



How to fill in results and  
add your own devices  
Urine Strip Tests A

# 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

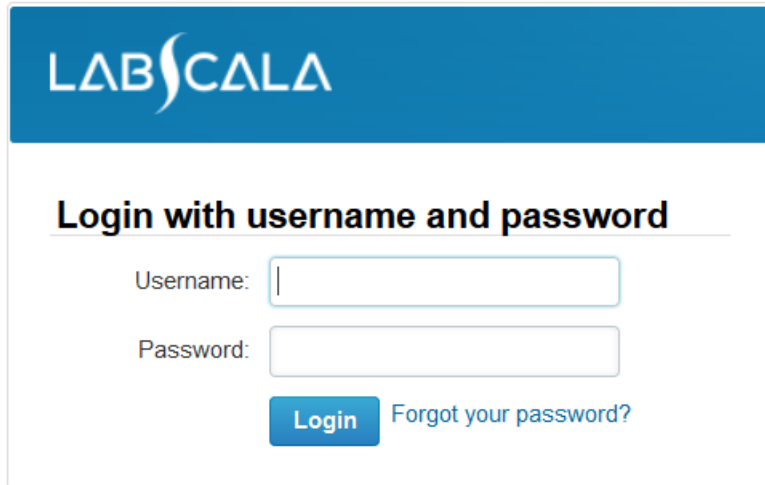


List button marks a field where you can search from the background register



Takes you back to the front page

# Getting started 1-2-3



The image shows the LabScala login interface. At the top is a blue header with the LabScala logo. Below the header is a white box containing the text "Login with username and password". Underneath this text are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue "Login" button and a link that says "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!](#)

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

# First page

My EQA

SCH... COORDINATOR)

Product	Orders	Ordering end date	Delivery start date
2681 - Allergy in vitro diagnostics [SKML]	2681: 28-28-0	30.11.2014	02.02.2015
2681 - Allergy in vitro diagnostics [SKML]	2681: 28-28-0	30.11.2014	02.02.2015
2681 - Allergy in vitro diagnostics [SKML]	2681: 28-28-0	30.11.2014	02.02.2015
2681 - Allergy in vitro diagnostics [SKML]	2681: 28-28-0	30.11.2014	02.02.2015
2610 - Acid-base status and electrolytes	2610: 410-460-0	26.01.2015	09.02.2015

View all

Shortcuts & messages

SHORTCUTS

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

MESSAGES

IE6 not compatible with LabScala

Please note that LabScala is not working ideally with old browsers such as

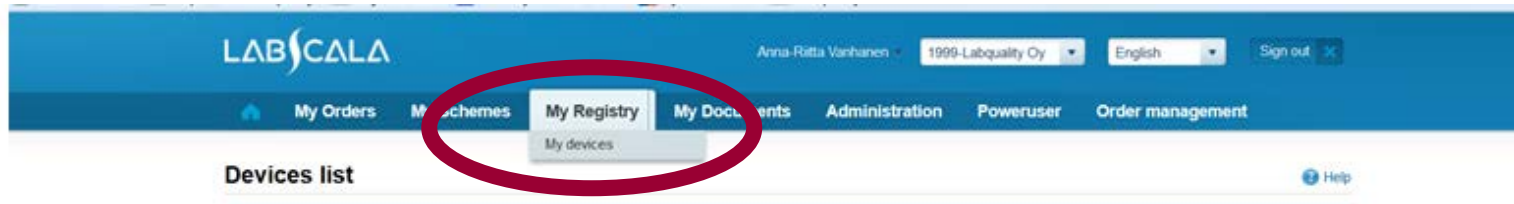
Own open rounds

DASHBOARD WITH GROUPED LINKS

Additional info

# Adding your own devices= method information

- Select "My registry" then "My devices" in the top header and fill in your device (method) information .
- NOTE! It is useful to add your device informations first. Then 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 not saved any devices yet, the list is empty
- Adding devices is done by selecting "New device"

My Schemes My registry Administration

## Devices list

Help

▼ Devices

New device

Display: Active

Nickname	Instrument	Manufacturer	Products	Client
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New device

# NB! \* - marked fields are mandatory and also the **LQ 3-digit code!**

## Add a new device

Help

N.B. You already have similar device (Urisys 2400) in your register. Are you sure that you have two similar devices?

