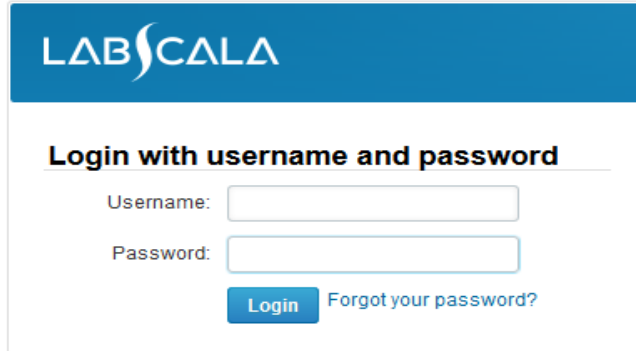




How to fill in results

7802 Preanalytics, microbiology

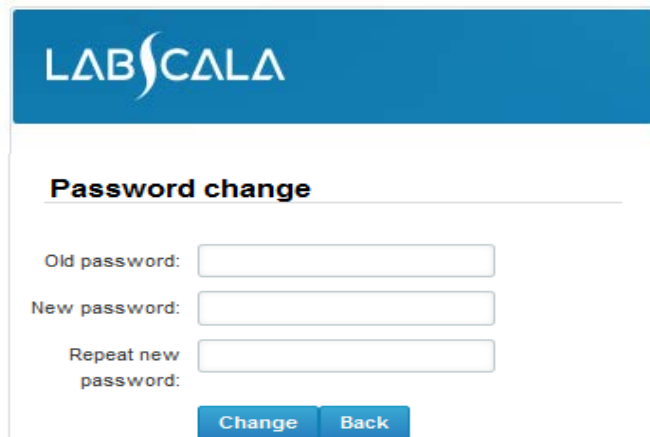
# Getting started 1-2-3



The image shows the LabScala login page. At the top is a blue header with the LabScala logo. 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 "Forgot your password?".

Please make sure that you used five digit client code as username, e.g. 02399!

[Read this before your first login to LabScala!](#)



The image shows the LabScala password change page. At the top is a blue header with the LabScala logo. Below the header, the text "Password change" is displayed. There are three input fields: "Old password:", "New password:", and "Repeat new password:". Below the fields 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
  - **Fill results** = eForm open for result filling
  - **Not sent** = result filling started but results not sent to Labquality
  - **Accepted** = results sent to Labquality

My EQA

MY REPORTS

[Go to Mainio reports](#)

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Mycobacterial culture and smear (1)				
September, 3-2014	13.11.2014	<a href="#">Fill results</a>	Paper	
Parasites in faeces, virtual microscopy (1)				
October, 2-2014	14.11.2014	<a href="#">Fill results</a>	LabScala	
Parasites in blood, virtual microscopy (2)				
October, 2-2014	20.11.2014	<a href="#">Fill results</a>	LabScala	

[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



# My Schemes

- From My Schemes you can find all products that have been ordered for you.
- From this list you can find
  - Closing dates for rounds
  - Forms that are used
  - If there is a LabScala form, you can click in with blue open-text
- If you change your view from Active to History or All, you can also see results that have been entered on LabScala forms.

▼ My Schemes -

Showing entries 1-3 [Total 3] Display: Active ▼

Sub-Program	Scheme	Round	Products ordered	Closing date	Form	Status	
					(All) ▼	(All statuses) ▼	
Bacteriology	Mycobacterial culture and smear	September, 3-2014	5220(1)	13.11.2014	Paper	<a href="#">Fill results</a>	
Parasitology	Parasites in faeces, virtual microscopy	October, 2-2014	5450(1)	14.11.2014	LabScala	<a href="#">Fill results</a>	
Parasitology	Parasites in blood, virtual microscopy	October, 2-2014	5471(1), 5470(1)	20.11.2014	LabScala	<a href="#">Fill results</a>	

[Back](#)

# 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, use green Save and next buttons to go forward.

# Request

- After opening the scheme the request page is opened with the following information
  - **Product:** how many sample sets have 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)
- 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 Preanalytics , microbiology, November, 2-2014 analysis




 Help

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

## MY ORDERS

Product	Delivery	Opening	Closing	Status	Form
Preanalytics , microbiology(1)					
	10.11.2014	10.11.2014	30.11.2014	Draft	LabScala

## MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
test	test@test.fi	
		 

▶ Coordinator contact information


Next

Exit

# Filling results

- First add your **scheme-specific** contact info by pressing the 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:

