

How to fill in results and add your own devices Pregnancy test



## Getting started 1-2-3



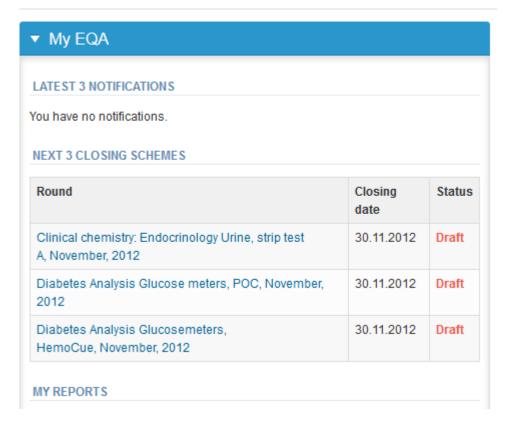
AUTH.01.1



- 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

- 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
  - Draft = result filling started but results not sent to Labquality
  - Final = results sent to Labquality

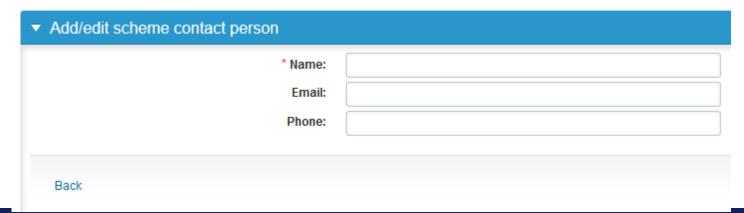
### Welcome to the new LabScala user interface



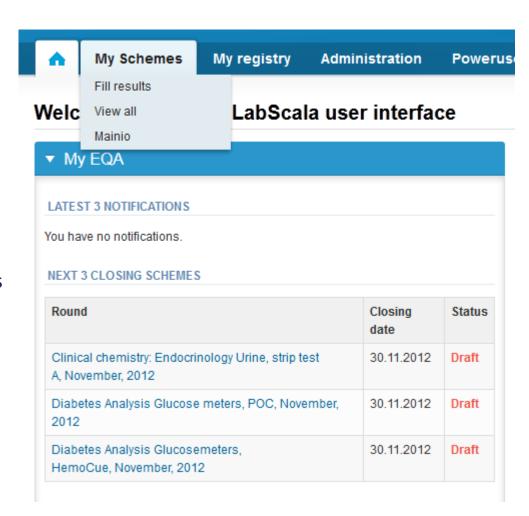
- First add your scheme-specific contact info by pressing plus – sign
- Fill in name and email address or phone number (you can add as many contact persons as you like)
- Save and choose Next



### Add scheme contact person



- 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



- 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

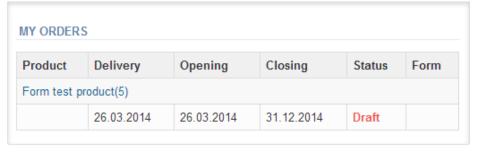
## Request

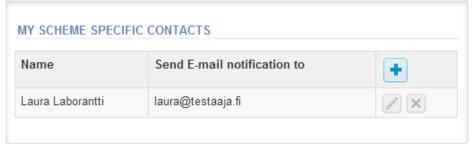
- After opening the scheme the request page is opened with the following information
  - Product: here it can be seen what and how much has been ordered
  - Delivery: samples sent from Labquality
  - Opening: Result filling /eForm is opened
  - Closing: eForm is closed
  - Status: status of the scheme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

### Welcome to the survey of Form testing scheme, March, 2014 analysis



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





Coordinator contact information







### Instructions

 In Instructions the schemespecific instructions can be read and printed by pressing the "Print instructions" button on the bottom of the page

### Glucose meters, POC, November, 2012 instructions

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

#### 2570 GLUCOSE METERS 1

#### GENERAL INFO

Welcome to this Glucose meters 1 survey. This is the last survey for year 2012.

#### SAFETY INFO

Sample 1 is animal based haemolysed liquid control. The animal material, from which this consumption with no known risk of transmittable diseases. Normal laboratory precautions be carried out in the same way as for patient blood.

#### SCHEDULE

Analyze the samples as soon as possible and report the results no later than 17th of Dece

#### SAMPLE INFORMATION

Samples may be stored between (2 ... 8 oC). Allow the specimen to stand at room temper appears homogenous. Do not mix too vigorously.

You may measure five instruments with one specimen.

Note! Each glucose meter has an own number code. Please make sure that you use your For Hemocue instrument you should use survey number 2580.

Note! This specimen is not suitable for On Call Plus meters.

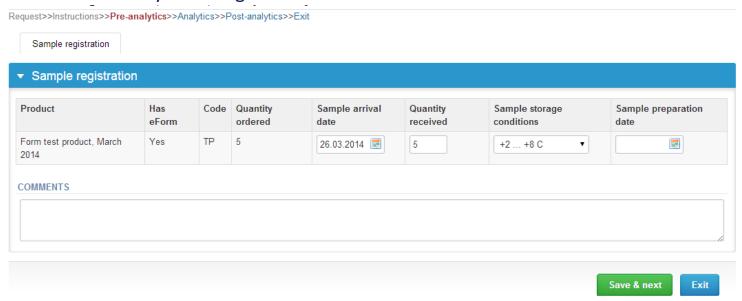
#### CONTACT INFO

Päivi Rauvo paivi.rauvo@labquality.fi

**Print instructions** 

## 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 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
- Fill in the result (you can use either comma or dot)



## 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



### 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

- 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)

Form test product	2	Sample S001	OK	Jonna Pelanti	27.03.2014 16:13	Draft
Form test product	3	Sample S001	OK	Jonna Pelanti	27.03.2014 16:14	Open
Form test product	4	Sample S001	OK	Jonna Pelanti	27.03.2014 16:27	Accepted
Form test product	5	Sample S001	OK	Pirn, Lembit	27.03.2014 15:42	Accepted

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

Form test product	2	Sample S001	OK	Jonna Pelanti	27.03.2014 16:13	Draft
Form test product	3	Sample S001	OK	Jonna Pelanti	27.03.2014 16:14	Open
Form test product	4	Sample S001	OK	Jonna Pelanti	27.03.2014 16:27	Accepted
Form test product	5	Sample S001	OK	Pirn, Lembit	27.03.2014 15:42	Accepted

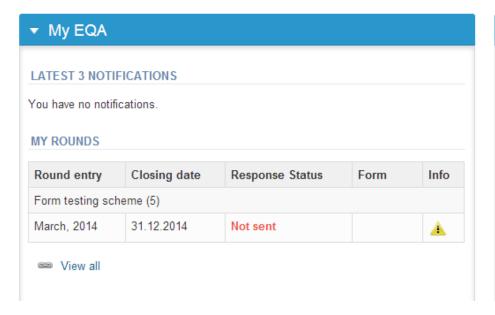
Accept and send results

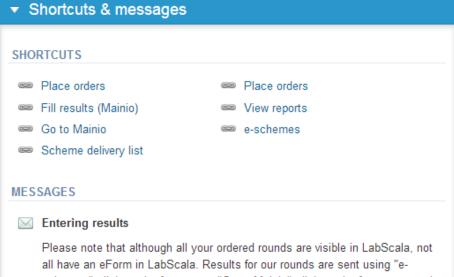
Exit



## **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



refere battom emables you to defect 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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  - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211