### ▼ Add a device

Client: 2399 Test customers

Client code:

Access to the background register

#### DEVICE

\* Instrument:

\* Manufacturer:

Nickname: \* :

Free text field for a device name

\* Start date:

Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:

This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code:

This will show on your client specific report.

Client system ID:

Please make sure that you have written your instruments' **nickname** and **3-digit number (eg. 456) to LQ 3-digit code** in all your Urine strip tests instruments or visual reading systems .  
**The LQ 3-digit code is mandatory**

#### USED INSTRUMENTS

Product

Active



The **Instrument** and **Manufacturer** are Free text – fields. If something is written, LabScala searches the background register for matches.  
**Hint! If you write your instrument name/strip information you do not need to fill in the manufacturer, LabScala searches it for you!**

# NB! \* - marked fields are mandatory and also the LQ 3-digit code!

Fill in the **start date** when you have started to use this device.

This date must be earlier than the date when you analyze the samples. You can write the date (eg 02.02.2015) or select from the calendar in order year, month and date.

▼ Add a device

Client: 2399 Test customers

Client code:

**DEVICE**

\* Instrument: Urisys 2400

\* Manufacturer: ROCHE

Nickname: \* : Own instrument  
Free text field for a device name

\* Start date: 02.02.2015  
Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:   
This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code: 986  
This will show on your client specific report.

Client system ID: 02022015xx

**USED FOR MEASURING SCHEMES**

Product: Urine, strip test A Active

Please fill in "not used after" date, **only** when you do not use your "old" instrument anymore.

**Note!** After this date your instrument is not valid on this scheme.

Fill in the **location** of your instrument if needed.



**NB! \* - marked fields are mandatory and also the LQ 3-digit code!**

▼ Add a device

Client: 2399 Test customers

Client code:

**DEVICE**

\* Instrument:

\* Manufacturer:

Nickname: \* :   
Free text field for a device name

\* Start date:    
Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:    
This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code:   
This will show on your client specific report.

Client system ID:

**USED FOR MEASURING SCHEMES**

Product	Active
<input type="text" value="Urine, strip test A"/> <input type="button" value="▼"/>	<input type="button" value="+"/>

Dropdown menu. Select the scheme in which you want this intrument/strip system to be used.

Add it by pressing the Active – plus – sign on the right.

**Note! Please remember to choose Urine Strip Tests A.**

1. Add your strips **definition** by clicking some of the analytes names. This you have to do only with one analyte and all the other will be saved too.

2. Check that all analytes are active after you have added the definition (see next page).

USED FOR MEASURING SCHEMES

Product			Active
[-] Urine, strip test A			<input checked="" type="checkbox"/>
Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	<input type="button" value="Q"/>
U-Glucose	Instrumental reading	<input checked="" type="checkbox"/>	
U-Ketones	Instrumental reading	<input checked="" type="checkbox"/>	
U-Erythrocytes	Instrumental reading	<input checked="" type="checkbox"/>	
U-pH	Instrumental reading	<input checked="" type="checkbox"/>	
U-Protein	Instrumental reading	<input checked="" type="checkbox"/>	
U-Nitrite	Instrumental reading	<input checked="" type="checkbox"/>	
U-Leukocytes	Instrumental reading	<input checked="" type="checkbox"/>	
U-Relative density	Instrumental reading	<input checked="" type="checkbox"/>	

# Strips definition information

## Add device's secondary information for product Urine, strip test A

[Help](#)

For this product the definition is only allowed product wise. Saving the form will apply the reagent info for all this product associated analytes

### ▼ Add device's reagent info for Product Urine, strip test A

**Nickname:** Own instrument  
**Instrument:** Urisys 2400  
**Location:**  
**Client system id:** 02022015xx  
**Device 3 digit code:** 986  
**\* Method:** Instrumental reading

[Back](#)

[Save](#)

LabScala will give you the choice of "visual reading" or "instrumental reading". If you have earlier selected an instrument to your method, you will get here "instrumental reading" and if your method is visual you will get here "visual reading". Just select it and **save**.

**Please note that the Device 3 digit code is mandatory. It will be copied here if you have added it earlier to device information and vice versa.**

# Saving device = method information

**DEVICE**

Instrument: Urisys 2400  
Manufacturer: ROCHE  
Nickname: \* :   
Free text field for a device name

\* Start date:   
Please note! The Start date must be earlier or the same as the Measurement date on the Result form.