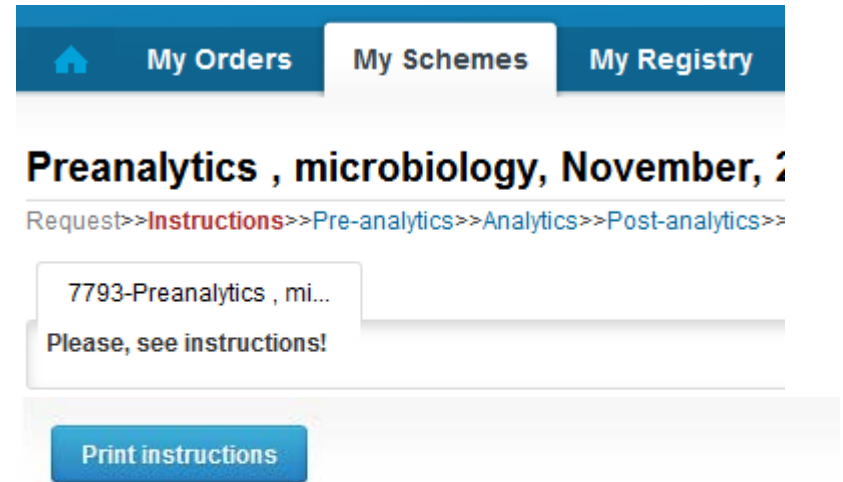
Phone:

Back



# Instructions

- In Instructions the scheme-specific instructions can be printed by pressing the "Print instructions" button



The screenshot displays a web interface with a blue header bar containing navigation links: a home icon, "My Orders", "My Schemes", and "My Registry". Below the header, the page title is "Preanalytics , microbiology, November, 2". A breadcrumb trail reads "Request>>Instructions>>Pre-analytics>>Analytics>>Post-analytics>>". A text box contains the identifier "7793-Preanalytics , mi..." and the instruction "Please, see instructions!". A blue button labeled "Print instructions" is positioned at the bottom of the interface.

# Preanalytics

- In Preanalytics, the following is asked
  - **Sample arrival date**
  - **Quantity received:** How many sample sets were received
  - **Sample storage condition:** can be left empty
  - **Sample preparation date:** can be left empty
- Comments can be saved if needed
- Move forward by selecting "Save & next"




## Preanalytics , microbiology, November, 2-2014 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
Preanalytics , microbiology, November, 2-2014	Yes	7802	1	03.11.2014 	1	- Choose - 	

### COMMENTS

Save & next

Exit

# Results

- There are 3 case reports
- Each case has it's own sheet

Case 1 Case 2 Case 3

▼ Final results +

**Patient:** a 83-year-old female.

**Background information:** An immobile female with many basic illnesses who is nursed in a retirement home. Her decubitus ulcer in the right buttock is infected. A nurse swabbed a pus specimen from the ulcer on Thursday morning before daily morning wash. She transferred the swab into a bacterial transport medium tube, closed it tightly and wrote necessary information on its label. The specimen was sent by internal municipal mail to the health center laboratory where a laboratory officer wrote a referral for it and sent those further by normal mail to the microbiology laboratory of the regional central hospital where it arrived next Monday afternoon.

**Referred laboratory examinations:** Bacterial culture.

**Specimen:** Pus in a ryon swab closed and sent in a gel transport medium tube.

<b>* What would you do in this case?</b>	<b>* Which preanalytical errors did you find in this case?</b>	
<input type="text" value="- Choose -"/>		
<b>* Which of the following options should be paid more attention by the person in charge of the laboratory or by the person ordering the examination, in order to improve the ordering of the analysis, the sample collection and the sample delivery to the laboratory ?</b>		
<input type="text" value="- Choose -"/>		
<b>* Respondent</b>	<b>* Profession</b>	<b>Comment</b>
<input type="text"/>	<input type="text" value="- Choose -"/>	<input type="text"/>

# Results

- Choose from the menu your action to question: What would you do?
- Choose errors from the menu, this part opens after the first question is answered
- Choose correct action to the next question
- Add name or 3-digit code for respondent field
- Choose profession. You you reply as a group, choose groupreply
- There is a own field for comments

<b>* What would you do in this case?</b>		<b>* Which preanalytical errors did you find in this case?</b>
<input type="text" value="- Choose -"/>		
<b>* Which of the following options should be paid more attention by the person in charge of the laboratory or by the person ordering the examination, in order to improve the ordering of the analysis, the sample collection and the sample delivery to the laboratory ?</b>		
<input type="text" value="- Choose -"/>		
<b>* Respondent</b>	<b>* Profession</b>	<b>Comment</b>
<input type="text"/>	<input type="text" value="- Choose -"/>	<input type="text"/>
<b>COMMENTS</b>		
<input type="text"/>		

# Results

- Save all of the cases as final. Press Next to see the next case.

