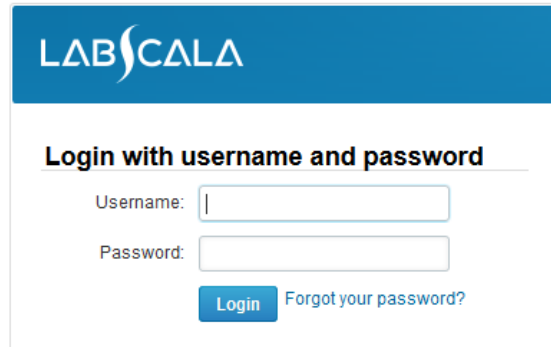




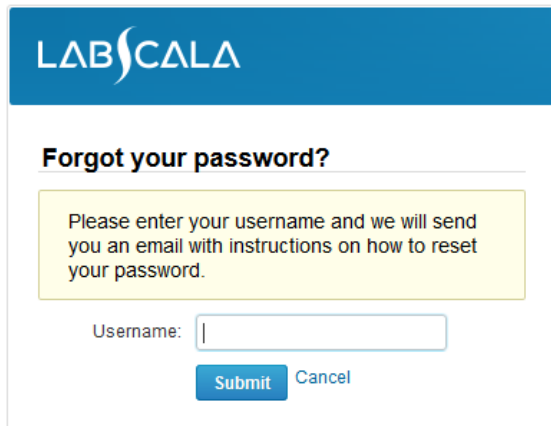
How to fill in results and  
add your own devices  
Troponin I and T

# Getting started 1-2-3



The image shows the LabScala login interface. At the top is a blue header with the LabScala logo. Below it, the heading "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!



The image shows the LabScala "Forgot your password?" form. It has a blue header with the LabScala logo. The heading "Forgot your password?" is displayed. Below it, a yellow box contains the text: "Please enter your username and we will send you an email with instructions on how to reset your password." Below this is a "Username:" input field. At the bottom are two buttons: "Submit" and "Cancel".

1. Login with your username and password.
2. If you use LabScala for the first time please contact [info@labquality.fi](mailto:info@labquality.fi)
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

# Help

The screenshot shows the LabScala user interface. At the top is a blue navigation bar with a home icon and the following menu items: My Orders, My Schemes, My registry, and Administration. Below the navigation bar, the text "LabScala welcomes you !" is displayed on the left. On the right side of this section, there is a "Help" button with a question mark icon, which is circled in red. Below the welcome message are two main content panels. The left panel is titled "My EQA" and contains sections for "LATEST 3 NOTIFICATIONS" (stating "You have no notifications.") and "MY ROUNDS". The right panel is titled "Shortcuts & messages" and contains a "SHORTCUTS" section with a list of links: "Place orders", "View reports", "e-schemes", "Fill results (Mainio)", and "Go to Mainio". A black arrow points from the text "Press Help for more instructions." at the bottom left towards the "Help" button.

Press Help for more instructions.

# Easy access first page

My Orders My Schemes My registry Administration

LabScala welcomes you ! Help

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Product	Round entry	Closing date	Status	Has eForm
Hepatitis B, s-antigen antibodies (5)	January, 2014	13.02.2014	Not sent	Yes
Hormones A (1)	February, 2014	20.02.2014	Not sent	Yes
Glucose meters, POC (2)	February, 2014	14.03.2014	Open	Yes

View all

MY ORDERS

Order nr	Ordered by	Orderer	Order date	Status
LS14005283	Labquality Oy	Pulkkinen, Elisa	04.02.2014	Draft

Shortcuts & messages

SHORTCUTS

- Place orders
- View reports
- e-schemes
- Fill results (Mainio)
- Go to Mainio

**DASHBOARD WITH GROUPED LINKS**

are sent using "e-schemes" - link on the front page, "Go to Mainio" - link on the front page or via LabScala. And almost half of our rounds are still sent using paper forms.

We will inform clearly in the survey letter when the result reporting changes and we will also give instructions how the results are sent.