Not used after:   
This field is not mandatory. The instrument cannot be used after the end-date.

Location:

LQ 3-digit code:   
This will show on your client specific report.

Client system ID:

Product:   
[-] Urine, strip test A

Analyte	Definition	Active	
<input type="text"/>	<input type="text"/>	All	<input type="checkbox"/>
U-Glucose	Instrumental reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>
U-Ketones	Instrumental reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>
U-Erythrocytes	Instrumental reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Active

Please make sure that you have written the **Nickname** of your instrument and filled in the **LQ 3-digit code** (eg. 986) in all your **Strip Tests A – devices** .

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

# Device = method saved

▼ Devices - 2399 Test customers

**New device**

Showing entries 1-8 [Total 8] Display: Active ▼

Nickname/Client system ID ▲	Instrument ⇅	Manufacturer ⇅	Products ⇅	Client ⇅	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="urine, strip"/>	<input type="text"/>	
Alaite/AAA	cobas u411	ROCHE	Urine, strip test A	2399	
Dlaite/DDD	Clinitek Status +	SIEMENS	Urine, strip test A	2399	
Glnstrument/GGG	cobas u411	ROCHE	Urine, strip test A	2399	
Own instrument/02022015xx	Urisys 2400	ROCHE	Urine, strip test A	2399	
Own 2015/456	Clinitek Status +	SIEMENS	Urine, strip test A	2399	

**Device = method information is now saved and ready to be used in the eForms of LabScala!**

**If you need to change some information just select device from edit button.**

**If you will add multiple devices, choose next New device.**

# Filling results 1 way.

- The easiest way to access open schemes is from "My EQA" on the front page (see next page the second way)
- 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
  - **Accepted** = results sent to Labquality

## Welcome to the new LabScala user interface

▼ My EQA

**LATEST 3 NOTIFICATIONS**

You have no notifications.

**NEXT 3 CLOSING SCHEMES**

Round	Closing date	Status
Clinical chemistry: Endocrinology Urine, strip test A, November, 2012	31.01.2013	<b>Draft</b>
Clinical chemistry: Endocrinology Urine, strip test A, December, 2012	31.01.2013	Accepted
Clinical chemistry: Endocrinology Hypo-TSH, December, 2012	31.01.2013	<b>Draft</b>

