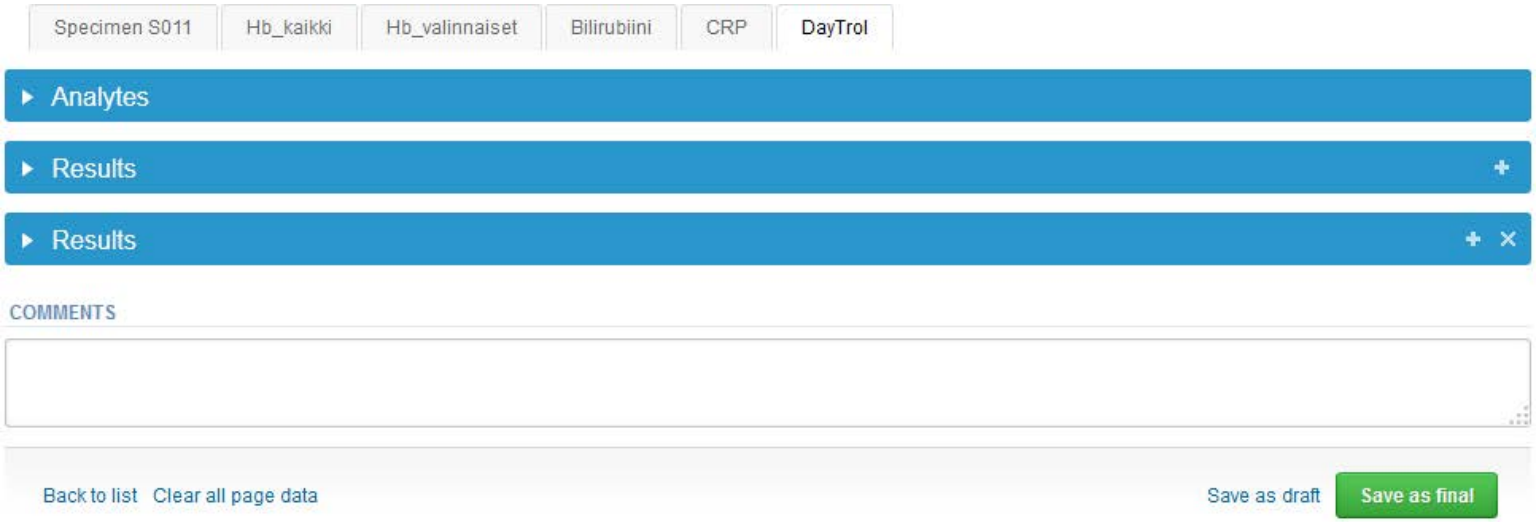
- To fill in the results of the following days click on the + -sign in the blue ”Results” row



- A new results sheet will appear including all the analytes you selected in the ”Analytes” phase
- Repeat this on all days you analyze the samples
- On the DayTrol round 30 or 31 results can be reported monthly
- Save the results on each day by selecting ”Save as draft”

