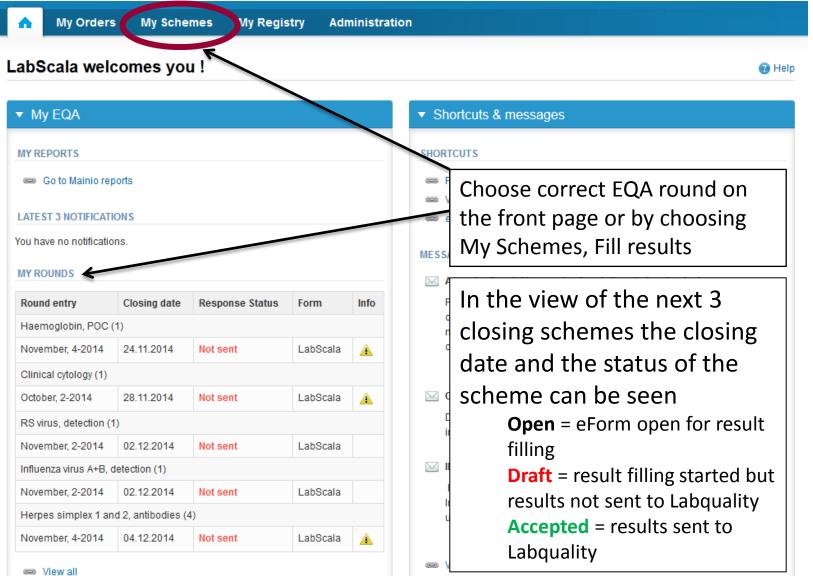


How to fill in Allergy, Total IgE (2670) and ECP (2680) results

Quick guide for result reporting

- 1. Start from LabScala home page by choosing My Schemes -> Fill results -> choose correct round.
- 2. Add Specific Contact, choose Next.
- 3. Read Instructions, choose Next.
- 4. Update Sample registration, choose Save & next
- Reporting results: choose measurement date, test kit and the correct finding for each analyte.
- Save your results as Save as final. Move to next specimen by choosing Next.
- 7. Validate your results and if needed, update them, finally choose Accept and send results.

Result reporting



Total IgE and ECP results

- Both the Total IgE (sample S014) and ECP (sample S015)
 results are added same way
 (the pictures on following pages are from Allergy, total IgE round)
- If you have ordered both rounds (2670 and 2680), you can choose which result you like to add first
- The Spesific IgE results will be added to
 UK NEQAS web sites following the instruction you have got by post with the samples of the first round

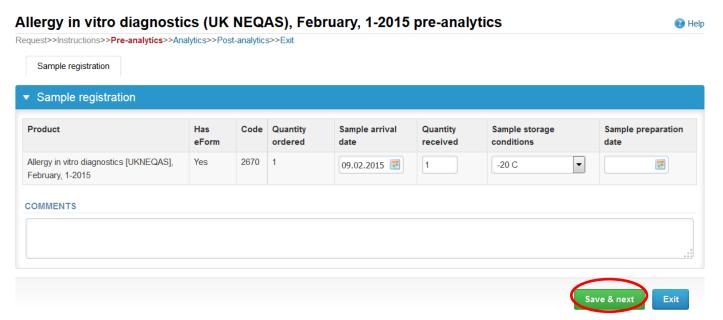
Request

- 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.Allergy (1) means 1 sets of samples ordered)
 - Instructions: Scheme spesific instructions can be read and printed
 - Pre-analytics: Sample arrival date, quantity received, sample storage conditions etc.
 - Analytics: analyte-specific results can be filled
 - Postanalytics: Validate results
 - Exit: Back to the front page
- Also the scheme specific contact information is filled here
 - The contact person receives reminders and important scheme-specific information



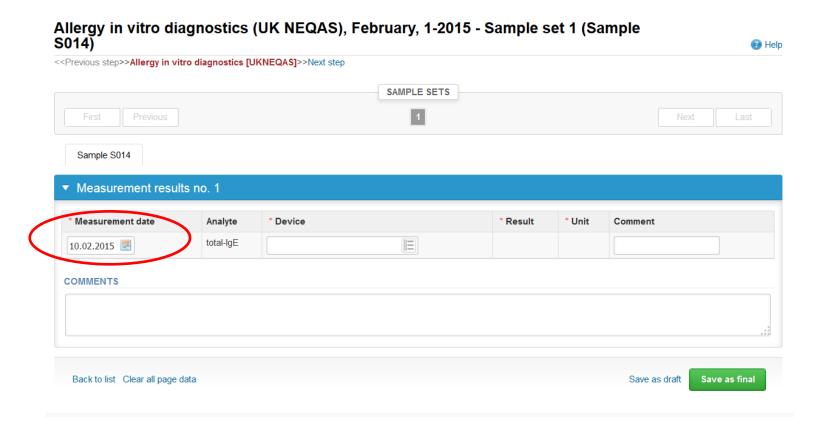
Pre-analytics

- 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"