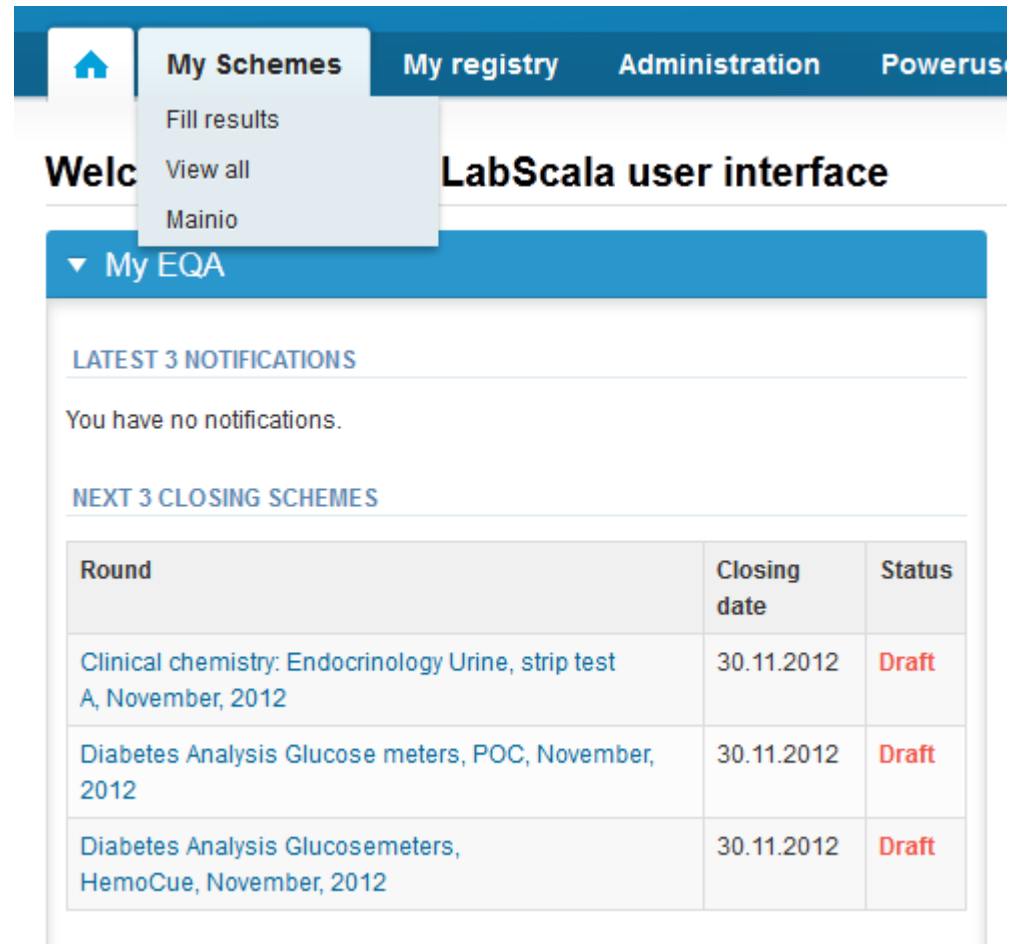
**MY REPORTS**

### NOTE!

If your results are in draft mode after dateline of the round in question, they are not send to Labquality.

# Filling results 2 way.

- 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 – rounds and e-schemes



The screenshot displays the LabScala user interface. At the top, there is a navigation bar with a home icon and links for "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 text "Welcome" and "LabScala user interface" are visible. The main content area is titled "My EQA" and contains two sections: "LATEST 3 NOTIFICATIONS" (stating "You have no notifications.") and "NEXT 3 CLOSING SCHEMES". The latter 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 survey of Urine strip test A, POC, February, 1-2015 analysis

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

- **Request:** Important round-specific information
  - **Instructions:** Printable instruction letter (same you have got with the samples)
  - **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 is gained after the previous step is completed by clicking it or by the  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 (e.g. Urine Strip Tests A (4) means 4 sets of samples ordered)
  - **Delivery:** samples sent from Labquality
  - **Opening:** Result filling /eForm is opened
  - **Closing:** the closing date of the round
  - **Status:** status of the scheme (eg. Ordered, Open, Draft, Accepted, Closed)

## Welcome to the survey of Urine strip test A, POC, February, 1-2015 analysis

 Help

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

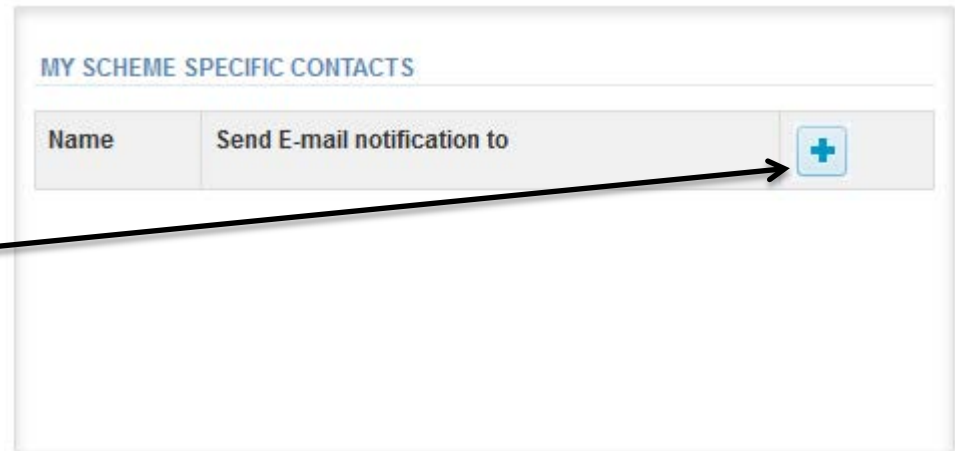
MY ORDERS					
Product	Delivery	Opening	Closing	Status	Form
Urine Strip Tests A (LT)(2)					
	16.02.2015	16.02.2015	06.03.2015	Ordered	LabScala
Urine, strip test A(4)					
	16.02.2015	16.02.2015	06.03.2015	Ordered	LabScala

MY SCHEME SPECIFIC CONTACTS		
Name	Send E-mail notification to	
Lembit	lembit@sps.ee	
		 


Continues on next page->

# Request

- 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 and E-mail added!**
- **Save** and choose Next