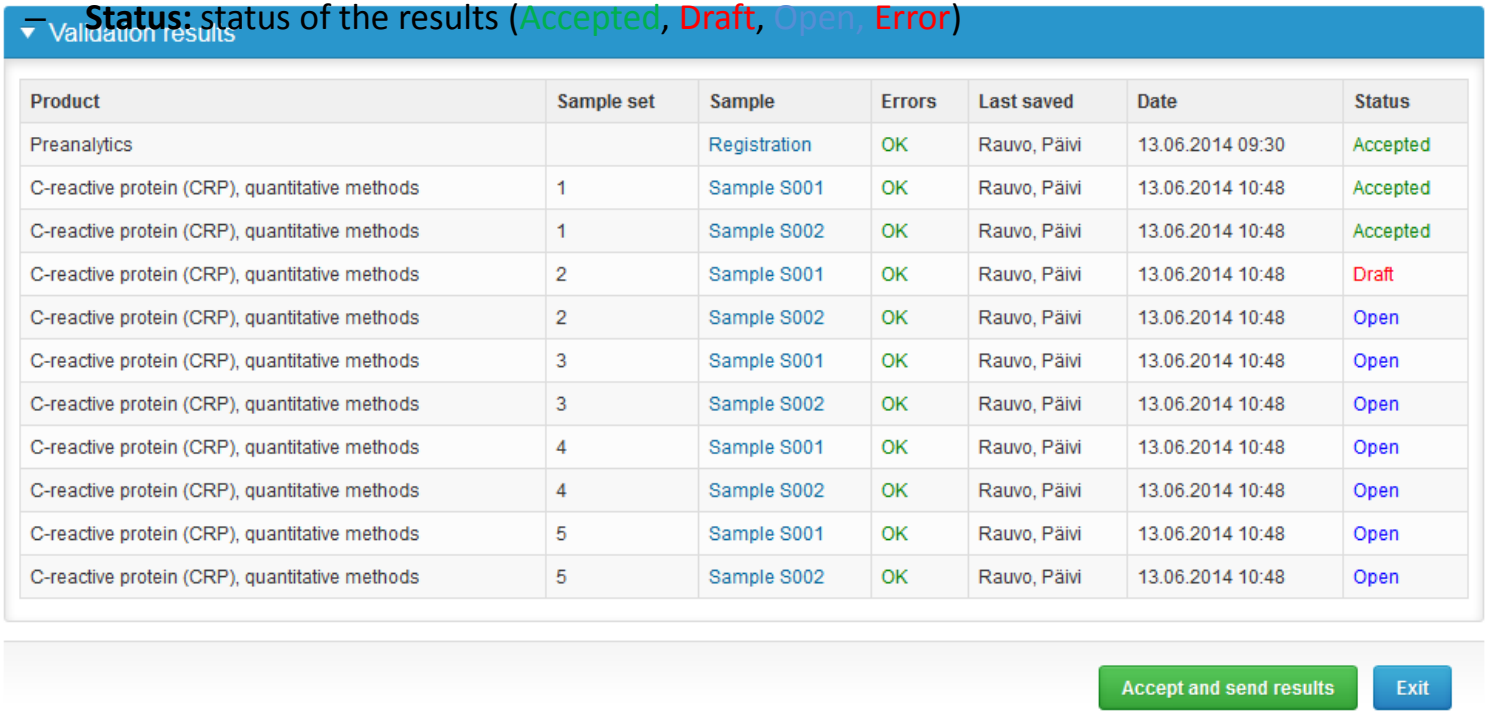
Results (5)

There is a view of the result sheet before sending the results to Labquality. Both the analyte list (”Analytes”) and the result sheets (”Results”) of each day are visible. By selecting ”Save as final” you can proceed to the Postanalytics page.