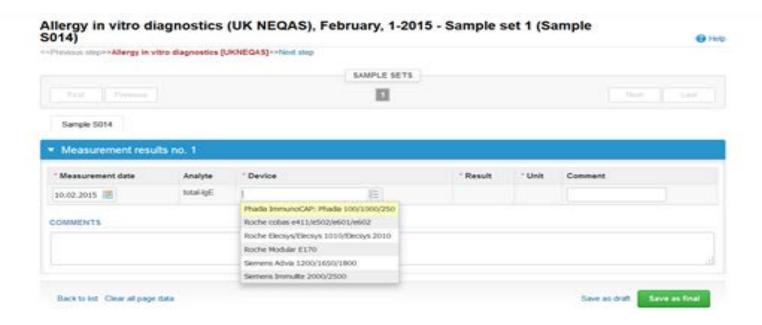
Results – how to start

- In Analytics the analyte-specific result can be filled
- Result filling is started by selecting the measurement day



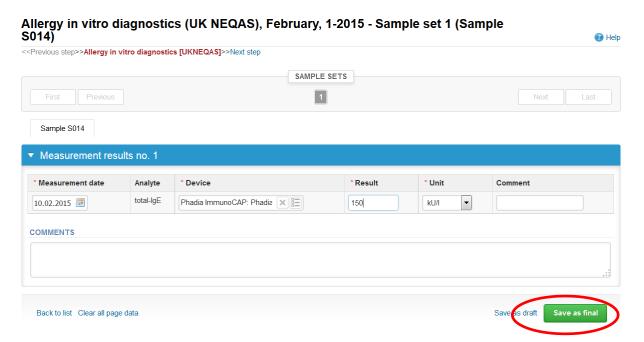
Results – Instrument

 Choose the correct option from the "Device" drop-down list. If you do no find your instrument from this list, please contact Labquality.



Results

- Add your result to "Result".
- Finally, select
 - "Save as final" if you see the results as being final
- "Save as draft" if you do not yet want to send in the results.
- NOTE! If your results are in draft mode after dateline of the round in question, they are not send to Labquality.
- From this page you can return to the front page by selecting "Back to list" or clear the whole page by selecting "Clear all page data"



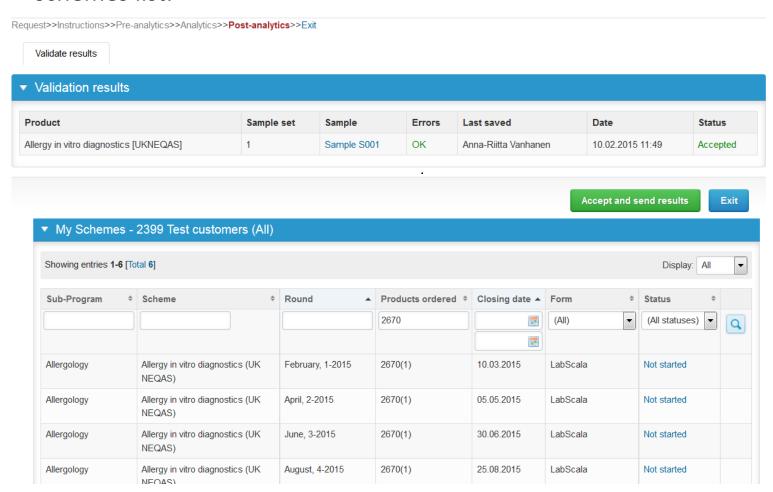
Post-analytics

- Next the user is taken to the result validation.
 - Product: What part of the process is being validated
 - Sample set: Which sample set is being validated
 - Sample: Which sample is being validated
 - 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, Error)
 - 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

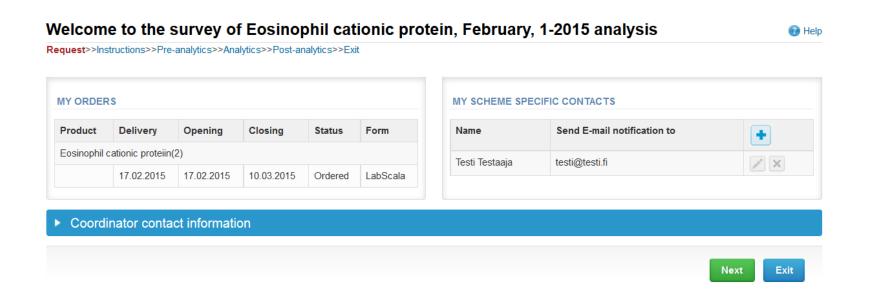


Exit

 After selecting "Accept and send results" you will be taken back to your schemes list.



Add same way your ECP result or Total IgE result depending which you have entered first



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

To the Home page

Questions?

- In case you have questions, please contact:
 - Anna-Riitta Vanhanenanna-riitta.vanhanen@labquality.fi+358 9 8566 8223
 - Jonna Pelantijonna.pelanti@labquality.fi+358 9 8566 8211