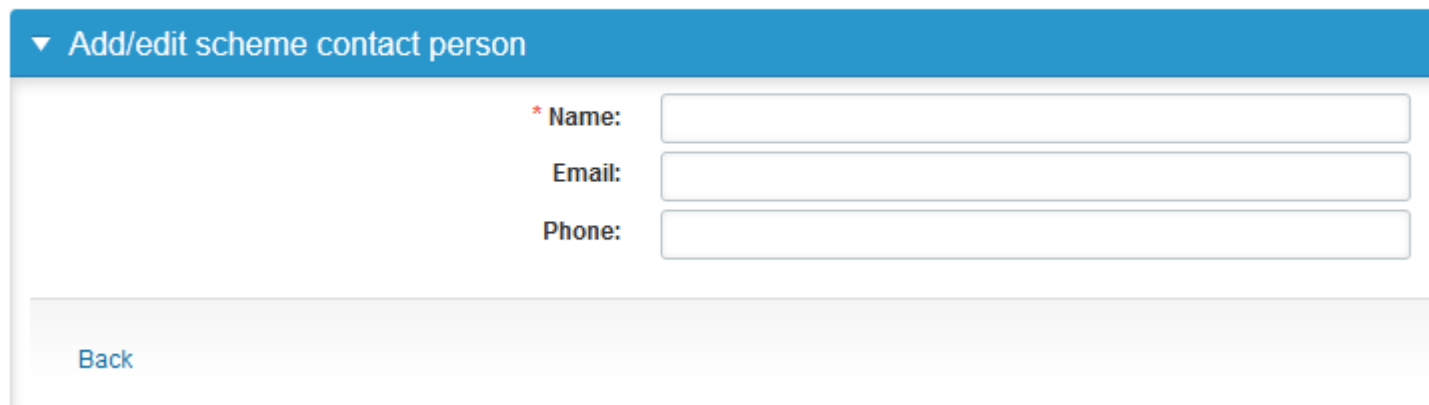
MY SCHEME SPECIFIC CONTACTS

Name	Send E-mail notification to	
		

An arrow points from the text 'At least one contact person needs to be named and E-mail added!' to the plus icon in the table.

[Next](#) [Exit](#)

## Add scheme contact person



▼ Add/edit scheme contact person

\* Name:

Email:

Phone:

[Back](#)

# Instructions

- In Instructions there are short scheme-specific instructions (picture below) and you will find also the same instructions you have got with the samples, which can be read and printed by pressing the "Print instructions" button on the bottom of the page.

## Urine strip test A, POC, February, 1-2015 instructions



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

7444-Urine strip test ...

### 3100 Urine Strip Tests A

#### General information

For the round-specific instruction letter please see below "Print instructions" at the bottom of the page "Instructions". The same letter has been sent with the samples.

Detailed instructions for **LabScala** you can find from the **Help button** in LabScala. (How to fill in the results and add your own Devices, Urine Strip Tests A).

Next

Exit







# 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"

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
Urine, strip test A, February, 1-2015	Yes	3100	4	02.02.2015 	<input type="text" value="4"/>	+2 ... +8 C 	03.02.2015 
Urine Strip Tests A (LT), February, 1-2015	Yes	3102	2	02.02.2015 	<input type="text" value="2"/>	+2 ... +8 C 	02.02.2015 

### COMMENTS

Save & next

Exit

# 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
- **From one sample set you can send 3 different results** (numbered STRIP NO.1, STRIP NO.2...)
- Result filling is started by selecting the measurement date
- Device= method can be chosen from the dropdown list in the result form (you see there your instruments as **nickname/LQ 3-digit code** (eg. Own instrument/986). **See a Note on next page !**
- **Write your strip's name**, fill in the lot number and exp.date of your strip and choose from the dropdown menus your results
- The fields which have been marked with \* **are mandatory**

▼ Urine, strip test A measurement results for Sample S001

STRIP NO.1

* Measurement date	* Device	* Instrument	Strip	Lot No	* Strip expiration date	Analyte	Result
03.02.2015	Own instrument/986	Urisys 2400	Combur	998877651	18.02.2016	U-Glucose	- neg, trac
						U-Ketones	more
						U-Erythrocytes	- neg, trac
						U-pH	9,0
						U-Protein	more
						U-Nitrite	negative
						U-Leukocytes	more
						U-Relative density	1,030

# Results

**NOTE!** If you have not in previous rounds used 3-digit code for your methods, you will get the message below, when trying to add results to this method. Please add 3-digit code and save and go back to your results entering table. This 3-digit code will be saved to your method, so that next time you do not need to add it.