✉ Rounds 5671 and 5672 postponed

Please note that the following rounds will be sent during week 6 or 7:

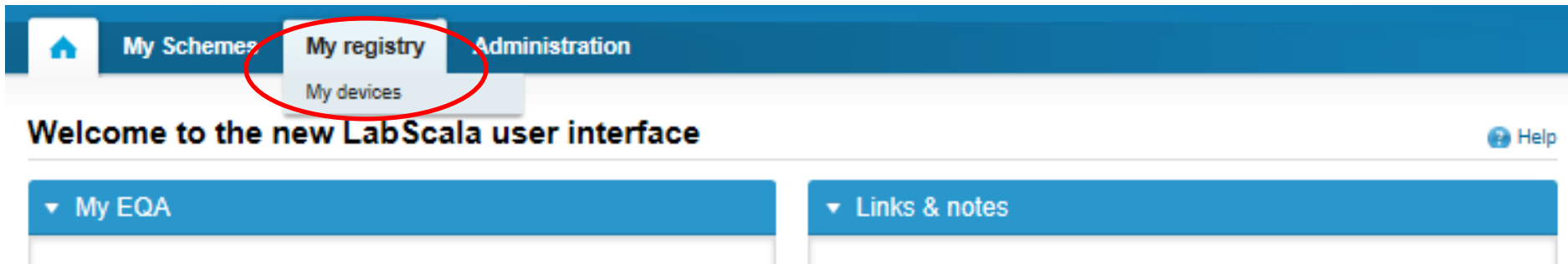
5671 Influenza

**Own open rounds**

**GROUPED LINKS**

# Adding your own devices/methods

- Select "My registry" then "My devices" in the top header and fill in your device information .
- After this your devices are ready to be used directly from the eForm, this makes filling your results fast and easy.



# Own devices

- In your devices list 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"

The screenshot displays the 'Own devices' interface in LabScala. At the top, there is a navigation bar with three tabs: 'My Schemes', 'My registry', and 'Administration'. Below this, the main heading is 'Devices list', with a 'Help' icon on the right. A blue bar with a dropdown arrow and the text 'Devices' is positioned above the main content area. In the top right corner of this area, a blue button labeled 'New device' is circled in red. Below the button, there is a 'Display: Active' dropdown menu. A search table is located below the display options, with columns for 'Nickname', 'Instrument', 'Manufacturer', 'Products', and 'Client'. Each column has a corresponding search input field. A magnifying glass icon is on the right side of the search table. At the bottom right of the page, another blue button labeled 'New device' is visible.

# Troponin I and T methods

- All methods are added as device, also strips. For example Roche T sensitive Rapid test, choose Roche visual reading as device. On reagent page you add your strip information.

**DEVICE**

Instrument: Roche Visual reading  
Manufacturer: ROCHE  
Nickname: \* : test  
3 digit code or free text. Check instructions!

\* Start date: 01.02.2014  
End date:  
Location:  
Client system ID: 123456ABC

**USED FOR MEASURING SCHEMES**

Product	Active
[+] Troponin I and troponin T, detection POCT	<input checked="" type="checkbox"/>

▼ Add a device

Client: 2399 Nortal AS

Client code:

**DEVICE**

\* Instrument:

\* Manufacturer:

Nickname: \* :   
3 digit code or free text. Check instructions!

\* Start date:

End date:

Location:

Client system ID:

**USED FOR MEASURING SCHEMES**

Product

- Choose -

**ADDITIONAL INFORMATION**

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

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!**

Nickname -field: If you have multiple devices participating on a same round, please use 3-digit number codes to separate them for example 001, 002, 003. If you have only one method or instrument you can write free text in this field.

If your device/method is missing, please contact EQA coordinator and it will be added.



▼ Add a device

Client: 2399 Nortal AS

Client code:

DEVICE

\* Instrument:

\* Manufacturer:

Nickname: \* :

3 digit code or free text. Check instructions!

\* Start date:

End date:

Location:

Client system ID:

Fill in the **start date** when you started to use this device. This date must be earlier than the date when you analyze the samples.

USED FOR MEASURING SCHEMES

Product

Active



Fill in your own **system ID** for this device

ADDITIONAL INFORMATION

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

If you fill in **end date**, device is not valid on this scheme after this date. Leave this field empty until this device is not in use. Fill in the **location** of this device, for example Room 110.

Back

Save

# NB! \* - marked fields are mandatory!

## ▼ Add a device

Client: 2399 Nortal AS

Client code:

### DEVICE

\* Instrument:

\* Start date:

\* Manufacturer:

End date:

Nickname: \* :

Location:

3 digit code or free text. Check instructions!