* Respondent	* Profession	Comment
<input type="text" value="001"/>	Biomedical laboratory scientis/technician ▼	<input type="text"/>

COMMENTS

Here you can write comments

[Back to list](#) [Clear all page data](#)

[Save as draft](#)

[Save as final](#)

- If you want to edit the information you have already saved, press Edit data button.

* Respondent	* Profession	Comment
001	Biomedical laboratory scientis/technician	

COMMENTS

Here you can write comments


[Back to list](#) [Edit data](#)

[Next](#)

# Results – more than one respondent

- If you want to send more than one set of results. It is possible to open extra result boxes from white + sign on blue column.
- If + sign is not visible, press first Edit data button.
- Last respondent will save all results as final, other respondents use Save as draft. Last respondent will also send the results from postanalytics page.
- Note! Results are not hidden. If respondents cannot see what others have reported, collect results on paper and one person will fill them to LabScala before closing date.

Case 1 Case 2 Case 3

▼ Final results 

**Patient:** a 83-year-old female.

**Background information:** An immobile female with many basic illnesses who is nursed in a retirement home. Her decubitus ulcer in the right buttock is infected. A nurse swabbed a pus specimen from the ulcer on Thursday morning before daily morning wash. She transferred the swab into a bacterial transport medium tube, closed it tightly and wrote necessary information on its label. The specimen was sent by internal municipal mail to the health center laboratory where a laboratory officer wrote a referral for it and sent those further by normal mail to the microbiology laboratory of the regional central hospital where it arrived next Monday afternoon.

**Referred laboratory examinations:** Bacterial culture.

**Specimen:** Pus in a ryon swab closed and sent in a gel transport medium tube.

<b>* What would you do in this case?</b>	<b>* Which preanalytical errors did you find in this case?</b>
I would accept the specimen and make a comment ▼	No errors, Wrong request, The request is missing ▼

**\* Which of the following options should be paid more attention by the person in charge of the laboratory or by the person ordering the examination, in order to improve the ordering of the analysis, the sample collection and the sample delivery to the laboratory ?**

# Postanalytics

- When all of the results have been filled and saved the user is taken to Postanalytics page for the 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 errors, those are listed here
  - **Last saved:** The user who has saved the results
  - **Date:** date of the last saving
  - **Status:** status of the results (Accepted, Draft, Open, Error)

## Preanalytics , microbiology, November, 2-2014 postanalytics



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

Validate results

### Validation results

Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics , microbiology	1	Case 1	OK	Rauvo, Päivi	06.11.2014 13:55	Accepted
Preanalytics , microbiology	1	Case 2	OK	Rauvo, Päivi	06.11.2014 13:55	Accepted
Preanalytics , microbiology	1	Case 3	OK	Rauvo, Päivi	06.11.2014 13:56	Draft

Accept and send results

Exit

# Postanalytics

- The results can be edited by selecting the correct sample
- When all results are in accepted status 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

## Preanalytics , microbiology, November, 2-2014 postanalytics

[? Help](#)

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

Validate results

### ▼ Validation results

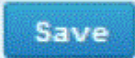
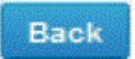







Product	Sample set	Sample	Errors	Last saved	Date	Status
Preanalytics , microbiology	1	<a href="#">Case 1</a>	OK	Rauvo, Päivi	06.11.2014 13:55	Accepted
Preanalytics , microbiology	1	<a href="#">Case 2</a>	OK	Rauvo, Päivi	06.11.2014 13:55	Accepted
Preanalytics , microbiology	1	<a href="#">Case 3</a>	OK	Rauvo, Päivi	06.11.2014 13:56	Draft

Accept and send results

Exit



# 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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+358 9 8566 8247
  - Jonna Pelanti  
[jonna.pelanti@labquality.fi](mailto:jonna.pelanti@labquality.fi)  
+358 9 8566 8211
- 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>