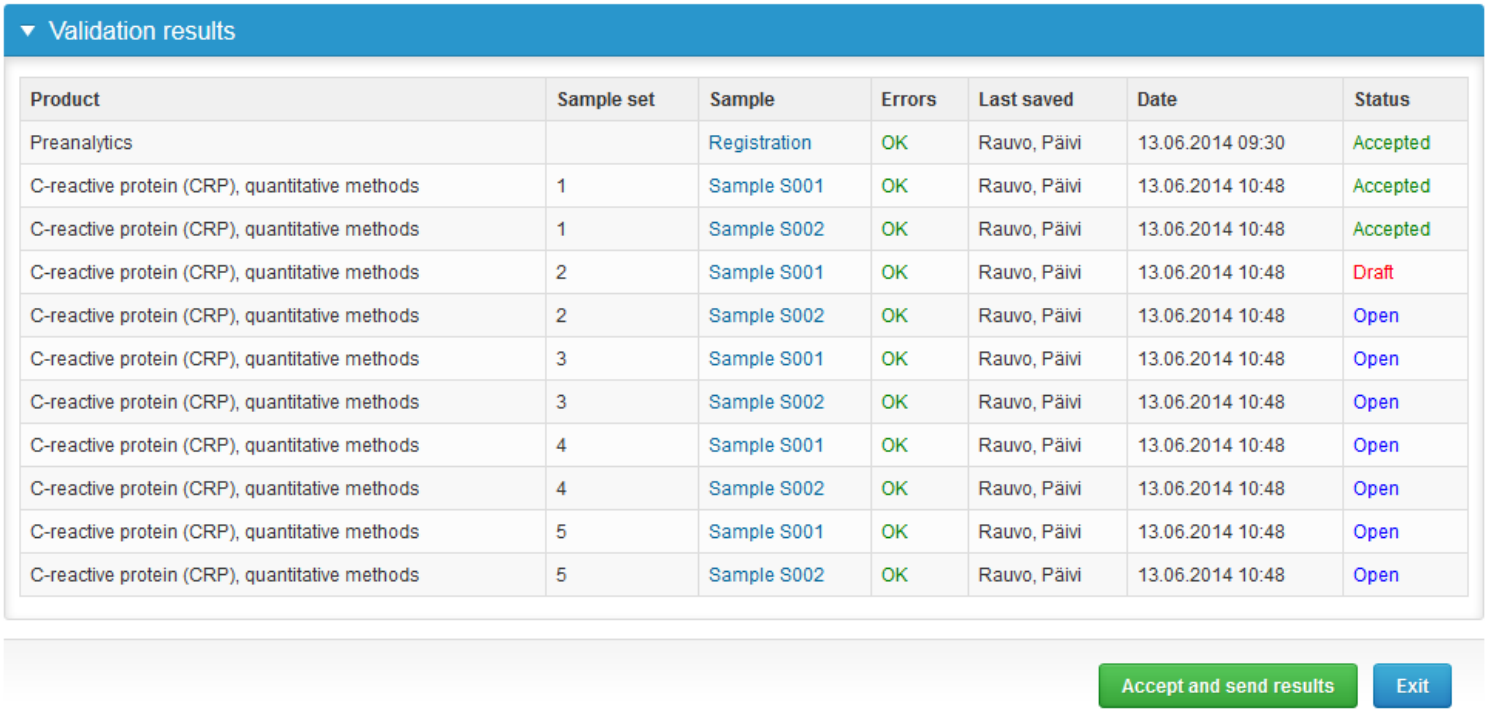
Post-analytics

- When all of the results have been filled the user will be taken to Post-analytics for result validation
  - **Product:** which 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 previously
  - **Date:** date of last saving
  - **Status:** status of the results (Accepted, Draft, Open, Error)



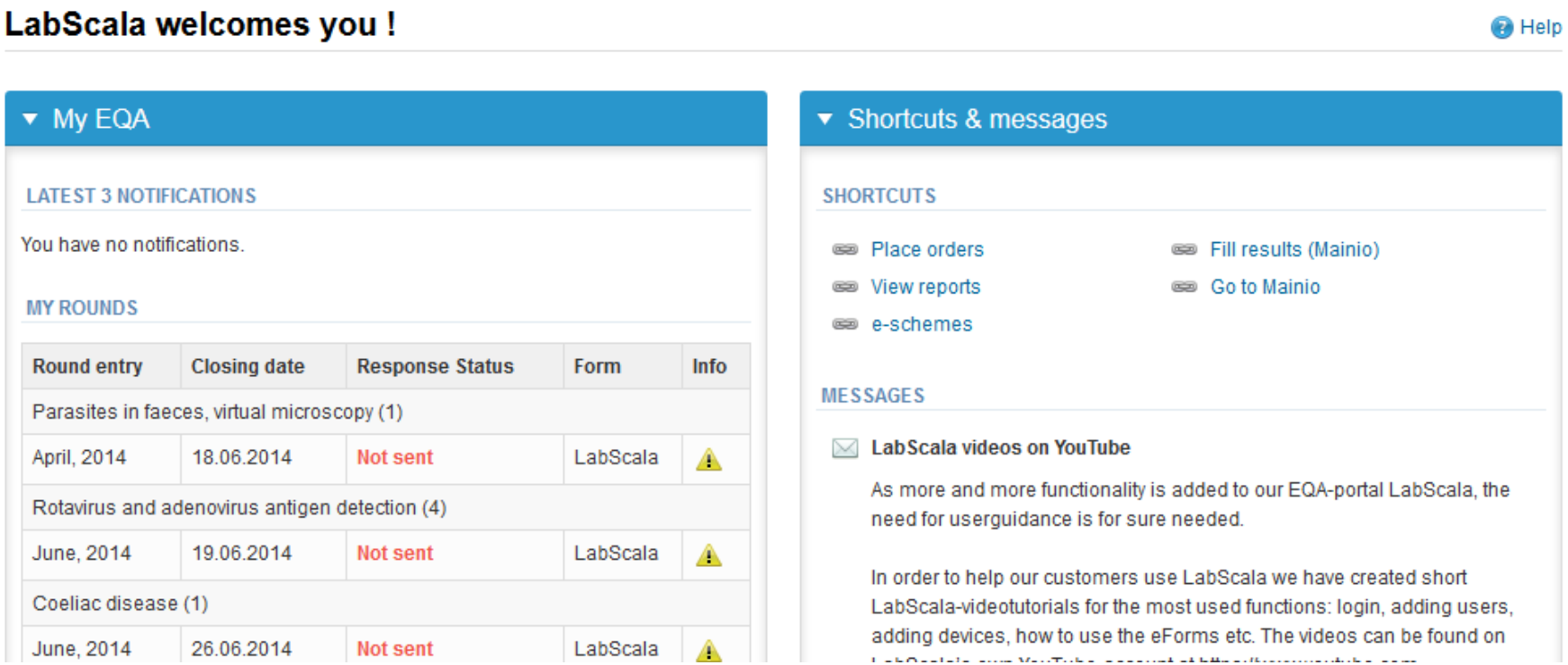
Post-analytics

- 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 don’t want 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:

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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