Client system ID:

### USED FOR MEASURING SCHEMES

#### Product

Active



### ADDITIONAL INFORMATION

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

**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.**

**Choose Troponin I and troponin T, detection POCT on this scheme.**

# Analyte information on Troponin I and T

- Note that there are several options for both Troponin I and T
  - Troponin T Qualitative
  - Troponin T Semiquantitative
  - Troponin T Quantitative
  
  - Troponin I Qualitative
  - Troponin I Quantitative
- Add reagent or strip info for the ones that you use.
- For example to Roche Cobas h232 –device you can add Troponin T Semiquantitative or Troponin T Quantitative analytes.

# Adding strip or reagent

## USED FOR MEASURING SCHEMES

Product Active

[\[-\] Troponin I and troponin T, detection POCT](#)

Analyte	Definition	Active
<input type="text"/>	<input type="text"/>	All <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<a href="#">Troponin T Semiquantitative</a>		<input type="checkbox"/>
<a href="#">Troponin I Qualitative</a>		<input type="checkbox"/>
<a href="#">Troponin T Qualitative</a>		<input type="checkbox"/>
<a href="#">Troponin T Quantitative</a>		<input type="checkbox"/>
<a href="#">Troponin I Quantitative</a>		<input type="checkbox"/>

1. Activate the analytes  
You are measuring

2. Add the strip info by clicking the analytes name.  
See previous picture for more info.

## ADDITIONAL INFORMATION

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

Additional information if needed

Back

3. Back to My devices or Save

Save

# Adding reagent/strip information

▼ Add device's reagent info for Analyte Troponin T Semiquantitative

\* Reagent manufacturer: ROCHE

\* Reagent: Cardiac T Quantitative

\* Measure unit:    
- Choose -  
ng/L  
µg/l

Access to background register

Choose your unit!

Remember to save!

Free text – fields. If something is written, LabScala searches the background register for matches.

**If your reagent/strip information is missing, please contact EQA coordinator and it will be added.**

# Saving device information

## USED FOR MEASURING SCHEMES

Product			Active
[-] Troponin I and troponin T, detection POCT			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Q"/>
Troponin T Semiquantitative	ROCHE - Cardiac T Quantitative; ng/L	<input checked="" type="checkbox"/>	
Troponin I Qualitative		<input type="checkbox"/>	
Troponin T Qualitative		<input type="checkbox"/>	
Troponin T Quantitative		<input type="checkbox"/>	
Troponin I Quantitative		<input type="checkbox"/>	
- Choose - <input type="button" value="v"/>			<input type="button" value="+"/>

## ADDITIONAL INFORMATION

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

Back

After adding the strip information, **remember to save!**

Save

# Device saved




## Devices list

[? Help](#)

▼ Devices - 2399 Nortal AS

[New device](#)

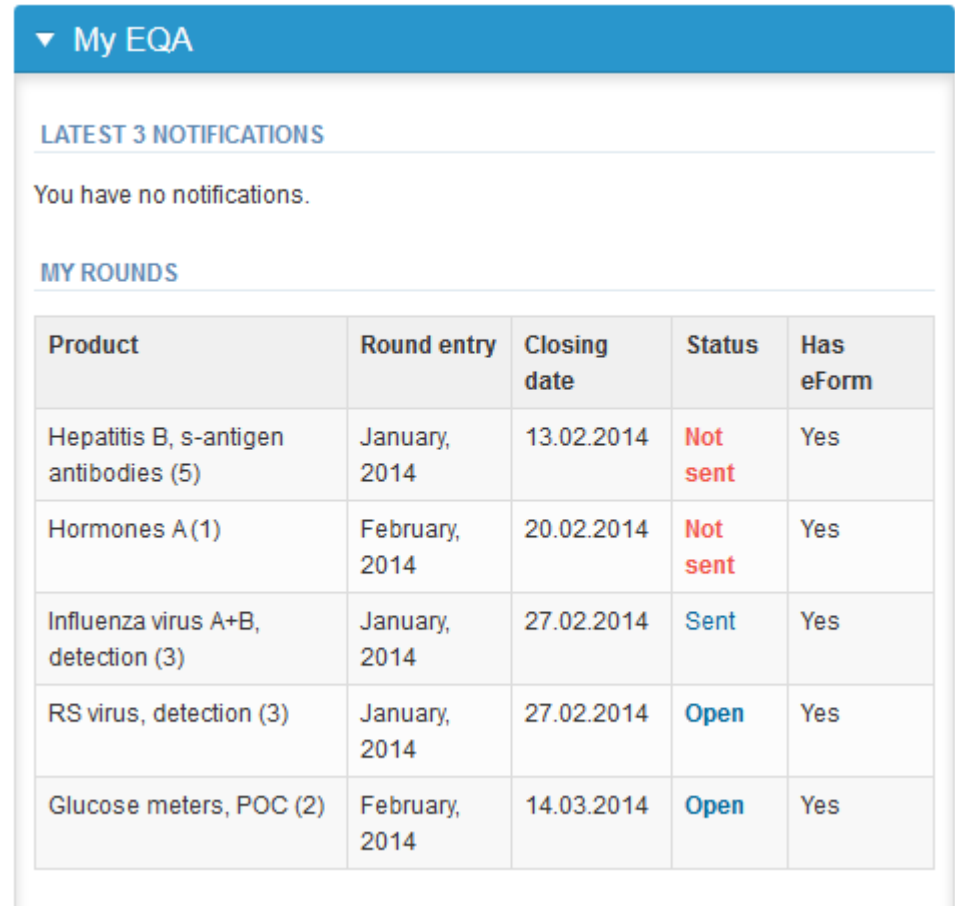
Showing entries 1-10 [Total 18] Display: Active ▾