## Add device's secondary information for product Urine, strip test A

[Help](#)

For this product the definition is only allowed product wise. Saving the form will apply the reagent info for all this product associated analytes

### ▼ Add device's reagent info for Product Urine, strip test A

Nickname: 123  
Instrument: Roche Visual reading  
Location:  
Client system id:

\* Device 3 digit code:   
\* Method: visual reading

Back

Save

(LQ.14.01.3)

# 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

## 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 set to be filled.

STRIP NO. 3

* Measurement date	* Device	* Instrument	Strip	Lot No	* Strip expiration date	Analyte	Result
03.02.2015	Dlaite/177	Clinitek Status +	Multistix		05.02.2020	U-Glucose	- neg, trace
						U-Ketones	more
						U-Erythrocytes	2+
						U-pH	9,0
						U-Protein	2+
						U-Nitrite	negative
						U-Leukocytes	- neg, trace
						U-Relative density	1,030

COMMENTS

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

## NOTE!

**If your results are in draft mode after dateline of the round in question, they are not send to Labquality.**

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 (eg. **Accepted**, **Draft**, **Open**, **Error**)

## Urine strip test A, POC, February, 1-2015 postanalytics

 Help

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

Validate results

▼ Validation results						
Product	Sample set	Sample	Errors	Last saved	Date	Status
Urine, strip test A	1	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 14:29	Accepted
Urine, strip test A	2	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 08:04	Draft
Urine, strip test A	3	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 07:58	Open
Urine, strip test A	4	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 07:58	Open
Urine Strip Tests A (LT)	1	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 14:13	Draft
Urine Strip Tests A (LT)	2	Sample S001	OK	Anna-Riitta Vanhanen	04.02.2015 07:58	Open

Accept and send results

Exit

Post-analytics continues on next page->

# 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.
- **NOTE!**
- **If your results are in draft mode after dateline of the round in question, they are not send to Labquality.**

# Exit

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

The screenshot displays the LabScala user interface. At the top, there is a blue header with the LabScala logo on the left, and user information on the right: 'Häkkinen, Teija', '2399 - Client admin', 'English', and a 'Sign out' button. Below the header is a navigation bar with a home icon and links for 'My Orders', 'My Schemes', 'My registry', and 'Administration'. The main content area starts with a welcome message 'LabScala welcomes you!' and a 'Help' link. There are two main content panels. The left panel, titled 'My EQA', contains a 'LATEST 3 NOTIFICATIONS' section stating 'You have no notifications.', a 'MY ROUNDS' section with a table of EQA rounds, and a 'SHORTCUTS & messages' panel. The right panel, titled 'Shortcuts & messages', contains a 'SHORTCUTS' section with links for 'Place orders', 'View reports', 'e-schemes', 'Fill results (Mainio)', and 'Go to Mainio', and a 'MESSAGES' section with two messages: 'LabScala videos on YouTube' and 'Round 2640 synovial fluid crystals postponed'.

**LABSCALA** Häkkinen, Teija 2399 - Client admin English Sign out

My Orders My Schemes My registry Administration

LabScala welcomes you ! Help

My EQA

LATEST 3 NOTIFICATIONS

You have no notifications.

MY ROUNDS

Round entry	Closing date	Response Status	Form	Info
Coeliac disease (1)				
June, 2014	26.06.2014	Not sent	LabScala	!
Parasites in faeces, virtual microscopy (1)				
April, 2014	07.07.2014	Not sent	LabScala	
Form testing scheme (1)				
March, 2014	31.12.2014	Not sent	LabScala	
Form testing scheme 2 (1)				
April, 2014	31.12.2014	Not sent	LabScala	
Form testing scheme 1 (11)				
April, 2014	31.12.2014	Not sent	LabScala	!

Shortcuts & messages

SHORTCUTS

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

MESSAGES

- LabScala videos on YouTube**  
As more and more functionality is added to our EQA-portal LabScala, the need for userguidance is for sure needed.  
  
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>
- Round 2640 synovial fluid crystals postponed**  
Please note that round 2640 Synovial fluid crystals is postponed until further notice.

# Questions?

- In case you have questions, please contact:
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+358 9 8566 8211