Nickname/Client system ID ▲	Instrument ⇅	Manufacturer ⇅	Products ⇅	Client ⇅	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
bicard	Biocard Troponin I	Ani Biotech	Troponin I and troponin T, detection POCT	2399	
bionexia/päivi	bioNexia Troponin I	BIOMERIEUX	Troponin I and troponin T, detection POCT	2399	

**Device is now saved and ready to be used  
in the eForms of LabScala!  
If you have multiple devices, choose New device.**

# Filling results

- The easiest way to access open schemes is from "My EQA" on the front page
- In the view of the next 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
  - **Sent** = results sent to Labquality
- Open Troponin I and T round (click blue Open text)



▼ My EQA

**LATEST 3 NOTIFICATIONS**

You have no notifications.

**MY ROUNDS**

Product	Round entry	Closing date	Status	Has eForm
Hepatitis B, s-antigen antibodies (5)	January, 2014	13.02.2014	Not sent	Yes
Hormones A (1)	February, 2014	20.02.2014	Not sent	Yes
Influenza virus A+B, detection (3)	January, 2014	27.02.2014	Sent	Yes
RS virus, detection (3)	January, 2014	27.02.2014	Open	Yes
Glucose meters, POC (2)	February, 2014	14.03.2014	Open	Yes

— .. ..



# 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

MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	

Next Exit

## Add scheme contact person

▼ Add/edit scheme contact person

\* Name:

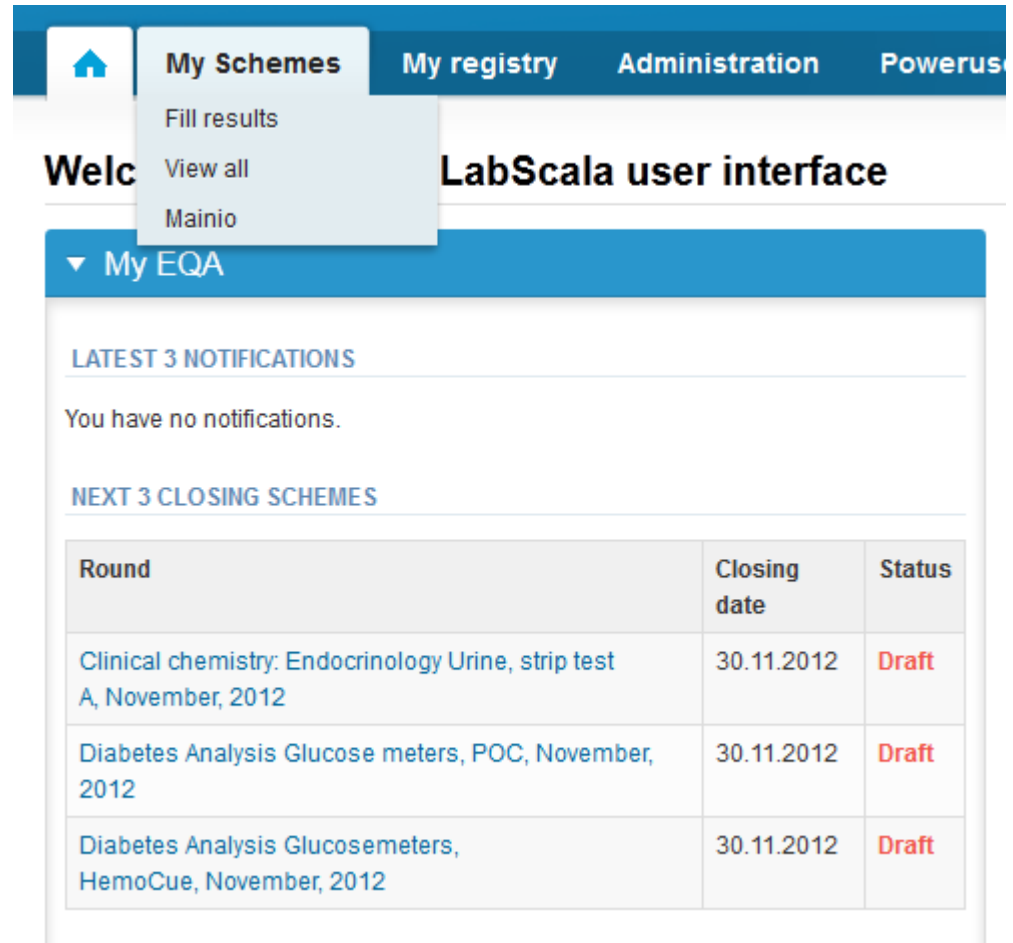
Email:

Phone:

Back

# 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 ordered schemes which have a LabScala-eForm
  - **Mainio:** other Internet – schemes and e-schemes



The screenshot displays the LabScala user interface. At the top, there is a navigation bar with a home icon and the following menu items: My Schemes, My registry, Administration, and Powerus. A dropdown menu is open under 'My Schemes', showing options for 'Fill results', 'View all', and 'Mainio'. Below the navigation bar, the page is titled 'LabScala user interface'. A section titled 'My EQA' is visible, containing two sub-sections: 'LATEST 3 NOTIFICATIONS' (with the message 'You have no notifications.') and 'NEXT 3 CLOSING SCHEMES'. The 'NEXT 3 CLOSING SCHEMES' section contains a table with three columns: Round, Closing date, and Status.

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucose meters, POC, November, 2012	30.11.2012	Draft
Diabetes Analysis Glucosemeters, HemoCue, November, 2012	30.11.2012	Draft

# Filling results

- After selecting an open scheme the results can be filled
- Result filling is presented as a process:

## Welcome to the round of Troponin I and troponin T, POC, February, 1-2018 analysis

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

---




- **Request:** Important round-specific information
- **Instructions:** Printable instruction letter
- **Pre-analytics:** Sample delivery informationn
- **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 is gained after the previous step is completed.
- Best way to go forward is to use green Next-buttons, when using those LabScala takes you through whole process step by step.

# 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. Troponin I and troponin T, detection (1) means 1 set of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Reports:** expected date of report publishing in the internet
  - **Status:** status of the scheme (Open, Not Sent and Sent 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! Start by pressing blue + -sign**

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

MY ORDERS					
Product	Delivery	Opening	Reports	Status	Has eForm
Troponin I and troponin T, detection (qualitative test)(1)					
	01.01.2014	01.01.2014		Open	Yes

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Test Client	test.client@test.fi	  

► Coordinator contact information

Next

Exit

# Instructions




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

# 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

▼ Sample registration

Product	Has eForm	Code	Quantity ordered	Sample arrival date	Quantity received	Sample storage conditions	Sample preparation date
Troponin I and troponin T, detection (qualitative test), February 2014	Yes	2530	1	07.02.2014 	<input type="text" value="1"/>	<div style="border: 1px solid black; padding: 2px;"><p>- Choose - </p><p>- Choose -</p><p>+2 ... +8 C</p><p>-20 C</p><p>Other</p><p>Room temperature</p><p>Under -20 C</p></div>	<input type="text" value=""/> 

COMMENTS

Save & next

Exit

# Results – types of results

- Results can be marked as
  - Numeric
  - Separated by a dot or comma
  - Qualitative and semiquantitative results are chosen from drop down –menus.

# 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 sample, the samples are listed on top of the result form (e.g. Sample 1 and Sample 2)
- Result filling is started by selecting the measurement day
- Saved devices can be chosen from the dropdown list in the result form
- Fill in the result
  - Choose qualitative and semiquantitative results from drop down menu or fill in quantitative result. With quantitative results you can use either dot or comma.





The screenshot shows the 'SAMPLE SETS' section at the top, with a red circle around the '1' button. Below it, 'Sample S001' is selected, also circled in red. The main table displays measurement results for Troponin T and I for Sample S001.

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
03.02.2014	Troponin T Qualitative	test	Roche Visual reading	Troponin T sensitive, Rapid test	Positive 3	No unit



# 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 are not finished with results entry
  - Use "Save as final", if you are ready with results entry
- Back to list –button takes you back to the front page
- Clear all page data –button clears all the information on this page

03.02.2014 	Troponin I Quantitative	-Choose- 				
03.02.2014 	Troponin I Qualitative	-Choose- 				

COMMENTS

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

[Save as draft](#)

[Save as final](#)

# 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

Sample S001    Sample S002

▼ Troponin T and I measurement results for Sample S001

Measurement date	Analyte	Device	Instrument	Reagent	Result	Unit
08.02.2014	Troponin T Qualitative	test	Roche Visual reading	Troponin T sensitive, Rapid test	Positive 3	No unit
	Troponin T Semiquantitative					
	Troponin T Quantitative					
	Troponin I Quantitative					
	Troponin I Qualitative					

COMMENTS

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

# 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, Not sent)

## Troponin I and troponin T, POC, February, 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		<a href="#">Registration</a>	OK	Rauvo, Päivi	10.02.2014 13:07	Accepted
Troponin I and troponin T, detection (qualitative test)	1	<a href="#">Sample S001</a>	OK	Rauvo, Päivi	10.02.2014 13:19	Accepted
Troponin I and troponin T, detection (qualitative test)	1	<a href="#">Sample S002</a>	OK	Rauvo, Päivi	10.02.2014 13:23	Not sent

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

## Troponin I and troponin T, POC, February, 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		<a href="#">Registration</a>	OK	Rauvo, Päivi	10.02.2014 13:07	Accepted
Troponin I and troponin T, detection (qualitative test)	1	<a href="#">Sample S001</a>	OK	Rauvo, Päivi	10.02.2014 13:19	Accepted
Troponin I and troponin T, detection (qualitative test)	1	<a href="#">Sample S002</a>	OK	Rauvo, Päivi	10.02.2014 13:25	Accepted

Accept and send results

Exit

# Exit

- After selecting "Exit" you will be taken back to the front page

LabScala welcomes you !

[? Help](#)

## ▼ My EQA

### LATEST 3 NOTIFICATIONS

You have no notifications.

### MY ROUNDS

Product	Round entry	Closing date	Status	Has eForm
Hepatitis B, s-antigen antibodies (5)	January, 2014	13.02.2014	Not sent	Yes
Hormones A(1)	February, 2014	20.02.2014	Not sent	Yes
Influenza virus A+B, detection (3)	January, 2014	27.02.2014	Sent	Yes
RS virus, detection (3)	January, 2014	27.02.2014	Open	Yes

## ▼ Shortcuts & messages

### SHORTCUTS

- [Place orders](#)
- [View reports](#)
- [e-schemes](#)
- [Fill results \(Mainio\)](#)
- [Go to Mainio](#)

### MESSAGES

- Short term round 13/2013, Serum A**

New histograms of Serum A(1072) round 12-2013 will be sent to all clients as soon as possible. Now they are available in Labscala
- Entering results**

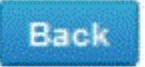
Please note that although all your ordered rounds are visible in LabScala, not all have an eForm in LabScala. Results for our rounds are sent using

# 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



Takes you back to the front page

# Questions?

- In case you have questions, please contact:
  - Päivi Ranta  
[paivi.ranta@labquality.fi](mailto:paivi.ranta@labquality.fi)  
+358 45 773 107 80
  - Jonna Pelanti  
[jonna.pelanti@labquality.fi](mailto:jonna.pelanti@labquality.fi)